

CHEATHAM COUNTY BOARD OF EDUCATION WORK SESSION AGENDA

Cheatham County Board of Education

June 27, 2024

Place: Educational Annex/Board Room

Time: 6:00 PM

1. Norma Binkley, Bethlehem Center
2. Budget
 - A. Bus Grant
 - B. Construction Update
3. Policy Revisions
 - A. 1.501 Visitors to the Schools
 - B. 1.800 School Calendar
 - C. 3.202 Emergency Preparedness Plan
 - D. 3.205 Security
 - E. 3.400 Student Transportation Management
 - F. 4.2011 Class Size Ratios
 - G. 4.213 Family Life Education
4. Utility Easement Request
5. HR Update
6. Review July 11th Board Meeting Agenda
7. Comments from Board Members
8. Comments from Director

Cheatham County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 07/02/18
	First Reading 7/11/2024	Rescinds: 1.501	Issued: 12/07/15

1 Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors
 2 will report to the school office when entering the school, present a valid photo identification, and will sign a log
 3 book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal
 4 or designee. Guest passes shall be issued for all persons other than students and employees of the school.¹

5 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the
 6 grounds or into the school buildings during the hours of student instruction except students assigned to that school,
 7 the staff of the school, parents of students, and other persons with lawful and valid business on the school
 8 premises.²

9 **VISITOR CONDUCT**

10 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.
 11 Individuals who come onto school property or who contact employees on school or district business are expected
 12 to behave accordingly. **The Director of Schools shall develop a visitor code of conduct to be presented to the board**
 13 **attorney, and then, approved by the Board.**³ Specifically, actions that are prohibited include, but are not limited to:
 14 to:

- 15 • Cursing and use of obscenities;
- 16 • Disrupting or threatening to disrupt school or office operations;
- 17 • Acting in an unsafe manner that could threaten the health or safety of others;
- 18 • Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 19 • Physical attacks intended to harm an individual or substantially damage property.

20 **The visitor code of conduct shall be posted on the district’s website as well as the school’s website, and copies**
 21 **of the code shall be provided to all teachers, counselors, administrative staff, and other school employees. In**
 22 **addition, each school entrance shall have the visitor code of conduct posted prominently along with the phone**
 23 **number of someone in the school’s administration who can answer questions about the code.**

24 **Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along with the**
 25 **phone number of someone in the school’s administration who can answer questions about the code.**
 26 **Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood the code of**
 27 **conduct.**

28 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

- 1 The principal or his/her designee has the authority to exclude from the school premises any persons disrupting
- 2 the educational programs in the classroom or in the school, disturbing the teachers or students on the premises,
- 3 or on the premises for the purpose of committing an illegal act.²
- 4 The principal shall contact law enforcement officials when he/she believes the situation warrants such measures.
- 5 Visitors are not allowed to photograph, video, or record any students, staff, or event on any electronic device
- 6 that will interrupt the educational process during the day.

Legal References

1. TCA 49-2-203(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
3. **Public Acts of 2024, Chapter No. 810**

Cross References

Visitors to the School 1.501.1
Section 504 & ADA Grievance Procedures 1.802
Vendor Relations 2.809
Security 3.205
Care of School Property 6.311

Cheatham County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 12/07/15
	First Reading 7/11/2024	Rescinds: 1.800	Issued: 02/04/02

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the
 2 **D**irector of **S**chools, an official school calendar for the succeeding school year. The calendar will
 3 identify holidays, vacation days, summer sessions and other extensions of the school year. The
 4 calendar may be revised by the Board, upon recommendation of the **D**irector of **S**chools, due to
 5 inclement weather or other factors. The calendar shall be distributed to school staff at the opening of
 6 the school term.

7 The regular school year shall be 200 days¹ and scheduled as follows:

- 8 • A minimum of 180 student attendance days;
- 9 • A minimum of five (5) days in-service education for all certificated personnel;
- 10 • One (1) days for parent-teacher conferences;
- 11 • Ten (10) days paid vacation for all certified personnel; and
- 12 • Four (4) discretionary days.
- 13 • **Schools will be closed for the presidential primary election.²**

14 Extended contracts shall include twenty (20) days for each additional month employed.

15 **STUDENT ATTENDANCE DAYS**

16 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
 17 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
 18 by the State Department of Education.

