

CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

Cheatham County Board of Education

August 8, 2024

Place: Educational Annex/Board Room

Time: 6:00 PM

1. Call to Order
2. Moment of Silence - Jimmy Harden
3. Pledge of Allegiance - Jimmy Harden
4. Roll Call
5. Approval of Agenda
6. Presentations, Awards Recognitions
 - none
7. Public Forum
8. School Improvement Plan (SIP) Goal Update - ECES, Paul Boles
9. Executive Committee
10. Five Year Plan - Stacy Brinkley
11. Elected Officials - Opportunity for Elected Officials to Address Board
12. Consent Agenda
 - A. Minutes: July 11, 2024
 - B. Disposal of surplus equipment/materials
 1. Daycare Supervisor Muncy requests disposal of the following broken/unusable items:
HMS old broken picnic table
 2. ECES Principal Boles requests disposal of the following broken/unusable items:
6 boxes of textbooks and workbooks, 2 old broken filing cabinet (1 small, 1 large), 2 old broken tables, 2 obsolete computer carts, 11 broken student chairs, 12 panels of old vinyl fencing, 1 old broken teacher desk, 3 old worn-out teacher chairs, and 2 old bulletin board frames.
 3. ACESA Principal Owen requests disposal of the following broken/unusable items: three broken Promethean board screens, six broken stationary bikes and four broken teacher desks.
13. Budget and Finance
 - A. Summary
 - B. Employee Insurance FY25
 - C. Substitute Bonuses/Incentives
14. Old Business
 - A. Policy 1.501 Visitors to the Schools - second reading
 - B. Policy 1.800 School Calendar - second reading

- C. Policy 3.202 Emergency Preparedness Plan - second reading
 - D. Policy 3.205 Security - second reading
 - E. Policy 3.400 Student Transportation Management - second reading
 - F. Policy 4.2011 Class Size Ratios - second reading
 - G. Policy 4.213 Family Life Curriculum - second reading
15. New Business
- A. Policy 4.214 Use of Artificial Intelligence Programs (new policy) - first reading
 - B. Policy 4.301 Interscholastic Athletics - first reading
 - C. Policy 4.403 Library Materials - first reading
 - D. Policy 4.603 Promotion and Retention - first reading
 - E. Policy 5.307 Physical Assault Leave - first reading
 - F. Policy 5.701 Substitute Teachers - first reading
 - G. Policy 6.203 School Admissions - first reading
 - H. Policy 6.309 Zero Tolerance Offenses - first reading
 - I. Policy 6.316 Suspension - first reading
 - J. Policy 6.318 Admission of Suspended or Expelled Students - first reading
 - K. Policy 4.600 Grading System - first reading
16. Brief comments from Board Members
17. Announcements
18. Adjourn

EAST CHEATHAM ELEMENTARY



**A Leader in Me
Lighthouse
School**

ECES: SETTING OUR WIGS FOR 2024-2025

Wildly Important Goal (WIGs)

▶ Schoolwide:

Reading

- ▶ 93% of students will increase their summative assessment score from August 2024 to May 2025.
- ▶ Lead Measures: Track Unit Tests (Fiction/Nonfiction)
- ▶ Track Interim 1, 2, & 4

Math

- ▶ 85% of students will increase their summative assessment score from August 2024 to May 2025.
- ▶ Lead Measures: Track Unit Tests
- ▶ Track Benchmark 1 & 2

▶ Grade Level:

- ▶ Depends on school wide. Reading and Math WIGs.

▶ Individual: (have turned in by August 31st)

- ▶ I will _____ to _____ by May of 2025
- ▶ Student WIG and Teacher WIG.
- ▶ Example- I will practice Duolingo 3x a week to be able to speack Spanish conversationally by May of 2025.



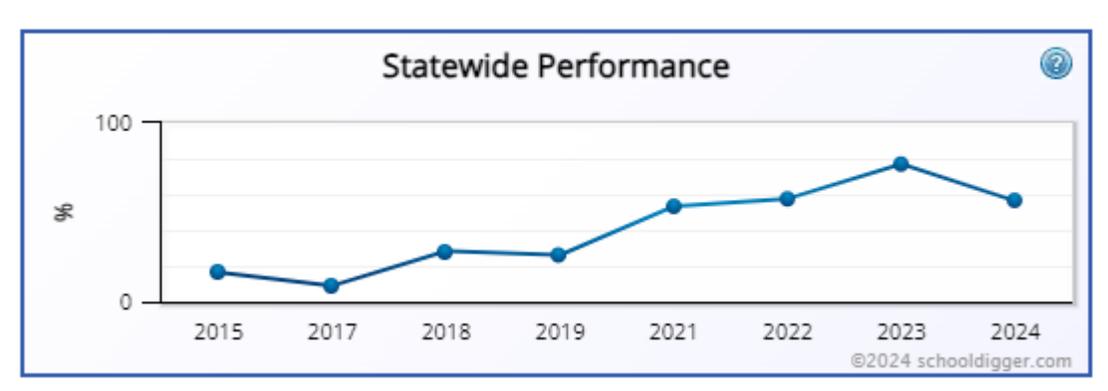
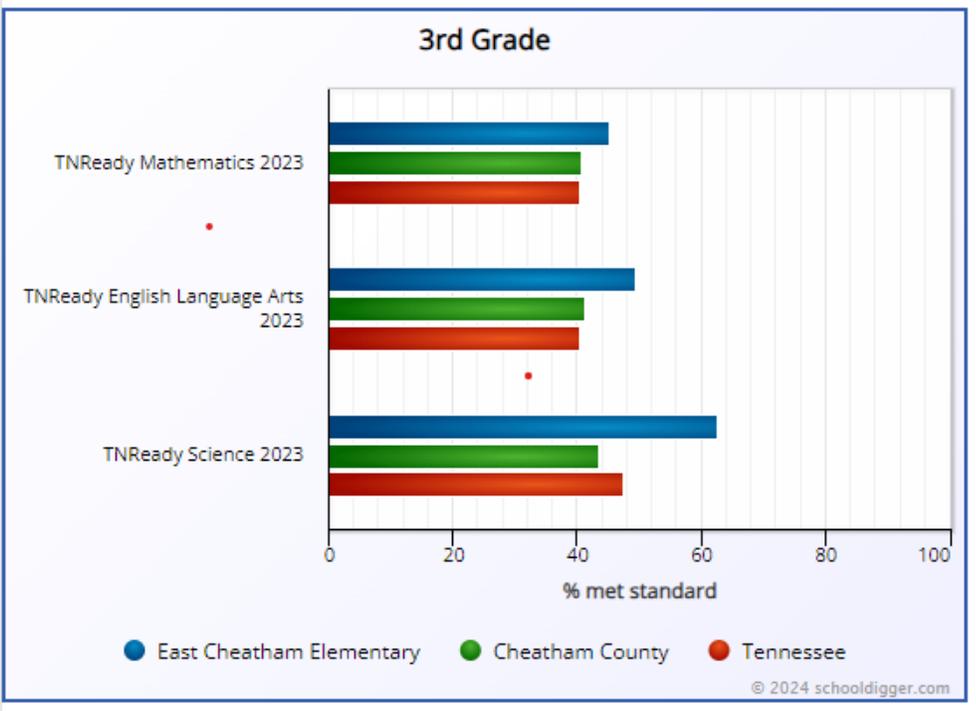
ECES: THRIVING COMMUNITY INVOLVEMENT



