

CHEATHAM COUNTY BOARD OF EDUCATION ANNUAL RETREAT

Cheatham County Board of Education

January 27, 2024

Place: Transportation Facility/William Sapp Room

Time: 8:30 AM

1. 8:30 Breakfast
2. 9:00 Budget and Capital Projects
  - A. Quarterly Report
  - B. Budget Summary
  - C. Clean Bus Rebate
  - D. Ed Debt Requests
    1. School Marquee Presentation - Total \$155,428.70  
SHS \$44,492.72  
HHS \$45,830.72  
CCCHS \$65,105.26  
\*Difference is based on the size of current signs and replacements for similar sizes.
    2. CCCHS Bleachers
  - E. Nutrition Fund 143 Equipment Purchase \$25,000.00
  - F. Supply Chain Assistant Grant for Food Service Program Fund 143 - \$137,640.15
  - G. WCES and HMS Cafeteria Table Replacement Fund 141 - Total: \$143,702.46  
WCES \$55,853.72 HMS \$87,848.74
  - H. Return Round 3 of Daycare Stabilization Grant for Staff Retention Bonuses  
\$65,000.00
  - I. State SPED Grant - \$29,948.01
  - J. TISA Outcomes FY24 - \$457,562.00
  - K. FY24 Fund Balance Request to ensure no audit findings
  - L. FY25 Budget Priorities
  - M. E-Rate Technology - Fund Balance Request
  - N. 10:30 Substitute Pay
  - O. Grant Writer
3. Ed Debt Request Three Year Plan
4. 11:30-12:30 Lunch - School Vouchers with Mary Littleton
5. 12:30 Tenure Approval
6. Policy Revisions
  - A. Policy 1.105 School Board Legislative Involvement
  - B. Policy 1.701 School District Planning

- C. Policy 2.400 Revenues
  - D. Policy 2.601 Fundraising Activities
  - E. Policy 4.603 Promotion and Retention
  - F. Policy 4.700 Testing Programs
  - G. Policy 6.203 School Admissions
7. Theater Visits - Dale McCarver
  8. 2:00 Comments and Adjourn

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Board Legislative Involvement</b>	Descriptor Code: <b>1.105</b>	Issued Date: <b>12/07/15</b>
	<b>First Reading 2/1/2024</b>	Rescinds: <b>1.105</b>	Issued: <b>05/06/13</b>

1 The Board shall work for the passage of new laws designed to advance the cause of improving public  
 2 education in Tennessee. Likewise, the Board shall work for the repeal or modification of existing laws  
 3 and for the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns  
 6 and make its position known to their elected representatives at both the state and national level;
- 7 2. The Board shall work with other school boards in the state, other local officials, and the  
 8 community groups in creating public awareness and support for legislative priorities;
- 9 3. The Board shall annually select one (1) of its members to serve as its **legislative liaison;**  
 10 **representative to the Tennessee Legislative Network (TLN);**
- 11 4. The Board shall work with its **legislative liaison, TLN representative,** TSBA, NSBA, and other  
 12 concerned groups in developing an annual legislative program; and
- 13 5. The Board shall include in its budget appropriate resources to cover costs, including travel  
 14 expenses, necessary to ensure active participation in the legislative process.

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School District Planning</b>	Descriptor Code: <b>1.701</b>	Issued Date: <b>10/01/18</b>
	<b>First Reading 2/1/2024</b>	Rescinds: <b>1.701</b>	Issued: <b>12/07/15</b>

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified  
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated  
4 every two (2) years and shall align with requirements of the State Board of Education.<sup>1</sup>

5 The Director of Schools shall develop necessary procedures, forms, or other measures to implement this  
6 policy.

7 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT<sup>1</sup>**

8 The Board shall develop annual plans with specific goals for improving student performance and that  
9 operationalize the district’s five (5) year strategic plan. **This will be incorporated into the TISA**  
10 **accountability report that must be approved by the Board and filed with the Department of Education**  
11 **each November 1<sup>st</sup>.**<sup>2</sup>

12 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose  
13 of the retreat shall be to:

- 14 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
- 15 2. Determine which goals have been achieved and whether any new efforts are needed;
- 16 3. Review major issues that may affect the school system in the future; and
- 17 4. Create an annual plan for district improvement.

