

CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

Cheatham County Board of Education

September 7, 2023

Place: Educational Annex/Board Room

Time: 6:00 PM

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Roll Call
5. Election of School Board Chairperson to serve through September 2024 - Board Policy 1.200, Method of Election of Officers
6. Election of School Board Vice-Chairperson to serve through September 2024 - Board Policy 1.200, Method of Election of Officers.
7. Approval of Agenda
8. Presentations, Awards Recognitions

Unified Champion School District - State of Tennessee

School Bookkeepers

Tracy Michon, Finance and Operations Specialist

Misty Mayo, ACESA/RA Bookkeeper

Mindy Hansen/Mary Duke, ECES Bookkeeper

Ashley Adams, PEFAMS Bookkeeper

Brittney Altom, PVES Bookkeeper

Dana Brown, KSES Bookkeeper

Dixie Dies, WCES Bookkeeper

Jamie Wilson, CMS Bookkeeper

Cindy Wells, HMS Bookkeeper

Carla Anderson, SMS Bookkeeper

Vicki Presson, CCCHS Bookkeeper

Pam Bryant, HHS Bookkeeper

Terri Jennette/Kim Crosby, SHS Bookkeeper

Employees of the Month

ACESA

Riann Offutt-Price, Teacher

ECES

Misty Stehle, Teacher

KSES

Patti Fink, Teacher

PEFAMS

Sue Mullican, Academic Specialist

PVES

Logan Howard, Teacher

WCES

Jenny Lockerman, Teacher

CMS

Dustin Schrader, Assistant
HMS
Brittney Burgess, Teacher
SMS
LeNaye Pearson, Teacher
CCCHS
Kristina Pardue, Teacher
HHS
Will Mattingly, Teacher
SHS
Stephanie Gray, Counselor
RA
Tony Lazenby, Teacher
Daycare
Linda Williams, WCES Daycare Director
Nutrition
Gina Rayburn, HHS Cafeteria
Transportation
Resha Garrison, Bus Driver
Central Office
Nathanael Raymer, Network Administrator

Level 5 School District

9. Public Forum - none
Opportunity for the Community to Address Board (Maximum thirty (30) minutes)
10. School Improvement Plan (SIP) Goal Update
PES, Sarah Spain
11. Executive Committee
12. Five Year Plan
Laura Muncy, Daycare Director
13. ESSER Funding Update - Dr. Cathy Beck
14. Elected Officials - Opportunity for Elected Officials to Address Board
15. Consent Agenda
 - A. Minutes August 3, 2023
 - B. Disposal of Surplus Equipment/Materials
 1. Supervisor Dennison requests disposal of 1 old desk and 16 boxes of outdated ELA curriculum.
 2. HMS Principal Fowler requests disposal of 1 broken student desk.
 3. ACESA Principal Broyles requests disposal of 13 outdated and unusable Title I Equipment Brainchild Study Buddy consoles and 1 old/broken officechair.
 4. Supervisor Muncy requests disposal of 1 broken toy shelf from KSES Daycare.

5. CCCHS Principal Wenning requests disposal of the following broken and obsolete items: 1broken desk chair, 3 student desk/chair combo, 1 small filing cabinet with Academic Olympic items, red student desk, 20 Dell Latitude Cases,15 boxes of weeded library books, old textbooks and workbooks,12 Dell Latitude 3180's (15023039,15022939,15022947,15022822,15022862, 15022864,15023048, 15022855, 15023463, 15022868, 15023051, 15022985.)

16. Budget and Finance

A. Summary

B. Federal Budget Grant Allocations

Fund Name	23-24 Allocations	Carryover	Total Budget
Title IA	809,720.84	182,314.30	992,035.14
Title ID	28,654.31	799.34	29,453.65
Title II	179,323.46	74,595.18	253,918.64
Title III	23,035.81	12,404.43	35,440.24
Title IV	64,958.76	13,975.93	78,934.69
IDEA B	1,377,325.00	366,314.63	1,743,639.63
IDEA PS	41,644.00	44,079.89	85,723.89
ARP IDEA		140,837.20	140,837.20
ARP IDEA PS		11,260.49	11,260.49
CTE PERKINS BASIC	83,390.07		83,390.07
ESSER 2.0		82,485.77	82,485.77
ESSER 3.0		2,676,029.06	2,676,029.06
MATH IMPLEMENTATION GRANT	71,250.00		71,250.00
TN ALL CORPS	357,000.00	22,890.00	379,890.00

21ST CENTURY GRANT	157,575.00		157,575.00
RESILIENT SCHOOL COMMUNITY		100,055.09	100,055.09
PUBLIC SCHOOL SECURITY GRANT	233,642.20		233,642.20
HQ LITERACY IMPLEMENTATION NETWORK	83,000.00		83,000.00
TOTALS	3,510,519.45	3,728,041.31	7,238,560.76

- C. Nutrition Fund Balance 143 Holding Cabinet at ACESA and SMS Walk in Freezer/Cooler \$125,000.00
- D. Employee Insurance Rates
- 17. Old Business
 - A. Revise Policy 5.119 Employment of Retirees - Second Reading
 - B. Revise Policy 6.200 Attendance - Second Reading
 - C. Revise Policy 5.302 Sick Leave - Second Reading
 - D. Revise Policy 5.106 Application and Employment - Second Reading
 - E. Revise 6.402 Physical Examinations and Immunizations - Second Reading
 - F. Revise Policy 3.205 Security - Second Reading
 - G. Revise Policy 3.202 Emergency Preparedness Plan - Second Reading
 - H. Revise Policy 6.4001 Student Surveys, Analyses, and Evaluations - Second Reading
- 18. New Business
 - A. Revise Policy 4.204 Summer Instructional Programs - First Reading
 - B. Revise Policy 5.305 Family and Medical Leave - First Reading
 - C. Revise Policy 5.307 Physical Assault Leave - First Reading
 - D. Revise Policy 6.202 Home Schools - First Reading
 - E. Revise 5.600 Staff Rights and Responsibilities - First Reading
 - F. Revise Policy 6.319 Alternative Education - First Reading
 - G. Revise Policy 6.309 Zero Tolerance Offenses - First Reading
 - H. Revise Policy 4.605 Graduation Requirements - First Reading
- 19. Brief comments from Board Members
- 20. Announcements

21. Adjourn

INFORMATION:

1. Personnel Changes:

A. Retirements approved

B. Administrative Positions approved

C. Leave of Absence approved

6. Malina Taylor, CCBOE August 4, 2023- August 14, 2023
7. Aubrey J. Harris Albright, RA August 9, 2023 - September 1, 2023
8. Beatriz Tuttle, Nutrition August 22, 2023-August 30, 2023

D. Resignations approved

- Gary Morrison, HMS Faculty 8/1/2023
- Violet Rosenbaum, SHS Nutrition 8/2/2023
- Amber Dunn, CCCHS Staff 8/16/2023
- Sergio A. Vazquez Cabrera, RA Staff 8/18/2023
- Michelle Davidson, PVES Staff 8/18/2023
- Jessica Church, ACESA Faculty 7/31/2023
- Nancy Mann, SHS Nutrition 8/14/2023
- Violet Vaughn, WCES Nutrition 5/26/2023
- Janine Powers, PVES Daycare 8/31/2023
- Carla Yarbro, ACESA Nutrition 8/15/2023
- Danielle Galford, CCCHS Faculty 9/20/2023
- Manal Amin, CMS Daycare 8/17/2023
- Sara Taylor, PV/EC Faculty 8/22/2023
- Brandi Glasgow, SMS Staff 9/15/2023
- Kim Czyszczak, HMS Faculty 9/15/2023

E. Termination of Employment

- Kaci Daigle, ECES Faculty 8/4/2023

F. Transfers approved

- Haley Sharpe from PVES Daycare Sub to Full Time Employee Daycare replacing Kimberly Brooks (PT) and Paulette Alderson (PT) 8/7/2023
- Kensey Caddell from ECES 2nd Grade to ECES Kindergarten replacing Ashley Sledge 8/1/2023

- William Cuffman from ECES SPED Assistant to ECES 4th Grade Teacher replacing Brittany Crouch 8/1/2023
- Delora Hudgins from ACESA PT Nutrition to ACESA FT Nutrition replacing self 8/3/2023
- Amanda Patterson from PEFAMS SPED 1:1 Assistant to PEFAMS VPK Pre-K replacing Emily Carney 8/1/2023
- Marcie Stewart from SMS Educational Assistant to CMS Educational Assistant following student 8/1/2023
- Caitlyn Mason from ACESA Computer Tech Assistant to ACESA Kindergarten Long Term Sub replacing Ayla DeJong 8/7/2023
- Nikki Myatt from ACESA Office Assistant to ACESA Computer Tech Assistant replacing Caitlyn Mason 8/7/2023
- Angie Hunnell from ACESA SPED Resource Assistant to ACESA SPED Resource Teacher Long Term Sub new position 8/7/2023
- Rhonda Baker from WCES SPED Resource Assistant to WCES Elementary SPED Interventionist/Interim Long Term Sub Assistant new position 8/4/2023
- Mary Ford from ACESA SPED Resource Assistant to ACESA Extended Resource Teacher Long Term Sub replacing Liliana Spence 8/7/2023
- Amy Carlson from PVES/CCSD Substitute Teacher to ACESA Library Media Specialist replacing Jennifer Fleming 8/7/2023
- Megan McNeill from SMS 5th Grade ELA Teacher to SMS Life Skills Teacher replacing Naomi Williamson 8/7/2023
- Deona Ray from ECES Pre-K Assistant to ECES Grow Your Own Teachers Assistant new position 8/1/2023
- April Williams from HHS Math Teacher to HHS Jobs for America's Graduates new position 7/1/2023
- Lakin Jackson from ECES Daycare to ACESA Office Assistant replacing Nikki Myatt 8/22/2023
- Ashten Gates from SMS General Assistant to CCCHS Receptionist replacing Amber Dunn 8/22/2023
- Mary Melton from HMS 7th Grade SS/Science to HMS 8th Grade Math/SS replacing Gary Morrison 8/1/2023
- Jamie Slot from HMS 7th Grade SS/ELA to 7th Grade SS replacing Mary Melton 8/1/2023
- Lathan Turner from HMS 7th Grade Math/Science to HMS 7th Science replacing Mary Melton 8/1/2023
- Shelbie McNeely from WCES Title I Assistant to WCES SPE 1:1 Assistant new position 8/9/2023
- Taylor Newton from HHS SPED Assistant to KSES Grow Your Own new position 8/1/2023

- Callie Meadows from WCES Individualized Tutor to WCES 2nd Grade Teacher replacing Katharine Green 8/11/2023
 - Traci Kurilich from ECES Title I to General Purpose funding 8/1/2023
 - Haley Sharpe from PVES Employee Daycare FT to PT PVES Employee Daycare new position 8/16/2023
 - Kimberly Brooks from PVES Employee Daycare FT to PVES Employee Daycare PT Sub new position 8/2/2023
 - Audrey Pate from ACESA FT Assistant Director to PVES Employee Daycare FT replacing Haley Sharpe 8/21/2023
 - Sierra Harris from ACESA Life Skills Assistant to CMS Life Skills Assistant replacing Dustin Schrader 8/1/2023
 - Tammy French from ECES PT Daycare to PVES FT Employee Daycare replacing Emely Navarette 8/21/2023
 - Emely Navarette from PVES Employee Daycare to ACES FT Daycare replacing Audrey Pate 8/21/2023
 - Gracie Reeder from ACESA Part Time Daycare to ECES Part Time Daycare replacing Lakin Jackson 8/22/2023
 - Matthew Driscoll from RA Teacher to CCCHS Business Teacher replacing Danielle Coalford 9/20/2023
 - Cassandra McCollum from CMS Employee Daycare Sub to CMS Employee Daycare Floater replacing Manal Amin 8/25/2023
- G. Elections/Placements approved
- Kaci Daigle, ECES Faculty replacing Alyson Sledge 8/3/2023
 - Freddie McIntosh, PT Transportation replacing self 8/7/2023
 - Misty Marek, KSES SPED Assistant replacing Ashley Nicholson 8/1/2023
 - Haley Sharpe, PVES Employee Daycare FT replacing Kimberly Brooks 8/1/2023
 - Olivia Cox, KSES SPED one on one ancillary new position 8/7/2023
 - Kirsten Winfrey, KSES Nurse replacing Caycee Dillehay 8/7/2023
 - Addison Holmes, SMS 6th Grade ELA replacing Christina Moss 8/3/2023
 - Gerald Kirkman, ACESA 3rd Grade Teacher new position 8/1/2023
 - Sadie Collins, ECES Librarian replacing Meredith Long 8/1/2023
 - Connie Cook, HMS Nutrition replacing Jennifer Bowen 8/7/2023
 - Jennifer Judkins, KSES SPED Assistant one on one replacing Kim Brown 8/1/2023
 - Amin Manal, CMS Daycare floater replacing Margerite Rios 7/30/2023
 - Rachel Tilley, CCCHS Math Teacher replacing Kristina Pardue 8/7/2023

