

CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING

Cheatham County Board of Education

October 5, 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. Approval of Agenda
6. Presentations, Awards Recognitions

**CHEATHAM COUNTY CENTRAL HIGH SCHOOL MARCHING BAND**

Hendersonville Golden Invitational Marching Band Contest

1st place Percussion  
1st place Music  
1st place Overall Band

Blue Devil Marching Contest

1st Band in Class  
1st place Percussion

**HARPETH HIGH SCHOOL BAND OF BLUE**

Hendersonville Golden Invitational Marching Band Contest

3rd place Overall Band

Blue Devil Marching Contest

3rd Place Class A  
Excellent Band  
Excellent Percussion  
Excellent Color Guard  
Superior Drum Major (Jacob Scott, HHS senior)

**EMPLOYEES OF THE MONTH**

**ACESA**

Philip Pate, Teacher

**ECES**

Julie Miller, Assistant

**KSES**

Jill Hutchison, Teacher

**PEFAMS**

Lexi Boyd, Teacher

**PVES**

Brittney Altom, Bookkeeper

**WCES**

Megan Moss, Teacher

**CMS**

Rebecca Wilson, Front Office Assistant

**HMS**

Chris Vaughn, Band Director

**SMS**

Tina James, Teacher

**CCCHS**

Laura Davis, Teacher

**HHS**

Robert Kreps, Teacher

**SHS**

Danny Waltman, Teacher

**RA**

Ty Owen, Teacher

**Daycare**

Audrey Pate, PVES Employee Daycare

**Nutrition**

Charlene Schrader, CMS Nutrition

**Transportation**

Michael Wallace, Bus Driver

**Central Office**

Nicole Crowder, EIS Data Manager

7. Public Forum

Opportunity for the Community to Address Board (Maximum thirty (30) minutes)

8. School Improvement Plan (SIP) Goal Update

KSES, Andrea Bledsoe

9. Executive Committee

10. Five Year Plan

Tim Adkins/Claudette Fizer

11. ESSER Funding Update - Dr. Cathy Beck

12. Elected Officials - Opportunity for Elected Officials to Address Board

13. Consent Agenda

A. Minutes: September 7, 2023

B. Disposal of surplus equipment/materials

1. Supervisor Dr. Tara Watson requests disposal of ice machine in the board room kitchen, non-functioning and unrepairable.

2. Supervisor Blacker requests disposal of non-functioning WCES wall clocks.

14. Budget and Finance

A. Summary

B. Daycare Stabilization Grant - \$369,045.09

C. Fund Balance 141 Request - Principal Furniture Request (amount to be determined)

D. Substitute Pay

- E. Employee Bonus for Years of Service - \$1,000 for classified and certified employees with 21 years or more experience in Cheatham County School District
    - Fund 141 fund balance amount - \$185,000
    - Fund 143 fund balance amount - \$10,000
    - Fund 146 fund balance amount - \$5,000
  - F. ESSER Bonus - \$750 per employee (FT = \$750 / PT \$375)
    - Fund 141 & 142 employees - funding source ESSER - not to exceed \$750,000
    - Fund 143 fund balance amount - \$70,000
    - Fund 146 fund balance amount - \$40,000
15. Old Business
    - A. Revise Policy 4.204 Summer Instructional Programs - Second Reading
    - B. Revise Policy 5.305 Family and Medical Leave - Second Reading
    - C. Revise Policy 5.307 Physical Assault Leave - Second Reading
    - D. Revise Policy 6.202 Home Schools - Second Reading
    - E. Revise Policy 5.600 Staff Rights and Responsibilities - Second Reading
    - F. Revise Policy 6.319 Alternative Education - Second Reading
    - G. Revise Policy 6.309 Zero Tolerance Offenses - Second Reading
    - H. Revise Policy 4.605 Graduation Requirements - Second Reading
  16. New Business
    - A. Revision of Policy 5.106 Application and Employment - First Reading
    - B. Textbook Adoption Committee - no adoptions this year
  17. Brief comments from Board Members
  18. Announcements
  19. Adjourn

INFORMATION:

1. Personnel Changes

A. Retirements approved

B. Administrative Positions approved

C. Leave of Absence approved

- Robert Skipper, SHS Faculty from 10/16/2023-10/31/2023
- Leora Coleman, SMS Faculty from 10/16/2023-5/24/2024
- Rhonda Johnson, SMS Nutrition from 10/23/2023-12/1/2023
- Martha Ann Disch, ACESA Staff from 8/25/2023-9/18/2023
- Charles Williams, HHS Faculty from 12/4/2023-12/21/2023

- Jessica Ledbetter, PVES Faculty from 11/8/2023-12/11/2023
- Kristy Lynn Ross, PEFAMS Faculty from 11/22/2023-1/7/2024

D. Resignations approved

- Kimberly Brooks, PVES Daycare 9/7/2023
- Tasha Kosinski, KSES Staff 9/22/2023
- Alyssa Ferrell, ECES Staff 9/20/2023
- Shelbie McNeely, WCES Staff 9/7/2023
- Valerie Evans, CMS Staff 5/26/2023
- Justin Wheeler, BOE Staff 10/3/2023
- Abigail Gill, KSES Daycare 9/21/2023
- Doreen Rhee, KSES Daycare 9/29/2023
- Debra Hatley, KSES Staff 10/13/2023

E. Termination of Employment

- Shannon St. Marie, Transportation 9/29/2023

F. Transfers approved

- Katharine Green from WCES 2nd Grade to WCES Tutor replacing Callie Meadows 11/27/2023
- Gracie Reader from ECES Daycare part time to ACES Daycare part time replacing herself 9/11/2023
- Amy Ritchie from ACESA Title I Assistant to ACESA Life Skills Assistant replacing Carol Calkin 9/5/2023
- Thomas Owen from RA Assistant to RA High School Teacher replacing Matt Driscoll 9/14/2023
- Carol Calkin from ACESA Life Skills Assistant to ACESA Title I Assistant replacing Amy Ritchie 9/12/2023
- Harriett Swope from HHS Cafeteria Sub to HHS PT Cafeteria replacing Cynthia LeComte 9/11/2023
- Patricia Patterson from ACESA Nutrition Sub to ACESA Nutrition Part Time replacing Carla Yarbrow 9/11/2023
- Deeanna Kong from WCES Gen. Ed Assistant to WCES SPED ECI/IPS Assistant new position 9/20/2023
- Amanda Coulter from Transportation FT to PT Bus Aide replacing self 9/18/2023