21 **SCHOOL IMPROVEMENT PLAN<sup>1</sup>**

22 The principal of each school shall work with the Director of Schools to develop and implement a  
23 school improvement plan that is student focused and in support of the board improvement plan. The  
24 plan shall be updated annually and address the long-range strategic plan of the school district.<sup>1</sup>

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Legal References

- 1. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613
- 2. **TCA 49-3-112**

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Cross References

- Role of the Board of Education 1.101
- Qualifications and Duties of the Director of Schools 5.802



<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Revenues</b>	Descriptor Code: <b>2.400</b>	Issued Date: <b>02/04/21</b>
	<b>First Reading 2/1/2024</b>	Rescinds: <b>2.400</b>	Issued: <b>12/07/15</b>

1 *General*

2 Any money collected by any school shall be documented by a written receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with the  
 4 school, including contracts with other schools for interschool events. To be included in this accounting  
 5 are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions and  
 6 all fund raising activities. Each principal shall determine the reconciliation method to be used for all  
 7 events which require a ticket.<sup>1</sup>

8 Each principal shall use the reconciliation method. The director of schools or their designee shall instruct  
 9 the building principal to use an approved reconciliation method for all ticketed events.

10 The purchase of items intended for resale through the schools shall be subject to sales tax based on the  
 11 purchase price to the vendor providing the service or item.<sup>2</sup>

12 **FEES**

13 School fees are to be kept to a minimum and may be expended only for the purposes for which they were  
 14 collected. The school shall not require any student to pay a fee to the school for any purpose, except as  
 15 authorized by the Board. No fees shall be required of any student as a condition to attend the school or  
 16 use its equipment or instructional resources.<sup>3</sup> School fees shall be waived for students who receive free  
 17 or reduced-price lunches.<sup>4</sup> No student will be penalized for nonpayment of any materials fee.

18 **FINES**

19 A student will be held responsible for the cost of replacing any materials or property which the student  
 20 loses or damages,<sup>5</sup> including textbooks, library books, equipment and buildings. All money collected as  
 21 fines shall be placed in the system-wide school fund.

22 **TUITION INCOME**

23 Tuition collected from nonresident students shall be placed in the system-wide school fund.

24 **RENTAL INCOME**

25 The principal will collect and remit to the ~~central office internal-school funds~~ all money received for use  
 26 of a particular school facility or other school property.

1 **GRANTS**

2 Grants for educational purposes made available by the state and/or federal government may be sought  
 3 by the school system but only when the conditions of their availability are in harmony with the  
 4 purposes and policies of the Board and the laws of the state and county. Principals may apply for and  
 5 receive grants, but funds must be recorded in a separate restricted fund account.<sup>6</sup>

6 **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT<sup>7</sup>**

7 Approved district staff may utilize Revtrak or approved Board of Education Vendor for electronic  
 8 transactions. The Director of Schools/designee shall determine when this type of transaction may be  
 9 utilized on a case-by-case basis. At the individual school level, the principal shall oversee the  
 10 collection of funds and submit a plan that includes the following:

- 11 1. Adequate supporting documentation for the electronic collection method including a plan to  
 12 provide a total daily receipt summary;  
 13  
 14 2. Methods of providing receipts to payers;  
 15  
 16 3. Information on maintaining and inspecting any voided receipts; and  
 17  
 18 4. How daily electronic collections shall be reconciled with the total daily receipt summary and  
 19 who will be assigned to complete this task.

20 Processing fees for these transactions shall be charged.

21 The Director of School/designee shall establish adequate internal controls to ensure compliance with  
 22 the *Tennessee Internal School Funds Manual*.

