

CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

Cheatham County Board of Education

February 1, 2024

Place: Cheatham County Central High School Theatre

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

**EMPLOYEES OF THE MONTH**

**ACESA**

Jessica Cannon, Attendance/Registrar

**ECES**

Morgan Pratt, Guidance Counselor

**KSES**

Kim Nygren, Teacher

**PEFAMS**

Alyson Sledge, Teacher

**PVES**

Kelsey Binkley, ELA Teacher

**WCES**

Stephanie Stevens, Teacher

**CMS**

Erica DeLavergne, Guidance Counselor

**HMS**

Charles Morehead, Teacher

**SMS**

Megan McNeill, Teacher

**CCCHS**

Judy Lashbrook, SPED Assistant

**HHS**

Tammy Robertson, Front Office Secretary

**SHS**

Levi Cooper, Teacher

**RA**

Becky Blevins, Teacher

**Daycare**

Haley Leibfritz, ECES Daycare

**Nutrition**

Bethany Dubois, HHS Nutrition

**Transportation**

Kathy Binkley, Bus Driver

**Central Office**

Kim Trotter, Nutrition Administrative Assistant

**Middle Tennessee Supervisor of the Year by Tennessee Department of Education**

Kristian Dennison

**Mid-State Honor Band SHS**

Jackson Earle (12th Grade Trumpet) - 12th Chair Silver Band  
Naomi Strader (11th Grade Trumpet) - 14th Chair Silver Band  
Jackson Reed (10th Grade Euphonium) - 2nd Chair Silver Band

**Mid-State Honor Band HMS**

Jordan Hoffman  
Alexander Haas

**Mid State Jazz Band HMS**

Alexander Haas

**SHS TSA Regional**

1<sup>st</sup> Place Future Tech Teacher - Ethan Buyukolmez  
1<sup>st</sup> Place On Demand Video - Brody Goodman, Aiden Unklesbay, and Emily Williams  
1<sup>st</sup> Place Digital Video Production - Emily Williams, Brody Goodman, James Boudreau, Brandi Drebenstedt, Aiden Molepske, and Daylin Rodriguez  
2<sup>nd</sup> Place STEM Mass Media - Tre Follis, Franklin Randa, and Chase Steel  
2<sup>nd</sup> Place Geospatial Tech - Colton Long, Aiden Molepske, and Daylin Rodriguez

7. Public Forum

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

8. School Improvement Plan (SIP) Goal Update - Steve Wenning, CCCHS

Steve Wenning, CCCHS

9. Executive Committee

10. Five Year Plan - Stacy Brinkley

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

12. Consent Agenda

A. Minutes: 12/7/2023

B. Tenure Approval:

Jahcenda Garrett, CCCHS  
Amy Minton, CCCHS  
Andrew Demolat, CMS  
Anita Ford, CMS  
Megan Hunter, CMS  
Tammie Smith, CMS  
Rebecca Haney, HMS  
Loretta Passen, HMS  
Deborah Barger, HHS  
Krystal Moberly, HHS

Liesl Palmer, HHS  
Stephen Wilson, HHS  
Shelley Greenlee, KSES  
Susan Stewart, KSES  
Lauren Head, PVES  
Gretchen Jacoway, PVES  
Emily Wong, PVES  
Heather Baker, SMS  
Christopher Carrigan, SMS  
Christy Davis, SMS  
Rachel Long, SMS  
Megan McNeill, SMS  
Penelope Pitts, SMS  
Seth Reid, SMS  
Fisher Bailey, SHS  
Levi Cooper, SHS  
Joyce Haggard, SHS  
Caitlin Jennings, SHS  
Cody King, SHS  
Taylor McCullough, SHS  
Jennifer Reist, SHS  
Daniel Waltman, SHS  
Emily Warren, SHS  
Laura Waynick, SHS  
Ashley Aaron, WCES

C. Disposal of surplus equipment/materials

1. RA Principal requests disposal of 8 old computer desks from CCCHS.
2. ACESA Principal Broyles requests disposal of 37 pairs of broken, outdated headphones.
3. SHS Principal Wenning requests disposal of broken teacher desk.
4. HMS Principal Fowler requests disposal of broken 10 drawer lateral file cabinet.

13. Budget and Finance

- A. Quarterly Report
- B. Summary
- C. Nutrition Fund 143 Additional Equipment \$25,000.00
- D. WCES and HMS Cafeteria Table Replacement Fund 141 - Total: \$143,702.46  
WCES \$55,853.72 HMS \$87,848.74
- E. Supply Chain Assistant Grant for Food Service Fund 143 - \$137,640.15
- F. Return Round 3 of Daycare Stabilization Grant for Staff Retention Bonuses  
\$65,000.00
- G. State SPED Grant - \$29,948.01
- H. School Marquee: 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.

- I. TISA Outcomes FY24 - \$457,562.00
- J. E-Rate Technology Fund Balance Request - \$213,009.00
14. Old Business
15. New Business
  - A. Policy 1.105 School Board Legislative Involvement revision first reading
  - B. Policy 1.701 School District Planning revision on first reading
  - C. Policy 2.400 Revenues revision on first reading
  - D. Policy 2.601 Fundraising Activities revision on first reading
  - E. Policy 4.603 Promotion and Retention revision on first reading
  - F. Policy 4.700 Testing Programs revision on first reading
  - G. Policy 6.203 School Admissions revision on first reading
16. Brief comments from Board Members
17. Announcements
18. Adjourn

INFORMATION:

1. Personnel Changes:

A. Retirements approved

- Jewel Simmons, Payroll Manager 6/30/2024
- Judy Bell, Federal Programs Supervisor 6/30/2024
- Rebecca Jackman, SHS Librarian 5/24/2024
- LeNaye Pearson, SMS Teacher 5/24/2024

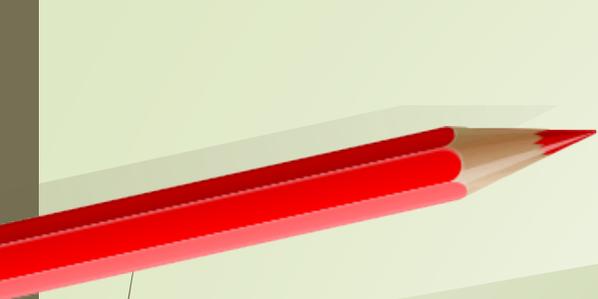
B. Administrative Positions approved

C. Resignations approved

- Edda Watson, SHS ISS Teacher 12/21/2023
- Alexis Tudors, Nutrition 12/14/2023
- Joseph Crossan, SHS Math Teacher 2/9/2024
- Abigail Duval, PVES SPED Assistant 12/21/2023
- Alexis Fisher, HMS SPED Assistant 1/5/2024
- Kristin Eastwood, ACESA Art Teacher/Assistant 12/21/2023
- Kristian Dennison, CCBOE Secondary Academic Coordinator 1/19/2024
- Casey Ealy, PEFAMS School Nurse 1/23/2024