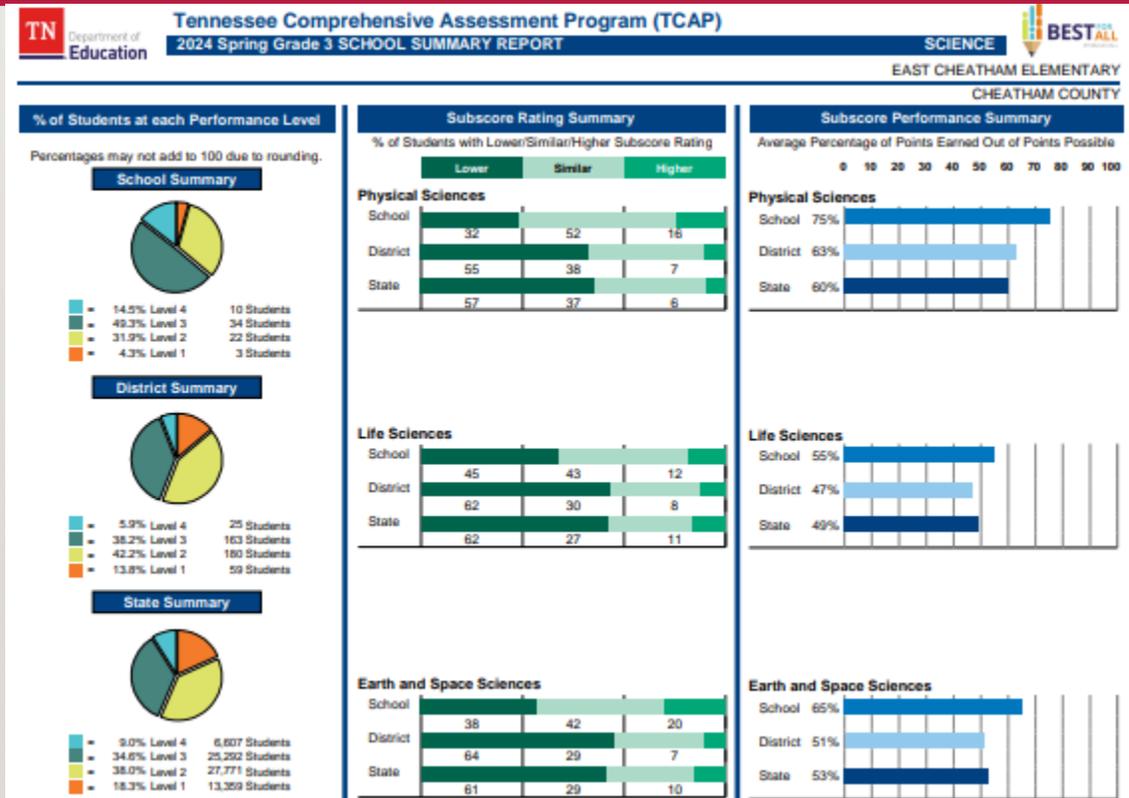
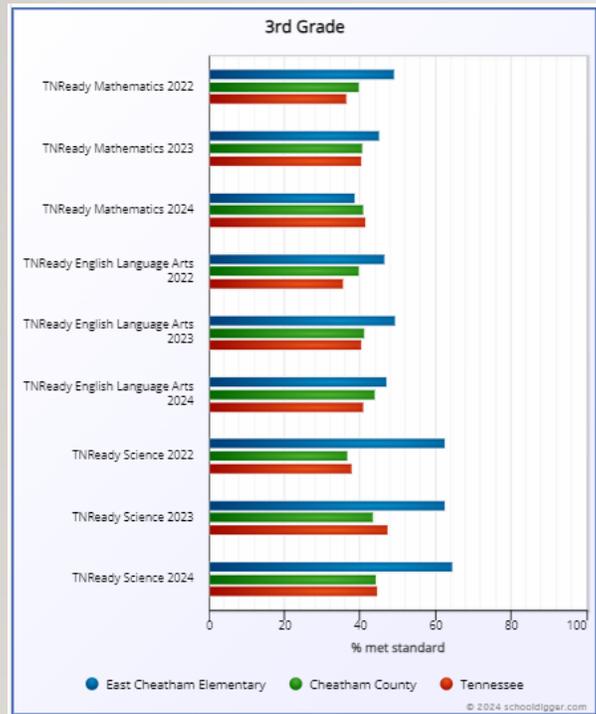
Family Nights 2024-2025

- August 16: Back to School Bash
- September 13: Outdoor Fun
- October 25: Parent's Night Out
- November 8: Fall Festival
- December 10: Around the World
- March 19: Pajama Rama
- April 4: Outdoor Fun
- April 11: Leadership Day
- May 2: ECES Ball

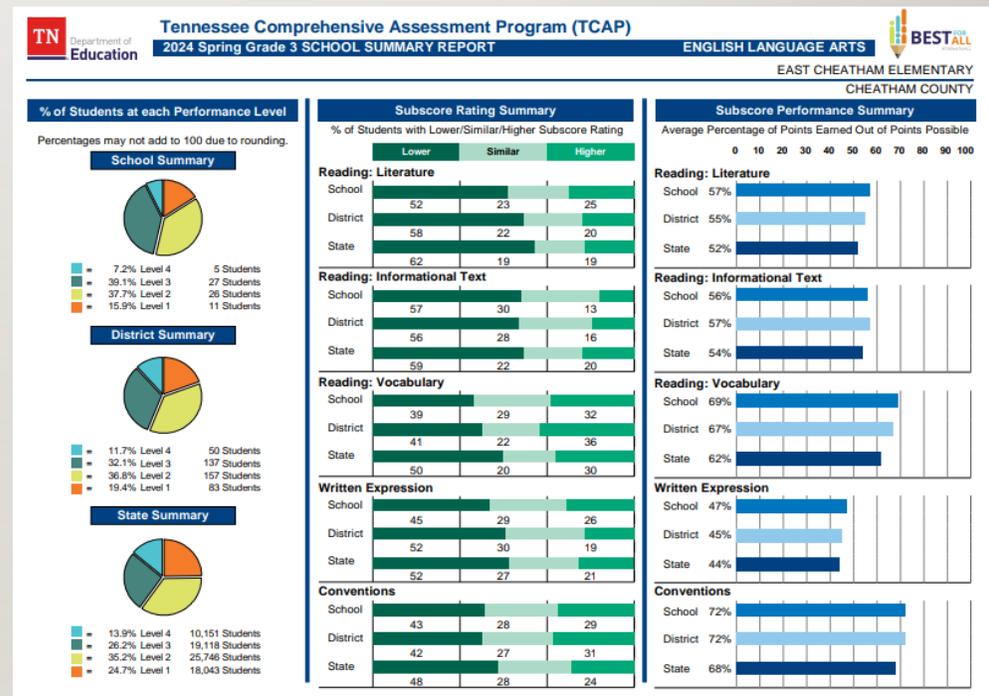
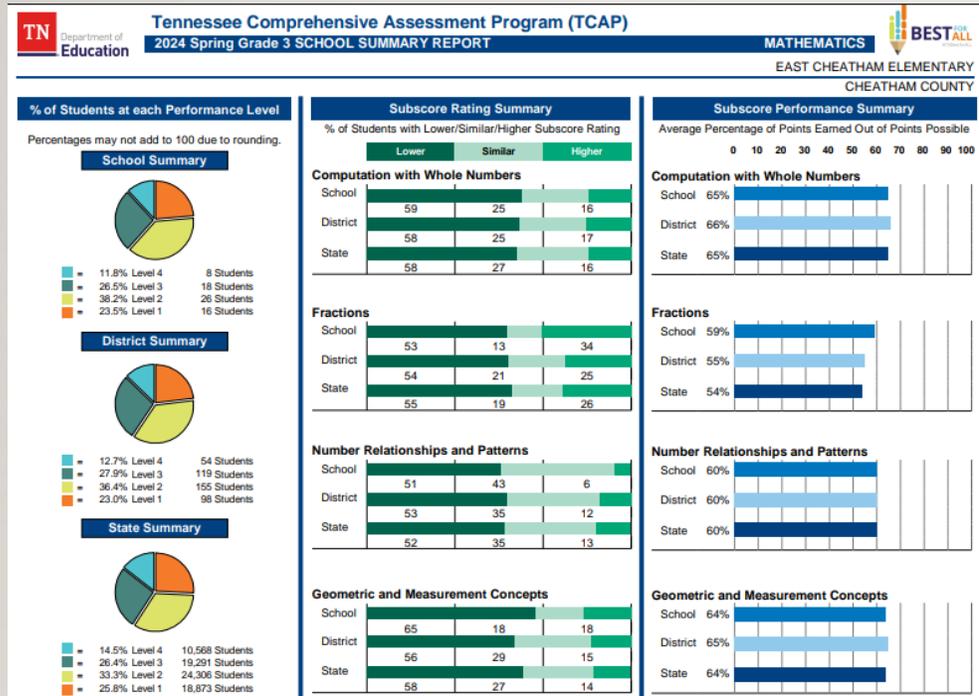
ECES: LET'S TALK DATA