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Legal References

1. TCA 49-2-110(a)
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-35
3. TCA 49-6-3001(a); TCA 49-2-110(c)
4. TCA 49-2-114
5. TCA 37-10-101, 102
6. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-39
7. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-8

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Cross References

Fundraising Activities 2.601  
 Student Activity Funds Management 2.900  
 Compensation Guides & Contracts 5.110  
 Attendance of Non-Resident Students 6.204  
 Student Fees and Fines 6.709

# Cheatham County Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <h2 style="text-align: center;">Fundraising Activities</h2>	Descriptor Code: <b>2.601</b>	Issued Date: <b>09/05/19</b>
	<div style="border: 1px solid black; padding: 5px; color: red; font-weight: bold;">                     First Reading 2/1/2024                 </div>	Rescinds: <b>2.601</b>	Issued: <b>02/06/17</b>

1 *General*

2 The following general guidelines shall be followed:<sup>1</sup>

- 3       1. Fundraising activities shall be authorized by the board and shall be for the purpose of  
4       supplementing funds for established school programs and not for supplementing funds which are  
5       the responsibility of the ~~public~~. **Board**.
- 6       2. Fundraising companies and other salespersons shall obtain permission in writing from the  
7       director of schools' office in order to visit the schools.
- 8       3. Any commission payable by companies shall be paid in the form of reduced prices to the students  
9       or paid into the activity fund of the school for use by the school. No school employee shall  
10      personally benefit from any fundraising activity.
- 11      4. The principal must obtain written approval from the director of schools or designee for all  
12      fundraising activities, including online fundraising activities, that involve the participation of the  
13      general student population in the marketing process of the fundraising effort. All other  
14      fundraising activities, including online fundraising activities, must have written approval from  
15      the principal and comply with all administrative procedures issued by the director of schools.  
16      The authorization request shall contain the following information:<sup>2</sup>
  - 17           a. A list of the proposed fundraising activities;
  - 18           b. Purpose of the fundraising activity;
  - 19           c. Proposed uses of funds raised;
  - 20           d. Expected student involvement in fundraising activity (school-wide or individual class or  
21           club); and
  - 22           e. Margin of profit and how it is to be paid to the school.
- 23      5. The director of schools shall determine whether or not the activity will benefit the school,  
24      contribute to the welfare of the student body, and supplement, not replace, funds necessary to  
25      fulfill the board's required contributions.
- 26      6. Students shall not be excused from a regular class to participate in a fundraising activity. No  
27      grade in a subject or course shall be affected by a student's participation in a fundraising activity.

1           7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students  
2           who do not participate in fundraising activities shall not be punished or discriminated against in  
3           any way.

4           This policy shall not be construed as preventing a teacher from using instructional or informational  
5           materials even though the materials might include reference to a brand, a product, or a service.

## 6           **LOTTERIES**

7           No fundraising activity shall be conducted which distributes prizes or makes awards to winners from  
8           among purchasers of chances by means of tickets through a random selection process.<sup>3</sup>

## 9           **ONLINE FUNDRAISING**

10          The school district is authorized to utilize online fundraising. The Director of Schools/designee shall  
11          ensure that adequate internal controls are established and will determine, on a case-by-case basis, when  
12          using online fundraising is appropriate.

13          ~~Employees shall not engage in online fundraising in their official capacity as district employees nor  
14          make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another  
15          to believe such activity is an approved school fundraiser.~~

16          An employee shall not engage in online fundraising for educational purposes in his/her official  
17          capacity as a district employee or make any reference to non-school sponsored fundraisers, online or  
18          otherwise, that would lead another to believe such activity is an approved school fundraiser.

### 19          *Individual Schools*

20          Individual schools may establish school-wide online fundraising accounts. The accounts must meet all  
21          fundraising requirements established by the board and the *Internal School Uniform Accounting Policy*  
22          *Manual*. The principal/designee of each school shall have access to the established fundraising account  
23          to ensure all funds are properly accounted for, and the information is recorded in the school's  
24          accounting records by the designated personnel. Online fundraising shall not be used on behalf and for  
25          the benefit of an outside party.