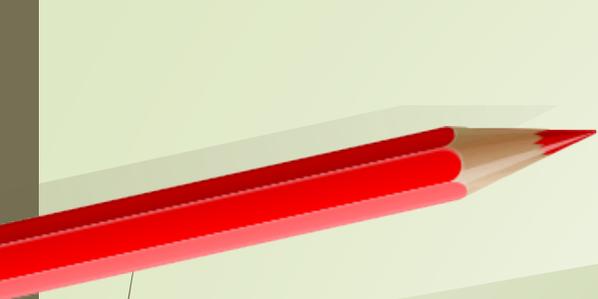
G. Elections/Placements approved

- Carol Calkin, ACESA Life Skills Assistant new position 9/11/2023
- Devon Miller, SMS Assistant replacing Ashten Gates 9/7/2023
- Natalia Ricks, ECES Teacher replacing Kaci Daigle 9/8/2023

- Maggie Strader, ECES Part Time Daycare replacing Kylie Ramos 9/5/2023
- Julia Mueller, KSES Life Skills Teacher replacing Patti Fink 9/5/2023
- Jennifer McBrayer, ECES Life Skills Assistant new position 9/19/2023
- Tania DeRouen, RA Assistant replacing Sergio Vazquez 10/2/2023
- Veronica Foster, District Wide EL Teacher new position 9/19/2023
- Bethany Jenkins, District Tn All Corps part time new position 9/1/2023
- Tammy Stewart, PEFAMS Title I Tutor part time new position 9/5/2023
- Brooke Morris, SMS Attendance replacing Brandi Glasgow 9/25/2023
- Shannon St. Marie, Transportation Bus Aide replacing Amanda Colter 9/18/2023
- Tucker Carter, WCES Assistant replacing Deeanna Kong 9/26/2023
- Debora Huffman, WCES SPED Assistant replacing Rhonda Baker 9/25/2023
- Mary Renee Adler, WCES Daycare new position 10/2/2023
- Starlina Cochran, WCES SPED Assistant replacing Shelbie McNeely 10/3/2023
- Annisa England, CCCHS PT Nutrition replacing Ieini Navarro 10/2/2023
- Justin Fields, CMS PT Nutrition replacing Summer Myatt 10/4/2023
- Rachel Potts, CMS/ACESA Part Time Nutrition Sub replacing Amin Manal 10/4/2023
- Logan Seibert, SMS Assistant Football Coach non-faculty 9/11/2023
- Payton Parks, SMS Football Concessions non-faculty 9/7/2023
- Dave Samler, CCCHS Assistant Girls Wrestling non-faculty 9/6/2023
- Dave Samler, CCCHS Assistant Cross Country Coach non-faculty volunteer 9/6/2023
- Deborah Barger, HHS Gate worker volunteer 9/7/2023
- Liesl Palmer, HHS Gateworker volunteer 9/7/2023
- Jeremy Ivey, SHS Assistant Football Athletic Trainer non-faculty volunteer 9/6/2023
- Nathan Loxley, SHS Football Assistant non-faculty 9/12/2023
- Fay Haines, HHS Basketball Clock Keeper non-faculty 9/12/2023
- Jahcenda Garrett, CCCHS Head Volleyball Coach 9/12/2023
- Jahcenda Garrett, CCCHS Head Softball Coach 9/12/2023
- Tim Toombs, SMS Assistant Golf Coach non-faculty volunteer 9/14/2023
- Brian Saylor, SHS Assistant Boys Basketball Coach non-faculty 9/14/2023
- Kayla Arrington, HHS Gate Worker 9/14/2023
- Liliana Spence, HHS Gate Worker 9/14/2023

- Ashley Adams, PEFAMS Yearbook Advisor 9/19/2023
- Dana Crowell, HHS Head Dance Coach non faculty 9/19/2023
- Daniel Bolton, HMS Football Assistant non-faculty 9/15/2023
- Lura Waxman, HHS Assistant Cheer Coach 9/21/2023
- Siobhan Delaney, CCCHS Gate Worker 9/21/2023
- Eric Turner, CCCHS Gate Worker 9/21/2023
- Rachel Stuart, CCCHS Gate Worker 9/21/2023
- Lauren Street, CCCHS Gate Worker 9/21/2023
- Lauren Shirley, CCCHS Gate Worker 9/21/2023
- Nathan Nix, CCCHS Gate Worker 9/21/2023
- Aaron Nicholson, CCCHS Gate Worker 9/21/2023
- Bradley Lockert, CCCHS Gate Worker 9/21/2023
- Kelly Lewis, CCCHS Gate Worker 9/21/2023
- Amy Herrin, CCCHS Gate Worker 9/21/2023
- Julie Halkiades, CCCHS Gate Worker 9/21/2023
- Maurice Golden, CCCHS Gate Worker 9/21/2023
- Patricia Stella, CCCHS Gate Worker 9/21/2023
- Jim Gibbs, CCCHS Gate Worker 9/21/2023
- Jason Ganley, CCCHS Gate Worker 9/21/2023
- Tray Davis, CCCHS Gate Worker 9/21/2023
- Alex Pounds, CCCHS Gate Worker 9/21/2023
- Beth Campbell, CCCHS Gate Worker 9/21/2023
- Bailey Jenkins, CCCHS Gate Worker 9/25/2023
- Mary Kate Brewer, CCCHS Gate Worker 9/25/2023
- Lindsay Ketcham, CCCHS Gate Worker 9/25/2023
- Jason Ford, CCCHS Gate Worker 9/25/2023
- Matt Carrigan, SHS Head Baseball Coach 9/26/2023
- Janie Brown, HHS Assistant Dance Coach 10/2/2023

#### H. Non Renewals

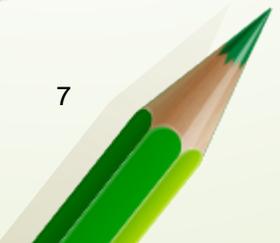


# Employee of the Month

#levelup

Cheatham County  
School District

2023-2024 School Year



# Ashland City

Philip Pate has the biggest heart for our students at ACESA. His dedication to the growth of our students is unmatched. We are so blessed to have him on our team.



# East Cheatham

ECES' Employee of the month is our office assistant, Mrs. Julie Miller! She is brand new to our building this year and it's hard to believe that we ever made it without her. She is *always* busy doing something to make our school shine. When anything is needed, she is first in line to help! Her positivity and compassion are contagious. We love you Mrs. Miller!