- Krista Black, PVES Assistant 2/7/2024
  - Kayla Hackett, ACESA Daycare Caregiver 1/25/2024
  - Thomas Page, SHS Teacher 3/1/2024
- D. Transfers approved
- Samantha Swanson, ECES Special Ed Assistant/Art to ECES Kindergarten Teacher replacing Mary Claire Keller 1/8/2024
  - Delight Jones, PVES Nutrition Assistant Manager to SHS Nutrition Assistant replacing Diane Lyle 1/8/2024
  - Crystal Eason, PEFAMS SPED Assistant to PEFAMS ERC Assistant new position 8/1/2023
  - Elizabeth Ridgeway, SHS PT Nutrition to SHS FT Nutrition new position 1/11/2024
  - Rebecca Schrader, WCES PT Nutrition to WCES FT Nutrition new position 1/11/2024
  - Caycee Dillehay, SHS Health Science Teacher to PEFAMS School Nurse replacing Casey Ealy 1/29/2024
  - Raeanna Varney, RA General Assistant/Front Desk to CCBOE Nutrition Bookkeeper replacing Pam Day 1/29/2024
- E. Elections/Placements approved
- Kaitlyn Linda York, PVES SPED Assistant replacing Erica Jensen 12/12/2023
  - Ethan Merritt, KSES Daycare PT Caregiver Sub new position 12/11/2023
  - Amy Vanderford, Transportation FT Driver replacing James Allgood 11/29/2023
  - Jessica Haag, PEFAMS Daycare PT Caregiver replacing Amanda Bateman 12/20/2023
  - Withsmann Simon, Transportation FT Driver replacing Tonya Crouch 12/19/2023
  - Marissa Salazar, Transportation PT Driver replacing Anissa Owen 12/20/2023
  - Paula Craig, KSES Daycare PT Caregiver replacing Autumn Whittington 1/2/2024
  - Miranda Harris, SHS ISS Teacher replacing Edda Watson 1/24/2024
  - Carsen Moseley, Long Term Sub for leaves 1/25/2024
  - Robert Waddell, SHS Assistant Boys Soccer 12/14/2023
  - Nathan Sleeman, HHS Assistant Wrestling 12/18/2023
  - Dustin Boggs, HMS Assistant Boy's Soccer Coach 12/20/2023
  - Isaac Raymer, SHS Assistant Boys Soccer Coach 1/11/2024
  - Robert Stephens, SMS Assistant Boys Soccer Coach 1/11/2024
  - Mike Hollis, SMS Assistant Baseball Coach 1/29/2024

- Rebecca McCullough, SHS Gate Worker 1/29/2024
- Susie Kephart, CMS Softball Pitching Coach 1/31/2024
- Manning Glaus, CMS Assistant Baseball Coach 1/31/2024