## 26          **FUNDRAISING FOR NONEDUCATIONAL PURPOSES<sup>4</sup>**

27

28          On approval of the principal, an employee may be authorized to raise and use funds for the following  
29          noneducational purposes:

30           1. Award recognition;

31

32           2. Employee morale;

33

34           3. Banquets;

35

36           4. Other situations at the principal's discretion.

37

38          These funds shall be derived from vending machine revenue, donations, or approved fundraisers.

1

2 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,  
 3 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the  
 4 procedures are consistent with board policy and state law and disseminate them to all employees.

5

6

7

## **RECORDKEEPING<sup>1</sup>**

8

9 The Director of Schools/designee shall ensure that the appropriate records are maintained for each  
 10 fundraising activity and shall be responsible for collecting and maintaining the appropriate documents  
 11 that show the approving, tracking and monitoring of each fundraising activity from beginning to end.

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### Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. Public Acts of 2019, Chapter No. 134

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### Cross References

Revenues 2.400  
 School Support Organization 2.404  
 Audits 2.703  
 Vendor Relations 2.809  
 Student Activity Funds Management 2.900  
 Staff Gifts and Solicitations 5.605

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <h2 style="text-align: center;">Promotion and Retention</h2>	Descriptor Code: <b>4.603</b>	Issued Date: <b>05/02/19</b>
	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 20px;">First Reading 10/6/22</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Second Reading 11/3/22</div>	Rescinds: <b>4.603</b>	Issued: <b>04/02/18</b>

1 **PROMOTION<sup>1</sup>**

2 ~~The director of schools/designee shall promote students to the next grade level based on the successful~~  
 3 ~~completion of required academic work and on the satisfactory progress in each of the relevant~~  
 4 ~~academic areas. However, no student enrolled in the third grade shall be promoted unless the student~~  
 5 ~~has shown a basic understanding of curriculum and the ability to perform the skills required in the~~  
 6 ~~subject of reading as demonstrated by the student's grades or standardized test results. This~~  
 7 ~~requirement shall not apply to students who are participating in a board-approved, research-based~~  
 8 ~~intervention prior to the beginning of the next school year or to students who have an individualized~~  
 9 ~~education program (IEP).<sup>2</sup>~~

10 *General*

11 ~~All promotion and retention decisions shall be made on a case-by-case basis and comply with state and~~  
 12 ~~federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if~~  
 13 ~~applicable.<sup>1</sup>~~

14 Students who have difficulty in achieving the requirements for promotion may be considered for  
 15 retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for  
 16 retention shall include:<sup>+2</sup>

- 17 1. The student's ability to perform at the current grade level;
- 18
- 19 2. The results of local assessments, screening, or monitoring tools;
- 20
- 21 3. State Assessments, as applicable;
- 22
- 23 ~~4. Home Literacy Reports;<sup>3</sup>~~
- 24
- 25 ~~4. 5. The overall academic achievement of the student;~~
- 26
- 27 ~~5. 6. The student's chance for Likelihood of~~ success with more difficult material if promoted to  
 28 ~~the next grade;~~
- 29
- 30 ~~6. 7. Attendance record; and~~
- 31
- 32 ~~7. 8. Social and emotional~~ The student's maturity.

1 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
2 student is due to:<sup>4</sup>

3 1. Date of enrollment; or

4 2. Additional information acquired after results of local assessment, screening, or monitoring are  
5 released.

## 6 **PROMOTION PLANS<sup>5</sup>**

7 When a student is considered for retention, the student's parent(s)/guardian(s) shall be notified within  
8 fifteen (15) **calendar** days, and an individualized promotion plan shall be developed to help the student  
9 avoid retention. The plan shall be developed in coordination with the student's teachers, **IEP or 504**  
10 **team, if applicable**, and may also include input from the student's parent(s)/guardian(s), school  
11 counselor, or other appropriate school personnel. ~~A copy of the plan will be provided to the student's~~  
12 ~~parent(s)/guardian(s).~~