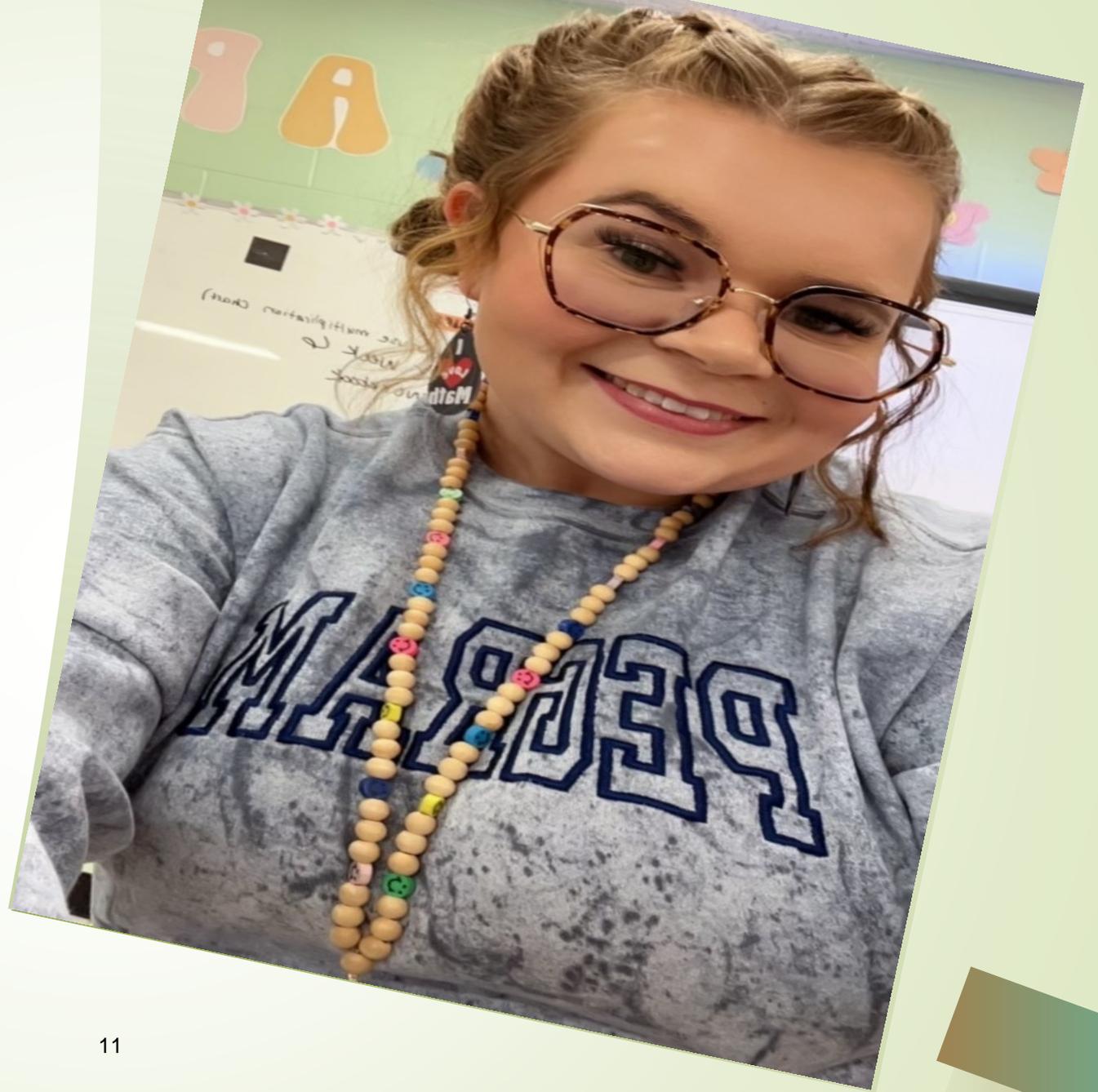
# Kingston Springs

Jill Hutchinson makes learning fun in her class while ensuring all concepts are taught. The students are always fully engaged with her in the lesson. She encourages her students to be their best. Jill is a natural when collaborating or helping her fellow teachers. She is always there to help us learn new ways to teach.



# Pegram

Lexi Boyd has been doing an amazing job with our social media. She is super positive about everything and always has a smile on her face. Her students are always engaged and participated in hands-on experiences in her classroom.



# Pleasant View

Brittney Altom is a cheerful and energetic person. She takes initiative in her job providing new opportunities for students at PVES. Her heart is 100% for the students, staff, and community.



# West Cheatham

Megan Moss has been our interventionist for two years and continues to do an awesome job! Megan is very conscientious about the time she has with her Tier 2 students and utilizes every minute of instruction time, even reviewing skills while the students are in line. We are so glad that Megan is part of the WCES family!



# Cheatham Middle

Cheatham Middle School's Employee of the Month is Ms. Rebecca Wilson. Aside from being the face of CMS as our amazing, front desk employee, Ms. Rebecca serves as cheer coach. She devotes so much time to ensure our team is prepared and takes them to many outside opportunities such as Vanderbilt games and parades. She also gives our cheer team opportunities to spread positivity throughout the community. Ms. Rebecca is kind, polite, professional and always makes others feel important.