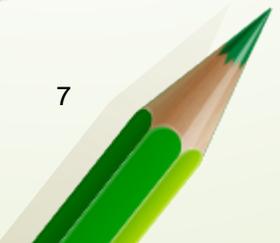


# Employee of the Month

#levelup

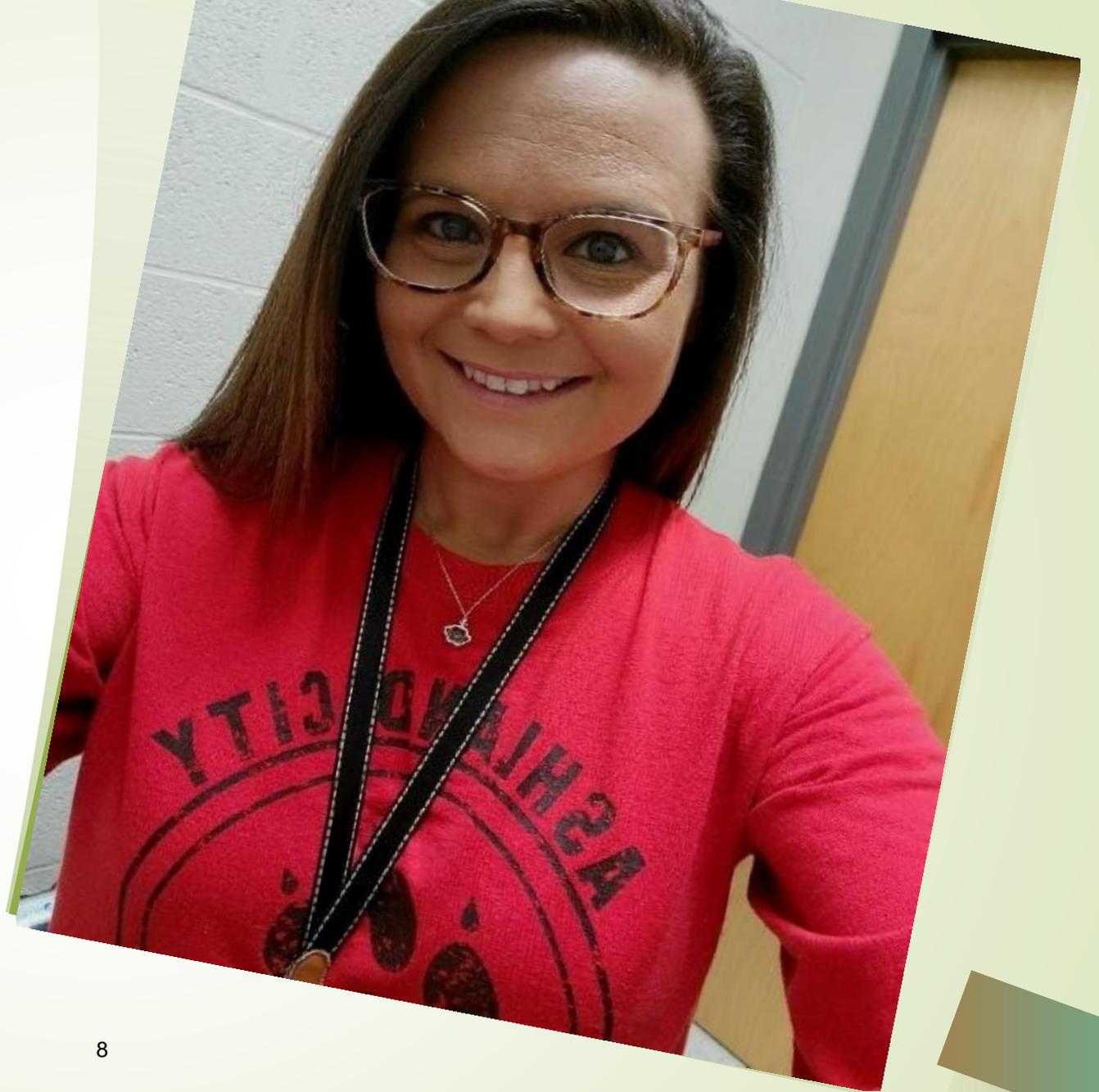
Cheatham County  
School District

2023-2024 School Year



# Ashland City

Jessica Cannon is one of our office heroes and our dedicated attendance secretary. She helps keep everyone organized and the front office running smoothly. She is a jack of all trades and her love for our students goes beyond measure.



# East Cheatham

We are so excited to have Mrs. Morgan Pratt with us as our new Guidance Counselor at ECES. Even with a brand-new baby, she has jumped in headfirst to make a positive on the lives of our students and staff!



# Kingston Springs

Kim Nygren knows and loves her students. She is always brainstorming new ways to meet the needs of her students and help them learn in fun and engaging ways. Kingston Springs Elementary School is blessed to have her playful, energetic spirit. Thank you, Mrs. Nygren, for being an invaluable part of the 3rd-grade team and KSES community!



# Pegram

Alyson Sledge is an amazing teacher and has a genuine enthusiasm for teaching. She works hard making sure students have hands-on experiences and are successful in the classroom. She also volunteers her time weekly and helps coach our PYBA cheer team! We are lucky to have her at Pegram!



# Pleasant View

PVES has struck gold with Ms. Kelsey! This third-grade ELA gem isn't just brilliant at sparking a love for language, she's also a beacon of encouragement and sunshine for every student she meets. Her supportive spirit and radiant smile light up the classroom, while her dedication goes above and beyond, ensuring each child grasps concepts and thrives. She doesn't stop at the classroom door, though – Ms. Kelsey actively builds relationships with everyone in the building, driven by a genuine love for children that shines through in every kind word and act. Simply put, she's an incredible teacher – a treasure for PVES and an inspiration to us all!



# West Cheatham

Stephanie Stevens went from teaching second grade (for several years) to teaching fourth-grade math this year. Although this is her first-time teaching in this grade level, she is doing an excellent job! She uses multiple resources and strategies in order for all of her students to understand Math concepts. We are blessed to have her as part of the WCES family!



# Cheatham Middle

Cheatham Middle School's Employee of the Month is guidance counselor, Erica Delavergne. Ms. D is our fifth and sixth grade counselor, and her calm nurturing demeanor allows our students a stable transition into middle school. She uses her talents as a former Spanish teacher to translate and communicate with ELL students and their families. Ms. D also assists the band when necessary and even volunteered to act as a chaperone to our recent overnight Mid State Band participation and other off campus performances. We are so thankful to have Ms. D at CMS.