ECES: SETTING THE BAR IN 3RD GRADE



ECES: 3RD GRADE CONTINUED



ECES: NEXT STEPS & CONTINUOUS IMPROVEMENTS

- - Strengthening our newer teachers through high quality mentoring and PD
- - Incorporating 3rd Grade success into 4th Grade instruction
- - Strategic personnel and resource management
- - Emphasis on early grade levels to minimize skill gaps later on
- - Increased access for individualized and/or small group support
- - Partnering with other schools to find what works best
- - Solidifying our spot as a top tier school in CCSD and beyond!!!

ECES: 67 YEARS OF TRADITION & SUCCESS





CHEATHAM COUNTY SCHOOL DISTRICT

Achieving Excellence Together

Director of Schools - Cathy Beck, Ed.D

102 Elizabeth Street • Ashland City, TN 37015 • Phone: 615.792.5664 • Fax: 615.792.2551
Communication • Consistency • Relationships • Service

Executive Committee

August 5, 2024

David Risner and I spoke several times throughout the month on the following items:

- Electric and propane buses
- Staffing
- Back to School
- Budget

Cathy Beck

David Risner

ACADEMIC DREAMS

THE PILLARS OF INTENTIONAL, SUSTAINABLE CHANGE

BIG IDEAS
THAT MAKE
BIG DREAMS
COME TRUE

1. Deepen our collective understanding of the IPG
– its reliability, purpose, and usage
2. Strengthen the intentionality, focus, and
expectations for collaborative planning
3. Utilize & implement the HQIM with integrity

BIG IDEA #1

THE IPG...

1. What it stands for
2. Why we use it
3. What information we get from it



BRIEF HISTORY OF THE IPG

- The Instructional Practice Guide started as a multipage tool developed by Achieve the Core.
- It is based on nationally seen & proven best practices that lead to positive student outcomes.
- About 10 years ago, TN modified the original with a focus on condensing it, making the language more intentional and specific to remove ambiguity.
- About 5 years ago TN revised again & scaled down to core practices that are proven to have the highest impact on student learning. The K-12 knowledge building ELA tool came from this. A separate tool for foundational skills was developed.
- Since then, a Math IPG has been created and a Science one is drafted.



WHY WE USE IT

PROVIDES COMMON LANGUAGE	PROVIDES DATA TO PRIORITIZE OUR WORK	GROUNDS THE SUPPORT WE PROVIDE
REVEALS STRENGTHS AND OPPORTUNITIES FOR GROWTH	MONITORS PROGRESS AS WE CONTINUE TO REFLECT AND REFINE	BASED ON NATIONAL RESEARCH

WHAT NOW?



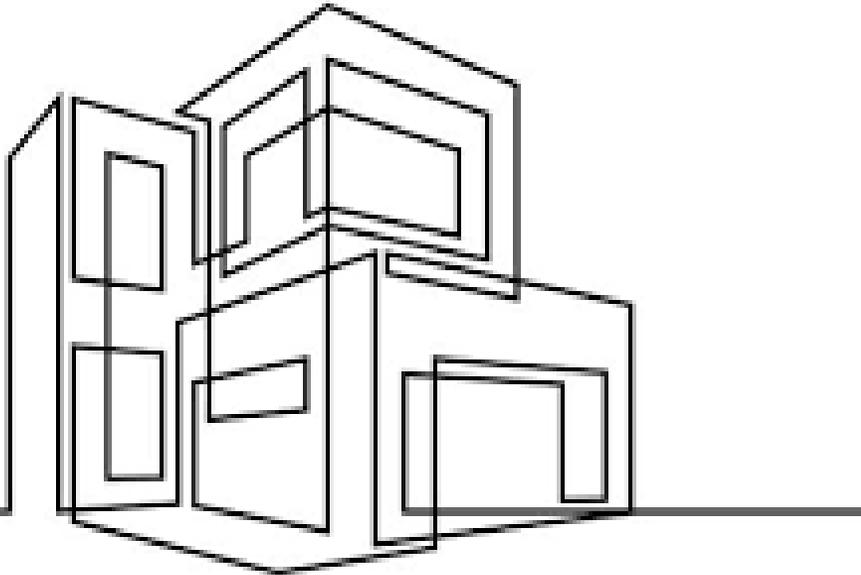
What happens in between the data collections?

BIG IDEA #2

COLLABORATIVE PLANNING



STRUCTURE

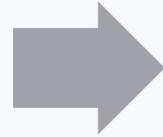


- We have a structure in place in ES/MS, work in progress at high school level
- It is a district expectation that collaborative planning is happening in every school.
- Principals have set aside space and time within the schedule for teachers to meet.

PROCESS



What is the team discussing?

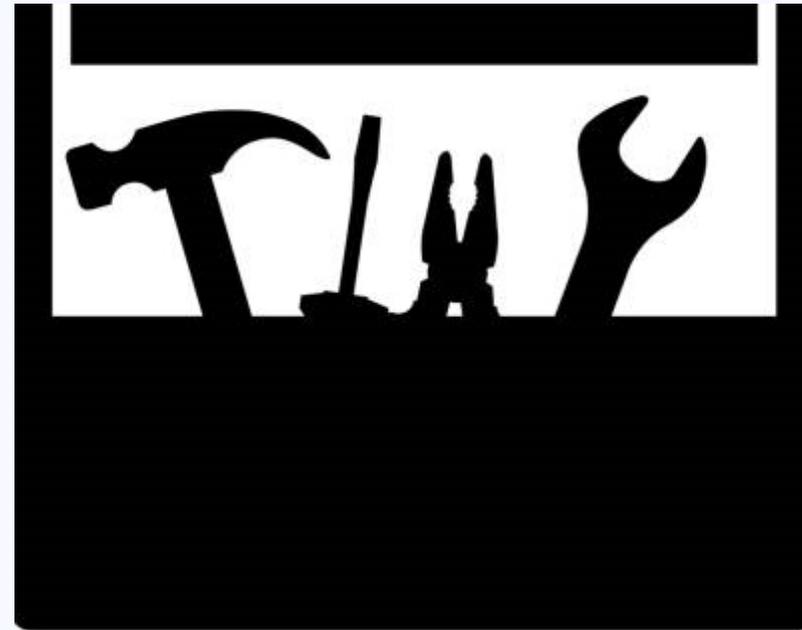


How is the team approaching the task of determining the missing piece instructionally that would improve student learning?

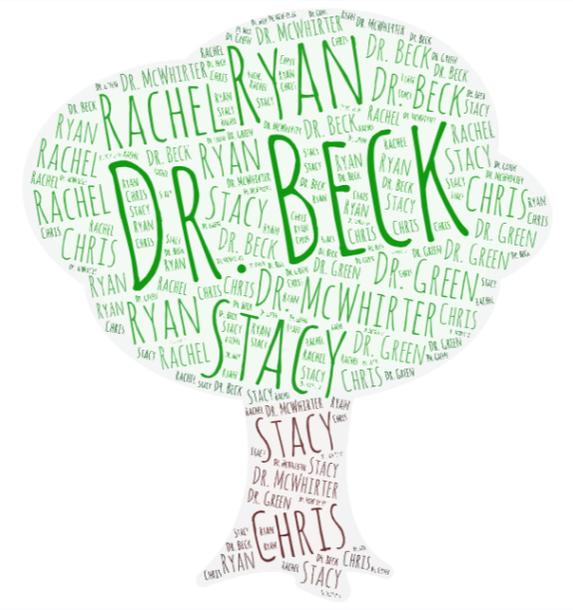


What powerful practices are they agreeing to try on in their classes for the benefit of increased student learning?