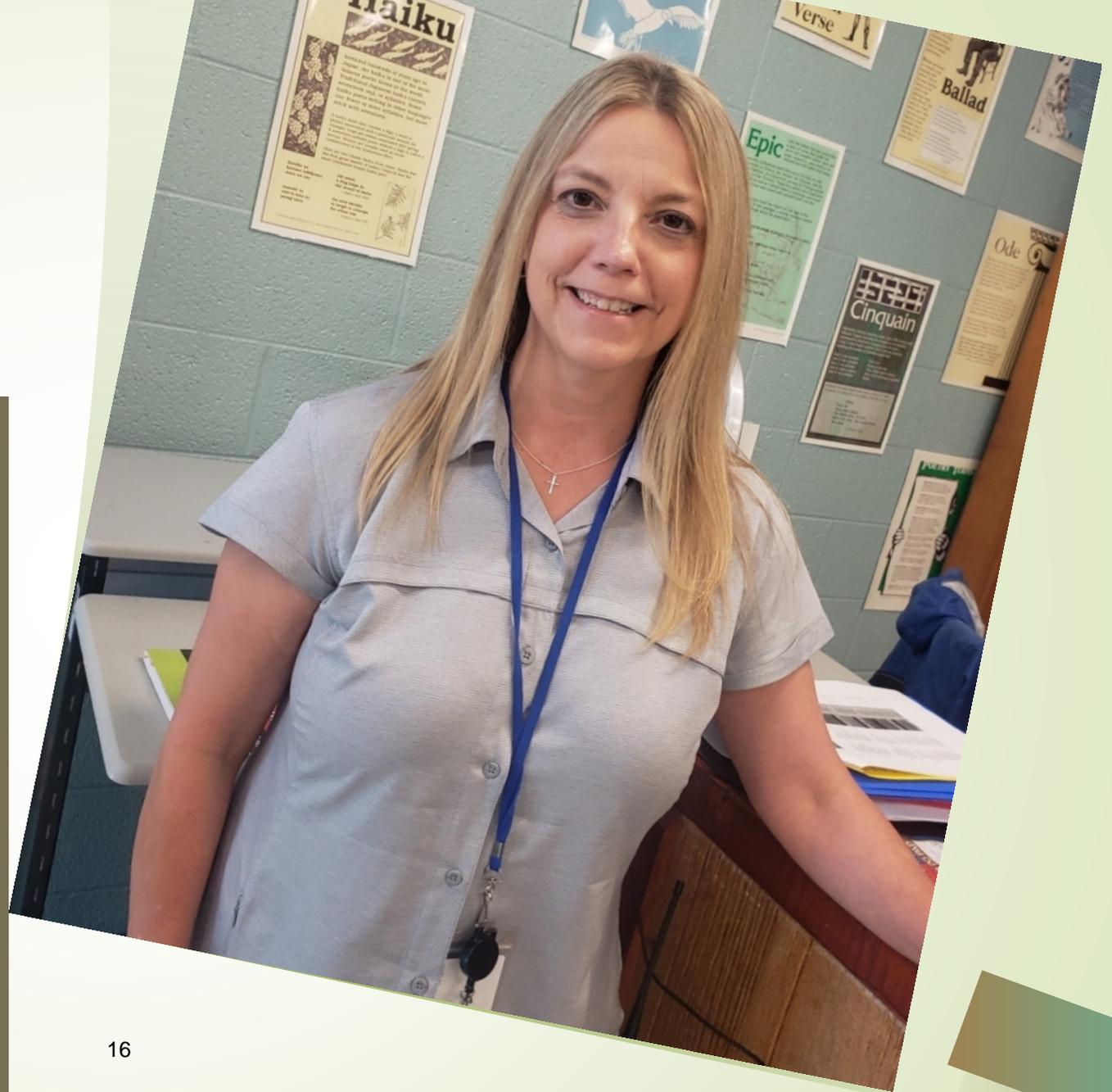
# Harpeth Middle

Chris Vaughn is a TROOPER! He is relentless! He is determined to bring out success in students, so they know what kind of champion they are, in and out of the band room! He has zero quit in him! Even when he is tired or under the weather, he makes sure the students get what they need! We love and appreciate you, Mr. Vaughn!



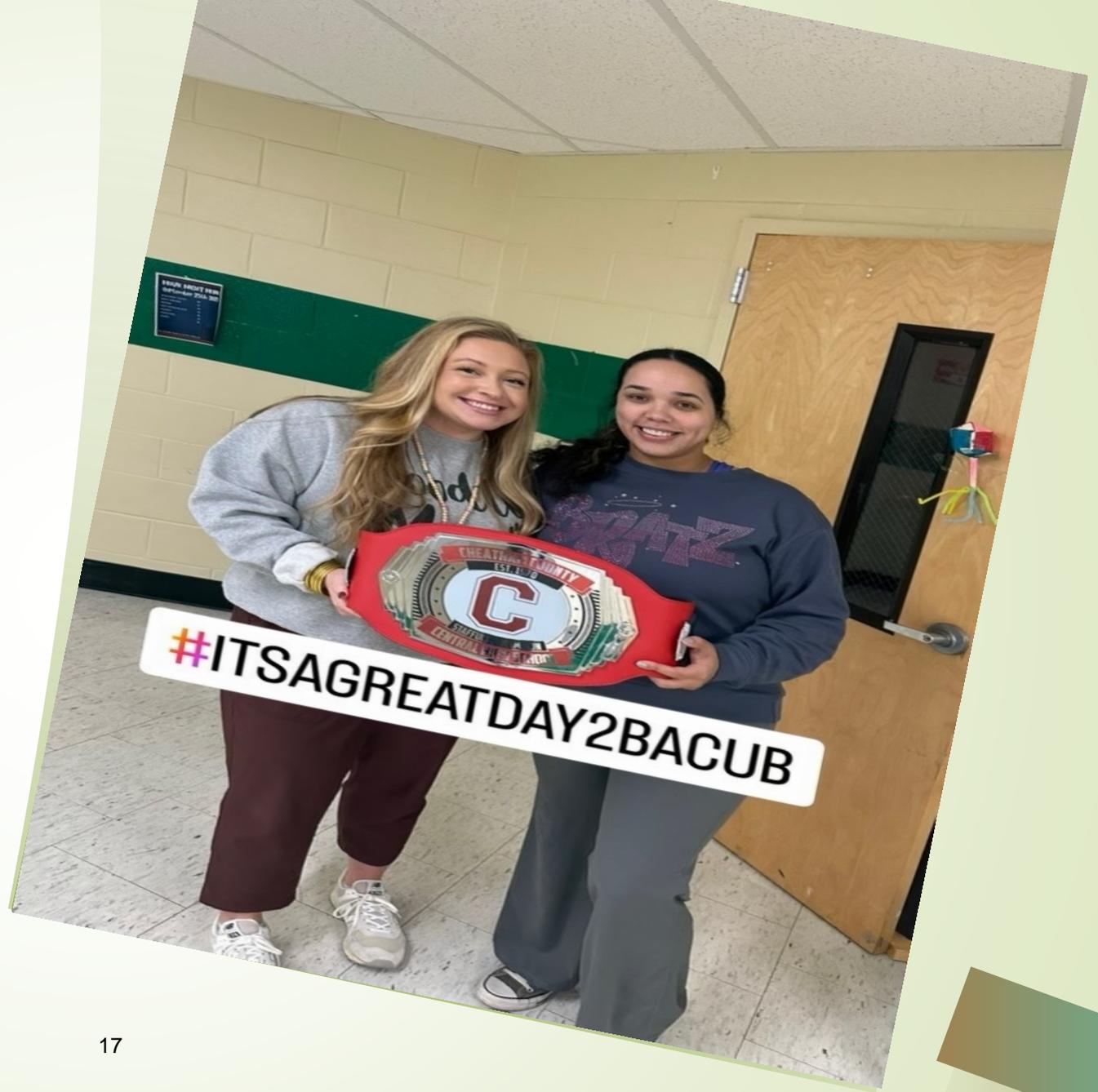
# Sycamore Middle

Tina James is one of our 8th grade ELA teachers, and when asked to take on a CTE Exploratory class this year she embraced this new task with a passion. Her agriculture exploratory took on cleaning up and working on the plants in our courtyard. She has so many ideas to help students in her class make a positive impact on our school grounds and community. We appreciate all her hard work, compassion for students, and willingness to step out her comfort zone and be a positive example for us all both in and out of her classroom.



# Cheatham High

Laura Davis has gone above, and beyond & it is only her second year! Facilitating pep club, cheer, student council, along with teaching all day...she is doing an awesome job. She has grown so much from last year and started off strong this year. She is always smiling and happy.



# Harpeth High

Robert Kreps is attempting new things in his class and has gotten along well with students and staff. He excels at establishing strong, positive relationships that assist with classroom management. He also brings happiness and joy to the school every day and always checks in to see how staff are doing.



# Sycamore High

Sycamore High School's employee of the month for September is English teacher Danny Waltman. Danny also serves as the Head of Open House, on the district advocacy committee, and as a wrestling coach. He is also the voice of the Sycamore Pride Spirit Ride every morning on the announcements.