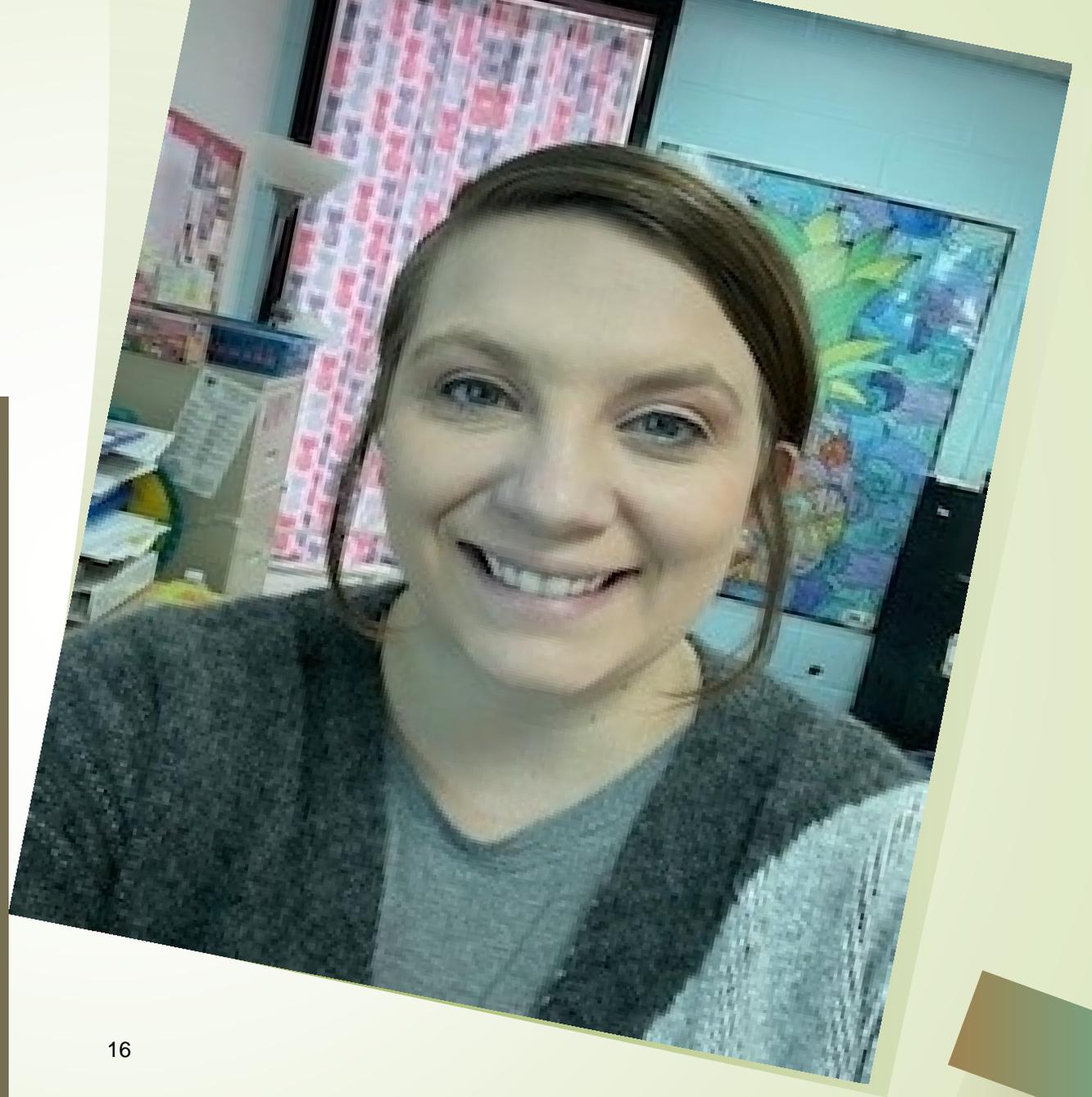
# Harpeth Middle

Charles Morehead is the best! He is the mayor of woodworking. He coaches football, baseball, basketball and any team that needs help. He is a connoisseur of food, can move any piece of furniture and always has a positive attitude. He is one of a kind and brings so much joy to HMS.



# Sycamore Middle

Megan McNeill has been an outstanding asset to Sycamore Middle School in her time with us. Megan was a phenomenal fifth- grade, language arts teacher, and is now serving in the heart of our school as our Life skills teacher. Megan has been instrumental in furthering our cause to make Sycamore Middle an inclusive school. Her positive attitude and kind spirit make her loved by our staff. Megan's love for our students and her dedication to excellence makes her more than deserving of our Employee of the Month, and we are so proud to honor her in this way.



# Cheatham High

Judy Lashbrook is a long-time employee of CCCHS and pitches in throughout the school day and in a variety of ways. She is dedicated to the success of our students.



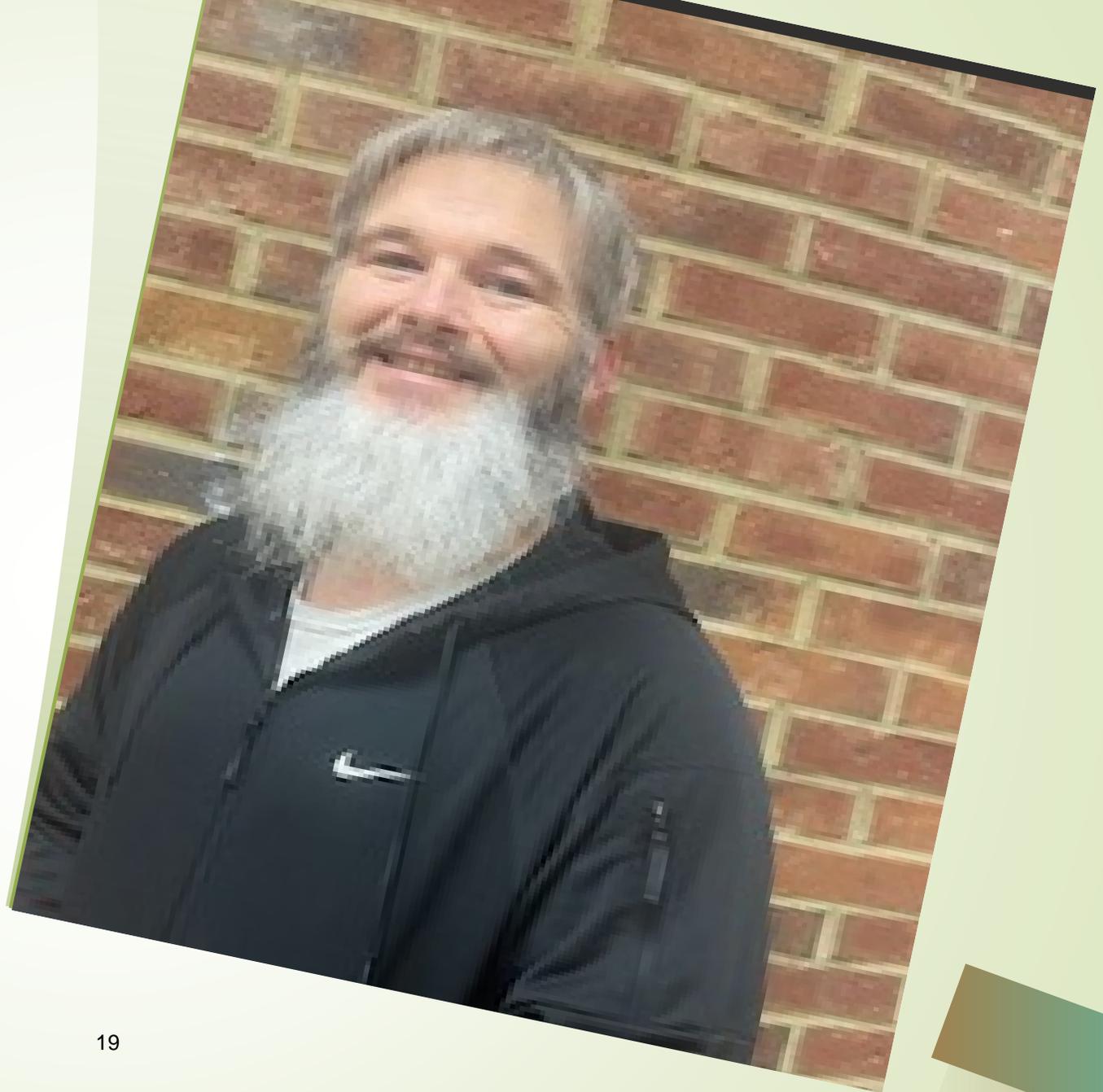
# Harpeth High

Our EOM for HHS is Tammy Robertson. She is our front office secretary. Ms. Robertson is an expert in customer relations. She manages our office with great efficiency, versatility and always has a smile on her face. Our students and staff appreciate all of her hard work each day.



# Sycamore High

Sycamore High School's Employee of the Month is Digital Art teacher Levi Cooper. Mr. Cooper serves on the Leadership Team, is our CTE Department Chair, and head of Aquila House. Under his direction, his upper-level classes have designed brochures for the State of the District annual report as well as the design for the county's mobile STEM bus and our annual Veterans Day video. Mr. Cooper also excels at developing positive relationships with students and keeping students' best interest at the heart of all he does.