19 **IN-SERVICE EDUCATION**

20 Each day of in-service education included in the school calendar shall be equivalent to not less than six
 21 (6) hours of planned activities.²⁻³

22 **DISCRETIONARY DAYS**

23 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
 24 student attendance days, in-service days or administrative days, which may be used by administrators,
 25 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,
 26 parent-teacher conferences and other classroom functions.¹

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. [Public Acts of 2024, Chapter No. 573](#)
3. [State Board TN Dept. of Education Guidelines for Planning Approvable In-Service Education Activities](#)

Cross References

Compensation Guides and Contracts 5.110
In-Service & Staff Development Opportunities 5.113
Attendance 6.200

Cheatham County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 09/07/23
	First Reading 7/11/2024	Rescinds: 3.202	Issued: 07/07/22

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

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

8 **FIRE AND SAFETY DRILLS**

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

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

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

19 **The district shall work with local law enforcement and the local fire department to develop a procedure**
20 **for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025**
21 **and shall be reviewed and updated annually thereafter.⁴**

22 **ANNUAL DRILLS^{4,5}**

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

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

28 **AED DRILLS^{5,6}**

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

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

5 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶⁻⁷**

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

10 **REMOTE LEARNING DRILLS⁷⁻⁸**

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

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. [Public Acts of 2024, Chapter No. 563](#)
5. TCA 49-6-807; [Public Acts of 2023, Chapter No. 367](#)
6. TCA 49-2-122; TCA 49-6-1208, [Public Acts of 2024 Chapter No. 625](#)
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. [TCA 49-2-139](#)
9. ~~[Public Acts of 2022, Chapter No. 936](#)~~

Cross References

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

Cheatham County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 09/07/23
	First Reading 7/11/2024	Rescinds: 3.205	Issued: 03/02/23

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

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

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

13 The principal shall **immediately** call law enforcement officials **and the Director of Schools** in cases
14 involving illegal entry, **assault and battery resulting in serious personal injury or involving the use of a**
15 **weapon**, building damage, theft, or vandalism **endangering life, health, or safety, or valid threats of mass**
16 **violence**⁴. The principal shall notify the Director of Schools as soon as practical, but no longer than
17 twenty-four (24) hours, after a case of vandalism, theft, or building damage. ~~, and/or illegal entry.~~ The
18 Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director
19 of Schools shall report all signing of such complaints to the Board.

20 **AFTER SCHOOL HOURS**

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

23 **LAW ENFORCEMENT SERVICES¹**

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

27 The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement
28 agency to provide school policing. The MOU shall address, at a minimum, the following issues:

- 1 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws,
2 regulations, and rules of the Peace Officer Standards and Training Commission at the time of
3 assignment and remain compliant throughout his/her assignment.
- 4 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in
5 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
6 participate in a minimum of sixteen (16) hours of training specific to school policing. All training
7 programs shall be approved by the Peace Officers Standards and Training Commission.³
- 8 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is
9 subject to that agency's direction, control, supervision, and discipline.
- 10 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of
11 the Director of Schools.
- 12 5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement
13 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall
14 include, but not be limited to, the following:
 - 15 a. Representing and carrying out the policies of the law enforcement agency assigning the
16 SROs;
 - 17 b. Supervising the SROs in the performance of their duties;
 - 18 c. Consulting with the Director of Schools regarding the best use of the available resources
19 for school policing; and
 - 20 d. Resolving disputes between the SROs and students or staff members.
- 21 6. The MOU may be effective for any length of time, including continuing until terminated by the
22 parties, and may contain any reasonable notice requirement for the termination of the MOU.
23 However, the MOU shall contain a provision allowing the Director of Schools to suspend the
24 active participation of any SROs in the event that the Director of Schools believes that such
25 suspension is best for the health, safety, or wellbeing of the students or staff members.
26
27
28