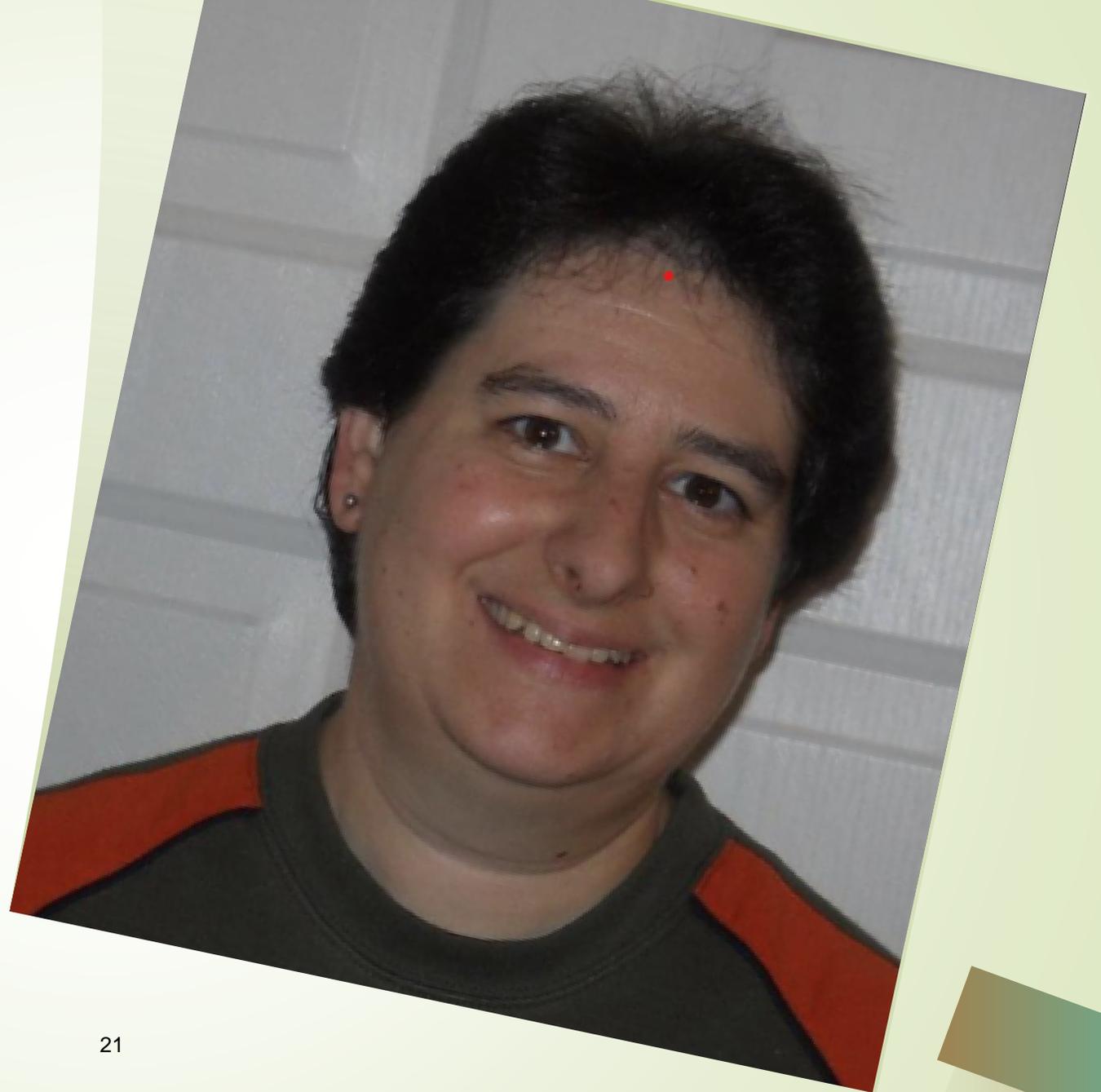
# Riverside Academy

**Ty Owen is our Employee of the month. He has always been a team player but this year he has stepped up to be not only a team player but a team leader. We are beyond thrilled to welcome him to our teaching team.**



# Daycare

Daycares of the month is Audrey Pate. She always has a smile on her face and is ready to jump in and help wherever needed. She is so good with the children, and she is very positive. She is such an asset to our daycare programs. She truly exhibits 5 Star Quality.