What about unit &
lesson prep
protocols?



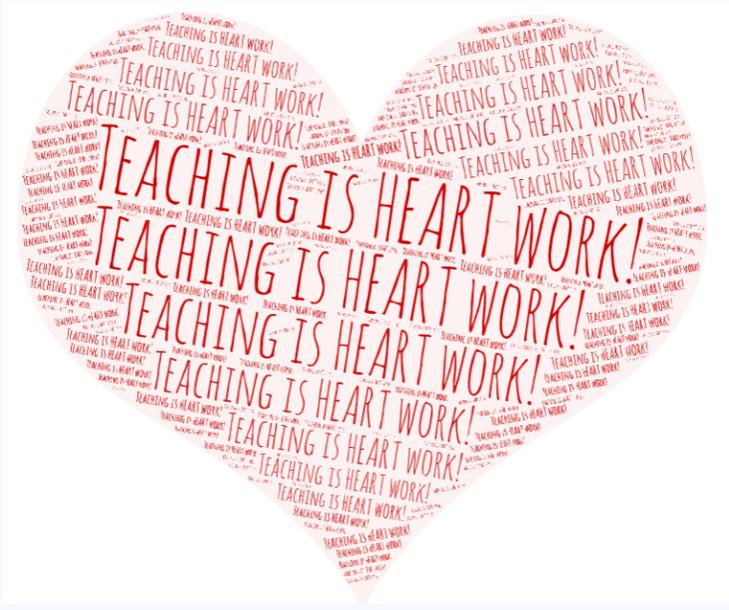
OUR DREAM TEAM



DISTRICT LEADERS



BUILDING LEADERS



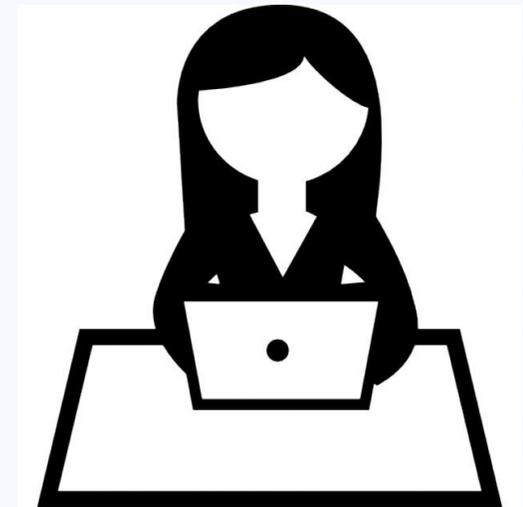
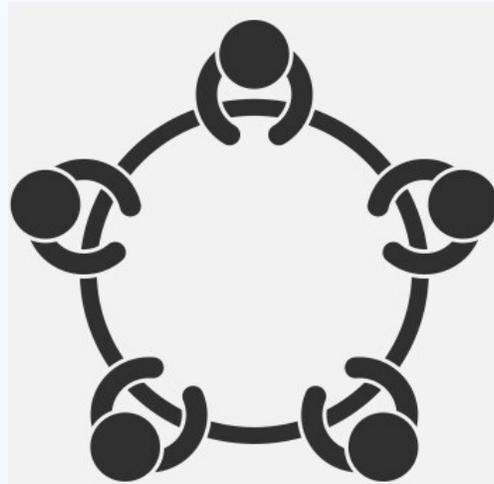
TEACHERS

BIG IDEA #3

USE & IMPLEMENT
THE HQIM WITH
INTEGRITY



PLANNING PHASE & BEGINNING PHASE I



HQIM FRAMEWORK



The main focus is on planning the processes and procedures that will support the initial phase of implementation.

Early Implementation:
Students begin to have consistent opportunities to engage with complex text and grade level content and tasks.

Consistent Implementation:
Progress in the implementation processes and protocols,

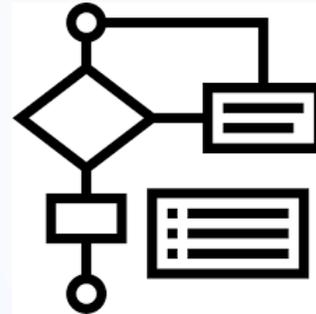
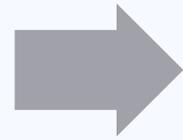
Deepening Ownership & Implementation:
Students continue to gain the knowledge and skills necessary to increasingly interact with complex text and grade level content and tasks on a consistent basis.

Advanced Implementation:
Students can be seen doing a majority of the work and engaging deeply with other students as they interact grade level content and tasks.

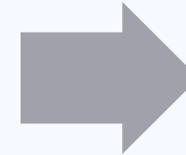
OUR HQIM IS...



Rigorous



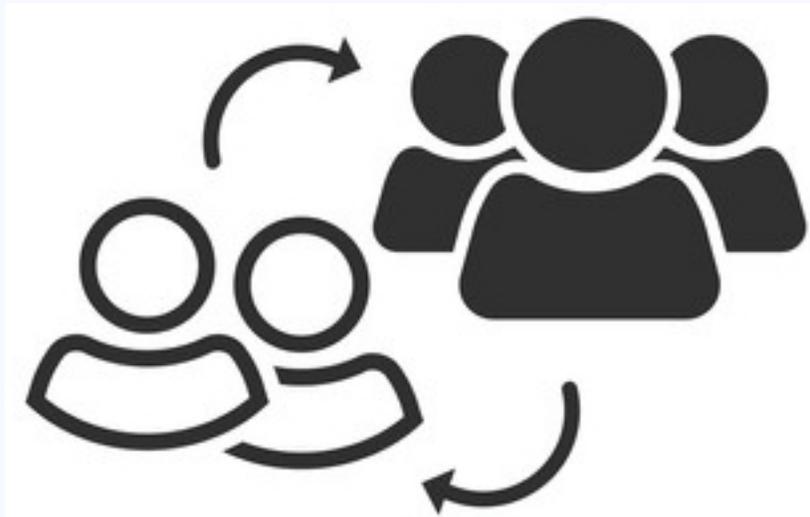
Designed with
intentionality &
structured with purpose



Reflective of best
practices within the IPG

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What's next today?

- Break into groups by grade bands (ES, MS, HS)
- Rotate through 3 different mini-sessions (RTI, Core Academics, CTE/STEM)
- Continue to revisit the academic big dream ideas and how they impact student learning

What are we doing tomorrow?

- Work in cluster groups with the IPG
- Wrap up & connect our learning
- Share the most important nuts & bolts for now

WE WILL DIVE INTO TOPICS
DURING OUR
BREAK-OUT SESSIONS



BREAK & TRANSITION

05:00

Start Stop Reset mins: 5 secs: 0 type: None ▾

Breaktime for PowerPoint by Flow Simulation Ltd. Pin controls when stopped

TOPICS TO DISCUSS WITH RYAN AND RACHEL

Plans for ongoing IPG DATA Collection at each level

Partner and cross-school IPG collection

Peer-to-Peer Observations for 24-25

Collaborative Planning/PLC's in 24-25

Plans for HQIM Ongoing Implementation and Support

- o Savaas Year 5, HMH/Reveal Year 2, PL for Science/SS, Science Adoption

ALEKS Plan for 24-25 in ES/MS/HS

Monday meetings with Dr. Beck

Expectation Document

ELEMENTARY SPECIFIC



MIDDLE AND HIGH SCHOOL SPECIFIC

CCSD 2024-2025 GRADING PROCEDURES

Ryan will have this document ready after consulting with Dr. Beck

SCHOOL 1 VS SCHOOL 2 DATA ANALYSIS WITH ALEKS

RYAN'S MS/HS EXPECTATION DOCUMENT FOR 24-25 (THIS IS STILL A WORKING DOCUMENT—ESPECIALLY IN REGARD TO TESTING SCHEDULE FOR MATH)

LET'S REACQUAINT OURSELVES WITH THE IPG FOR MATH/ELA

ALEKS AS PART OF THE HQIM APPROACH

One of our biggest roadblocks in Year 1 of math implementation was the pacing associated with both HMH and Reveal (especially at the high school level)

ALEKS is a research-backed tool that supports teachers being able to remain on pace by filling in learning gaps and deepening understanding of the material

SAVAAS IN YEAR 4 VS HMH/REVEAL IN YEAR 2
WHAT DOES EACH LOOK LIKE?