29 **CYBERSECURITY⁴**

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

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. ~~Public Acts of 2023, Chapter No. 367~~
TCA 49-6-817
4. ~~Public Acts of 2024, Chapter No. 882~~
5. TCA 49-6-4217

Cross References

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

6. TCA 49-6-805(9)

Cheatham County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 09/11/17
	First Reading 7/11/2024	Rescinds: 3.400	Issued: 02/01/16

1 School buses shall be maintained and operated in accordance with state law and ~~State Board Rules and~~
2 ~~Regulations.~~¹ in accordance with specifications developed by the Department of Education and approved
3 by the Department of Safety.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.² ~~Buses shall also include notice in conspicuous place that only authorized~~
6 ~~persons shall enter the bus. This notice shall include appropriate contact information in case of an issue~~
7 ~~on the bus.~~³

8 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
9 replace a certain number of buses each year on a rotating basis.

10 All accidents, regardless of the damage involved, must be reported to the ~~Transportation~~ ~~Supervisor~~,
11 including incidents in which any part of the bus contacts any other object or vehicle.

12 The ~~Director of~~ ~~Schools~~ shall develop procedures to ensure compliance with the statutory and
13 regulatory requirements for the transportation program.

14 **SCHOOL BUS DRIVERS**

15 ~~Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the~~
16 ~~school district. The issuance of a certificate to a school bus driver shall be based on the qualifications~~
17 ~~of school bus drivers as determined by the Director of Schools.~~⁴

18 ~~Annually, the board shall require each school bus driver to have a physical and mental examination.~~
19 ~~The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or~~
20 ~~morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus~~
21 ~~driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated~~
22 ~~vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or~~
23 ~~analogue.~~⁵

24 **TRANSPORTATION SUPERVISOR³⁻⁶**

25 The ~~Director of~~ ~~Schools~~ shall appoint a ~~Transportation~~ ~~Supervisor~~ for the system. He/she shall be
26 responsible for the monitoring and oversight of transportation services for the district.

27 The ~~Transportation~~ ~~Supervisor~~ shall complete a student transportation management training program
28 upon appointment. Every year the ~~Transportation~~ ~~Supervisor~~ shall complete a minimum of four (4)
29 hours of training annually.

1 The Director of Schools shall ensure that training is completed and provide the State Department of
2 Education with appropriate documentation.

3 **COMPLAINT PROCESS⁴**

4 The following procedure will govern how students, teachers, staff, and community members shall
5 submit bus safety complaints:

- 6 1. All complaints shall be submitted to the Transportation Supervisor; and
7
- 8 2. Forms may be submitted in person, via phone, mail, or email.
 - 9 a. Written complaints shall be submitted on forms located on the district's website. In the
10 case of a complaint received via phone, the person receiving the phone call shall be
11 responsible for filling out the form and submitting it to the Transportation Supervisor.

12 The Transportation Supervisor shall begin an investigation of all bus safety complaints within twenty-
13 four (24) hours of receipt.

14 Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor shall
15 submit a preliminary report to the Director of Schools. This report shall include:

- 16 1. The time and date the complaint was received;
17
- 18 2. The name of the bus driver;
19
- 20 3. A copy or summary of the complaint; and
21
- 22 4. Any prior complaints or disciplinary actions taken against the driver.

23 Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall
24 submit a final written report to the Director of Schools that details the investigation's findings as well
25 as the action taken in response to the complaint.

26 An annual notice of this complaint process shall be provided to parents and students. This information
27 shall be made available in the student handbook.

28 **RECORDKEEPING⁵**

29 The Transportation Supervisor shall be responsible for the collection and maintenance of the following
30 records:

- 31 1. Bus maintenance and inspections forms;
32
- 33 2. Bus driver credentials, including required background checks, health records, and performance
34 reviews;
35
- 36 3. Driver training records; and
37