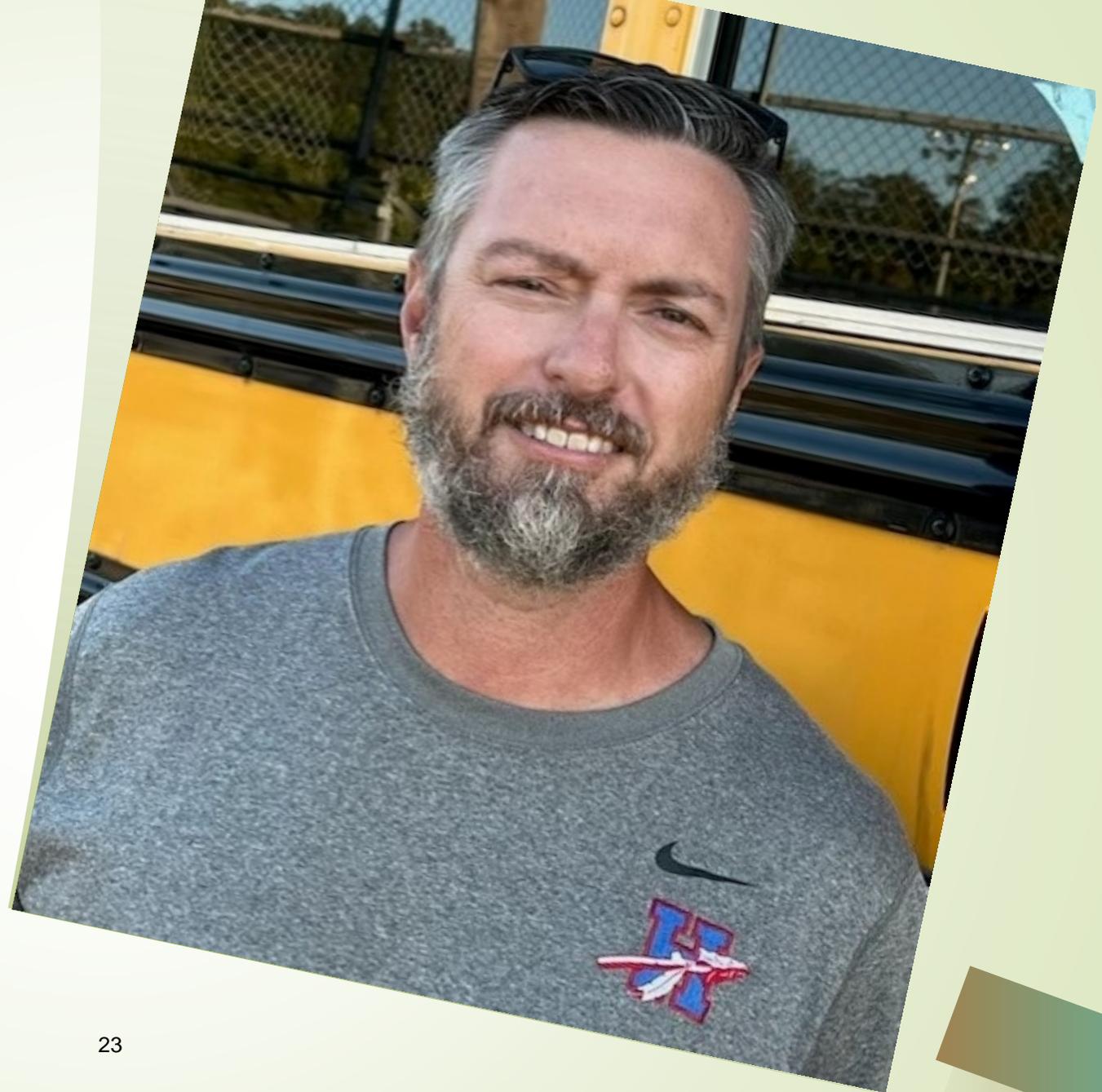
# Nutrition

**Charlene Schrader is the school nutrition EOM. She contributes years of knowledge, outstanding hard work, and just overall great performance every day she comes to work. She has a great work ethic and a positive attitude to school nutrition at Cheatham Middle School.**



# Transportation

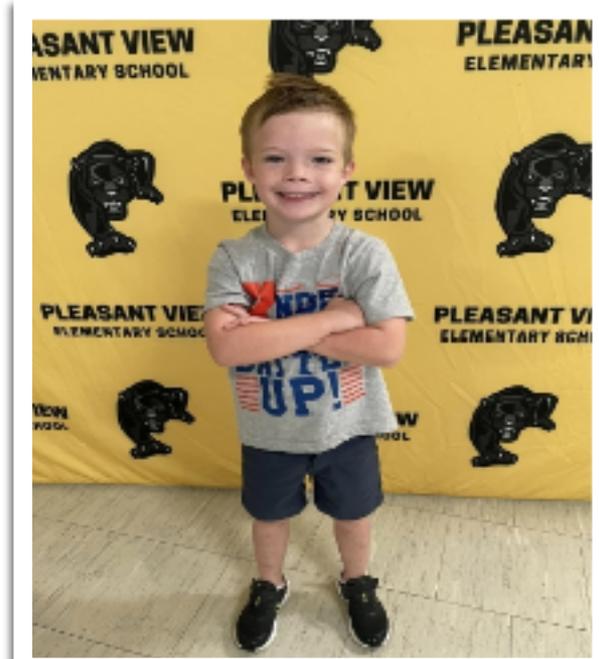
The employee of the month for transportation is Michael Wallace, Michael understands the importance of transporting students to school everyday and goes above and beyond when performing his duties as a school bus driver. When ask to cover extra or to help out on other routes he always is a yes. Thank you Michael for all that you do for our students, we appreciate you.



# Central Office

Nicole Crowder is our board office employee of the month. She is willing to help anyone at any time, not matter what she has on her plate. She goes above and beyond to make people feel heard and appreciated. She works to make our Student Information System provide the best data to properly synch with the state department. She oversees the informational data at each school and works to ensure that all students and teacher information is correct and captured for reporting purposes. We couldn't do our jobs without her knowledge and positive attitude.





# FIVE-YEAR PLAN PARTNERSHIPS/ COMMUNITY ENGAGEMENT

# Cultivate Relationships

**GOAL ONE:** Cultivate relationships and improve communication between the district and all stakeholders



Host annual Listen and Learn tours in our schools by 2024

**Oct. 25:** East Cheatham Elementary School

**Jan. 18:** Ashland City Elementary STEM Academy

**March 14:** Pegram Elementary Fine Arts Magnet School

# Cultivate Relationships

**GOAL ONE:** Cultivate relationships and improve communication between the district and all stakeholders



Host an annual Day in the District for government and community leaders beginning with the 2023-2024 school year

Our first Day in the District will be held in the spring and invited guests will visit 2-3 schools.

# Cultivate Relationships

**GOAL ONE:** Cultivate relationships and improve communication between the district and all stakeholders



Attend PTO meetings

Attend community and government meetings

Improve communication via social media, website, videos, newsletters and emails

# Increase Family Engagement Activities

**GOAL TWO:** Provide family engagement activities that will address academic, social and emotional growth of students



Establish a Family Resource Center by 2024

The Family Development Center of Cheatham County Schools moved into a new location in August at Ashland City Elementary STEM Academy.

# Increase Family Engagement Activities

**GOAL TWO:** Provide family engagement activities that will address academic, social and emotional growth of students



Through the United Way Family Collective initiative, family coaches Carol Henegar and Christine Stowers work with Cheatham County families that are facing homelessness.

# Increase Family Engagement Activities

**GOAL TWO:** Provide family engagement activities that will address academic, social and emotional growth of students



The Family Development Center provides the following services: employment navigation, financial counseling, housing navigation, mental health counseling, food pantry and family coaching services.

# Increase Family Engagement Activities

**GOAL TWO:** Provide family engagement activities that will address academic, social and emotional growth of students



The Cheatham County School District, Family Development Center and other organizations sponsored the inaugural Cardboard City event in August to create awareness of homelessness in Cheatham County.

# Increase Family Engagement Activities

**GOAL TWO:** Provide family engagement activities that will address academic, social and emotional growth of students



Identify, establish and continue effective community outreach programs such as the book/STEAM bus and Strengthening Families program through 2027

# Increase Student Learning Opportunities

**GOAL THREE:** Support student learning, engagement and service opportunities through partnerships and connections



Expand our annual Job Fair for high school seniors entering the workforce after graduation

30 businesses participated in 2022 and 41 in 2023. Our 2024 Career Fair is scheduled for May 10.

# Increase Student Learning Opportunities

**GOAL THREE:** Support student learning, engagement and service opportunities through partnerships and connections



Create CTE promos that showcase our various programs of study

We will roll out a video series in October that highlights our middle and high school CTE programs.