COMMON ADMIN QUESTION: I UNDERSTAND AND SUPPORT THE WORK ASSOCIATED WITH THE IPG, BUT HOW DOES IT CONNECT WITH MY WORK WITH THE TEAM MODEL?

DAY 2

- This can be a completely different slide deck if we want it to be.
- The first session is outlined in our note catcher from the day we met.
- The second session is a wrap up and then nuts & bolts.
- For the wrap up, I (Rachel) have an idea that Melissa helped me with...
 - Create a visual to show your understanding of the connectedness of the IPG, collaborative planning, and HQIM.
 - Something to consider...what happens if we take 1 out? What do we miss? What impact does that have on student learning? (discuss)
- Share the team slide again. Reminder that we all have to be committed to our role and responsibility in order for these big dream ideas to have a big impact on student learning.

UNIVERSAL IPG DATA COLLECTION

CCSD IPG Collection Tool

PUTTING IT ALL TOGETHER



Create a visual to show your understanding of the connectedness of the **IPG**, **Collaborative Planning**, and **HQIM**.

SHARE YOUR VISUAL!



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TO LEAD WELL IT TAKES...



BRAIN



HEART



COURAGE

RUNDOWN TOPICS

Science Adoption

Grading Procedures

September 16th

Academic Specialist Evals

Coaches Role

Beable (end of Reading Plus)

Coachly

NIET, Instruction Partners, and CORE

Specialist Meetings

Interventionist Collaborations

ASVAB

CONT.

Partner, CORE and cross-school IPG collection

Peer-to-Peer Observations for 24-25

Collaborative Planning/PLC's in 24-25

HQIM Ongoing Implementation and Support

- o Savaas/BM Year 5, HMH/Reveal Year 2, PL for Science/SS, Science Adoption
- o ALEKS Plan for 24-25 in ES/MS/HS (6 per week)
- o Monday meetings with Dr. Beck & Stacy

**INTENTIONAL
SUSTAINABLE
CHANGE**

IPG

**COLLABORATIVE
PLANNING**

HQIM

CONTINUOUS IMPROVEMENT

SLIDES FOR BOARD MEETING

BIG IDEAS
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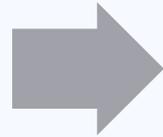
THE INSTRUCTIONAL PRACTICE GUIDE (IPG)

PROVIDES COMMON LANGUAGE	PROVIDES DATA TO PRIORITIZE OUR WORK	GROUNDS THE SUPPORT WE PROVIDE
REVEALS STRENGTHS AND OPPORTUNITIES FOR GROWTH	MONITORS PROGRESS AS WE CONTINUE TO REFLECT AND REFINE	BASED ON NATIONAL RESEARCH

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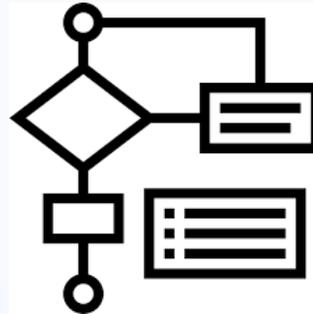
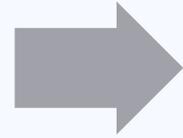


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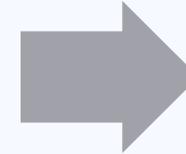
HIGH QUALITY INSTRUCTIONAL MATERIALS



Rigorous



Designed with
intentionality &
structured with purpose



Reflective of best
practices within the IPG

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	Second Reading 8/8/2024	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: <h2 style="text-align: center;">School Calendar</h2>	Descriptor Code: 1.800	Issued Date: 12/07/15
	First Reading 7/11/2024	Rescinds: 1.800	Issued: 02/04/02
		Second Reading 8/8/2024	

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	Second Reading 8/8/2024	Descends: 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: <h2 style="text-align: center;">Security</h2>	Descriptor Code: 3.205	Issued Date: 09/07/23
	<div style="border: 1px solid black; padding: 5px; display: inline-block; color: red;">First Reading 7/11/2024</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; color: red; margin-left: 200px;">Second Reading 8/8/2024</div>	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
		Second Reading 8 /8/2024	

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
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> First Reading 7/11/2024 </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Second Reading 8/8/2024 </div>	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: Family Life Education	Descriptor Code: 4.213	Issued Date: 10/07/21
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> First Reading 7/11/2024 </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> Second Reading 8/8/2024 </div>	Rescinds: Issued:

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)

Cheatham County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Use of Artificial Intelligence Programs</h2>	Descriptor Code: 4.214	Issued Date:
		Rescinds:	Issued:

First Reading
8 8 2024

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
 3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work. The
 5 Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6 Director of Schools or designee are tasked with overseeing the implementation of AI programs. These
 7 staff members will review artificial intelligence programs to ensure compliance with district policies as
 8 well as state and federal student data privacy laws and present recommendations to the Director of
 9 Schools or designee for approval. Any approved programs shall be accessible to all students.

10 Employees shall not place personally identifiable information, financial information, intellectual
 11 property, or other confidential information into an AI system.

12 The use of Artificial Intelligence (AI) by students or staff to generate false images, video, or audio is
 13 strictly prohibited. This includes but is not limited to the creation, manipulation, distribution of
 14 content that inaccurately represents the likeness or actions of any individual.

15 The Director of Schools or designee shall incorporate training programs on AI into professional
 16 development for district staff. This training shall focus on responsible use of AI and best practices for
 17 use in school settings and include instruction regarding personally identifiable information and the
 18 need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of
 19 securing and properly storing any data that is collected by the district in compliance with state and
 20 federal law.

21 **STAFF USE**

22 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
 23 communications, notes, images, and the development of content for instructional or administrative
 24 purposes, as well as analyzing data and information. The following requirements shall be adhered to
 25 when using AI in the completion of work:

- 26 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
- 27 a. Violate the terms of the use of the AI tool;
- 28 b. Would mislead a supervisor or others as to the nature of the work; or
- 29 c. Would be inconsistent with the teacher code of ethic;²
- 30

- 1 2. Employees shall take all reasonable precautions to ensure the security of private student data
- 2 when utilizing AI programs;
- 3
- 4 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
- 5 order to reduce the risk of errors and inaccuracies;
- 6
- 7 4. Outputs shall not be incorporated into proprietary content or works; and
- 8

9 **STUDENT USE**

10 Teachers may allow students to use approved AI programs for instructional purposes. Any such use
11 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall
12 ensure students are provided with appropriate instruction on the responsible use of AI.

13 **ACADEMIC INTEGRITY**

14 Students shall be instructed on responsible use standards including but not limited to the following:

- 15 1. Effective use of generative AI;
- 16
- 17 2. When it is appropriate to use AI in assignments;
- 18
- 19 3. How to determine whether AI responses are accurate;
- 20
- 21 4. Users assume responsibility for incorporating AI content responsibly; and
- 22
- 23 5. The difference between cheating and seeking support.

24 **NOTICE TO PARENTS**

25 The Director of Schools or designee shall provide notice to parent(s)/guardian(s) about the use of AI
26 programs in the district. An approved list of AI programs will be provided by posting on the website.