- Mary Ashton McClellan, Transportation Bus Aide replacing Brittany Johnson 8/7/2023
- Carla Yarbrow, ACESA Nutrition PT replacing Delores Wilson 8/14/2023
- Nancy Mann, SHS Nutrition replacing Rhonda Knight 8/14/2023
- Harriett James, Nutrition South Sub new position 8/7/2023
- Alyssa Ferrell, ECES SPED Assistant replacing Bill Coffman 8/14/2023
- Britney Ammen, SMS Faculty replacing Megan McNeill 8/10/2023
- Tammy French, ECES PT Daycare replacing Lakyn Jackson 8/15/2023
- Amy Carlson, ACESA Librarian replacing Jennifer Fleming 8/7/2023
- Shelly Gupton, Transportation replacing Glen Harlinger 8/7/2023
- Alexis Vlibarri, ECES Long Term Sub 4th Grade replacing Allison Sledge 8/18/2023
- Dashia Brandon, HHS Criminal Justice Interim replacing Karen Hall 9/5/2023
- Cassandra McCollum, CMS Employee Daycare Sub new position 8/23/2023
- Patricia Patterson, ACESA Nutrition Sub replacing Manal Amin 8/30/2023
- Victoria Trejo, CMS PT Nutrition replacing Carolyn Canfield 8/30/2023
- Kaylie Simpkins, WCES Title I Assistant replacing Shelbie McNeely 8/29/2023
- Amy Ritchie, ACESA Title I Assistant replacing Susan Farmer 8/29/2023
- Rosalinda Amador, ECES SPED Assistant new position 8/29/2023
- Linda Strachan, KSES Sped Assistant (long term sub) replacing Tasha Kosinski 11/1/2023
- Patricia Pickett, SHS SPED Assistant new position 8/30/2023
- Susan Ramsay, PEFAMS Artist (Drama) 8/29/2023
- Kelly Sanidas, PVES SPED assistant replacing Michelle Davidson 9/5/2023
- Julia Diederich, HHS Engineering replacing Davis Ufnar 9/6/2023
- Brett Waller, CMS Bus Aide replacing Debra Duncan 9/1/2023
- Leigh Gaster, ACES Bus Aide replacing Christene Giffin 9/1/2023
- Heather Watts, SMS Bus Aide replacing Cindy Moreland 8/31/2023
- Rebecca Blevins, RA Elementary Teacher replacing Alayna Strickland 8/31/2023
- Preston Carter, CMS Assistant Girls Basketball Coach non faculty 8/3/2023
- Ricky Woods, HMS Head Wrestling Coach 8/3/2023
- Charles Morehead, HMS Head Football Coach 8/3/2023
- Charles Morehead, HMS Head Baseball Coach 8/3/2023
- Charles Morehead, HMS Basketball Coach 8/3/2023

- Michaela Colter, HMS Assistant Volleyball Coach 8/3/2023
- Brittany Hardin, HMS Head Volleyball Coach 8/3/2023
- Devin Allen, HMS Head Girls Basketball Coach 8/3/2023
- Michael Wallace, HMS Head Boys Basketball Coach 8/3/2023
- Brian Threet, HMS Head Softball Coach non-faculty 8/3/2023
- Brian Threet, HMS Assistant Football Coach non-faculty 8/3/2023
- Jason Ford, HMS Assistant Football Coach non-faculty 8/3/2023
- Ron Sparkman, Jr., HMS Assistant Baseball Coach non-faculty volunteer 8/3/2023
- Brad Wiles, HMS Head Boys Soccer Coach non-faculty 8/3/2023
- Alexis Fisher, HMS FB/BB Assistant Cheer Coach 8/9/2023
- Alex Moffatt, HMS Assistant Boys Soccer Coach non-faculty 8/9/2023
- Alex Moffatt, HMS Head Girls Soccer Coach non-faculty 8/9/2023
- Lisa Willoughby, HMS Yearbook Coordinator 8/17/2023
- Brad George, HMS Football Assistant Coach non-faculty volunteer 8/24/2023
- Brad George, HMS Football Assistant Coach non-faculty volunteer (22/23) 8/24/2023
- Michael Wilson, HMS Football Assistant Coach non-faculty 8/28/2023
- Emilee Howard, HMS Assistant Girls Soccer Coach non-faculty 8/28/2023
- Melanie Buchanan, HMS Athletic Director 8/30/2023
- Melanie Buchanan, HMS Head FB/BB Cheer Coach 8/30/2023
- Kurt Thompson, SMS Head Girls Soccer Coach non-faculty 8/3/2023
- Ryson Shepherd, SMS Assistant Football Coach non-faculty 8/3/2023
- Camryn Larsen, SMS Assistant Girls Basketball Coach non-faculty 8/7/2023
- Nikki Durham, SMS Assistant Softball Coach non-faculty 8/3/2023
- Ty Knight, SMS Head Wrestling Coach non-faculty 8/3/2023
- Dale Daniel, SMS Head Boys Basketball Coach 8/9/2023
- Brian Scruggs, SMS Assistant Boys Basketball Coach non-faculty 8/15/2023
- Brian Scruggs, SMS Assistant Girls Basketball Coach non-faculty 8/15/2023
- Laura Anderson, SMS Assistant FB/BB Cheerleading Coach non-faculty 8/18/2023
- Shannah Steel, SMS Assistant Girls Soccer Coach non-faculty 8/28/2023
- Dale Daniel, SMS FB Clock/Scorekeeper 8/18/2023
- Donald Quillen, SMS Assistant Baseball Coach non-faculty 8/11/2023

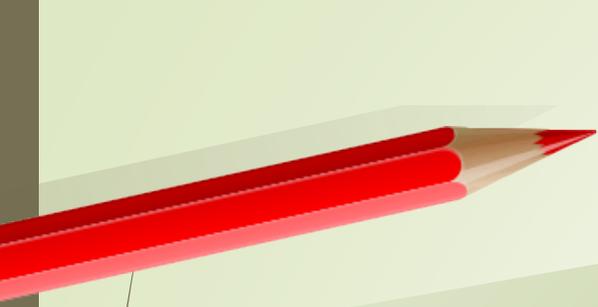
- Caitlin Williams, SMS Head Golf Coach non-faculty 8/11/2023
- Stephen "Bubba" Williams, SMS Assistant Golf Coach non-faculty volunteer 8/11/2023
- Malik Sylvester, SMS Band Co-Director 9/5/2023
- Penelope Pitts, SMS Band Co-Director 9/5/2023
- Andrea Hatfield, CCCHS Head Dance FB Coach non-faculty 8/9/2023
- Andrea Hatfield, CCCHS Head Dance BB Coach non-faculty 8//2023
- Derek Wright, CCCHS Assistant Golf Coach non-faculty 8/9/2023
- Kennedie Lariscy, CCCHS Assistant Volleyball Coach non-faculty 8/9/2023
- Dave Hart, CCCHS Head Golf Coach non-faculty 8/9/2023
- Dave Hart, CCCHS Head Tennis Coach non-faculty 8/9/2023
- Tristan Lee, CCCHS Assistant Boys Basketball Coach non-faculty 8/7/2023
- Lauren Street, CCCHS Drama 8/3/2023
- Jason Black, CCCHS Yearbook Sponsor 8/3/2023
- Luke Miller, CCCHS Assistant Baseball 8/3/2023
- Jett Brinkley, CCCHS Head Baseball Coach 8/3/2023
- Jim Gibbs, CCCHS Head Girls Basketball Coach 8/3/2023
- Travis Humbert, CCCHS Band Camp Instructor non-faculty 8/16/2023
- Austin Vogt, CCCHS Assistant Band Director/Summer Camp non-faculty 7/17/2023
- Kristina Pardue, CCCHS Wrestling Concessions 8/17/2023
- Kristina Pardue, CCCHS BB Concessions 8/17/2023
- Luke Miller, CCCHS Head Girls Wrestling 8/17/2023
- Amy Minton, CCCHS Volleyball Line Judge 8/17/2023
- Kelci Carson, CCCHS Head Track Coach 8/17/2023
- Heather Gauthier, CCCHS Assistant Band Director 8/18/2023
- Shannon Martin, CCCHS Assistant Girls Soccer Coach 8/18/2023
- Shannon Martin, CCCHS Assistant Boys Soccer Coach 8/18/2023
- Jeremy Boyd, CCCHS Head Wrestling Coach 8/21/2023
- Gary Halstead, CCCHS FB Field Maintenance 8/23/2023
- Eric Turner, CCCHS Volleyball Line Judge 8/23/2023
- Gary Halstead, CCCHS Head Football Coach 8/24/2023
- Gary Halstead, CCCHS Assistant Baseball Coach 8/24/2023
- Zeus Carnet, CCCHS Assistant Football Coach 8/28/2023

- Charlie Martin III, CCCHS Assistant Girls Soccer Coach non-faculty 8/11/2023
- Charlie Martin, CCCHS Head Boys Soccer Coach non-faculty 8/11/2023
- Charlie Martin, CCCHS Heads Girls Soccer Coach non-faculty 8/11/2023
- Charlie Martin, CCCHS Soccer Field Maintenance non-faculty 8/11/2023
- Wayne Camper, Assistant Wrestling Coach non-faculty 8/30/2023
- Chace Taylor, HHS Assistant Boys Basketball Coach non-faculty 8/7/2023
- Trey Johnston, HHS Assistant Boys Basketball Coach non-faculty 8/3/2023
- Brent Weatherly, HHS Assistant Football Coach non-faculty 8/3/2023
- Kaylee Heggie, HHS Head Volleyball Coach non-faculty 8/9/2023
- Caleb Ginnings, HHS Assistant Volleyball Coach non-faculty 8/9/2023
- Taylor Turner, HHS Assistant Wrestling Coach non-faculty 8/9/2023
- Louise Turner, HHS Assistant FB Cheer Coach non-faculty 8/6/2023
- Walker Weatherly, HHS Assistant Football Coach non-faculty 8/9/2023
- Timothy Kosinski, HHS Assistant Football Coach non-faculty 8/9/2023
- Chris Huffines, HHS Assistant Football Coach non-faculty 8/9/2023
- Billy Price, HHS Assistant Baseball Coach non-faculty 8/9/2023
- Jackson Whitlow, HHS Assistant Wrestling Coach non-faculty 8/9/2023
- Denny Petty, HHS Assistant Baseball Coach non-faculty 8/9/2023
- Johnny Neely, HHS Assistant Girls Basketball Coach non-faculty 8/9/2023
- Zac Mitchell, HHS Baseball Field Maintenance non-faculty 8/9/2023
- Zac Mitchell, HHS Head Baseball Coach non-faculty 8/9/2023
- Tammy Wilson, HHS Assistant Golf Coach 8/17/2023
- Joseph Jenkins, HHS Assistant Girls Soccer Coach non-faculty volunteer 8/17/2023
- Kyler Hartley, HHS Assistant Girls Soccer Coach non-faculty 8/18/2023
- Kyler Hartley, HHS Assistant Boys Soccer Coach non-faculty 8/18/2023
- Ernest Bain, HHS Assistant Football Coach 8/18/2023
- Nicole Wycoff, HHS Gate Worker volunteer 8/22/2023
- Jason Nauert, HHS Gate Worker 8/22/2023
- April Williams, HHS Gate Worker volunteer 8/22/2023
- Kenneth Albritton, HHS Gate Worker 8/22/2023
- William Ethridge, HHS Gate Worker volunteer 8/28/2023
- Jeffrey Goad, HHS Gate Worker volunteer 8/28/2023

- Jennifer Copeland, HHS Gate Worker volunteer 8/28/2023
- Lou Jenkins, HHS Girls Soccer Head Coach non-faculty 8/28/2023
- Larry Turner, HHS Concession Stand Manager 8/28/2023
- Lou Jenkins, HHS Boys Head Soccer Coach non-faculty 8/28/2023
- Joseph Wade, HHS Percussion Assistant Director non-faculty 8/28/2023
- Makailah Juneau, HHS Color Guard Instructor non-faculty 8/28/2023
- Anita DeFrancesca, HHS Gate Worker volunteer 8/28/2023
- Jeff Barton, HHS Cross Country Coach non-faculty volunteer 8/28/2023
- Lacey Carter, HHS Assistant Cheer Basketball 8/30/2023
- K.C. Littlejohn, SHS Assistant Football Coach non-faculty 8/9/2023
- Daniel Waltman, SHS Head Girls Wrestling Coach 8/9/2023
- Maggie Mason, SHS Head Choir Director 8/9/2023
- Matt Carrigan, SHS Baseball Field Maintenance 8/9/2023
- Caitlin Page, SHS Drama Teacher 8/9/2023
- Debbie Burnett, SHS Head FB Cheer Coach non-faculty 8/3/2023
- Debbie Burnett, SHS Head FB Dance Coach non-faculty 8/3/2023
- Debbie Burnett, SHS Head Cheer BB Coach non-faculty 8/3/2023
- Debbie Burnett, SHS Head BB Dance Coach non-faculty 8/3/2023
- Penelope Pitts, SHS Assistant Band Director 8/3/2023
- Penelope Pitts, SHS Percussion Assistant Director 8/3/2023
- Penelope Pitts, SHS Assistant Battery Director 8/3/2023
- Caity Denney, SHS Assistant Girls Basketball Coach non-faculty 8/7/2023
- Baley Miles, SHS Assistant FB Cheer Coach non-faculty 8/15/2023
- Baley Miles, SHS Assistant FB Dance Coach non-faculty 8/15/2023
- Baley Miles, SHS Assistant BB Dance Coach non-faculty 8/15/2023
- Baley Miles, SHS Assistant BB Cheer Coach non-faculty 8/15/2023
- Gwen White Owl, SHS Gate Worker 8/17/2023
- Nicholas Roberts, SHS Gate Worker 8/17/2023
- Jack Pugh, SHS Gate Worker 8/17/2023
- Carolyn Pendarvis, SHS Gate Worker 8/17/2023
- Rebecca Jackman, SHS Gate Worker 8/17/2023
- Stephanie Gray, SHS Gate Worker 8/17/2023
- Margaret Fields, SHS Gate Worker 8/17/2023