# Riverside Academy

Becky Blevins is the RA Employee of the Month! Mrs. Blevins is new to Riverside and has fully embraced the students and staff. Mrs. Blevins is the calmest person I have ever met. She has immediately made a tremendous impact of positivity and calm in our building.



# Daycare

Haley Leibfritz from East Cheatham Daycare is our Employee of the Month. She has been with us almost three years. She has such a positive and outgoing personality that brings a lot of fun to daycare. She is very dependable, and she goes out of her way to help others. She truly cares about the children and staff. Both the parents and children love her. She is great at planning fun crafts and activities for the children to do. She is such a hard worker and is a big help to the director.



# Nutrition

Bethany Dubois is a very hard worker. She has a great work ethic and great attitude. She plays a huge part in making the nutrition team at Harpeth High School successful on a daily basis.



# Transportation

The Employee of the Month for Transportation is Kathy Binkley. Kathy always goes above and beyond and is always willing to help out wherever it is needed. Kathy thank you for everything you do for the students of Cheatham County. You are so appreciated.

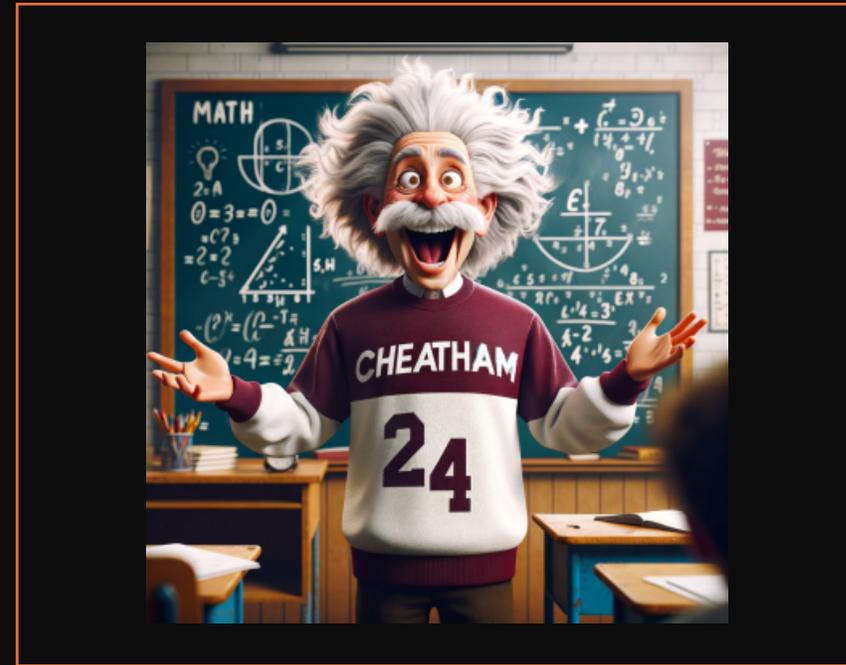


# Central Office

Kim Trotter is the Central Office Employee of the Month. She is a huge asset to the School Nutrition department. She has been with the department for 17 years. She has given so much of her experience and knowledge which is greatly valued.



# CCCHS Goal Update 2/1/24



# Supporting Teachers with Technology



Foundation: HMH, SAVVAS, McGraw Hill



**Progress  
Learning**



**ALEKS**

# Support Programs at ~~CCCHS~~

What the teachers <sup>28</sup>wanted me to mention



# Magoosh at CCCHS



Search



Everything up to Jan 31, 2024



Show archived

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[ACT Totals](#) | [Science](#) | [Reading](#) | [Math](#) | [English](#) | [General ACT](#)

