

Williamson County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Attendance Areas, Zoning and Nonresident Students	Descriptor Code: 1.703	Issued Date:
		Rescinds: 1.703	Issued: 10/17/16

1 *General*

2 **All out-of-zone requests must be submitted for approval by May 15th.**

3 Except as provided in this policy, no out-of-district student will be eligible to attend Williamson
4 County Schools.¹ The Williamson County Board of Education will provide transportation to all
5 students attending the assigned school within an attendance transportation zone. Transportation to any
6 school outside the attendance transportation zone will be the responsibility of the parent or guardian.
7 Transportation exceptions may be made for groups of students as needed for the best interests of the
8 district when approved in advance by the Board.

9 Out-of-zone approvals are granted to continue through the highest grade level of the school unless
10 rescinded by the principal for failure to follow school procedures. A sibling of a student currently
11 enrolled in an out-of-zone school and who will be enrolled in that school the upcoming school year
12 may enroll in that same school, even if the school zone has closed. A sibling request must be submitted
13 for approval by May 15th.

14 **ESTABLISHING TRANSPORTATION ZONES**

15 Prior to any vote concerning transportation zone changes, the Board shall establish parameters as
16 direction for WCS staff rezoning proposals.

17 **OUT OF ZONE PROCESS**

18 **General:** Students residing in Williamson County, including Franklin Special School District, may be
19 approved to attend a school outside their attendance transportation zone provided that school is an
20 open zoned school, the zoned school principal has signed and acknowledged notice of the request, and
21 the student has been recommended by the out-of-zone principal and the Superintendent. Other
22 approvals for out-of-zone requests may be made and approved under other guidelines within this
23 policy. The reason for the request shall be stated on the application.

24 **Curricular:** A student may apply for an out of zone school placement for specific curricular needs, or
25 a particular course of study. A course of study is defined as the International Baccalaureate (I.B.)
26 program or a series of courses in the career/technical area. Failure to register for the approved course
27 of study or approved curriculum will cause the student to be returned to the zoned school immediately.
28 Further, the student shall continue to enroll in the approved course of study or curriculum needs until
29 requirements are met to graduate. With the exception of the I.B. program, students requesting to attend
30 an out of zone school shall be denied if the school's base building capacity is exceeded or will be
31 exceeded in the coming school year, and/or if oversized classes in the approved course of study or
32 approved curriculum will result.

1 OPEN ZONED SCHOOLS

2 Upon recommendation of the Superintendent, each year the Board will approve which schools will be
3 available for open zoning. That decision will be based on current and future available space for
4 students, principal recommendation, and any other appropriate consideration needed at that time.

5 All other schools are closed for enrollment to any student not residing in that specific school
6 transportation zone or not approved under the guidelines specified in this policy. A student approved
7 through this process may continue in the next level of the feeder pattern unless attendance would result
8 in overcrowding of the school and/or oversized classrooms or unless denied by the Principal for failure
9 to follow school procedures.

10 MOVING TO ZONE

11 A student residing in Williamson County may enroll in another Williamson County School District
12 school if the parents provide to the principal prior to enrollment a copy of a bona fide contract and
13 other supporting documentation of their intent to move into that transportation school zone within the
14 current school year. An approved out-of-zone application must be filed with the out-of-zone school (no
15 signature required from the zoned school principal of the temporary residence).

16 A non-resident student may enroll in Williamson County school if the parents provide to the principal
17 prior to enrollment a notarized statement of intent to reside in the Williamson County School District
18 during the forthcoming semester, with supporting documentation submitted to validate intent to reside.
19 Approval may be granted on a semester basis only. A family tuition rate applicable to families who
20 have shown this documentation shall be established by the School Board. This rate shall be established
21 by the school board each year and shall be based on the previous year's financial expenditures.

22 EXCEPTIONS WCS AND WILLIAMSON COUNTY EMPLOYEES (RESIDENT)

23 Williamson County Board of Education or Williamson County employees who are residents of
24 Williamson County and who work full-time in a work assignment located in a WCS school, office, or
25 facility are eligible to have children in their legal and physical custody and step-children who live in
26 their home to attend out-of-zone any school within the high school feeder zone in which the
27 employee's work assignment is located. If there is more than one feeder school, the out-of-zone
28 approval is at the discretion of the principals of the feeder schools involved.

29 WCS AND WILLIAMSON COUNTY EMPLOYEES (NON-RESIDENT)

30 Williamson County Board of Education or Williamson County employees who reside outside
31 Williamson County but who work full-time in a work assignment located in a WCS school, office, or
32 facility are eligible, at the Board established tuition rate, to have children in their legal and physical
33 custody and step-children who live in their home to attend any school within the high school feeder
34 zone in which the employee's work assignment is located. If there is more than one feeder school, the
35 out-of-zone approval is at the discretion of the principals of the feeder schools involved.