- Rebecca Davis, SHS Gate Worker 8/17/2023
- Chelsie Baldwin, SHS Gate Worker 8/17/2023
- Ashleigh Harris, SHS Gate Worker 8/17/2023
- Cody King, SHS Head Girls Basketball Coach 8/17/2023
- Daniel Waltman, SHS Football Announcer 8/17/2023
- Tyler Binkley, SHS Gate Worker 8/21/2023
- Jacquelyn Guerin-Slayton, SHS Softball Field Maintenance 8/28/2023
- Jacquelyn Guerin-Slayton, SHS Basketball Clock Keeper 8/28/2023
- Jacquelyn Guerin-Slayton, SHS Head Softball Coach 8/28/2023
- Carl Head, SHS Gate Worker 8/28/2023
- Shelly Greer, SHS Gate Worker 8/28/2023
- Shelly Greer, SHS Yearbook Advisor 8/28/2023
- Chandler Nalls, SHS Assistant Dance Coach FB non-faculty volunteer 8/30/2023
- Chandler Nalls, SHS Assistant Dance Coach BB non-faculty volunteer 8/30/2023
- Shea Phillips, SHS Gate Worker 8/31/2023

H. Non Renewals

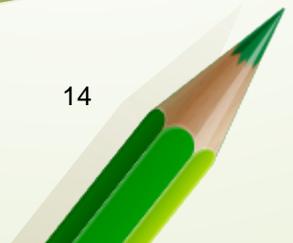


#levelup

Employee of the Month

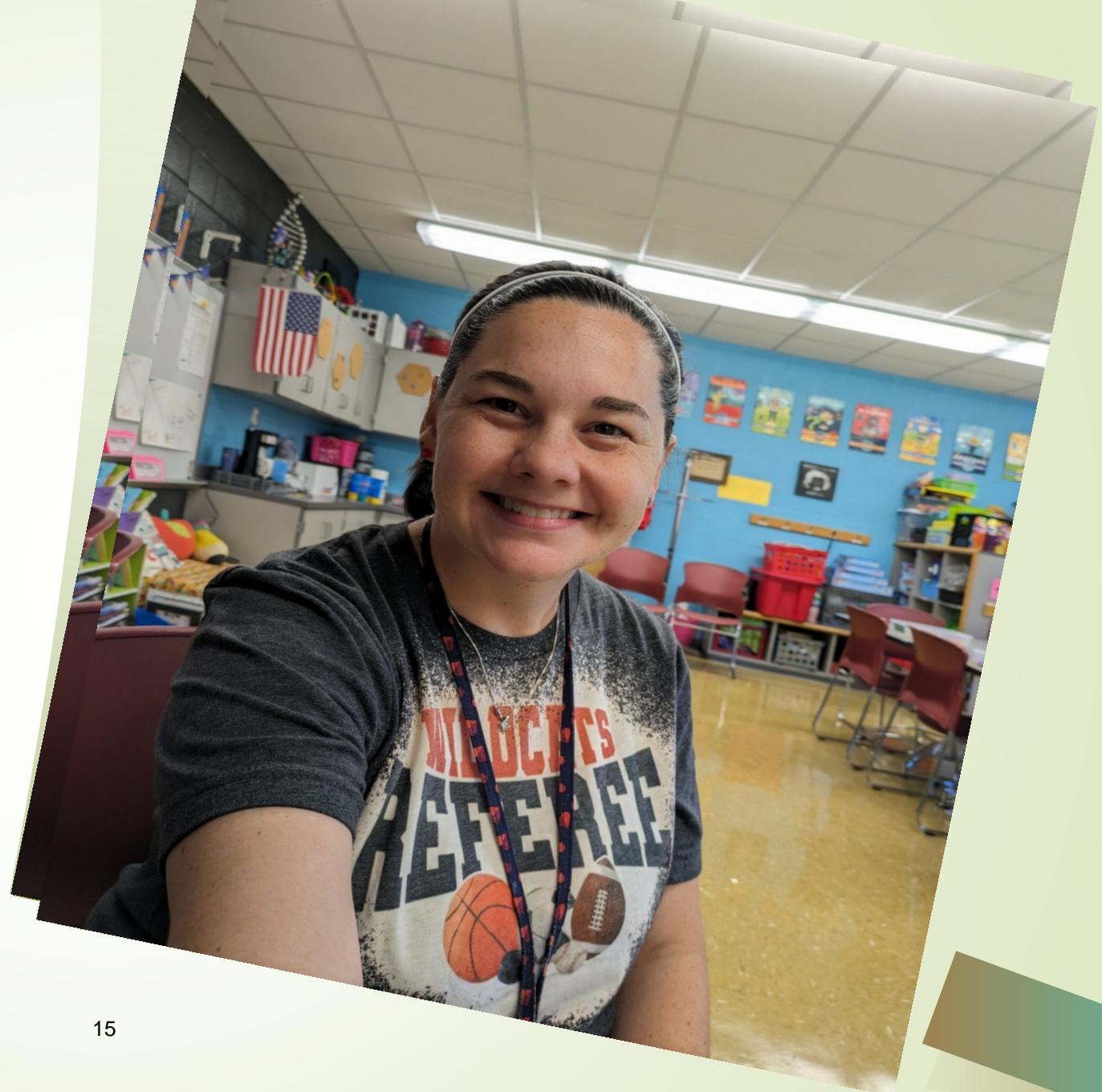
Cheatham County
School District

2023-2024 School Year



Ashland City

We are thrilled to have Riann Offutt-Price as our EOM. Her warm smile and seemingly unlimited patience, kindness and energy are a breath of fresh air. In her first year at ACESA she has done a remarkable job setting up our STEM program for continued success.



East Cheatham

Our ECES EOM is Mrs. Misty Stehle! Mrs. Stehle has always been amazing, and she has started out this year the same way. When she saw a need arise in our first-grade vacancy, she graciously and selflessly stepped up and volunteered to help ... while continuing to feel many of the duties of her current role! We love you and we're grateful for all you do!



Kingston Springs

Patti Fink cares about the success of ALL students. Her relationship with students is her superpower. From her warm smile to her quiet approach to classroom management, Ms. Patti is a positive influence on her students. Her students know that they are valued.



Pegram

Sue Mullican has really stepped into her new role beautifully and has been a great resource for all teachers. She is proactive, helpful, and willing to jump in and help fix anything she can. She is always smiling and such a joy to be around.



Pleasant View

Mr. Logan Howard is Pleasant View Elementary's new music teacher. Students have enjoyed his lively and energetic lessons. We are very happy to have him as a Panther!



West Cheatham

Jenny Lockerman is our EOM for West Cheatham. She has taught for 19 years, nine of those teaching second grade at WCES. Her professionalism and high expectations for herself and her students have made her our lead second grade teacher. We are so glad she is a part of our WCES family.



Cheatham Middle

Cheatham Middle School's Employee of the Month is academic assistant, Dustin Schrader. Dustin is one of the most dedicated staff members at CMS. He works well in every setting and spent summer hours painting throughout our building. As a former CMS student, his return as a staff member has been vital to improving our building and culture. Dustin is currently a member of the Grow Your Own program and hopes to be a teacher in his home county.



Harpeth Middle

Mrs. Brittney Burgess is one of a kind! She keeps it real, loves her students, and math with all of her heart! Thank you for your dedication; we love you!!



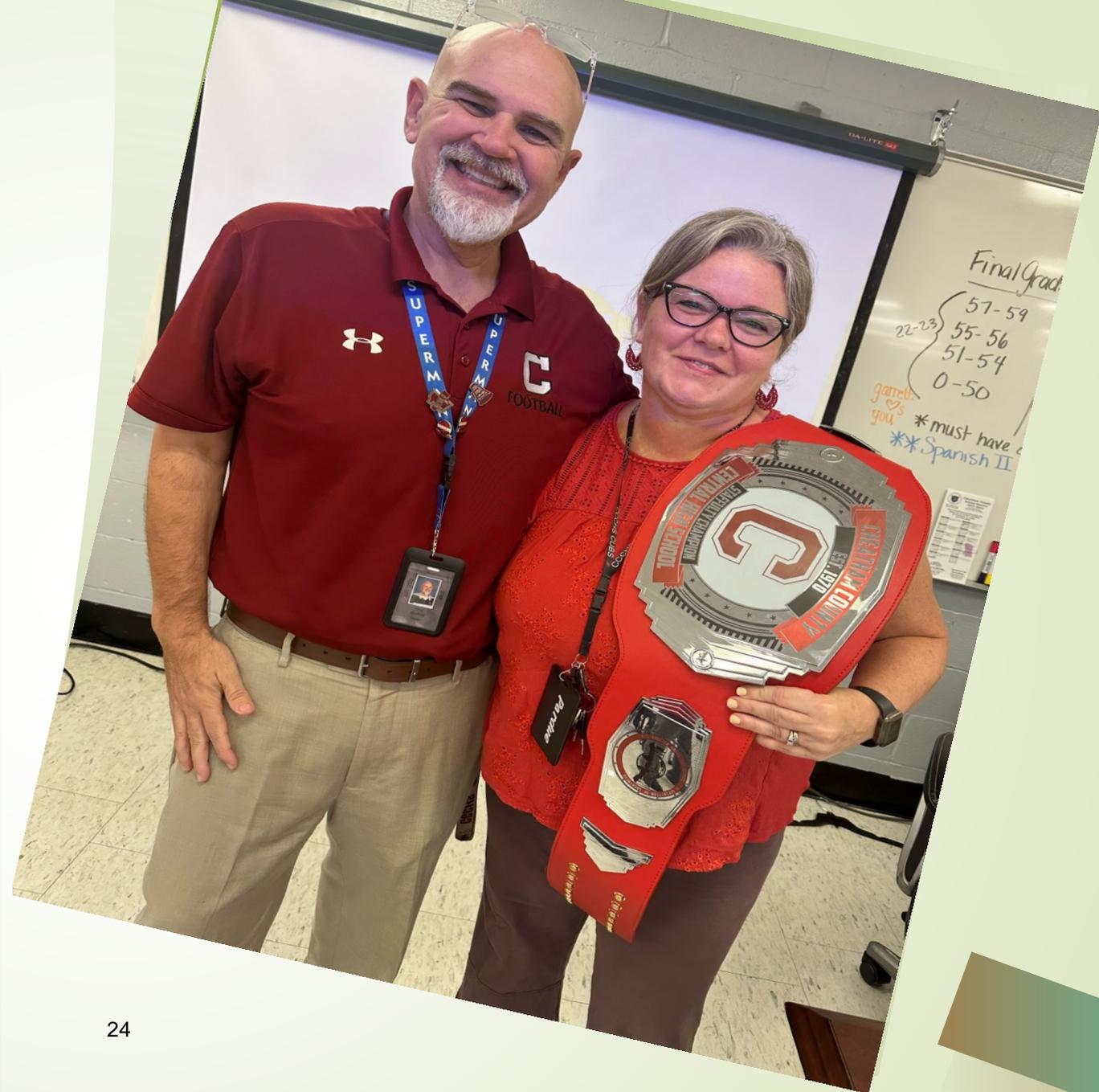
Sycamore Middle

Lenaye Pearson is the Employee of the month for Sycamore Middle School. Lenaye is our ELL teacher and is a wonderful part of our staff. She is a mentor to staff and students. Her passion and love for teaching and building a better community of learners is evident in all she does. She is the first to volunteer and help with any project or take on a project to make our school a better place for all. We are truly blessed to have her as a colleague, friend, and teacher.



Cheatham High

Kristina Pardue is the EOM voted on by her peers. She works tirelessly to make CCCHS a positive environment and to ensure the students and faculty are excited to be a part of the CUB family! Kristina shows up for her school and co workers. She has been supportive and full of gentle advice that has helped several new faculty members tackle the first few weeks of school. She has made the most impact on my experience at CCCHS!



Harpeth High

Will Mattingly has started off the school year strong with holding students to high expectations while teaching CTE material. He uses tech as a tool to enhance student's learning and is always willing to help other teachers with any tech issues. He assisted with our first pep rally, is taking on the school yearbook, and being a positive influence on the staff and students; we are so happy to have him be a part of The Harpeth Way.