36,071

QUESTIONS ANSWERED

43

% CORRECT

93

LESSONS WATCHED

359h 14m

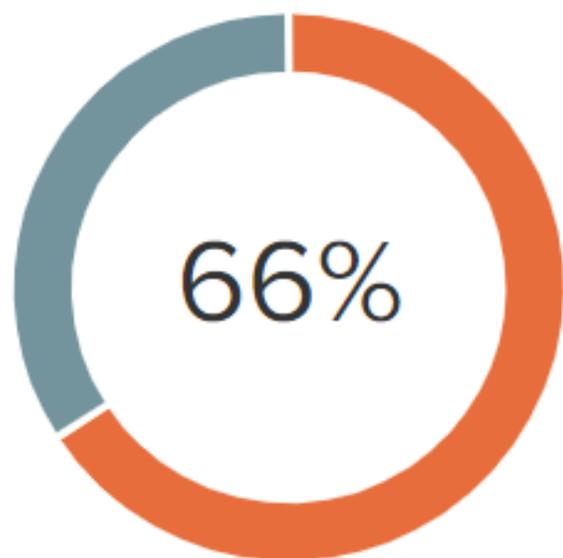
TIME SPENT



**ALEKS**<sup>®</sup>



Last 7 Days

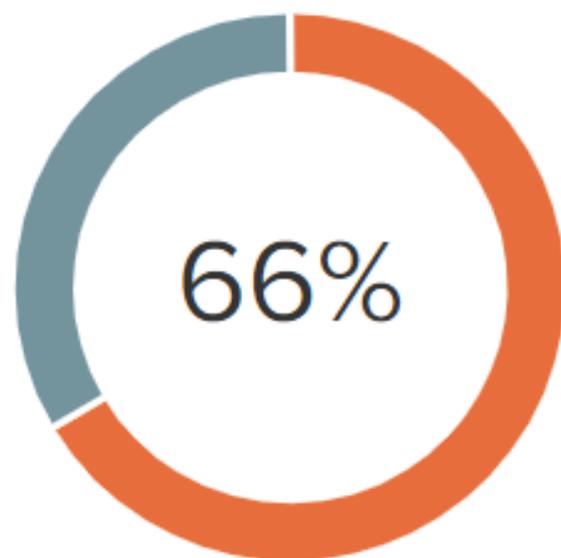


**389 Students Logged In**

591 Total Student Accounts

Export

Last 30 Days



**393 Students Logged In**

591 Total Student Accounts

Export



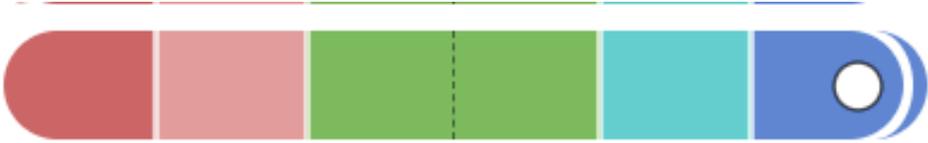
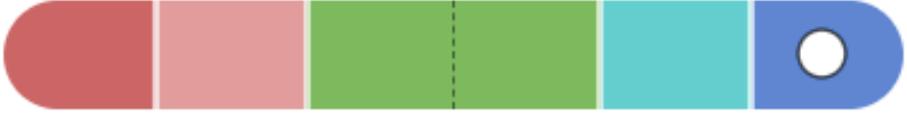
Check	Goal	28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	4-Dec	11-Dec	18-Dec
10	8.5	18.5	27	35.5	44	52.5	61	69.5	78	86.5	95	103.5	112	120.5	129
Initial	Weekly	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
Knowledge	Topic	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Check	Goal	28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	4-Dec	11-Dec	18-Dec
143	5.5	148.5	154	159.5	165	170.5	176	181.5	187	192.5	198	203.5	209	214.5	220
Initial	Weekly	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
Knowledge	Topic	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Check	Goal	28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	4-Dec	11-Dec	18-Dec
89	7.5	96.5	104	111.5	119	126.5	134	141.5	149	156.5	164	171.5	179	186.5	194
Initial	Weekly	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
Knowledge	Topic	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Check	Goal	28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	4-Dec	11-Dec	18-Dec
85	7.5	92.5	100	107.5	115	122.5	130	137.5	145	152.5	160	167.5	175	182.5	190
Initial	Weekly	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
Knowledge	Topic	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Check	Goal	28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	4-Dec	11-Dec	18-Dec
35	9.5	44.5	54	63.5	73	82.5	92	101.5	111	120.5	130	139.5	149	158.5	168

Our 9<sup>th</sup>-11<sup>th</sup> grade students are diligently working through the ALEKS program, a program that the district purchased to help with math fluency and retention. Students can see their progress over all sections of their grade-level math course at all times. Not only can they work on any given topic in their course of study, but they can also choose which topic they are working on. Some of our students are choosing to work in the section we are currently covering in class to show mastery in ALEKS and get extra practice for the skill we are currently working on in class! We are hoping to see this pay off during the state testing this year.

--Rachel Stuart

# Social Studies and Science Results

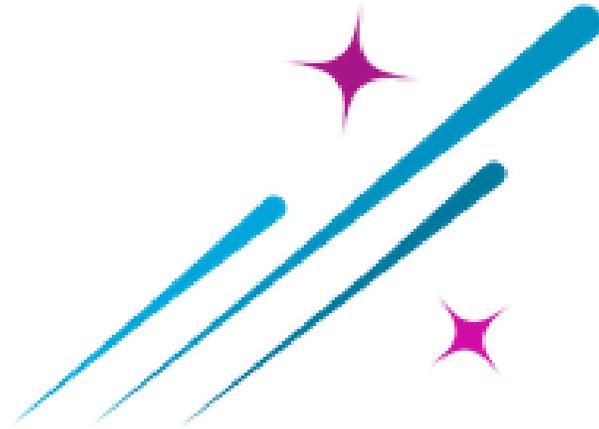


2022	N/A	 <b>Level 5</b> 	5.25
2023	N/A	 <b>Level 5</b> 	2.45

# Biology in the CCSD



## US History in the CCSD



# Progress Learning

<input type="checkbox"/>	First Name ↓	Last Name ↓	Username ↓	User Login	Logins	Last Login
<input type="checkbox"/>	ERIC	TURNER	eric.turner	<a href="#">Login</a>	969	02-01-2024 06:34:41
<input type="checkbox"/>	AARON	DAVIS	tray.davis	<a href="#">Login</a>	461	02-01-2024 09:26:23
<input type="checkbox"/>	JAMES	GIBBS	jim.gibbs	<a href="#">Login</a>	261	01-26-2024 02:58:16

# Progress Learning Success Stories

- The CCCHS Honors class of 21 students had zero missing assignments for the entire first semester. That includes 159 total assignments (3,339 individual assignments). This is the third semester in a row where the CCCHS Honors class has had zero missing assignments.
- **Class Average (6 classes) during 2022-2023 = 79%**
- **EOC Raw Score Average = 80%**



# SAVAAS, HMH, McGraw Hill

- Amazing Foundation by giving us this curriculum
- Thank you as well for supporting of use of supportive curriculum components as well



# Other Cool Things Going on at CCCHS





# Peer-to-Peer Process

Library of hours  
of excellent  
CCCHS  
Instruction

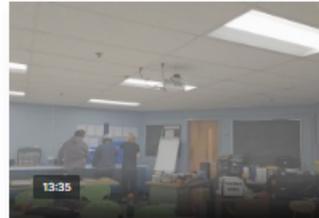
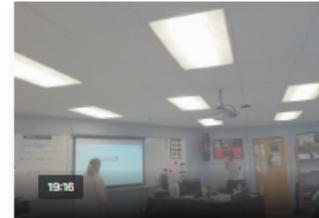
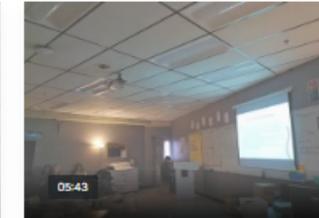
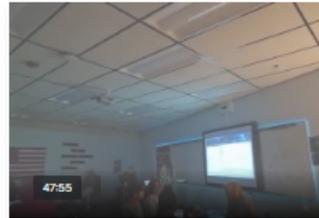
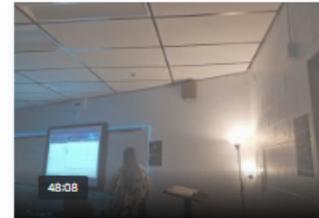
Swivl for all  
(McCormick  
story)