27 **REPORTING**

28 The Director of Schools or designee shall submit a report to the Board of Education each June on how
29 this policy will be enforced in the upcoming school year. The Board shall approve the report and the
30 Director shall submit it to the Department of Education by July 1st.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

Cross References

Use of the Internet 4.406

Cheatham County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 10/07/21
	First Reading 8 8 2024	Rescinds: 4.301	Issued: 09/11/17

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
2 treated differently from another person, or otherwise be discriminated against in any athletic program of
3 the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes
4 shall only be allowed to participate in athletic activities or events that align with the student’s sex
5 indicated on his/her original birth certificate.² The Director of Schools/designee shall require the
6 parent/guardian to provide the student’s original birth certificate prior to participation in any
7 interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s
8 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of
9 the student’s sex at birth.

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
11 principal’s responsibility. Principals shall ensure that school regulations regarding participation in a sport
12 are reasonable. Athletic schedules shall be filed in each school principal’s office. The principal or his/
13 her designee must accompany an athletic team on trips. Transportation of teams to athletic games is
14 approved by the board, provided the team’s school reimburses the board for mileage.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
16 of athletics.³ **The Director of Schools/designee shall develop a code of conduct for all coaches to follow**
17 **in order to ensure the health and safety of athletes.**⁴

18 **INSURANCE & PHYSICAL EXAMINATIONS**

19 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must
20 provide proof of independently secured catastrophic coverage and liability coverage, with the school
21 system as a named insured, of not less than the limits set forth in **TCA § 29-20-403-state law.**^{4,5}

22 Prior to participation in interscholastic athletics, every student must complete an annual physical
23 examination.⁵ ⁶The parents/guardians of each student shall be responsible for covering the cost of the
24 examination, and these records shall be on file in the principal’s office. It shall be the responsibility of
25 the parent(s) or guardian(s) to provide health and hospitalization insurance for all students participating
26 in interscholastic athletics.

27 **SCHEDULING CONFLICTS**

28 No principal or teacher of any school under the control of the board shall dismiss his/her school or any
29 group of students for the purpose of attending the practice of any interscholastic sport during the school
30 day without written permission from the board.⁶ ⁷This does not prevent the inclusion of regular physical
31 training lessons in the daily school program.

1 Students shall not be required to attend a school athletic event, or event related to participation on a
 2 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
 3 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days
 4 prior to the event.⁷⁻⁸

5 **SEVERE WEATHER⁴**

6 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
 7 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
 8 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
 9 discussed with all players, coaches, and officials, if applicable.

10 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
 11 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
 12 receive training on activity modifications based on environmental conditions.

13 **ATTENDANCE & CONDUCT**

14 Attendance and conduct records of athletic participants shall be deemed acceptable by their principal
 15 before these students may participate in athletics.

16 Participants on athletic teams shall maintain at least a C average.

17 **PROHIBITION AGAINST HAZING**

18 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
 19 tolerate hazing activities.⁸⁻⁹

20 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

21 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
 22 guidelines. If a school is not a member with these organizations, home school students that are zoned
 23 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
 24 students.

Legal References

1. ~~34 CFR § 106.41; 20 USCA § 1681 et seq.~~
2. ~~Public Acts of 2021, Chapter No. 40~~
3. ~~TRR/MS 0520-01-02-.08(1)~~
4. ~~TCA 29-20-403~~
5. ~~20 USCA § 1232h(e); TRR/MS 0520-01-13-.01(1)(a)~~
6. ~~TCA 49-6-1002(a)~~
7. ~~TCA 49-6-1002(e)~~
8. ~~TCA 49-2-120~~

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. TCA 49-6-3601

Cross References

- Special Use of School Vehicles 3.402
 Student Insurance Program 3.601
 Extracurricular Activities 4.300
 Attendance 6.200

5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. Public Acts of 2024, Chapter No. 639

Cheatham County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Library Materials</h2>	Descriptor Code: 4.403	Issued Date: 09/01/22
		Rescinds: 4.403	Issued: 05/02/16

First Reading
8 8 2024

1 *General*

2 The Director of Schools/designee shall be responsible for library collection development. **He/she shall**
 3 **post the list of library materials online.** Library materials shall be reviewed to ensure the content aligns
 4 with state law.¹ **Prior to the purchase of new materials, librarians shall review the age and maturity level**
 5 **along with the reading level of the of the selected items for suitability.¹ A list of the new materials shall**
 6 **be reviewed by the Director of Schools/designee.**

7 The Director of Schools/designee shall be responsible for periodically reviewing the district’s library
 8 collection in line with these established standards. **Any materials found to be out of alignment with the**
 9 **standards shall be removed, and this action shall be documented in writing and presented to the Director**
 10 **of Schools and the Board.**

11 **STANDARDS²**

12 The library collection shall adhere to the following criteria:

- 13 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 14
- 15 2. Materials shall be appropriate for the age and maturity levels of the students who may access
- 16 them. The determining factor will be based on an assessment of any mature themes or content
- 17 (i.e., violence, sexual content, vulgar language, substance abuse);
- 18
- 19 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 20
- 21 4. The collection as a whole shall offer a variety of viewpoints.

22 **Any materials that meet the following criteria shall be removed and excluded from the district’s library**
 23 **collection:**

- 24 1. **Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess**
 25 **violence, or sadomasochistic abuse as defined in state law³;**
- 26
- 27 2. **Are patently offensive as defined in state law; or**
- 28
- 29 3. **Appeal to the prurient interest as defined in state law.**
- 30

1 The Board shall be notified when any library materials are challenged or removed pursuant to
2 this policy.
3

4 COMPLAINTS

5 If a complaint is made by an employee, student, or parent/guardian, ~~this process is to be followed the~~
6 ~~person receiving the complaint shall:~~

- 7 1. Inform the complainant of the selection procedures and make no commitments.
- 8
- 9 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 10
- 11 3. Inform the principal (and other appropriate personnel).
- 12
- 13 4. Keep challenged materials available for use during the reconsideration process.
- 14
- 15 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
- 16
- 17 6. The principal shall request review of the challenged materials by an ad hoc materials review
18 committee within ~~sixty (60)~~ **thirty (30)** days. The review committee is appointed by the
19 principal and includes certified library media personnel, representatives from classroom
20 teachers, **and one or more parents.** , ~~and may include one or more students.~~ The principal will
21 inform the Director of Schools of the review committee's progress.
- 22
- 23 7. The review committee shall take the following steps after receiving the challenged materials:
 - 24 a. Read, view, or listen to the contested material in its entirety;
 - 25 b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 26 c. Determine the extent to which the material ~~supports~~ **is appropriate for the age and**
27 **maturity levels of the students who have access to the materials and whether the**
28 **material is suitable for, and consistent with,** the educational mission of the school;
 - 29 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
30 the material for its strength and value; and
 - 31 e. ~~Present recommendation to principal for further action and to the Director of Schools~~
32 ~~for purposes of information.~~
 - 33
 - 34 ~~8. If the complainant desires further action after receiving the recommendation of the committee~~
35 ~~and the decision of the principal, an appeal may be made to the Board.~~
 - 36
 - 37

38 The principal shall present a recommendation to the Director of Schools. The Director of
39 Schools shall assess the findings along with the recommendation of the principal and
40 present a recommendation to the Board.

41 The board shall evaluate the recommendations of the principal and the Director of Schools
42 along with the material to determine whether it is appropriate for the age and maturity

1 levels of the students who have access to the materials and whether the material is suitable
2 for, and consistent with, the educational mission of the school. The Board shall review the
3 findings and affirm, overturn, or modify the decision within sixty (60) days from which the
4 feedback was received.
5

6 **REMOVAL OF LIBRARY MATERIALS**

7 If it is determined that the material is not appropriate for the age and maturity levels of the
8 students who have access to them or is not suitable for, and consistent with, the educational
9 mission of the school, the material shall be removed from the library collection.