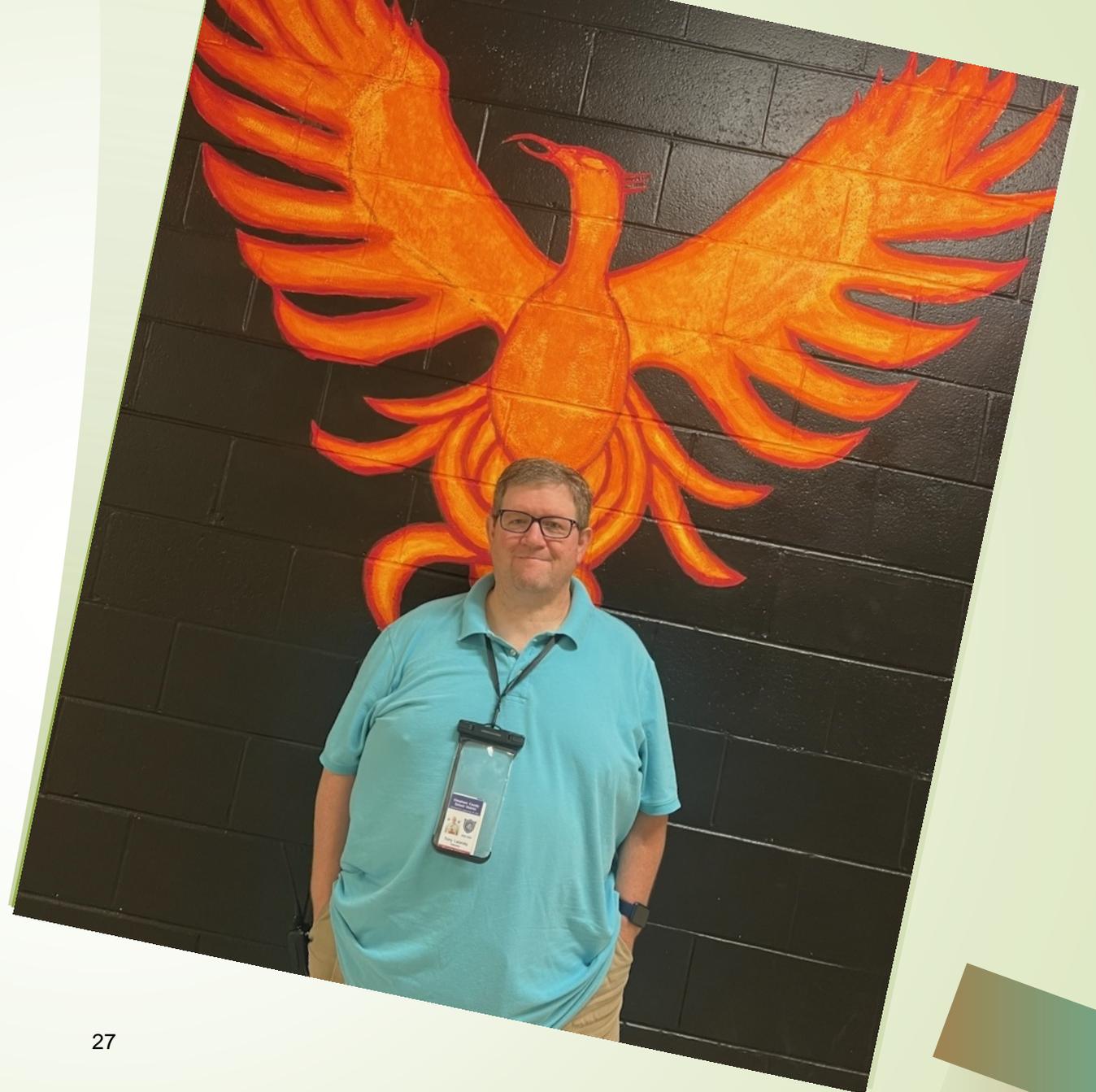
Sycamore High

Sycamore High School's Employee of the Month is Counselor Stephanie Gray. Mrs. Gray does an amazing job serving our freshmen and sophomore students and is a true team player who jumps in wherever needed. We are so glad she is a part of our War Eagle Family.



Riverside Academy

Tony Lazenby is one of our high school teachers at RA. He goes above and beyond to help both RA and CCVA students. He also goes above to help the staff whenever possible. Positive attitude is a perfect description of Mr. Lazenby.



Daycare

Daycare Employee of the month is Linda Williams. She has been with us for 19 years. She has really done a great job with her site. She is such a team player and has helped beyond measure when needed.



Nutrition

Gina Rayburn is the school nutrition EOM. Gina has been in school nutrition at Harpeth High for 13 years. She is a very hard worker and a great leader. She is always willing to help where she is needed. Gina loves to decorate the cafeteria, so the students and staff always feel welcome. She puts her heart into school nutrition and Harpeth High School ... what a great asset to school nutrition!



Transportation

The transportation department employee of the month is Resha Garrison. Resha understands the demand for bus drivers and goes out of his way to assist the department in covering routes. He has multiple roles as a department head and a bus driver. He was willing to move to another cluster to help cover a route where the district would have been short, and it has helped tremendously. Resha is passionate about the success of the district in all departments, especially transportation. Thank you, Resha, for all you do.



Central Office

The Technology Department employee of the month is Nathanael Raymer. Nathanael is an extremely hard worker and does an amazing job as Network Administrator. No matter what the task, Nathanael always gives maximum effort and does not stop until the job is done. I am grateful to work with someone with such an outstanding work ethic not to mention a great attitude. Every department would do well to have someone like Nathanael Raymer.



CHEATHAM COUNTY SCHOOLS

Daycare Program

2023-2024 Overview



OUR MISSION

- Our daycare employees are brain builders. They are training our children in the formative years and preparing them for the path that lies ahead.
- Early childhood experiences from birth to age 8 affect the development of the brain's architecture, which provides the foundation for all future learning, behavior, and health.
- A strong foundation helps children develop the skills they need to become well-functioning adults.
- Our before-care and after-care employees also play an essential role in our district and help support our children's educational₃₃ journey.



EXTENDED CARE PROGRAMS

Our 6 Extended Care Programs offer services before and after school and serves about 300 students.

Our Extended Care Programs are in the following schools:

- Ashland City Elementary STEM Academy
- East Cheatham Elementary School
- Kingston Springs Elementary School
- Pleasant View Elementary School
- West Cheatham Elementary School
- Pegram Elementary Fine Arts Magnet School

These daycares are open from 6 a.m.-6 p.m. year-round.



ABOUT US

We serve children before school, before and after school, or just afternoons only.

- **Before Only:** 1 child is \$30 per week; 2 children are \$60; and 3 children are \$90.
- **Before and Aftercare:** 1 child is \$70 per week; 2 children are \$110; and 3 children are \$145.
- **Aftercare:** 1 child is \$65 per week; 2 children are \$100; and 3 children are \$130.
- **Full week rates (such as summer, winter, fall and spring breaks):** 1 child is \$110; 2 children are \$185; and 3 children are \$255.

RATIOS

- **School-age children:** 1 staff member to 20 children
- **Pre-K age students:** 1 staff member to 13 children



WEST CHEATHAM ELEMENTARY SCHOOL



During the summer, our WCES students made Captain America shields and Incredible Hulk masks during Super Hero Week.



EAST CHEATHAM AND PLEASANT VIEW ELEMENTARY SCHOOLS

Kona Ice visited ECES and PVES
during the summer.



PLEASANT VIEW ELEMENTARY SCHOOL



EAST CHEATHAM ELEMENTARY SCHOOL

During the summer, our daycare students celebrated with a Hawaiian Week.



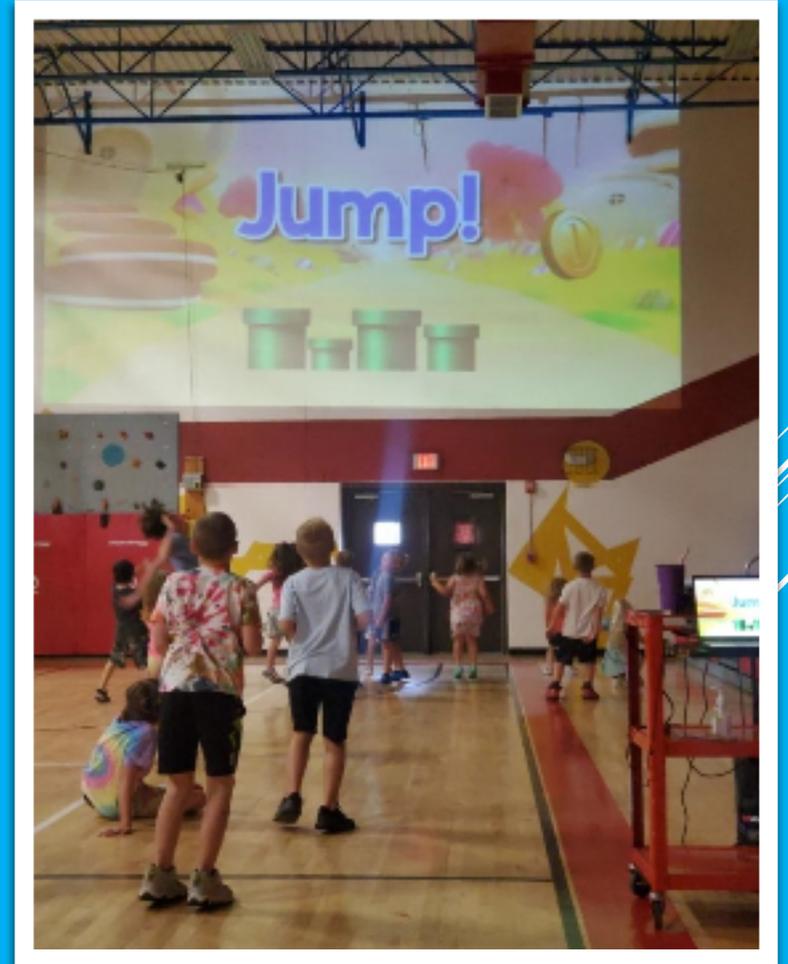
39



KINGSTON SPRINGS ELEMENTARY SCHOOL



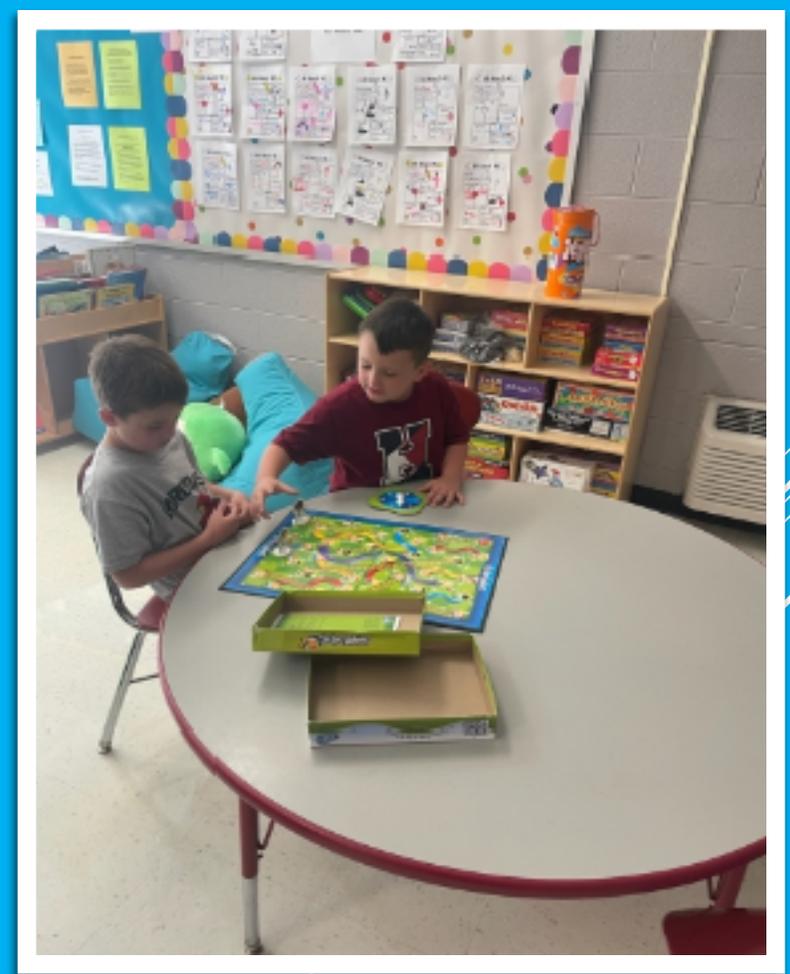
During the summer, our KSES students drew the planets and played fun games in the gym, among other things.



ASHLAND CITY ELEMENTARY STEM ACADEMY



PEGRAM ELEMENTARY FINE ARTS MAGNET SCHOOL



EMPLOYEE DAYCARE PROGRAMS

Our Employee Daycare Program follows the school schedule and serves about 80 children.

Our Employee Daycares are in the following schools:

- Cheatham Middle School
- Harpeth Middle School
- Pleasant View Elementary School

They follow the Handwriting Without Tears curriculum and are open from 7 a.m.-4 p.m.



ABOUT US

We proudly serve the children of our employees.

- **One child:** \$120 per week
- **Two children:** \$220 per week
- **Three children:** \$300 per week

RATIOS

- **Infants (up to 18 months):** 1 staff member to 4 children
- **Toddlers (18 months to 3 years old):** 1 staff member to 8 children
- **Pre-school (4 years old to kindergarten):** 1 staff member to 13 children



CHEATHAM MIDDLE SCHOOL



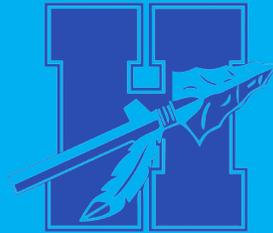
CHEATHAM MIDDLE SCHOOL



PLEASANT VIEW ELEMENTARY SCHOOL



HARPETH MIDDLE SCHOOL





TIME TO CELEBRATE!



Our employee daycare programs hosted graduation ceremonies in May for students who were starting school this year.