36 If employment is terminated and the employee is not a resident of Williamson County, the child may
37 complete the school year in the Williamson County School.

1 A high school student classified as a second semester junior or as a senior may complete the senior
2 year, totally or in part, with the payment of tuition required on a semester basis.

3 High school age children of Franklin Special School District professional staff who reside outside the
4 county will be eligible to attend Centennial High School. The established family tuition rate shall be
5 charged.

6 **GRANDFATHER PROVISION:**

7 1. REZONING FOR EXISTING and OPENING NEW SCHOOLS

8 Students re-zoned due to the opening of a new school or the rezoning of an existing school may request
9 and be grandfathered to continue in former zoned school as follows:

10 Elementary School: rising 5th grade students

11 Middle School: rising 8th grade students

12 High School: rising 11th and 12th grade students

13 Requests should be submitted by May 15th of the preceding year. Parents are responsible for
14 transportation to the out-of-zone school.

15 2. RELOCATION WITHIN WILLIAMSON COUNTY SCHOOLS

16 Rising 5th grade, 8th grade, 11th grade and 12th grade students currently attending a school and who
17 move out of their transportation zone and maintain residence within Williamson County may request
18 out-of-zone approval through the out-of-zone principal to continue attendance in that school as long as
19 they have lived in that zone for at least twelve consecutive months, and they provide their
20 transportation. Only the out of zone principal's approval signature is required. Requests should be
21 submitted by May 15th. Students who relocate within Williamson County during a school year but have
22 not lived in the said transportation zone for more than twelve consecutive months may complete only
23 that school year at the original school.

24 **SIBLINGS**

25 When a student is attending an out-of-zone school, that student and his siblings may attend through the
26 highest grade level of that school, provided that each newly enrolling sibling must submit an out of
27 zone request for approval by May 15th. Any such attendance may be denied or rescinded by the
28 principal for failure to follow school procedures. A sibling may only apply to attend an out-of-zone
29 school if there is a sibling currently attending that school who will be enrolled in that school the
30 upcoming school year.

31 **TRANSFERS**

32 No transfers from one county school to another will be permitted during the school year unless
33 approved through the I.E.P.-Team process as defined by the Individuals with Disabilities Education
34 Act or through the Renaissance High School application process. An approved out-of-zone application

1 verifying the student's I.E.P.-Team out-of-zone placement shall be filed with the out-of-zone school.
2 Only the out-of-zone principal's approval signature is required.

3 **RETURN TO ZONED SCHOOL**

4 Requests for students to return to their transportation zoned school will be reviewed by a staff
5 committee appointed by the Superintendent for determination to be made at the semester end. Any
6 student as determined by the principal as violating school rules may be returned to the zoned school at
7 the end of any semester.

8 **PRIMARY RESIDENCE OUTSIDE COUNTY BUT SUBJECT TO WILLIAMSON COUNTY** 9 **PROPERTY TAX**

10 Children of custodial parents who are registered to vote in Williamson County pursuant to the out-of-
11 county voting provisions of T.C.A. § 2-2-122(d) may attend Williamson County Schools with no
12 payment of tuition. Said children shall be zoned to the school whose zone includes the Williamson
13 County property nearest that parent's residence.

14 **APPEALS**

15 Any appeal for exception to this policy or determination of the proper application of the policy shall be
16 reviewed by a special committee, including at least one Board member, appointed by the
17 Superintendent. The committee shall consider appeals based on a student's specific curricular and/or
18 documented needs. Principals shall review all specific curricular exceptions annually; when the
19 conditions upon which the exception was granted are not adhered to, the out-of-zone approval shall be
20 revoked. The decision of the special committee regarding appeals is final.

21 **RENAISSANCE HIGH SCHOOL APPLICATIONS**

22 Renaissance High School applications may be made from time to time during the school year, and
23 admission shall be based on criteria established by the Renaissance High School Principal.

24 **REPORT TO THE BOARD**

25 A report shall be made to the Board annually of all students attending schools outside their
26 transportation areas.

27 **TUITION**

28 Tuition will be paid in full by approved out-of-county students on a semester basis prior to enrollment
29 in any semester (e.g. 50% of the annual tuition rate). Tuition will be refunded in full for the semester
30 when the student establishes documented permanent residence within Williamson County at any time
31 during the semester. No refund will be made if residence has not been established by the end of the
32 semester.

33 Any student (K-12) who moves out of Williamson County during the school year may complete that
34 school year in the Williamson County School System. No tuition will be charged for a current semester
35 in progress; however, tuition must be paid for any new semester enrolled (e.g. student moves October

- 1 3 or November 10, no tuition would be paid for first semester; tuition would be paid for the second
- 2 semester).
- 3 Any high school student classified as a second semester junior or as a senior who moves out of the
- 4 county may complete the senior year, totally or in part, with the payment of tuition required on a
- 5 semester basis.

Legal References

1. TCA 49-6-403(c)