Legal References

1. ~~*Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744~~

- Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2024, Chapter No. 782
3. TCA 39-17-90
4. TCA 49-6-3803

Cross References

- Textbooks and Instructional Materials 4.400
- Checklist for Reconsideration of Library Materials 4.403.2
- Request for Reconsideration of Library Materials 4.403.3
- School and System Websites 4.407
- Controversial Materials 4.801

Cheatham County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 02/01/24
		Rescinds: 4.603	Issued: 05/02/19

First Reading
8/8/2024

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.¹

5 **PROMOTION¹**

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).²~~

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

- 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.³

1 Students may be identified for retention after the February 1st 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 VOLUNTARY RETENTION

7 A parent/guardian of a student enrolled in kindergarten through second grade may choose
8 to retain his/her student in the current grade level if:

9 1. The student has a documented academic or behavioral delay; and

10 2. The parent/guardian believes that retention may benefit the student.⁵

11

12 PROMOTION PLANS⁵⁻⁶

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

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

27 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
28 promoted to the next grade level unless retention is required per additional requirements for students in
29 third and fourth grade.⁶⁻⁷

30 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
31 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
32 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
33 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
34 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be

1 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
2 year.⁷⁻⁸

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

5 ~~K—3 Reading Notification~~

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

10 **RETENTION¹⁻⁷**

11 A student may be retained when such retention is in the best interest of the student or when retention is
12 required per additional requirements for students in third and fourth grade.

13 *Decision of Retention – General⁸⁻⁹*

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

- 18 1. Adjustment to the current instructional strategies or materials;
- 19
- 20 2. Additional instructional time;
- 21
- 22 3. Individual tutoring ~~outside of school hours~~;
- 23
- 24 4. Modification to the student’s classroom assignment to ensure the student receives
25 instruction from a highly effective teacher; with a level of overall effectiveness of above
26 expectations (level 4) or significantly above expectations (level 5); or
- 27
- 28 5. Attendance or truancy interventions.

29 A student shall not be retained more than once in any grade. The progress of students who are retained
30 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
31 school year in which the student is retained. The Director of Schools shall develop procedures to
32 ensure appropriate recordkeeping of students who are retained.

33 *Decision of Retention – Third Grade⁹⁻¹⁰*

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

- 1 Students who are not proficient in ELA may still be promoted if the following conditions are met:
- 2 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
3 portion of the student’s most recent TCAP test may be promoted if:
4
- 5 a. The student is an English language learner and has received less than two (2) full years
6 of ELA instruction;
 - 7 b. The student was previously retained in grades K-3;
 - 8 c. The student is retested before the next school year and scores proficient in ELA;
 - 9 d. The student attends a learning loss bridge camp before the next school year, maintains a
10 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
11 test at the end of the camp;
 - 12 e. The student receives tutoring for the entirety of the next school year in accordance with
13 state law; or
 - 14 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
15 ELA standards by scoring within the fiftieth percentile on the most recently
16 administered state-provided benchmark assessment and the district provides tutoring
17 services to the student during the entire fourth grade school year and notifies the
18 student’s parent(s)/guardian(s), in writing, of the benefits of enrolling the student in
19 summer programming.
20
- 21 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
22 the student’s most recent TCAP test may be promoted if:
23
- 24 a. The student is an English language learner and has received less than two (2) full years
25 of ELA instruction;
 - 26 b. The student was previously retained in grades K-3;
 - 27 c. The student is retested before the next school year and scores proficient in ELA; or
 - 28 d. The student attends a learning loss bridge camp before the next school year, maintains a
29 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
30 school year in accordance with state law.

31 *Decision of Retention – Fourth Grade*⁹⁻¹⁰

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

- 34 ~~1.—A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the~~
35 ~~next school year in accordance with state law or because of attending a learning loss bridge~~
36 ~~camp must maintain a ninety percent (90%) attendance rate; and~~
37
- 38 ~~2.—A student receiving tutoring for the entirety of the next school year in accordance with state law~~
39 ~~shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the~~
40 ~~student may be promoted to fifth grade.~~

41 ~~A student shall not be retained more than once in fourth grade.~~

1 Students in the following categories may be promoted to fifth grade if they demonstrate adequate
2 growth on the fourth-grade ELA portion of the TCAP test:

3 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-
4 grade school year; and

5 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while
6 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth
7 grade school year.

8 If a student that was promoted to fourth grade under one of the provisions above does not demonstrate
9 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

10 1. The student's principal shall convene a conference consisting of the following parties: the student's
11 parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

12 2. The conference shall review the student's fourth grade ELA performance to determine if the student
13 should be promoted to fifth grade.

14 3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:

15 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's
16 fifth-grade year; or

17 b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth
18 grade.

19

20 *Decision of Retention – Students with Disabilities*¹⁰⁻¹¹

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

25 **APPEALS**^{7,11-8,12}

26 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
27 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
28 made to a committee appointed by the principal within ~~five (5)~~ **ten (10)** business days. The student and
29 his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be
30 given the opportunity to address the committee. The committee shall conduct a hearing within five (5)
31 business days to determine if the student will be promoted and issue such decision within ~~five (5)~~ **three**
32 **(3)** business days. Upon notification of the committee decision, the principal shall send written
33 notification to the Director of Schools/designee and the parent(s)/guardian(s). The notification shall

- 1 advise parent(s)/guardian(s) of their right to appeal such action within ~~five (5)~~ **ten (10)** business days to
 2 the Director of Schools/designee.
- 3 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
 4 decision shall be issued within three (3) business days.
- 5 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's
 6 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 7 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
 8 The action of the Board shall be final.
- 9 For students where retention is required per the additional requirements for students in third and fourth
 10 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.¹²⁻¹³

 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)~~

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. Public Acts of 2024, Chapter No. 829
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(6)(f)
8. TRR/MS 0520-01-03-.16(6)(e)

 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
- Student Records 6.600

9. TRR/MS 0520-01-03-.16(6)(g)
10. TRR/MS 0520-01-03-.16(7)
11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16(7)(e); Public Acts of 2024, Chapter No. 989
12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
13. TRR/MS 0520-01-03-.16(7)(f)

Cheatham County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Physical Assault Leave</h2>	Descriptor Code: 5.307	Issued Date: 10/05/23
	<div style="border: 1px solid black; padding: 5px; text-align: center; color: red;"> First Reading 8 8 2024 </div>	Rescinds: 5.307	Issued: 07/11/16

1 *General*

2 **Employees shall be notified of their right to report a physical assault to the appropriate law enforcement**
 3 **agency.¹**

4 ~~A teacher~~ **An employee** who is absent from assigned duties as a result of personal injury caused by
 5 physical assault or other violent criminal acts committed in the course of the ~~teacher's~~ **employee's**
 6 employment duties shall receive his/her full salary and full benefits until the ~~teacher~~ **employee** is released
 7 by his/her physician to return to work or his/her physician determines the ~~teacher~~ **employee** is
 8 permanently unable to return to work. **Hourly employees shall receive an amount representing the**
 9 **average number of hours the employee works for the district per pay period along with their full benefits,**
 10 **if available, until the employee is released by his/her physician to return to work or his/her physician**
 11 **determines the employee is permanently unable to return to work. An hourly employee is not eligible**
 12 **to receive the continued pay and benefits if he/she has been employed by the district for less that one (1)**
 13 **full pay period.²**

14 If the ~~teacher~~ **employee** receives workers' compensation or other similar benefits, the Board shall pay
 15 the difference between that amount and the ~~teacher's~~ **employee's** full salary or average pay, as
 16 applicable.⁺² **The district shall pay the full salary or average salary, or the difference between the**
 17 **employee's full salary or average pay, as applicable, and the workers' compensation or similar benefits,**
 18 **if any, for up to one (1) year.**

19 **PHYSICIAN STATEMENT**

20 A signed statement listing the cause of the absence shall be provided by the employee on forms
 21 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in
 22 support of all claims. A certificate from the physician on forms furnished by the Director of Schools
 23 may also be required to verify the extent of the injury.²⁻³

Legal References

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

Cross References

- Worker's Compensation 3.60
- Sick Leave 5.302
- Long Term Leaves of Absence 5.304

- 24 1. Public Acts of 2024, Chapter No. 915
- 25 2. TCA 49-5-714(a); Public Acts of 2024, Chapter No.
- 26 839
- 27 3. TRR/MS 0520-01-02-.04(4)(b)

Cheatham County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 03/02/23
	First Reading 8 8 2024	Rescinds: 5.701	Issued: 10/06/22

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
 2 Substitute teachers may be employed and paid directly by the board of education or by a third party
 3 public or private employer through an agreement between such third party employer and the board of
 4 education.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
 6 eligibility conditions as substitute teachers employed directly by the board of education.²

7 **APPLICATION/QUALIFICATIONS**

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be
 10 hired.⁴

11 Qualifications for substitute teachers shall be determined by the director of schools in compliance with
 12 state laws and regulations.