Cheatham County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="margin: 0;">Employment of Retirees</h2>	Descriptor Code: 5.119	Issued Date: 10/06/22
	<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;"> First Reading 8/3/2023 </div> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;"> Second Reading 9/7/2023 </div> </div>	Rescinds:	Issued:

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in
 3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed
 6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers
 7 may substitute teach for additional days if the Director of Schools certifies in writing to the Division of
 8 Retirement that no other qualified personnel are available to substitute teach.¹

9 **~~GENERAL EMPLOYMENT CONTRACTS FOR ONE YEAR~~**

10 The Director of Schools may employ ~~retired~~ teachers. ~~retired for at least one (1) year for full-time~~
 11 ~~employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis.~~ Retirement
 12 benefits will not be lost or suspended under certain conditions which include, but are not limited to, the
 13 following:²

14 ~~1. The Director of Schools of the employing district shall certify in writing that no other qualified~~
 15 ~~individuals are available to fill the position;~~

16 ~~2. The Commissioner of Education shall certify that the employing school district serves an area~~
 17 ~~that lacks qualified teachers to serve in the position to be filled;~~

18 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;

19 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
 20 receive medical insurance coverage; and

21 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
 22 Board for teachers with no experience filling similar positions or more than eighty-five percent
 23 (85%) of the rate of compensation set by the Board for teachers with comparable training and
 24 years of experience filling similar positions.
 25
 26
 27
 28

1 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as
 3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the
 4 following conditions:

- 5 1. The retired member has been retired for at least sixty (60) calendar days;
6
- 7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
8 retirement allowance;
9
- 10 3. The retired member's employment can't be longer than a one (1) year period; however, the
11 retired member can be reemployed for additional one (1) year periods;
12
- 13 4. The retired member is not drawing disability retirement benefits; and
14
- 15 5. The retired member can't accrue additional retirement benefits.

16 The Director of Schools shall notify TCRS of the member's reemployment. ~~and certify in writing that~~
 17 ~~the retired member has the required experience and training for the position and that no other qualified~~
 18 ~~persons are available to fill the position.~~

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.
 20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment
 21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five
 22 percent (5%) of the retired member's pay rate.

Legal References

1. TCA 8-36-805, ~~Public Acts of 2023, Chapter No. 425~~
2. TCA 8-36-821, ~~Public Acts of 2023, Chapter No. 425~~
3. TCA 8-36-822; ~~Public Acts of 2023, Chapter No. 425~~
4. ~~Public Acts of 2022, Chapter No. 821~~

Cross References

Application and Employment 5.106
 Employment Options for Retirees 5.119.1
 Substitute Teachers 5.701

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="margin: 0;">Attendance</h2> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> First Reading 8/3/2023 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Second Reading 9/7/2023 </div> </div>	Descriptor Code: 6.200	Issued Date: 09/01/22
		Rescinds: 6.200	Issued: 09/02/21

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
 2 each day school is in session. The Director of Schools/designee shall develop appropriate administrative
 3 procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:¹

- 5 1. Ensuring that all school age children attend school;
- 6
- 7 2. All accounting and reporting procedures and their dissemination;
- 8
- 9 3. Alternative program options for students who severely fail to meet minimum attendance
 10 requirements;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or
 13 reinstatement of driver's permit or license; and
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
 16 withdraws from school.²

17 Student attendance records shall be given the same level of confidentiality as other student records. Only
 18 authorized school officials with legitimate educational purposes may have access to student information
 19 without the consent of the student or parent/guardian.³

20 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
 21 Excused absences shall include:⁴

- 22 1. Personal illness (doctor's statement required);
- 23
- 24 2. Illness of immediate family member (doctor's statement required);
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;⁵
- 31

- 1 6. College visits (documentation required);
- 2
- 3 7. Pregnancy (doctor's statement required);
- 4
- 5 8. School endorsed activities;
- 6
- 7 9. Summons, subpoena, or court order (documentation required); or
- 8
- 9 10. Circumstances which in the judgment of the principal create emergencies over which the
- 10 student has no control.

11 The principal shall be responsible for ensuring that:⁶

- 12 1. Attendance is checked and reported daily for each class;
- 13
- 14 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 15 for the majority of the day;
- 16
- 17 3. All student absences are verified;
- 18
- 19 4. Written excuses are submitted for absences and tardiness;
- 20
- 21 5. System-wide procedures for accounting and reporting are followed; and
- 22
- 23 6. A School Progressive Truancy Intervention Plan is in place and followed.

24 **TRUANCY**

25 *General*

26 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
27 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
28 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
29 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
30 considered present for school attendance purposes.

31 If a student is required to participate in a remedial instruction program outside of the regular school day
32 where there is no cost to the parent(s)/guardian(s) and the school system provides transportation,
33 unexcused absences from these programs shall be reported in the same manner.⁷

34 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
35 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
36 absence. If a parent does not provide documentation excusing those absences within adequate time, or
37 request an attendance hearing, the Director of Schools shall implement the progressive truancy
38 intervention plan described below prior to referral to juvenile court.

39 The Director of Schools/designee shall develop appropriate administrative procedures to implement this
40 policy.

1 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
2 implemented.

3 *Progressive Truancy ~~Intervention~~ Plan⁸*

4 Tier I of the progressive truancy intervention plan shall apply to all students within the district and
5 include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports
6 shall include, but are not limited to, building wide incentive programs.

7 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
8 unexcused absences, but before referral to the juvenile court, and includes the following:

- 9 1. A conference with the student and the student's parent(s)/guardian(s);
- 10 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
11 and an attendance supervisor/designee. The contract shall include:
 - 12 a. A specific description of the school's attendance expectations for the student;
 - 13 b. The period for which the contract is effective; and
 - 14 c. Penalties for additional absences and alleged school offenses, including additional
15 disciplinary action and potential referral to juvenile court; and
- 16 3. Regularly scheduled follow-up meetings to discuss the student's progress.
- 17 4. A school employee shall conduct an individualized assessment detailing the reasons a student has
18 been absent from school. The employee may refer the student to counseling, community-based
19 services, or other services to address the student's attendance problems.

20 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
21 consist of the following interventions: Referral to Student Attendance Board, which may result in the
22 following interventions: school-based community services; participation in a school-based restorative
23 justice program; referral to a school-based teen court; Saturday or after-school courses designed to
24 improve attendance and behavior. The interventions shall address students' needs in an age-appropriate
25 manner. Finalized plans shall be approved by the Director of Schools/designee.

26 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

27 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
28 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
29 absences each school year. No later than seven (7) business days prior to the student's absence, the
30 student shall provide documentation to the school as proof of the student's participation along with a
31 written request for the excused absence from the student's parent/guardian. The request shall include
32 the following:

- 33 1. Student's name and personal identification number;
- 34 2. Student's grade;
- 35 3. The dates of the student's absence;
- 36
- 37
- 38

- 1 4. The reason for the student's absence; and
- 2 5. The signatures of the student and parent/guardian.

3 **RELEASED TIME COURSE¹⁰**

4 A principal/designee may excuse a student to attend a course in religious moral instruction for up to one
5 (1) class period per school day. Students shall not be excused during any class which requires an
6 examination for state or federal accountability purposes.

7 The student shall submit a written consent form signed by the student's parent/guardian prior to
8 participation in the released time course. The principal/designee shall document the approval in writing.
9 The student shall provide documentation to the principal/designee as proof of the student's participation
10 in the time released course.

11 The district shall not be responsible for transporting students to and from the place of instruction.

12 Upon submission of the student's transcript from the entity that provided the released time course, the
13 student may be awarded ~~one-half (1/2)~~ **one (1)** unit of elective credit.

14 The Director of Schools shall develop procedures with secular criteria for determining whether credit
15 shall be awarded.

16 **MILITARY SERVICE OF PARENT/GUARDIAN¹¹**

17 School principals shall provide students with a one-day excused absence prior to the deployment of and
18 a one-day excused absence upon the return of a parent or custodian serving active military service.

19 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
20 parent or guardian during a deployment cycle. The student shall provide documentation to the school as
21 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
22 missed during these absences.

23 **MAKE-UP WORK**

24 Procedures related to make-up work shall be at the discretion of school administration and shall be
25 included in student handbooks.

26 **STATE-MANDATED ASSESSMENT**

27 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
28 excuse or must have been given an excused release by the principal prior to testing to receive an excused
29 absence. Students who have excused absences will be allowed to take a make-up exam. Excused students
30 will receive an incomplete in the course until they have taken the End of Course Exam.

31 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
32 be averaged into their final grade.

1 CREDIT/PROMOTION DENIAL

2 Credit/promotion denial determinations may include student attendance, however, student attendance
3 may not be the sole criterion.¹² If attendance is a factor, prior to credit/promotion denial, the following
4 shall occur:

- 5
- 6 1. The student and the parent/guardian shall be advised if a student is in danger of
7 credit/promotion denial due to excessive absenteeism.
- 8
- 9 2. Procedures in due process are available to the student when credit or promotion is denied.

10 DRIVER'S LICENSE REVOCATION²

11 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
12 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

13 ATTENDANCE HEARING¹³

14 Students with excessive (more than five (5) absences) or those in danger of credit/promotion denial, shall
15 be referred to the Student Attendance Board to allow them the opportunity to address the panel and
16 discuss the circumstances surrounding their absences. The student or parent/guardian shall be provided
17 with written notification of the hearing. The student and/or parent/guardian shall be provided with a
18 written statement of the action recommended by the panel regarding the excessive absences.

19 Failure to appear before the Student Attendance Board indicates that the Progressive Truancy
20 Intervention plan has failed, and the student may be referred to juvenile court.

21 Students (or their parent(s)/guardian(s)) have the right to appeal the decision of the Student Attendance
22 Board. This appeal must be made within two (2) school days to the director of schools/designee.

23 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

24 Within five (5) school days of the director of schools/designee rendering a decision, the student's
25 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
26 Following the review, the Board may affirm or overturn the decision of the director of schools/designee.
27 The action of the Board shall be final.

28 The director of schools/designee shall ensure that this policy is posted in each school building and
29 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); **Public Acts of 2022 Chapter No. 878**
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 46-6-3019
12. TCA 49-2-203(b)(7); TCA 49-6-3002(b); **Public Acts of 2023; Chapter No. 130**
13. TRR/MS 0520-01-02-.17(7)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Sick Child 6.200.2
Attendance Requirements for Driver's Licenses & Learner's Permits 6.200.5
Certificate of Compulsory School Attendance Application 6.200.6
Chronic Health Verification Form 6.200.7
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Cheatham County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 11/04/21
	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;"> First Reading 8/3/2023 </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px; margin-left: 100px;"> Second Reading 9/7/2023 </div>	Rescinds: 5.302	Issued: 09/02/21

1 **PROFESSIONAL PERSONNEL**

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school
3 year, and these days shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a full-time employee from natural causes or accident, quarantine,
5 or illness or death of a member of the immediate family of an employee, including employee’s wife or
6 husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 Documentation from a physician may be required in support of any claim for sick leave pay.

12 The principal shall notify the Director of Schools’ office at once if an employee is sick beyond the limit
13 of his/her sick leave accumulation.

14 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
15 Director of Schools’ office.

16 A teacher, upon employment, may transfer his accumulated sick leave from another Tennessee school
17 system provided that the Director of Schools of the system in which the accumulated leave was held
18 provides notarized verification.³

19 **SUPPORT PERSONNEL**

20 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

21 Unused sick leave benefits will be allowed to accumulate indefinitely and reported to TCRS upon
22 retirement.

23 The immediate supervisor may require documentation from a physician stating the reason for absence.

24 **SICK LEAVE BANK**

25 The purpose of the sick leave bank is to provide sick leave to all employees who have suffered an
26 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

- 1 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition
 2 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall
 3 be appointed and shall operate as the governing body of the sick leave bank and shall enacted rules and
 4 regulations consistent with state law.⁶ Employees wishing to participate shall initially give a maximum
 5 of three (3) days of sick leave. These days are to be deducted from the employee’s personal accumulation
 6 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
 7 nontransferable.⁷
- 8 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
 9 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
 10 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
 11 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
 12 employee.⁷
- 13 An employee who is a member of the sick leave bank may request an allotment of days (for the
 14 employee’s personal illness only **or on account of an illness of his/her minor child**) in the manner
 15 designated by the trustees. The need for these days must be verified by a statement from a doctor.
- 16 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any
 17 year.⁸ Membership withdrawal results in forfeiture of all days contributed.
- 18 The sick leave bank shall be operated in accordance with state law.⁹

 Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. **Public Acts of 2023, Chapter No. 151**
9. TCA 49-5-801 *et seq.*
10. **TCA 49-5-808(j)**

 Cross References

- Workers’ Compensation 3.602
- Short Term Leaves of Absence 5.300
- Commitment of Membership to the Sick Leave Bank
5.302.1
- Family and Medical Leave 5.305
- Physical Assault Leave 5.307

Cheatham County Board of Education				
Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment		Descriptor Code: 5.106	Issued Date: 11/04/21
	First Reading 8/3/2023	Second Reading 9/7/2023	Rescinds: 5.106	Issued: 07/11/16

1 **APPLICATION**

2 An individual desiring a position shall make application to the Director of Schools on forms developed
 3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
 4 criminal history background checks and fingerprinting of applicants for teaching positions and any
 5 other positions that require proximity to children.¹ If applying for a teaching position, the Director of
 6 Schools shall also check the applicant’s license status in the State Board of Education’s database to
 7 determine if there is a hold on that applicant’s license, and if so, the reasoning behind the hold.²

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
 9 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
 10 prosecution.³

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
 12 applicant. The Board shall reimburse the applicant if a position is offered and accepted.⁴

13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along
 15 with references from persons such as previous employers, college professors, and supervisors of
 16 student teachers. Other information shall include whether such applicant has been dismissed for cause
 17 from a school system.⁵ If previously employed by a local board of education, the applicant shall
 18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
 21 of Education;⁶
- 22 2. Who has been identified by the Department of Children’s Services, **or on a similar registry in**
 23 **another jurisdiction,** as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
 24 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 25 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
 26 of Health;⁷
- 27 4. Who does not present a physician's certificate showing a satisfactory health record or has any
 28 contagious or communicable disease in such form that might endanger the health of school
 29 children;⁸
- 30 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
 31 Tennessee and of the United States of America;⁹

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 2 employment for cause; or
- 3 7. Who does not receive a satisfactory background check.¹⁰

4 *Support Employees*

5 No person shall be employed:

- 6 1. Who has any contagious or communicable disease in such form that might endanger the health
- 7 of the children;⁸
- 8 2. Who has been identified by the Department of Children's Services, **or on a similar registry in**
- 9 **another jurisdiction**, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
- 10 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 11 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 12 of Health;⁷
- 13 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 14 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 15 employment for cause; or
- 16 6. Who does not receive a satisfactory background check.¹⁰

17 **EMPLOYMENT**

18 After checking references and receiving written recommendations, the Director of Schools shall hire

19 and assign qualified applicants.