# Videos

+ Add video

- Private Videos 20
- Shared Videos 13
- Shared with me 0

Search video or creator name

 <p>15:10</p> <p><b>R</b> PTP-Street--1-31 by me · Jan 31, 2024</p> <p>0 3 0</p>	 <p>16:08</p> <p><b>R</b> PTP--KLewis--1-31 by me · Jan 31, 2024</p> <p>0 1 0</p>	 <p>13:35</p> <p><b>R</b> PTP-Herrin--1-31 by me · Jan 31, 2024</p> <p>0 1 0</p>	 <p>19:16</p> <p><b>R</b> PTP--Pardue--12-4 by me · Dec 4, 2023</p> <p>0 4 0</p>	 <p>12:39</p> <p><b>R</b> PTP--Tilley--11-14 by me · Nov 14, 2023</p> <p>0 24 0</p>	 <p>05:43</p> <p><b>R</b> PTP-LDavis--11-14 by me · Nov 14, 2023</p> <p>0 10 0</p>
 <p>14:37</p> <p><b>R</b> PTP--Golden--10-24 by me · Oct 24, 2023</p> <p>0 21 0</p>	 <p>09:06</p> <p><b>R</b> PTP-Shirley-10-19-final by me · Oct 24, 2023</p> <p>0 14 0</p>	 <p>47:55</p> <p><b>R</b> Dennison--IM3-Nix--9-13 by me · Sep 13, 2023</p> <p>0 0 0</p>	 <p>48:08</p> <p><b>R</b> Dennison--IM3-Nix--9-13 by me · Sep 13, 2023</p> <p>0 0 0</p>	 <p>15:07</p> <p><b>R</b> PTP--Stuart--9-6 by me · Sep 11, 2023</p> <p>0 24 0</p>	 <p>09:20</p> <p><b>R</b> PTP-Minton--9-6 by me · Sep 11, 2023</p> <p>0 2 0</p>

# Theater-Street



- Theater Arts is thriving at CCCHS. Forty students are participating in the spring musical, *Guys and Dolls*, set to premiere April 12-13. We were happy to welcome the entire student body of CMS to see our fall play, *The Adventures of Robin Hood*. The senior theater students are in rehearsal for their final showcase, *She Kills Monsters*, (pictured) which will display not only their acting talents, but also their skill as designers and fight choreographers. Drama Club also provides the entertainment for the steak dinner fundraiser. This year's show is *Always, Patsy Cline* and features the combined talents of current students and recent graduates. The new Media Arts class has been learning skills to promote small business on social media, including graphic design, photography, and this semester they will add videography and audio production to their skill set.



# CCSD Career Fair

## 5/10/24





Click to ad  
Click

A graphic featuring the letters 'AI' in a large, stylized font. The letters are white and black, set against a dark blue background with glowing circuitry and data lines. Below the letters, the text 'IN CHEATHAM COUNTY' is written in white.

# What AI is starting to feel like for Teachers



# AI Classes Coming up in February/Marc h



Basic Generative  
AI + Magic School



**MAGIC  
SCHOOL**



# Cheatham County School District

Academic Excellence Strand

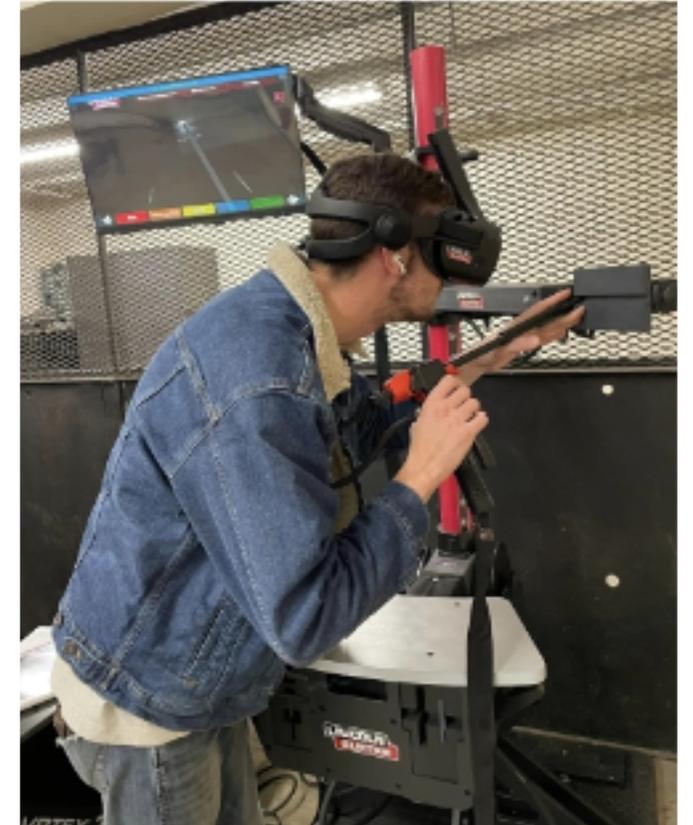
# Vision

We will provide, in an inclusive environment, an exemplary educational program complete with multiple pathways for postsecondary success for all students



# Summery of Previous Accomplishments

- ▶ We have many partnerships across the state with Universities and Community Colleges to offer our students opportunities to receive dual enrollment and dual credit.
- ▶ We have increased number of industry certifications opportunities for students.



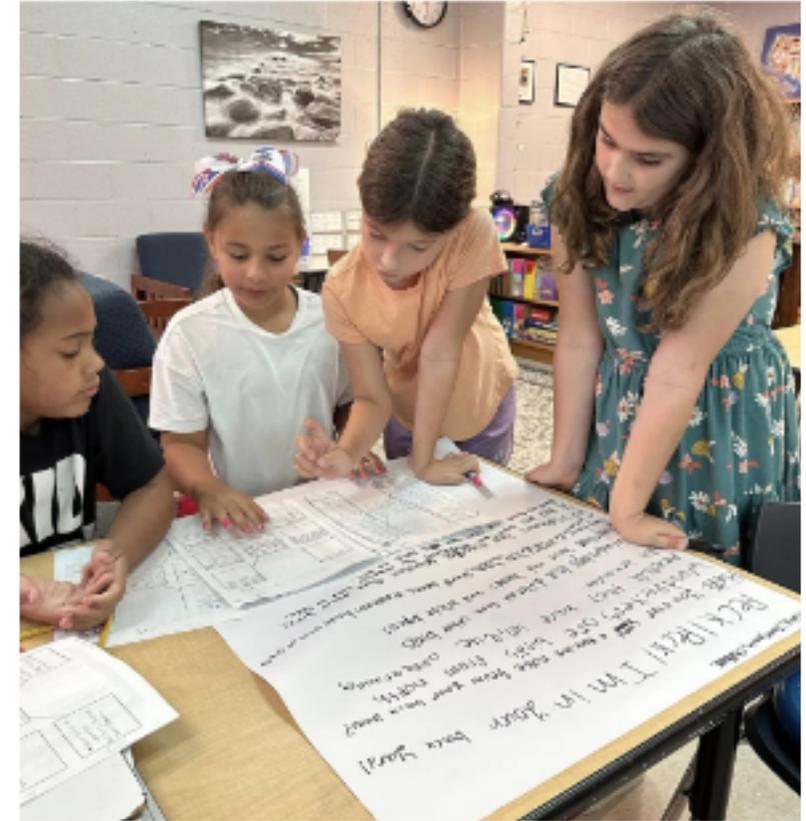
- ▶ We hired a STEAM Coordinator (with many other hats)
- ▶ We have Major Clarity - a Career and College Readiness Platform that we utilize in both Middle and High School
- ▶ We have expanded CTE Exploratory classes to our Middle School students