13 ~~Promotion plans shall incorporate evidence-based strategies, including expectations and measurements~~  
14 ~~that will verify whether a student has made sufficient progress to be promoted to the next grade level,~~  
15 ~~and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade~~  
16 ~~will include additional requirements for promoting students in these grades. A copy of the plan will be~~  
17 ~~provided to the student's parent(s)/guardians(s), and the school shall offer the opportunity for a parent-~~  
18 ~~teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then~~  
19 ~~the strategies shall be modified. Parent(s)/guardians(s) shall be provided with any changes to the~~  
20 ~~promotion plan.~~

21 ~~A student who demonstrates sufficient academic progress according to his/her promotion plan shall be~~  
22 ~~promoted to the next grade level unless retention is required per additional requirements for students in~~  
23 ~~third and fourth grade.<sup>6</sup>~~

24 ~~If a student has not demonstrated sufficient academic progress according to his/her promotion plan by~~  
25 ~~the end of the school year, the student shall be eligible to enroll in a summer reading or learning~~  
26 ~~program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)~~  
27 ~~calendar days prior to the start of the next school year if the student was enrolled in a summer program.~~  
28 ~~However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be~~  
29 ~~notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school~~  
30 ~~year.<sup>7</sup>~~

31 ~~The director shall develop procedures governing how decisions on retention will be made after the~~  
32 ~~student begins work on his/her individualized promotion plan.~~

## 33 ~~*K—3 Reading Notification*~~

34 ~~If it is determined through a student's overall performance or a state or local assessment that a student~~  
35 ~~in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the~~  
36 ~~student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such~~  
37 ~~determination.~~

## 1 RETENTION<sup>+6</sup>

2 A student may be retained when such retention is in the best interests of the student or when retention  
3 is required per additional requirements for students in third and fourth grade. ~~However, a student shall~~  
4 ~~not be retained more than once in any grade.~~

### 5 *Decision of Retention – General*<sup>8</sup>

6 If a student is retained, the ~~d~~Director of s Schools/designee shall develop an individualized academic  
7 remediation plan within thirty (30) calendar days after the beginning ~~prior to the start~~ of the next  
8 school year. A copy of the plan shall be provided to the student’s parent(s)/guardian(s) within ten (10)  
9 calendar days of its development. This plan shall include at least one of the following strategies:

- 10 1. Adjustment to the current instructional strategies or materials;
- 11 12 2. Additional instructional time;
- 13 14 3. Individual tutoring ~~outside of school hours~~;
- 15 16 4. Modification to the student’s classroom assignment to ensure the student receives  
17 instruction from a highly effective teacher with a level of overall effectiveness of above  
18 expectations (level 4) or significantly above expectations (level 5); or
- 19 20 5. Attendance or truancy interventions.

21  
22 A student shall not be retained more than once in any grade. The progress of students who are retained  
23 shall closely be monitored and reported to parent(s)/guardian(s) at least three (3) times during the  
24 school year in which the student is retained. The ~~d~~Director of sSchools shall develop procedures to  
25 ensure appropriate recordkeeping of students who are retained.

26 ~~For the purpose of determining the effectiveness of retention toward improving student achievement,~~  
27 ~~the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at~~  
28 ~~least three (3) times during the school year in which the student is retained.~~

### *Decision of Retention – Third Grade*<sup>9</sup>

Third grade students shall not be promoted to the next grade unless they are determined to be  
proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts  
(ELA) based on the student’s most recent TCAP test.

Students who are not proficient in ELA may still be promoted if the following conditions are met:

1. A student in third grade receiving a performance level rating of “approaching” on the ELA portion  
of the student’s most recent TCAP test may be promoted if:

- 29 a. The student is an English language learner and has received less than two (2) full years of  
30 ELA instruction;
- 31

- b. The student was previously retained in grades K-3;
- c. The student is retested before the next school year and scores proficient in ELA;
- d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp; or
- e. The student receives tutoring for the entirety of the next school year in accordance with state law.