20 *Initial Employment for Professional Employees*

21 The Director of Schools shall notify such person, in writing, of the offer and conditions of

22 employment. Upon receipt of employment notification, such person shall have fourteen (14) days to

23 accept or reject, in writing, the offered employment.¹² From the date of the written acceptance, such

24 person is considered to be under employment with the system and is subject to all rights, privileges,

25 and duties.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; ~~Public Acts of 2021, Chapter No. 211~~ TCA 49-5-106
7. TCA 49-5-413(e); ~~Public Acts of 2023, Chapter No. 222~~
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110
- Background Investigations 5.118
- Recommendations and File Transfers 5.203
- Interim Employees 5.700
- Qualifications and Duties of the Director of Schools 5.802

Cheatham County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Physical Examinations and Immunizations</h2> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;"> First Reading 8/3/2023 </div> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;"> Second Reading 9/7/2023 </div> </div>	Descriptor Code: 6.402	Issued Date: 09/02/21
		Rescinds: 6.402	Issued: 04/01/21

1 **PHYSICAL EXAMINATIONS¹**

2 The principal shall ensure that there is a complete physical examination of each student prior to:²

- 3 1. Entering the Cheatham County School District for the first time; and
- 4 2. Participation as a member of any athletic team or in any other strenuous physical activity
- 5 program.

6 Cost of the examination shall be borne by the parent or guardian of the student. These records shall

7 be filed in the principal's office.

8 Screening tests as required by the Tennessee Department of Education and the Department of Health

9 will be conducted. Parents/Guardians will receive written notice of any screening result that indicates

10 a condition that might interfere with the student's progress. **Parent(s)/guardian(s) may excuse their**

11 **student from participating in health screenings that are part of a coordinated school health program**

12 **by submitting a request in writing to the school nurse, instructor, school counselor, or principal.³**

13 The school district will not conduct physical examinations of a student without parental consent or

14 by court order, unless the health or safety of the student or others is in immediate danger, in the

15 event of an emergency, or in the event of suspicion of child abuse or neglect.³

16 **IMMUNIZATIONS**

17 Students will not be permitted to attend school without proof of immunization as determined by the

18 Commissioner of Health unless circumstances outlined in state or federal law prevent a student from

19 producing such records. It is the responsibility of the parents or guardians to have their children

20 immunized and to provide such proof to the principal of the school which the student is to attend.⁴

21 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,

22 written statement that such measures conflict with one of the following:

- 1
2 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of
3 an epidemic; except in the event of a COVID-19 or any variant outbreak;⁵ or
4 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
5 him/her from the immunization.⁶
- 6 The Director of Schools shall ensure that appropriate immunization records are maintained for each
7 student.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. **Public Acts of 2023, Chapter No. 353**; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Cheatham County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Security</h2>	Descriptor Code: 3.205	Issued Date: 03/02/23
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> First Reading 8/3/2023 </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px; margin-left: 100px;"> Second Reading 9/7/2023 </div>	Rescinds: 3.205	Issued: 09/02/21

1 The Director of Schools shall establish procedures to protect school property which shall include, but
 2 not be limited to:¹

- 3 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 4 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
 5 facilities or equipment without appropriate faculty supervision;
- 6 3. Controlling the issuance of keys;
- 7 4. Developing programs that contribute to the proper care and use of school facilities and
 8 equipment; and
- 9 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²

10 **All exterior doors leading into a school building shall be locked at all times and access to school buildings**
 11 **is limited to the school’s primary entrance during the school day as well as when students are present**
 12 **outside of regular school hours.³**

13 The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft,
 14 or vandalism. The principal shall notify the Director of Schools as soon as practical, but no longer than
 15 twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry. The
 16 Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director
 17 of Schools shall report all signing of such complaints to the Board.

18 **AFTER SCHOOL HOURS**

19 **If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school**
 20 **district employee shall be stationed by the door to ensure access is limited to authorized persons.³**

21 **LAW ENFORCEMENT SERVICES¹**

22 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.
 23 Partnerships may include, but not be limited to, education and recreational programs, delinquency
 24 prevention, and mentoring initiatives.

25 The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement
 26 agency to provide school policing. The MOU shall address, at a minimum, the following issues: Any
 27 school resource officer (SRO) assigned under the MOU shall be in compliance with all laws, regulations,
 28 and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain
 29 compliant throughout his/her assignment.

- 1 1. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in
 2 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
 3 participate in a minimum of sixteen (16) hours of training specific to school policing. All training
 4 programs shall be approved by the Peace Officers Standards and Training Commission.³
- 5 2. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is
 6 subject to that agency's direction, control, supervision, and discipline.
- 7 3. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of
 8 the Director of Schools.
- 9 4. In the event that more than one (1) SRO is assigned to a school district, the law enforcement
 10 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall
 11 include, but not be limited to, the following:
- 12 a. Representing and carrying out the policies of the law enforcement agency assigning the
 13 SROs;
- 14 b. Supervising the SROs in the performance of their duties;
- 15 c. Consulting with the Director of Schools regarding the best use of the available resources
 16 for school policing; and
- 17 d. Resolving disputes between the SROs and students or staff members.
- 18
- 19
- 20
- 21 5. The MOU may be effective for any length of time, including continuing until terminated by the
 22 parties, and may contain any reasonable notice requirement for the termination of the MOU.
 23 However, the MOU shall contain a provision allowing the Director of Schools to suspend the
 24 active participation of any SROs in the event that the Director of Schools believes that such
 25 suspension is best for the health, safety, or wellbeing of the students or staff members.

26 **CYBERSECURITY⁴**

27 The Director of Schools/designee shall develop an administrative procedure regarding the district's
 28 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
 29 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. **Public Acts of 2023, Chapter No. 367**
4. TCA 49-6-4217
5. TCA 49-6-805(9)

Cross References

- Visitors to the Schools 1.501
- Inventories 2.702
- Care of School Property 6.311
- Cybersecurity 3.205.2

Cheatham County Board of Education				
Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan		Descriptor Code: 3.202	Issued Date: 07/07/22
	First Reading 8/3/2023	Second Reading 9/7/2023	Rescinds: 3.202	Issued: 11/05/20

1 The director of schools shall be responsible for developing, maintaining, and acquiring board approval
 2 of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil
 3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical
 4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall
 6 be approved by the ~~director of schools~~ **Director of Schools**. When appropriate, such drills shall be held
 7 in conjunction with emergency response agencies.

8 **FIRE AND SAFETY DRILLS**

9 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
 10 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
 11 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
 12 throughout the year.²

13 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
 14 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
 15 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
 16 each school's office.³

17 ~~The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and~~
 18 ~~shall give all school personnel instructions on how to properly use fire extinguishers.~~

19 ~~**ARMED INTRUDER DRILLS**~~

20 ~~The director of schools or his/her designee shall ensure that each school safety team conducts at least~~
 21 ~~one (1) armed intruder drill annually in coordination with local law enforcement.⁴~~

22 ~~**ANNUAL DRILLS⁴**~~

23 ~~The principal shall ensure that the school safety team conducts each of the following type of drills~~
 24 ~~annually:~~

- 25 1. ~~An armed intruder drill in coordination with local law enforcement;~~
- 26 2. ~~An incident command drill; and~~
- 27 3. ~~An emergency safety bus drill.~~

28

1 **AED DRILLS⁵**

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
5 training, planning, notification, and maintenance to comply with state law.

6 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

7 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
8 and consult with the local and state health departments and other local emergency or healthcare
9 providers in protecting students and the community from further infection. The director of schools
10 shall develop procedures for health emergencies in accordance with state law and regulations.

11 **REMOTE LEARNING DRILLS⁷**

12 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
13 reflect how students will transition to remote learning in the event of a disruption to school operations.
14 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; **Public Acts of 2023, Chapter No. 367**
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. Public Acts of 2022, Chapter No. 936

Cross References

Emergency Closings 1.8011
 Safety 3.201
 Automated External Defibrillator (AED) Devices
 3.202.3
 Remote Learning Drills 3.204.4
 Community Use of School Facilities 3.206

Cheatham County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="margin: 0;">Student Surveys, Analyses, and Evaluations</h2>	Descriptor Code: 6.4001	Issued Date: 04/04/16
		Rescinds: 6.4001	Issued: 11/04/02
	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 100px;"> First Reading 8/3/2023 </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Second Reading 9/7/2023 </div>		

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project
 2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does
 3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The
 4 director of schools shall develop administrative procedures for approving requests for conducting
 5 surveys, analyses, or evaluations by agencies, organizations or individuals. The requests shall outline
 6 what is to be done, who is to be involved and how the results will be used and distributed.¹

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be
 8 notified of their ability to review the materials. Such notification shall include information indicating
 9 the purpose of the survey, analysis, or evaluation as well as who will have access to the results.
 10 Following such notification and prior to the administration of the survey, analysis, or evaluation,
 11 parents/guardians may opt their child out of participation. **The survey, analysis, or evaluation shall only**
 12 **be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written,**
 13 **informed and voluntarily signed consent. A student who is eighteen (18) years of age or older may**
 14 **participate after he/she provides written, informed, and voluntarily signed consent.**

15 The Director of Schools shall develop procedures for granting such parental requests and to implement
 16 the other provisions of this policy.

17 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that
 18 reveals information concerning: ^{2,5}

- 19 1. mental or psychological problems of the student or the student's family;
- 20 2. sexual behavior or attitudes;
- 21 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 22 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 23 5. legally privileged relationships;
- 24 6. income; or the collection of student biometric data involving the analysis of facial expressions,
 25 EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse,
 26 blood volume, posture, and eye-tracking ⁶without the prior consent of the student (if the student
 27 is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior
 28 written consent of the parent.⁵

29 The collection of the following student data is strictly prohibited: ⁷

- 1 1. political affiliation or voting history;
- 2 2. religious practices; and
- 3 3. firearm ownership.

4 COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING ³

5 In general, the district will not collect, disclose or use personal student information for the purpose of
6 marketing or selling that information or otherwise providing that information to others for that purpose.

7 If any collected information is to be marketed or sold, parents will be directly notified at least annually
8 at the beginning of the school year of the specific or approximate dates when such information will be
9 collected. Parents, upon request, may inspect any instrument used to collect personal information for the
10 purpose of marketing or selling that information before the instrument is administered or distributed to
11 the student. All parents and students of appropriate age may decline to provide the information requested.

12 This portion of the policy does not apply to the collection, disclosure or use of personal information
13 collected from students for the exclusive purpose of developing, evaluating or providing educational
14 products or services for or to students or educational institutions to the extent allowed by law, such as
15 the following: ⁴

- 16 1. College or other postsecondary education recruitment or military recruitment.
- 17 2. Book clubs, magazines and programs providing access to low-cost literary products.
- 18 3. Tests and assessments used by elementary schools and secondary schools to provide
19 cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about
20 students (or to generate other statistically useful data for the purpose of securing such tests
21 and assessments) and the subsequent analysis and public release of the aggregate data from
22 such tests and assessments.
- 23 4. The sale by students of products or services to raise funds for school-related or education
24 related activities.
- 25 5. Student recognition programs.