# Increase Family Engagement Activities

**GOAL THREE:** Support student learning, engagement and service opportunities through partnerships and connections

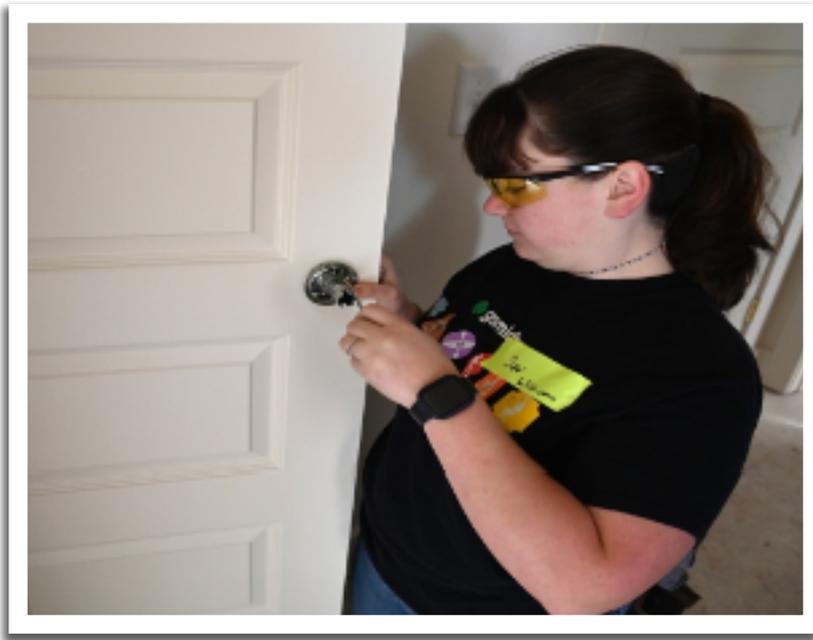


Build upon and engage industry and business partnerships that support our students

Chris Cooper, our CTE/STEAM coordinator, will attend a Chamber of Commerce industrial roundtable on Oct. 26.

# Increase Student Learning Opportunities

**GOAL THREE:** Support student learning, engagement and service opportunities through partnerships and connections



Continue growing our Kindness Grows Here program

Our schools are giving back to the community by partnering with various Cheatham County organizations and businesses.

# Looking Ahead



- The 2023 Cheatham County Education Hall of Fame will be held Thursday, Oct. 19 at 6:30 p.m. at the CCCHS theatre.
- The 2024 State of the District breakfast will be held Tuesday, Jan. 23 at 9 a.m. at the CMS multi-purpose room.

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Summer Instructional Programs</b>	Descriptor Code: <b>4.204</b>	Issued Date: <b>11/04/21</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;"> <b>First Reading</b>  <b>9/7/2023</b> </div> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Second Reading</b>  <b>10/5/2023</b> </div>	Rescinds: <b>4.204</b>	Issued: <b>05/02/16</b>

1 *General*

2 The following programs will be made available to students:<sup>1,2</sup>

- 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.<sup>3</sup>

14 **SUMMER PROGRAMMING<sup>2</sup>**

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 REQUIREMENTS<sup>2</sup>**

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.

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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**

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Cross References

Extended Contracts 5.112

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: <b>09/05/19</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>First Reading</b>  <b>9/7/2023</b> </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Second Reading</b>  <b>10/5/2023</b> </div>	Rescinds: <b>5.305</b>
			Issued: <b>09/10/18</b>

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 eligibility<sup>1</sup>) during the previous twelve-month period shall be eligible to  
 5 use FMLA leave.<sup>2</sup>

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.<sup>3</sup>
- 30
- 31 2. *Teachers’ Leave-* In accordance with state law, any teacher who goes on maternity or paternity  
 32 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for

1 maternity or paternity leave purposes. In order to be eligible to use sick leave, written request of  
2 the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall  
3 be submitted. Upon verification by a written statement from an adoption agency or other entity  
4 handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a  
5 child. If both adoptive parents are teachers employed by the district, however, only one (1) parent  
6 is entitled to use such leave.<sup>4</sup>

- 7
- 8 3. Spouses who are both eligible employees of the school district are limited to a combined total of  
9 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken  
10 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,  
11 or to care for a parent who has a serious health condition. Under certain circumstances, spouses  
12 who share leave for the birth or adoption of a child may be eligible for limited amounts of  
13 additional leave for other qualifying FMLA reasons.<sup>5</sup>

- 14
- 15 4. **Paid Parental Leave – Under state law, an additional six (6) work weeks of paid leave is**  
16 **available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor**  
17 **child. An eligible employee taking leave under this provision shall not be required to utilize any**  
18 **other type of accrued leave during this period. Eligible employees include teachers, principals,**  
19 **supervisors, or other individuals required by law to hold a valid license of qualification for**  
20 **employment who have been employed with a school district full time for at least twelve (12)**  
21 **consecutive months.**

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

## 28

### 29 LEAVE FOR A SERIOUS HEALTH CONDITION<sup>6</sup>

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

### 37 LEAVE FOR MILITARY FAMILY MEMBERS

- 38 1. *Qualifying Exigency Leave*<sup>7</sup> - Eligible employees are entitled to up to twelve (12) workweeks  
39 of leave because of any “qualifying exigency” arising out of the fact that the spouse, son,  
40 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been

1 notified of an impending call to active duty, or has been notified of an impended call to active  
2 duty status in the Armed Forces. Qualifying exigencies may include:

- 3  
4 a. Issues arising from the service member's short notice deployment;  
5 b. Military events and related activities (e.g. official ceremonies, support programs);  
6 c. Making or updating financial and legal arrangements;  
7 d. Attending counseling;  
8 e. Taking up to fifteen (15) days leave to spend time with a covered service member who  
9 is on short-term rest and recuperation leave during deployment; or  
10 f. Attending post-deployment activities.

- 11  
12 2. *Military Caregiver Leave*<sup>8</sup>- An eligible employee who is the spouse, son, daughter, parent, or  
13 next of kin of a covered service member or covered veteran with a serious injury or illness is  
14 entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A  
15 covered service member is a current member of the Armed Forces, including a member of the  
16 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is  
17 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious  
18 injury or illness.

19  
20 A covered veteran is an individual who was a member of the Armed Forces at any time during  
21 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy  
22 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or  
23 therapy. The calculation of this five (5) year period shall not include the interval of October 28,  
24 2009 through March 8, 2013.

25  
26 The "single twelve (12) month period" for military caregiver leave begins on the first day the  
27 employee takes leave for this reason and ends twelve (12) months later. An eligible employee is  
28 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered  
29 service member. The maximum of twenty-six (26) workweeks may include no more than twelve  
30 (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement  
31 of a child for adoption or foster care, for care of a parent who has a serious health condition, or  
32 for the employee's own serious health condition.