2. A student in third grade receiving a performance level rating of “below” on the ELA portion of the student’s most recent TCAP test may be promoted if:

- a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
- b. The student was previously retained in grades K-3;
- c. The student is retested before the next school year and scores proficient in ELA; or
- d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

#### *Decision of Retention – Fourth Grade<sup>9</sup>*

Students in the following categories shall show adequate growth in the following ways before being promoted to the fifth grade:

1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the next school year in accordance with state law or because of attending a learning loss bridge camp must maintain a ninety (90%) attendance rate; and
2. A student receiving tutoring for the entirety of the next school year in accordance with state law shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to fifth grade.

A student may not be retained more than once in fourth grade.

#### *Decision of Retention – Student with Disabilities<sup>10</sup>*

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student’s IEP and/or 504 team to determine whether the student’s performance on the ELA portion of TCAP was due to the student’s disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

#### **APPEALS<sup>7,11</sup>**

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within ten (10) days. The student and his/her

1 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given  
 2 the opportunity to address the committee. The committee shall conduct a hearing within twenty (20)  
 3 days to determine if the student will be promoted and issue such decision within two (2) days. Upon  
 4 notification of the committee decision, the principal shall send written notification to the Director of  
 5 Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of  
 6 their right to appeal such action within ten (10) days to the Director of Schools/designee.

7  
 8 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
 9 decision shall be issued within two (2) days.

10  
 11 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's  
 12 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.  
 13 Following the review, the Board may affirm or overturn the decision of the Director of  
 14 Schools/designee. The action of the Board shall be final.

15  
 16 For students where retention is required per the additional requirements for students in third and fourth  
 17 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in  
 18 accordance with state law.<sup>12</sup>

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#### Legal References

1. ~~State Board of Education Policy 3.300; TRR/MS 0520-01-03-.05(3)(b)~~
2. ~~TCA 49-6-3115; 20 USCA § 1400 et seq.~~
  1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
  2. TRR/MS 0520-01-03-.16(5)
  3. TCA 49-1-905(e)
  4. TRR/MS 0520-01-03-.16(4)
  5. TRR/MS 0520-01-03-.16(6)
  6. TRR/MS 0520-01-03-.16(6)(f)
  7. TRR/MS 0520-01-03-.16(6)(e)
  8. TRR/MS 0520-01-03-.16(6)(g)
  9. TRR/MS 0520-01-03-.16(7)
  10. 29 U.S.C § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
  11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-17(7); TCA 49-6-3102(e)(1)
  12. TRR/MS 0520-01-03-.16(7)(f)

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#### Cross References

Credit Recovery 4.210  
 Grading System 4.600  
 Reporting Student Progress 4.601  
 Attendance 6.200  
 Student Assignments 6.205  
 Homeless Students 6.503  
 Student Records 6.600

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>05/05/22</b>
	<b>First Reading 2/1/2024</b>	Rescinds: <b>4.700</b>	Issued: <b>02/06/20</b>

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and  
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in a given instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;<sup>1</sup>
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.<sup>2</sup>

21 The director of schools shall be responsible for planning and implementing the program, which includes:

- 22 1. Determining specific purposes for each test;
- 23
- 24 2. Selecting the appropriate test to be given;
- 25
- 26 3. Establishing procedures for administering the tests;
- 27
- 28 4. Making provision for interpreting and disseminating the results;
- 29
- 30 5. Maintaining testing information in a consistent and confidential manner; and
- 31
- 32 6. Ensuring that results are obtained as quickly as possible, especially when placement in a  
33 special learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with procedures published  
2 by the State Department of Education.<sup>3</sup>

### 3 **WEIGHTING TCAP SCORES**

4 TNReady<sup>4</sup> and EOC<sup>5</sup> scores will be included in students' final grades as follows:

- 5 a) Grades 3-5 –10% of the student's final average second semester
- 6 b) Grades 6-8 –10% of the student's final average second semester
- 7 c) Grades 9-12 – 20% of the student's final average second semester

8 The Cheatham County School System shall use the following methodology: cube root.

9 The director of schools may exclude these scores from students' final grades if grades are not received  
10 by the district at least five (5) instructional days before the end of the course.<sup>4,5</sup>

### 11 **INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>**

12 Interest inventories shall be made available to middle schoolers. Schools shall make an interest inventory  
13 such as, but not limited to, the Kuder assessment, Myers-Briggs Type Indicator® personal inventory,  
14 the ASVAB, the College Board Career Finder, or other interest or career inventory available to public  
15 middle schoolers or ninth graders to assist students in determining the students' interests and in making  
16 career decisions. These will include assessments such as the Kuder assessment, Myers-Briggs Type  
17 Indicator, the ASVAB, or the College Board Career Finder.