Legal References

1. TCA 49-2-211; **Public Acts of 2023, Chapter No. 353**
2. 20 USCS § 1232h
3. 20 USCS § 1232h(c)(4); ~~No Child Left Behind, Part F § 1061(1)(E)–(F), (2)~~
4. 20 USCS § 1232h(c)(4); ~~No Child Left Behind, Part F § 1061(4)(A)~~
5. ~~TCA 49-2-211~~
6. TCA 49-1-706
7. TCA 49-1-705

Cross References

- Testing Programs 4.700
Student Surveys, Analyses and Evaluations 6.4001.1
Request to Conduct Research 6.4001.2
Notification of Survey, Analysis, or Evaluation 6.4001.3

Cheatham County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Summer Instructional Programs <div style="border: 1px solid black; padding: 5px; margin-top: 10px; color: red; text-align: center;">First Reading 9/7/2023</div>	Descriptor Code: 4.204	Issued Date: 11/04/21
		Rescinds: 4.204	Issued: 05/02/16

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

10 These programs shall be organized and operated in accordance with state law as well as guidelines
 11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
 12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
 13 for those students attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 The Director of Schools shall present a recommended summer programming plan to the Board each
 16 year, no later than April, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 **ATTENDANCE REQUIREMENTS²**

2 Priority students, as defined by state law, shall not be required to attend summer programs.

3 Attendance is strongly encouraged and will be taken each day.

4 The Director of Schools shall be responsible for developing administrative procedures regarding the
5 attendance requirements of priority students in each program.

6 **THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS**

7 Students who are required to attend summer programming in order to be promoted to fourth grade shall
8 attend with a ninety percent (90%) attendance rate. Students shall attend sixteen (16) days out of the
9 seventeen (17) days required for summer school attendance. If more days are missed, students may
10 make up a total of two (2) days within the month of June. Missed days will be documented, and
11 options for make up days will be provided by the Director of Schools/designee.

12 Parents shall be provided information on the summer program attendance policy by the first day of
13 summer school.

14 The Director of Schools/designee shall develop administrative procedures regarding the documentation
15 of student attendance including make up days and the administration of the post-test for students who
16 participate in summer programming.

Legal References

1. TRR/MS 0520-01-03-.03(9); **Public Acts of 2023, Chapter No. 144**
2. **TCA 49-6-1504**
3. **TCA 49-6-3003**
4. **State Board of Education Policy 3.300**

Cross References

Extended Contracts 5.112

Cheatham County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 09/05/19
	First Reading 9/7/2023	Rescinds: 5.305	Issued: 09/10/18

1 **ELIGIBILITY**

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
 3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
 4 service for purposes of FMLA eligibility¹) during the previous twelve-month period shall be eligible to
 5 use FMLA leave.²

6 **GENERAL PRINCIPLES**

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed
 8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10
- 11 2. The placement of a child with the employee for adoption or foster care;
- 12
- 13 3. A serious health condition of the employee that makes the employee unable to perform the
 14 essential functions of his or her job position;
- 15
- 16 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
- 17
- 18 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
 19 employee is on covered active duty or has been notified of an impending call or order to
 20 covered active duty in the Armed Forces.

21 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of
 22 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use
 23 of accrued paid leave shall run concurrently with and be counted toward the employee’s total period of
 24 FMLA leave.

25 **MATERNITY/PATERNITY LEAVE**

- 26 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act-* FMLA leave shall run
 27 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
 28 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
 29 childbirth, and nursing of a newborn child.³
- 30

1 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity
2 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for
3 maternity or paternity leave purposes. In order to be eligible to use sick leave, written request of
4 the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall
5 be submitted. Upon verification by a written statement from an adoption agency or other entity
6 handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a
7 child. If both adoptive parents are teachers employed by the district, however, only one (1) parent
8 is entitled to use such leave.⁴

9
10 3. Spouses who are both eligible employees of the school district are limited to a combined total of
11 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
12 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,
13 or to care for a parent who has a serious health condition. Under certain circumstances, spouses
14 who share leave for the birth or adoption of a child may be eligible for limited amounts of
15 additional leave for other qualifying FMLA reasons.⁵

16
17 4. **Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is**
18 **available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor**
19 **child. An eligible employee taking leave under this provision shall not be required to utilize any**
20 **other type of accrued leave during this period. Eligible employees include teachers, principals,**
21 **supervisors, or other individuals required by law to hold a valid license of qualification for**
22 **employment who have been employed with a school district full time for at least twelve (12)**
23 **consecutive months.**

24 **Employees shall provide notice to the school district thirty (30) days prior to the intended use**
25 **of the leave. If the employee learns about the need for leave less than thirty (30) days in**
26 **advance, the employee shall give notice as soon as reasonably possible in order to be eligible**
27 **for the paid leave. This paid leave does not need to be taken consecutively; however, the paid**
28 **leave shall be used within twelve (12) months of the qualifying event. The leave shall run**
29 **concurrently with FMLA leave.⁶**

30 31 **LEAVE FOR A SERIOUS HEALTH CONDITION⁶**

32 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she
33 is unable to work because of a serious health condition or to care for an immediate family member with
34 a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal
35 and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies
36 as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave
37 is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either
38 the same or next business day.

39 **LEAVE FOR MILITARY FAMILY MEMBERS**

1 1. *Qualifying Exigency Leave*⁷ - Eligible employees are entitled to up to twelve (12) workweeks
2 of leave because of any “qualifying exigency” arising out of the fact that the spouse, son,
3 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
4 notified of an impending call to active duty, or has been notified of an impending call to active
5 duty status in the Armed Forces. Qualifying exigencies may include:

- 6
7 a. Issues arising from the service member’s short notice deployment;
8 b. Military events and related activities (e.g. official ceremonies, support programs);
9 c. Making or updating financial and legal arrangements;
10 d. Attending counseling;
11 e. Taking up to fifteen (15) days leave to spend time with a covered service member who
12 is on short-term rest and recuperation leave during deployment; or
13 f. Attending post-deployment activities.

14
15 2. *Military Caregiver Leave*⁸- An eligible employee who is the spouse, son, daughter, parent, or
16 next of kin of a covered service member or covered veteran with a serious injury or illness is
17 entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A
18 covered service member is a current member of the Armed Forces, including a member of the
19 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is
20 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious
21 injury or illness.

22
23 A covered veteran is an individual who was a member of the Armed Forces at any time during
24 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy
25 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or
26 therapy. The calculation of this five (5) year period shall not include the interval of October 28,
27 2009 through March 8, 2013.

28
29 The “single twelve (12) month period” for military caregiver leave begins on the first day the
30 employee takes leave for this reason and ends twelve (12) months later. An eligible employee is
31 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered
32 service member. The maximum of twenty-six (26) workweeks may include no more than twelve
33 (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement
34 of a child for adoption or foster care, for care of a parent who has a serious health condition, or
35 for the employee's own serious health condition.

36 **INTERMITTENT LEAVE**⁹

37 Eligible employees may take FMLA leave intermittently when medically necessary to care for a
38 seriously ill family member, because of the employee's own serious health condition, or for the care for
39 a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee
40 requests foreseeable leave for planned medical treatment and the employee would be on leave for greater
41 than 20% of the total number of working days in the period during which the leave would extend, the
42 school district may require that such employee elect either to take the leave for periods of a particular
43 duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an
44 available alternative position offered by the school district for which the employee is qualified and that
45 has equivalent pay and benefits and better accommodates recurring periods of leave.

1 RESTRICTIONS

2 1. Notice Requirements

- 3
- 4 a. *Employee Notice*¹⁰- For foreseeable leave, the employee shall provide the Director of
- 5 Schools with at least thirty (30) days written notice before the beginning of the anticipated
- 6 leave.
- 7
- 8 b. *District Notice*- Once it has been established that the leave requested qualifies for
- 9 FMLA, the Director of Schools/designee shall notify the employee within three (3)
- 10 business days (absent extenuating circumstances) that any leave taken pursuant to state
- 11 leave statutes (paid vacation leave, personal leave, sick leave, or workers'
- 12 compensation) shall run concurrently with FMLA leave.¹¹ The notice may be given
- 13 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
- 14 the following pay day.¹²

15 2. Certification Requirement¹³

- 16
- 17
- 18 a. The Director of Schools may require that a request for leave be supported by
- 19 certification issued by a health care provider with the following information:
- 20
- 21 i. The date on which the serious health condition commenced;
- 22 ii. The probable duration of the condition;
- 23 iii. The appropriate medical facts within the knowledge of the health care provider
- 24 regarding the condition; and
- 25 iv. A statement that the eligible employee is needed to care for the son, daughter,
- 26 spouse, or parent and an estimate of the amount of time that such employee is
- 27 needed.
- 28
- 29 b. If there is any reason to doubt the validity of the certification provided, the Director of
- 30 Schools may require, at the expense of the school district, an opinion of a second health
- 31 care provider.
- 32

33 3. Period Near the End of an Academic Term (Professional Employees)¹⁴

- 34
- 35 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
- 36 Schools may require the employee to continue taking leave until the end of the term if
- 37 the leave is at least three (3) weeks of duration and the return of employment would
- 38 occur during the three (3) week period before the end of the term.
- 39
- 40 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
- 41 may require the employee to continue taking leave until the end of the term if the leave
- 42 is greater than two (2) weeks duration and the return to employment would occur during
- 43 the two (2) week period before the end of the term.

44 REQUIREMENTS OF THE BOARD¹⁵

- 1 1. The employee shall be restored to the same position of employment or an equivalent position
- 2 with no loss of benefits, pay, or other terms of employment.
- 3 2. The employee shall be kept under any group health plan for the duration of the leave.
- 4 3. The Board may recover the premium paid under the following conditions:
- 5 a. The employee fails to return from leave after the period of leave has expired; and
- 6 b. The employee fails to return to work for a reason other than the continuation,
- 7 recurrence, or onset of a serious health condition or other circumstances beyond the
- 8 control of the employee.
- 9

 Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. ~~Federal Family and Medical Leave Act of 1993~~, 29 USCA 2601,2611-2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); ~~TCA 8-50-802(a)(4) Public Acts of 2018, Chapter No. 907~~
5. 29 CFR § 825.120(a)(3)
6. ~~Public Acts of 2023, Chapter No. 399~~
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

 Cross References

- Sick Leave 5.302
 Long-Term Leaves of Absence 5.304

Cheatham County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Physical Assault Leave</h2> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> First Reading 9/7/2023 </div>	Descriptor Code: <h3 style="text-align: center;">5.307</h3>	Issued Date: <h3 style="text-align: center;">07/11/16</h3>
		Rescinds: <h3 style="text-align: center;">5.307</h3>	Issued: <h3 style="text-align: center;">08/04/97</h3>

1 ~~A teacher who is absent from assigned duties as a result of personal~~
 2 ~~injury caused by physical assault or other violent criminal acts~~
 3 ~~committed in the course of the teacher's employment duties, shall~~
 4 ~~receive workers' compensation or comparable benefits without loss of~~
 5 ~~accumulated or granted sick, personal or professional leave.¹~~

6 ~~The school system shall continue to pay the teacher's full benefits~~
 7 ~~including, but not limited to health insurance benefits, until the~~
 8 ~~earlier of the date on which the teacher is released by the teacher's~~
 9 ~~physician to return to work or the date on which the teacher is~~
 10 ~~determined by the teacher's physician to be permanently disabled from~~
 11 ~~returning to work.²~~

12 ~~A signed statement listing the cause of the absence shall be~~
 13 ~~provided by the employee on forms furnished by the director of~~
 14 ~~schools and shall promptly be given to the immediate supervisor in~~
 15 ~~support of all claims. A certificate from the physician on forms~~
 16 ~~furnished by the director of schools may also be required to verify~~
 17 ~~the extent of the injury.³~~

18 ~~A teacher who is absent from assigned duties as a result of personal injury caused by physical assault~~
 19 ~~or other violent criminal acts committed in the course of the teacher's employment duties shall receive~~
 20 ~~his/her full salary and full benefits until the teacher is released by his/her physician to return to work or~~
 21 ~~his/her physician determines the teacher is permanently unable to return to work. If the teacher~~
 22 ~~receives workers' compensation or other similar benefits, the Board shall pay the difference between~~
 23 ~~that amount and the teacher's full salary.¹~~

24 ~~A signed statement listing the cause of the absence shall be provided by the employee on forms~~
 25 ~~furnished by the Director of Schools and shall promptly be given to the immediate supervisor in~~
 26 ~~support of all claims. A certificate from the physician on forms furnished by the Director of Schools~~
 27 ~~may also be required to verify the extent of the injury.²~~

Legal References

1. TCA 49-5-714(a); Public Acts of 2023, Chapter No. 343
2. ~~TCA 49-5-714 (b)~~
3. TRR/MS 0520-01-02-04 (4) (B)

Cross References

- Worker's Compensation 3.60
 Long Term Leaves of Absence 5.304

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Home Schools</h2> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> First Reading 9/7/2023 </div>	Descriptor Code: 6.202	Issued Date: 10/07/21
		Rescinds: 6.202	Issued: 04/04/16

1 A "home school" is a school conducted or directed by a parent or
 2 parents or legal guardian or guardians for their own children. Home
 3 schools which teach K-12 where the parents are associated with an
 4 organization that conducts church-related schools¹ (as defined by §49-
 5 50-801) are exempt from the following provisions, but must follow
 6 procedures issued by the State Department of Education.