- 1 4. Complaints received and any records related to the investigation and complaints.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05 **Public Acts of 2023, Chapter No. 122**
2. TCA 49-6-2116(d)(3)
3. **Public Acts of 2024, Chapter No. 548**
4. TCA 49-6-2107
5. TCA 49-6-2107(1); **Public Acts of 2023, Chapter No. 122**
6. TCA 49-6-2116(a)-(c)
7. TCA 49-6-2116(d)(1)-(2)
8. TCA 49-6-2116(d)(5)
9. ~~Public Acts of 2017, Chapter No. 289(1)(d)(3)~~
10. ~~Public Acts of 2017, Chapter No. 289(1)(a)-(e)~~
11. ~~Public Acts of 2017, Chapter No. 289(1)(d)(2)~~
12. ~~Public Acts of 2017, Chapter No. 289(1)(d)(5)~~

Cheatham County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.2011	Issued Date: 12/05/19
	First Reading 7/11/2024	Rescinds:	Issued:

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the career and technical education (CTE) classes in ~~grades nine through twelve (9-12) as long as these~~
7 ~~class sizes do not exceed the maximum.~~ grades six through twelve (6-12) as long as these class sizes
8 do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the class size
9 may be extended, but the class size and average must not exceed those for general education classes in
10 grades seven through twelve (7-12).²

11 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
12 may grant a waiver from the maximum class sizes.

13 **The Director of Schools shall apply for additional waivers as needed in compliance with state law.**

Legal References

- 1. TCA 49-1-104; TRR/MS 0520-01-~~03-03(3)-02-~~
.31(4)
- 2. TCA 49-1-104(g); Public Acts of 2024, Chapter No.
712

Cross References

- Graduation Requirements 4.605
- Religious Content of Courses 4.804
- Student Goals 6.100
- Student Concerns, Complaints, and Grievances 6.305

Cheatham County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Family Life Education</h2>	Descriptor Code: 4.213	Issued Date: 10/07/21
		Rescinds:	Issued:

First Reading
7/11/2024

1 *General*

2 A family life education program shall be implemented within the school district in compliance with state
3 law.¹

4 A parent/guardian who chooses not to have a student participate in the family life education program
5 shall submit such request in writing to the principal. A student who is excused from the program shall
6 be assigned alternative health activities and shall not be penalized academically.

7 **FAMILY LIFE INSTRUCTION**

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and
9 factually and medically accurate, include the following:²

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 11
- 12 2. Encourage sexual health by helping students understand how the whole person is affected by
- 13 sexual activity as well as other risk behaviors;
- 14
- 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,
- 16 as well as the process of adoption and its benefits;
- 17
- 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual
- 19 activity, including the challenges of single teen parenting;
- 20
- 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
- 22 activity;
- 23
- 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
- 25 abuse, including such abuse that may occur in the home, and human trafficking in which a victim
- 26 is the child; **and internet crimes against children;**
- 27
- 28 7. Provide instruction on the prevention of dating violence;
- 29
- 30 8. Encourage communication between parent(s)/guardian(s) and students; and
- 31

1 9. Address the legal aspects of sexual activity with emphasis on the rights of the student.
2

3 10. Include the presentation of a high-quality, computer-generated animation or high-definition
4 ultrasound of at least three (3) minutes in duration that shows the development of the brain, heart,
5 and other vital organs in early fetal development per state academic standards.³
6

7 Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten
8 through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit
9 instruction on detection, intervention, prevention and treatment of child sexual abuse and human
10 trafficking of children.⁴

11 The family life education program shall be reviewed annually to ensure that the prohibited items of
12 instruction, as provided for in state law,^{3 5}are not included in the curriculum.

13 TRAINING ON INSTRUCTION

14 Personnel providing family life instruction shall receive training prior to presenting such instruction.
15 Personnel shall conduct such instruction with maturity and discretion.

16 REPORTING

17 At the beginning of each school year, the Director of Schools shall provide the contact information to
18 the Department of Children's Services of each employee or trained professional providing instruction
19 on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director
20 shall also report on the curriculum selected by the Board of Education.

Legal References

1. ~~TCA 49-6-1302; Public Acts of 2021, Chapter No. 290~~
2. TCA 49-6-1304, Public Acts of 2024, Chapter No. 571
3. Public Acts of 2024, Chapter No. 795
4. Public Acts of 2024, Chapter No. 970
5. TCA 49-6-1304(b)