18 Career aptitude assessments shall be administered to 7<sup>th</sup> graders in order to inform the student's high  
19 school plan of study. **Upon receiving the results from these assessments, the school shall provide**  
20 **students with information on any available career and technical education opportunities in which the**  
21 **student is eligible to participate in.**

### 22 **TESTING INFORMATION AND PARENTAL CONSENT**

23 Any test directly concerned with measuring student ability or achievement through individual or group  
24 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee  
25 of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

26 Results of all group tests shall be recorded on the students' permanent records and shall be made  
27 available to appropriate personnel in accordance with established board policies.<sup>7</sup>

28 No later than July 31 of each year, the Board shall publish on its website information related to state  
29 and board mandated tests that will be administered during the school year. The information shall  
30 include:<sup>8</sup>

- 31 1. The name of the test;
- 32 2. The purpose and use of the test;

- 1           3. The grade or class in which the test will be administered;
- 2           4. The tentative date or dates that the test will be administered;
- 3           5. The time and manner in which parents and students will be notified of the results of the test;
- 4           6. How parents can access the questions and answers on their student’s state-required tests; and
- 5           7. If a board mandated test, how the test complements and enhances student instruction and
- 6           learning and how it serves a purpose distinct from state-required tests.
- 7   Testing information shall also be placed in student handbooks or other school publications that are
- 8   provided to parents on an annual basis.

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**Legal References**

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

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**Cross References**

- Student Surveys, Analyses, and Evaluations 6.4001  
Student Records 6.600

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="text-align: center;">School Admissions</h2>	Descriptor Code: <b>6.203</b>	Issued Date: <b>04/04/16</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b style="color: red;">First Reading</b>  <b style="color: red;">2/1/2024</b> </div>	Rescinds: <b>6.203</b>	Issued: <b>10/06/14</b>

1 Any student entering school for the first time must present:

2 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>

3 2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of  
4 every student entering school for the first time; and

5 3. Evidence of state-required immunization.<sup>3</sup>

6 The name used on the records of a student entering school must be the same as that shown on the birth  
7 certificate unless evidence is presented that such name has been legally changed through a court as  
8 prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used  
9 on the records of such student will be the same as that shown on documents which are acceptable to  
10 the school principal as proof of date of birth.

11 A child whose care, custody and support have been assigned to a resident of the district by a power of  
12 attorney, **similar document of legal effect as recognized by another state court, tribunal jurisdiction** or  
13 order of the court shall be enrolled in school provided appropriate documentation has been filed with  
14 the district office.<sup>4</sup>

15 A student may transfer into the school system at any time during the year if his/her parent(s) or legal  
16 guardian moves his/her residence into the school system.

17 If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b),  
18 the parents/guardians and a school administrator of any school having previously received similar  
19 notice from the juvenile court or another source, shall provide to the school principal/designee, the  
20 abstract provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information when  
21 any such student:

22 (1) Initially enrolls in an LEA;

23 (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or

24 (3) Changes schools within this state.

25 This information shall be shared only with school employees who have responsibility for classroom  
26 instruction of the student and the school counselor, social worker or psychologist who is developing a  
27 plan for the child while in the school, and the school resource officer. Such information is otherwise

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Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-03-.08(2)(a);
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)
5. TCA 49-6-3051

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Cross Reference

- School Admission Requirements 6.203.3  
Proof of in-County Residency 6.203.4

1 confidential and shall not be released to others, and the written notification shall not become a part of  
2 the student's record.<sup>5</sup>