7 A parent wishing to conduct a home school shall meet the following
 8 requirements:²

- 9 1. Provide annual notice to the Director of Schools before the
 10 commencement of each school year of the intent to conduct a home
 11 school;
- 12 2. Submit to the Director of Schools the name, number, age, grade level
 13 of children involved, location of the school, curriculum to be
 14 offered, proposed hours of instruction, qualifications of the
 15 parent/teacher;
- 16 3. Maintain attendance records, subject to inspection of the local
 17 Director of Schools;
- 18 4. Submit attendance records to the Director of Schools at the end of
 19 each school year;
- 20 5. Provide instruction for at least four (4) hours per day for the
 21 same number of instructional days as are required by state law³ for
 22 public schools;
- 23 6. Possess a high school diploma, ~~GED, or HiSET~~⁴; or a high school equivalency
 24 **credential approved by the State Board of Education;**⁴
- 25 7. Cooperate in the administration to home school students of
 26 appropriate tests by the Commissioner of Education, his/her designee
 27 or by a professional testing service in grades five (5), seven (7),
 28 and nine (9);
- 29 8. Take actions according to state law if home school student falls
 30 behind appropriate grade level;

1 ~~9. Submit proof to the Director of Schools that the home school student has been~~
2 ~~vaccinated as required by law⁵;~~

3 10. Submit proof to the Director of Schools that other health services
4 and examinations as required by law have been received by the home
5 school student; and

6 11. In the event of illness or inadequacy of the home school parent-
7 teacher to teach a specific subject, employ a tutor having the same
8 qualifications as required of parent/teacher.

9 If one or more of these requirements are not met, the Board authorizes
10 the Director of Schools to take formal action to bring the child into
11 compliance with the compulsory attendance law (until the child has
12 reached age 17), either in the home school or in a public, private, or
13 church-related school.

14 **FACILITIES USE**

15 It shall be the policy of this Board that public school facilities
16 shall be available for home school instruction only when all of the
17 following conditions exist:

18 1. Special needs courses are being taught which require services
19 unavailable to the home school student;

20 2. These services cannot be provided through any means other than
21 the public schools;

22 3. Requests for services are made known by the home school parent
23 when notice is given to the Director of Schools of the intent to
24 conduct a home school;

25 4. The Director of Schools investigates request and make
26 recommendations to the Board;

27 5. No overcrowding, additional expenses, including providing
28 transportation, or other special situations which interfere with
29 the normal operation of the school system shall be incurred; and

30 6. Approval by the Board on a case-by-case basis.

31 **RECORD ACCESS**

32 The Director of Schools, through the Attendance Supervisor, shall have
33 the attendance records of the home school inspected at least two (2)
34 times each school year in order to provide assistance in implementing
35 the Compulsory Attendance Law.

1 STUDENT PERFORMANCE⁶

2 The Director of Schools shall develop administrative procedures
3 regarding necessary consultations with home school parents in regard
4 to student performance.

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a) TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter No. 114
5. ~~Public Acts of 2021, Chapter No. 493~~
6. ~~TCA 49-6-5001~~
7. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

Cheatham County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: 09/11/17
	First Reading 9/7/2023	Rescinds: 5.600	Issued: 12/03/07

1 In fulfilling any citizenship rights and responsibilities, employees
 2 shall give proper consideration to the educational welfare of
 3 students and ensure that no conflict exists with their actual duties.

4 Each staff member has the right to:¹

- 5 1. A work environment free from sexual, racial, ethnic, and
 6 religious discrimination/harassment;²
- 7 2. Academic freedom within the confines of state law and board policy
 8 in order to create an atmosphere of freedom in the classroom;

9 Educators have the right to:

- 10 1. Be treated with civility and respect as well as having his/her
 11 professional judgement and discretion respected;
- 12
- 13 2. Report any errant, offensive, or abusive content or behavior of
 14 a student to the principal and/or appropriate agencies;
- 15
- 16 3. Provide students with a safe environment;
- 17
- 18 4. Defend themselves and their students from physical violence or
 19 harm;³
- 20
- 21 5. Share information regarding a student's educational experience,
 22 health, or safety with the student's parent(s)/guardian(s)
 23 unless otherwise prohibited;⁴
- 24
- 25 6. Review all instructional material or curriculum before being
 26 utilized by students; and
- 27
- 28 7. Not be required to use his/her personal money to appropriately
 29 equip a classroom.
- 30
- 31 8. Report students who commit offenses of assault and battery or
 32 vandalism on school property endangering the life, health, or
 33 safety of others pursuant to state law;⁵ and

1 9. Receive benefits in accordance with state law if the
 2 educator is a teacher who is on leave due to a physical assault
 3 or other violent criminal act committed during the course of
 4 employment.⁶
 5

6 Each staff member has the responsibility to:

- 7 1. Make themselves familiar with and abide by, the laws of the state
 8 as these affect their work, the policies of the board and the
 9 procedures designed to implement them;⁵
- 10 2. To adhere to the Teacher Code of Ethics;⁶
- 11 3. Exercise good judgment in selecting issues for discussion and
 12 balance the relative maturity of students and the students' right
 13 to know;
- 14 4. Be courteous and helpful in interacting and responding to
 15 parents, visitors and members of the public;
- 16 5. Keep all records and prepare and submit promptly all reports that
 17 may be required by state law, state board regulations, board
 18 policy and administrative procedures; and
- 19 6. Wear appropriate dress for work according to board guidelines and
 20 local school rules.

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023,
Chapter No. 153
3. TCA 49-6-2802
4. ~~TCA 49-6-4008~~
5. 20 USCA 1232g
6. ~~TCA 49-5-201~~
7. TCA 49-6-4302
8. TCA 495-714
9. TCA 49-5-1001et seq.

Cross References

Curriculum Development 4.200
 Controversial Issues 4.800
 Religion in the Curriculum 4.804
 Employee Dress Code 5.600.1

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="margin: 0;">Alternative Education</h2> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> First Reading 9/7/2023 </div>	Descriptor Code: 6.319	Issued Date: 10/07/21
		Rescinds: 6.319	Issued: 12/03/20

1 The Board shall operate an alternative school program and/or program for students in grades 1-12 who
 2 have been suspended or expelled from the regular school program.

3 An alternative program is a short-term intervention program designed to provide educational services
 4 outside the regular school program for students who have been suspended or expelled. Alternative
 5 programs may be located within the regular school to be a self-contained program within a school.
 6 Alternative programs shall include, but not limited to the following: in –school suspension or program
 7 of study provided virtually.

8 The alternative school and/or program shall be operated in accordance with state laws and the rules of
 9 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with
 10 the instructional program at the student’s regular school. The Director of Schools shall develop
 11 procedures that provide appropriate educational opportunities for all students assigned to the alternative
 12 school or program. These educational opportunities shall adhere to Tennessee’s academic standards.²

13 **ASSIGNMENT**

14 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
 15 alternative school or program if there is staff and space available.³ Availability of staff and space shall
 16 be determined at the time the disciplinary decision is rendered. The Director of Schools shall make this
 17 determination by evaluating factors including, but not limited to, the following:

- 18 1. Level of supervision available;
- 19 2. Safety considerations; and
- 20 3. Type of infraction.

23 The Director of Schools/designee is not required to assign a student to the alternative school or program
 24 if the student committed one of the following:

- 25 1. A zero tolerance offense;⁴ or
- 26 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
 27 students at the school, if the location of the alternative school or program is on the same grounds
 28 as the school from which the student was disciplined.⁵

1 Consideration to assign these students to the alternative school or program will be determined by the
2 Director of School/designee on a case-by-case basis.

3 Prior to the assignment of the student to the alternative school or program, the Director of
4 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the
5 student's placement.⁶

6 Placement in an alternative education setting shall be reserved for students who significantly disrupt the
7 educational process. If a student has an active Individualized Education Plan, a 504 plan, or is suspected
8 of having a disability, all state and federal laws and rules and regulations related to special education
9 shall be followed. The Director of Schools/designee shall develop procedures regarding placement of
10 students in the program, taking into consideration the impact of exclusionary discipline practices.⁷

11 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each
12 student enrolled in the alternative school.

13 **REMOVAL⁸**

14 A student may be removed from the alternative school or program if:

- 15 1. He/she violates the rules of the alternative school or program; or
- 16 17 2. He/she is not benefitting from the assignment and all interventions have been exhausted
18 unsuccessfully.

19 **ADDITIONAL OFFENSES⁹**

20 Any new disciplinary offense committed during a student's original suspension or expulsion period shall
21 be treated as a new and separate offense. These offenses shall not constitute an extension of the original
22 suspension or expulsion.

23 **TRANSITION PLAN¹⁰**

24 The Director of Schools/designee shall develop procedures regarding the implementation of transition
25 plans for the integration of students assigned to the alternative school.

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. **TCA 49-6-3402©(1)(C); Public Acts of 2023, Chapter No. 279**
6. ~~Public Acts of 2021, Chapter No. 229~~
7. TRR/MS 0520-01-02-.09(9)(i)

Cross References

- Special Education 4.202
- Virtual Education Program 4.212
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Special Education Students 6.500

8. TRR/MS 0520-01-02-.09(9)(h)
9. TCA 49-6-3402(c)(2)(B)
10. TRR/MS 0520-01-02-.09(9)(g)(2)
11. TRR/MS 0520-01-02-.09(9)(m)

Cheatham County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Zero Tolerance Offenses <div style="border: 1px solid black; padding: 5px; display: inline-block; color: red;">First Reading 9/7/2023</div>	Descriptor Code: 6.309	Issued Date: 10/01/20
		Rescinds: 6.309	Issued: 09/10/18

1 In order to ensure a safe and secure learning environment, the following offenses shall not be
2 tolerated:¹

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;²
- 4 2. Unlawful possession of any drug, including any controlled substance, controlled substance
5 analogue, or legend drug on school grounds or at a school-sponsored event;³
- 6 3. Aggravated assault;⁴ or
- 7 4. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other
8 employee of the school, or school resource officer.
- 9 **5. Threats of mass violence on school property or at a school-related activity.⁶**

10 Committing any of these offenses shall result in a student being expelled from the regular school
11 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of
12 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance
13 offenses may be assigned to an alternative school or program at the discretion of the Director of
14 Schools.⁶

15 When it is determined that a student has violated this policy, the principal shall notify the student's
16 parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.⁷

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. **TCA 39-16-517; Public Acts of 2023, Chapter No. 299**
7. **TCA 49-6-3401(g)(2); TCA 49-6-3402; Public Acts of 2020, Chapter No. 603**
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

Cheatham County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 09/05/19
	First Reading 9/7/2023	Rescinds: 4.605	Issued: 05/07/18

1 **GENERAL**

2 The program of studies shall include areas required by the State Board of Education.

3 Before high school graduation, every student shall:¹

- 4 1. Achieve the specified twenty-two (22) units of credit;
- 5 2. Take the required end of course exams;
- 6 3. Have satisfactory records of attendance and conduct;
- 7 4. Take the ACT or SAT prior to graduation;² and
- 8 5. Pass a United States civics test.³

9 **SPECIAL EDUCATION STUDENTS⁴**

10 Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a
11 regular high school diploma.

12 *Special Education Diploma*

13 A special education diploma shall be awarded to students who have not met the requirements for a regular
14 high school diploma,⁵ but have:

- 15 1. Completed four (4) years of high school;
- 16 2. Made satisfactory progress on their IEP; and
- 17 3. Maintained satisfactory records of attendance and conduct.

18 *Occupational Diploma*

19 Special education students who do not meet the requirements for a regular high school diploma may be
20 awarded an occupational diploma if the student has:^{1,4}

- 21 1. Completed at least four (4) years of high school;
- 22 2. Made satisfactory progress on their IEP;
- 23 3. Maintained satisfactory records of attendance and conduct;
- 24 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
25 (SKEMA); and
- 26 5. Has two (2) years of paid or non-paid work experience.

27 The decision to attain an occupational diploma shall be made at the conclusion of the student’s 10th grade
28 year or two (2) academic years prior to the expected graduation date.

1 Students who have received a special education diploma or an occupational diploma shall continue to
2 make progress towards a regular high school diploma until the end of the school year in which they turn
3 twenty-two (22) years old.

4 *Alternate Academic Diploma*

5 Special education students who do not meet the requirements for a regular high school diploma may be
6 awarded an alternate academic diploma if the student has:⁴

- 7 1. Completed at least four (4) years of high school;
- 8 2. Participated in the high school alternate assessments;
- 9 3. Earned the prescribed twenty-two (22) credit minimum;
- 10 4. Made satisfactory progress on their IEP;
- 11 5. Maintained satisfactory records of attendance and conduct; and
- 12 6. Completed a transition assessment that measures postsecondary education and training,
13 employment, independent living, and community involvement.

14 **STUDENT LOAD**

15 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
16 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal
17 this requirement to the director of schools and then to the board.⁶

18 **EARLY GRADUATION⁷**

19 High school students shall be permitted to complete an early graduation program. Students intending to
20 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
21 soon thereafter as the intent is known.

22 In order to graduate early, students must meet the following requirements:

- 23 1. Earn the required ~~eighteen (18)~~ **seventeen (17)** credits;
- 24 2. Achieve a benchmark score for each required end-of-course exam;
- 25 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 26 4. Meet the minimum ACT or SAT benchmark score;
- 27 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 28 6. Complete at least two (2) types of the following courses:
 - 29 a. AP;
 - 30 b. IB;
 - 31 c. Dual enrollment; or
 - 32 d. Dual credit.

33 The director of schools shall develop administrative procedures to ensure that the early graduation
34 program is conducted in accordance with state law.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
~~TRR/MS 0520-01-03-.06~~
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103;
~~Public Acts of 2019, Chapter No. 442~~
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06~~(1)(a)(7)~~
7. TCA 49-6-8303; State Board of Education Policy 2.103

Cross References

Basic Curriculum Program 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602
Early Graduation Program 4.605.1