### 33 **INTERMITTENT LEAVE**<sup>9</sup>

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

### 43 **RESTRICTIONS**

1       1. Notice Requirements

- 2
- 3           a. *Employee Notice*<sup>10</sup>- For foreseeable leave, the employee shall provide the Director of
- 4           Schools with at least thirty (30) days written notice before the beginning of the anticipated
- 5           leave.
- 6
- 7           b. *District Notice*- Once it has been established that the leave requested qualifies for
- 8           FMLA, the Director of Schools/designee shall notify the employee within three (3)
- 9           business days (absent extenuating circumstances) that any leave taken pursuant to state
- 10          leave statutes (paid vacation leave, personal leave, sick leave, or workers'
- 11          compensation) shall run concurrently with FMLA leave.<sup>11</sup> The notice may be given
- 12          orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
- 13          the following pay day.<sup>12</sup>

14

15       2. Certification Requirement<sup>13</sup>

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

31

32       3. Period Near the End of an Academic Term (Professional Employees)<sup>14</sup>

- 33
- 34           a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
- 35           Schools may require the employee to continue taking leave until the end of the term if
- 36           the leave is at least three (3) weeks of duration and the return of employment would
- 37           occur during the three (3) week period before the end of the term.
- 38
- 39           b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
- 40           may require the employee to continue taking leave until the end of the term if the leave
- 41           is greater than two (2) weeks duration and the return to employment would occur during
- 42           the two (2) week period before the end of the term.

43       **REQUIREMENTS OF THE BOARD**<sup>15</sup>

- 44       1. The employee shall be restored to the same position of employment or an equivalent position
- 45       with no loss of benefits, pay, or other terms of employment.

- 1        2. The employee shall be kept under any group health plan for the duration of the leave.
- 2        3. The Board may recover the premium paid under the following conditions:
- 3
- 4            a. The employee fails to return from leave after the period of leave has expired; and
- 5            b. The employee fails to return to work for a reason other than the continuation,
- 6            recurrence, or onset of a serious health condition or other circumstances beyond the
- 7            control of the employee.

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 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

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 Cross References

- Sick Leave 5.302  
 Long-Term Leaves of Absence 5.304

# Cheatham County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <h2 style="text-align: center;">Physical Assault Leave</h2> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">                     First Reading 9/7/2023                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">                     Second Reading 10/5/2023                 </div> </div>	Descriptor Code: <b>5.307</b>	Issued Date: <b>07/11/16</b>
		Rescinds: <b>5.307</b>	Issued: <b>08/04/97</b>

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.<sup>1</sup>~~

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.<sup>2</sup>~~

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.<sup>3</sup>~~

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.<sup>1</sup>~~

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.<sup>2</sup>~~

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Legal References

- 1. TCA 49-5-714(a); Public Acts of 2023, Chapter No. 343
- ~~2. TCA 49-5-714 (b)~~

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Cross References

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

3. TRR/MS 0520-01-02-04 (4) (B)

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <h2 style="margin: 0;">Home Schools</h2>	Descriptor Code: <b>6.202</b>	Issued Date: <b>10/07/21</b>
	<div style="display: flex; justify-content: space-around; margin: 5px 0;"> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;"> <b>First Reading</b> 9/7/2023         </div> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;"> <b>Second Reading</b> 10/5/2023         </div> </div>	Rescinds: <b>6.202</b>	Issued: <b>04/04/16</b>

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 schools<sup>1</sup> (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:<sup>2</sup>

- 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 law<sup>3</sup> for  
 22 public schools;
- 23 6. Possess a high school diploma, ~~GED, or HiSET~~<sup>4</sup>; or a high school equivalency  
 24 **credential approved by the State Board of Education;**<sup>4</sup>
- 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 law<sup>5</sup>;~~

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 PERFORMANCE<sup>6</sup>**

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

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**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)

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**Cross References**

Compulsory Attendance Ages 6.201

## Cheatham County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Rights &amp; Responsibilities</b>		Descriptor Code: <b>5.600</b>	Issued Date: <b>09/11/17</b>
	<b>First Reading 9/7/2023</b>	<b>Second Reading 10/5/2023</b>	Rescinds: <b>5.600</b>	Issued: <b>12/03/07</b>

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:<sup>1</sup>

- 5 1. A work environment free from sexual, racial, ethnic, and  
6 religious discrimination/harassment;<sup>2</sup>
- 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;<sup>3</sup>
- 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;<sup>4</sup>
- 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;<sup>5</sup> 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.<sup>6</sup>  
 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;<sup>5</sup>
- 10 2. To adhere to the Teacher Code of Ethics;<sup>6</sup>
- 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.

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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.

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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: <b>Review: Annually, in April</b>	Descriptor Term: <h2 style="margin: 0;">Alternative Education</h2>	Descriptor Code: <b>6.319</b>	Issued Date: <b>10/07/21</b>
	<div style="display: flex; justify-content: space-around; margin: 0;"> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;">                     First Reading                      9/7/2023                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;">                     Second Reading                      10/5/2023                 </div> </div>	Rescinds: <b>6.319</b>	Issued: <b>12/03/20</b>

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.<sup>2</sup>

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.<sup>3</sup> 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
- 20 2. Safety considerations; and
- 21
- 22 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;<sup>4</sup> or
- 26
- 27 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
- 28 students at the school, if the location of the alternative school or program is on the same grounds
- 29 as the school from which the student was disciplined.<sup>5</sup>

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.<sup>6</sup>

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.<sup>7</sup>

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

### 13 **REMOVAL<sup>8</sup>**

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 OFFENSES<sup>9</sup>**

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 PLAN<sup>10</sup>**

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.

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#### 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)

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#### 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)

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

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

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;<sup>2</sup>
- 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;<sup>3</sup>
- 6 3. Aggravated assault;<sup>4</sup> or
- 7 4. Assault that results in bodily injury<sup>5</sup> 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.<sup>6</sup>**

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.<sup>6</sup>

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.<sup>7</sup>

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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)

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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: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>09/05/19</b>
	<b>First Reading 9/7/2023</b>	<b>Second Reading 10/5/2023</b>	Rescinds: <b>4.605</b>
			Issued: <b>05/07/18</b>

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:<sup>1</sup>

- 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;<sup>2</sup> and
- 8 5. Pass a United States civics test.<sup>3</sup>

9 **SPECIAL EDUCATION STUDENTS<sup>4</sup>**

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,<sup>5</sup> 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:<sup>1,4</sup>

- 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 10<sup>th</sup> 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:<sup>4</sup>

- 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.<sup>6</sup>

#### 18 **EARLY GRADUATION<sup>7</sup>**

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 9<sup>th</sup> 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.

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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

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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

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>09/07/23</b>
	First Reading 10/5/2023	Rescinds: <b>5.106</b>	Issued: <b>11/04/21</b>

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.<sup>1</sup> 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.<sup>2</sup>

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.<sup>3</sup>

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.<sup>4</sup>

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.<sup>5</sup> 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;<sup>6</sup>
- 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;<sup>7</sup>
- 25 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department  
26 of Health;<sup>7</sup> **or on a similar registry in another jurisdiction.**
- 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;<sup>8</sup>
- 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;<sup>9</sup>

- 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.<sup>10</sup>

#### 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;<sup>8</sup>
- 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;<sup>7</sup>
- 11 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 12 of Health;<sup>7</sup> **or on a similar registry in another jurisdiction.**
- 13 4. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>11</sup>
- 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.<sup>10</sup>

#### 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.<sup>12</sup> 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.

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**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; 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)

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**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