- ▶ We offer Art classes in each elementary school.
- ▶ We run an intense tutoring program for students. Which supports low ratio/high dosage learning opportunities



- ▶ Adopted and purchased new curriculum in both Math and ELA
- ▶ Provided on-going professional develop to further enhance the learning our new resources \*
- ▶ Implemented data conversations among administrators, teachers and supervisors.



- ▶ Our district was a level 5 on our composite growth!
- ▶ The first Unified District in Tn
- ▶ We have completed our Accreditation process! We are an Accredited School District through Cognia \*



- ▶ We have hired our Innovative Scholars Coordinator, to improve the opportunities for advanced learners \*
- ▶ She will also assist us in on-going training for differentiation as well as behavior interventions in the classroom



# New and On-going Goals

- ▶ Increase the percentage of Ready Graduates
- ▶ Transitioning High School back to the traditional math pathway
- ▶ Engage teachers in the continuous improvement cycle with collaborative planning meetings centered on analysis of student data



▶ Increase the percentage of third graders reading on grade level

- ▶ Tutoring
- ▶ Summer Programs
- ▶ Eyes on Text
- ▶ Science of Reading



The 5-Year Academic Plan represents our commitment to continuous improvement and educational excellence for the students of the Cheatham County School District.

By working collaboratively and leveraging innovative practices, we hope to empower every learner to thrive in this dynamic world.



# 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>
	First Reading <b>2/1/2024</b>	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       non-educational 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.

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11

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

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

The Director of Schools/designee shall ensure that the appropriate records are maintained for each fundraising activity and shall be responsible for collecting and maintaining the appropriate documents 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: <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>05/02/19</b>
		Rescinds: <b>4.603</b>	Issued: <b>04/02/18</b>

**First Reading  
2/1/2024**

1 *General*

2 *All promotion and retention decisions shall be made on a case-by-case basis and comply with state and*  
3 *federal law. All decisions shall be made in consultation with a student’s IEP and/or 504 team, if*  
4 *applicable.<sup>1</sup>*

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

6 The director of schools/designee shall promote students to the next grade level based on the successful  
7 completion of required academic work and on the satisfactory progress in each of the relevant  
8 academic areas. However, no student enrolled in the third grade shall be promoted unless the student  
9 has shown a basic understanding of curriculum and the ability to perform the skills required in the  
10 subject of reading as demonstrated by the student's grades or standardized test results. This  
11 requirement shall not apply to students who are participating in a board-approved, research-based  
12 intervention prior to the beginning of the next school year or to students who have an individualized  
13 education program (IEP).<sup>2</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>1</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. The overall academic achievement of the student;
- 24
- 25 5. The student’s chance for success with more difficult material if promoted to the next grade;
- 26
- 27 6. Attendance record; and
- 28
- 29 7. Social and emotional maturity.
- 30

31 **8. Home Literacy Reports.<sup>3</sup>**

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:

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) days, and an individualized promotion plan shall be developed to help the student avoid  
9 retention. The plan shall be developed in coordination with the student's teachers and may also include  
10 input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel.  
11 A copy of the plan will be provided to the student's parent(s)/guardian(s).

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

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

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

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

## 32 *K – 3 Reading Notification*

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

## 37 **RETENTION<sup>1</sup>**

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

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

5 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
6 remediation plan ~~prior to the start of the next school year. within thirty (30) calendar days after the~~  
7 ~~beginning of the next school year.~~ A copy of the plan shall be provided to the student's  
8 parent(s)/guardian(s) within ten (10) days of its development. This plan shall include at least one of the  
9 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 ~~A student shall not be retained more than once in any grade. The progress of students who are retained~~  
22 ~~shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the~~  
23 ~~school year in which the student is retained. The director of schools shall develop procedures to ensure~~  
24 ~~appropriate recordkeeping of students who are retained.~~

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

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

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

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

- 33 1. ~~A student in third grade receiving a performance level rating of “approaching” on the ELA~~  
34 ~~portion of the student's most recent TCAP test may be promoted if:~~
  - 35
  - 36 a. ~~The student is an English language learner and has received less than two (2) full years~~  
37 ~~of ELA instruction;~~
  - 38 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;
  - e. The student receives tutoring for the entirety of the next school year in accordance with state law; or
  - f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent(s)/guardian(s), in writing, of the benefits of enrolling the student in summer programming.
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 percent (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 shall not be retained more than once in fourth grade.

#### *Decision of Retention – Students 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>**

- 1 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
 2 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
 3 made to a committee appointed by the principal within five (5) business days. The student and his/her  
 4 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given  
 5 the opportunity to address the committee. The committee shall conduct a hearing within five (5) business  
 6 days to determine if the student will be promoted and issue such decision within five (5) business days.  
 7 Upon notification of the committee decision, the principal shall send written notification to the Director  
 8 of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of  
 9 their right to appeal such action within five (5) business days to the Director of Schools/designee.
- 10 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
 11 decision shall be issued within three (3) business days.
- 12 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's  
 13 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.  
 14 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.  
 15 The action of the Board shall be final.
- 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 in 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.
3. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
4. TRR/MS 0520-01-03-.16(5)
5. TCA 49-1-905(e)
6. TRR/MS 0520-01-03-.16(4)
7. TRR/MS 0520-01-03-.16(6)
8. TRR/MS 0520-01-03-.16(6)(f)
9. TRR/MS 0520-01-03-.16(6)(e)
10. TRR/MS 0520-01-03-.16(6)(g)
11. TRR/MS 0520-01-03-.16(7)
12. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
13. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
14. 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
- Promotion and Retention 4.603.1
- Attendance 6.200
- Student Assignments 6.205

<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.**

### 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; color: red;"> <b>First Reading 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>