13 A list of substitute teacher(s) will be prepared by the **D**irector of **S**chools or designee who will maintain
 14 file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

15 **COMPENSATION**

16 If employed directly by the board of education, the compensation of substitute teachers shall be
 17 determined annually by the board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the
 19 same as a retired substitute teacher with an active teaching license. This only applies to teachers who
 20 retired after July 1, 2011 through July 1, 2016.⁵

21 **CERTIFICATION**

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
 23 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught
 24 **or shall be a retired teacher that held the appropriate endorsement.**^{5 6} When substituting for a teacher
 25 without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

26 ~~Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement ben-~~
 27 ~~efits¹ and may substitute for additional days if the director of schools certifies in writing to the division~~
 28 ~~of retirement that no other qualified personnel are available to substitute teach.⁶~~

1 EMERGENCY NEEDS

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
4 unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
7 for both positions at the same time.

8 TRAINING AND ORIENTATION

9 The Director of Schools or designee shall be responsible for ensuring that there are appropriate training
10 and development programs for substitute teachers that includes the annual school safety training required
11 by state law⁷.

12 RESPONSIBILITIES

13 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not
14 limited to, bus duty and playground supervision.

15 RE-EMPLOYMENT/TERMINATION

16 On an annual basis, the Director of Schools, with input from the principals, shall determine which
17 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
18 acceptable level shall not be re-employed.

19 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
20 the principal and/or third party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)(C)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. Public Acts of 2024, Chapter No. 735; TCA 49-6-805(7)

Cross References

- Arrangements for Substitute Teachers 5.701.1
Performance Report for Substitute Teachers 5.701.2
Background Investigations 5.118
Employment of Retirees 5.119

Cheatham County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">School Admissions</h2>	Descriptor Code: 6.203	Issued Date: 02/01/24
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> First Reading 8 8 2024 </div>	Rescinds: 6.203	Issued: 04/04/16

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;¹
- 3 2. Evidence of a current medical examination.² ~~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 ~~or exemption as authorized by law.~~³

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.⁴

11 A child whose care, custody and support have been assigned to a resident of the district by a power of
 12 attorney, or similar document of legal effect as recognized by another state court, tribunal jurisdiction
 13 or order of the court shall be enrolled in school provided appropriate documentation has been filed with
 14 the district office.⁵

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 **ADJUDICATED DELINQUENT STUDENT** ⁶

18 If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b),
 19 the parents/guardians and a school administrator of any school having previously received similar
 20 notice from the juvenile court or another source, shall provide to the school principal/designee, the
 21 abstract provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information. ~~when~~
 22 ~~any such student:~~ **A principal or principal's designee may ask a parent/guardian in writing if their**
 23 **student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days**
 24 **of the student first enrolling in the school and when any such student:**

- 25 (1) Initially enrolls in an LEA;
- 26 (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or
- 27 (3) Changes schools within this state.

1 This information shall be shared only with school employees who have responsibility for classroom
 2 instruction of the student and the school counselor, social worker or psychologist who is developing a
 3 plan for the child while in the school, and the school resource officer. Such information is otherwise
 4 confidential and shall not be released to others, and the written notification shall not become a part of
 5 the student's record.⁶⁻⁷

Legal References

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

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-13-.01(1)(a); 20 USCA § 1232h(c)
3. TCA 49-6-5001(c)
4. TCA 49-6-5106
5. TCA 49-6-3001(c)(6)
6. TCA 37-1-153(e), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721
7. TCA 49-6-3051(d)

Cross Reference

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

Admission of Suspended/Expelled Students 6.318
 Homeless Students 6.503
 Migrant Students 6.504
 Students in Foster Care 6.505
 Students from Military Families 6.506

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Zero Tolerance Offenses</h2> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> First Reading 8 8 2024 </div>	Descriptor Code: 6.309	Issued Date: 10/05/23
		Rescinds: 6.309	Issued: 10/01/20

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

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

11 Committing any of these offenses shall result in a student being expelled from the regular school
 12 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of
 13 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance
 14 offenses may be assigned to an alternative school or program at the discretion of the Director of
 15 Schools.⁶⁻⁷

16 When it is determined that a student has violated this policy, the principal shall notify the student's
 17 parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.⁷⁻⁸

Legal References

1. ~~TCA 49-6-3401(g)~~
2. ~~18 USCA § 921(a)(3); 20 USCA § 7961~~
3. ~~TCA 39-17-454; TCA 53-10-101~~
4. ~~TCA 39-13-102~~
5. ~~TCA 39-13-101(a)(1)~~
6. ~~TCA 39-16-517; Public Acts of 2023, Chapter No. 299~~
7. ~~TCA 49-6-3401(g)(2); TCA 49-6-3402~~
8. ~~TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)~~
1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; TCA 49-6-3401(g)(2)(D); Public Acts of 2024, Chapter No. 882
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1); Public Acts of 2024, Chapter No. 882

Cross References

- Threat Assessment Team 3.204**
 Code of Conduct 6.300
 Drug-Free Schools 6.307
 Suspension 6.316
 Student Disciplinary Hearing Authority 6.317
 Alternative Education 6.319
 Safe Relocation of Students 6.4081

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 10/01/20
	<div style="border: 1px solid black; padding: 5px; display: inline-block; color: red;"> First Reading 8 8 2024 </div>	Rescinds: 6.316	Issued: 05/01/17

1 *General*

2 A principal may suspend a student from attendance in a specific class or school related activity without
 3 suspending the student from attendance at school. Based on the severity of the offense, a principal may
 4 suspend a student from attendance at school and all school activities.

5 Students may be suspended for good and sufficient reasons including, but not limited to:¹

- 6 1. Willful and persistent violation of the rules of the school;
- 7 2. Immoral or disreputable conduct, including vulgar or profane language;
- 8 3. Violence or threatened violence against the person of any personnel attending or assigned to any
 9 school;
- 10 4. Willful or malicious damage to real or personal property of the school, or the property of any
 11 person attending or assigned to the school;
- 12 5. Inciting, advising or counseling of others to engage in any of the action that would justify
 13 suspension;
- 14 6. Marking, defacing, or destroying school property;
- 15 7. Possession of a pistol, gun or firearm on school property;²
- 16 8. Possession of a knife or other weapons, as defined in state law, on school property;³
- 17 9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene
 18 or threatening language;
- 19 10. Unlawful use or possession of barbitol or legend drugs, as defined in state law;⁴
- 20 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 21 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
 22 explosive or destructive device including chemical weapons on school property or at a school
 23 sponsored event;
- 24 13. One (1) or more students initiating a physical attack on an individual student on school property
 25 or at a school activity, including travel to and from school;

- 1 14. Assault against a school employee as defined in state law;⁶
- 2 15. Off-campus criminal behavior resulting in felony charges;
- 3 16. When behavior poses a danger to persons or property or disrupts the educational process; or
- 4 17. Any other conduct prejudicial to good order or discipline in any school.

5 Except in an emergency, a principal shall not suspend any student until that student has been advised
6 of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

7 If as a result of an investigation, a principal/designee finds that a student acted in self-defense under a
8 reasonable belief that the student, or another to whom the student was coming to the defense of, may
9 have been facing the threat of imminent danger of death or serious bodily injury, then the student may
10 not face any disciplinary action.⁵

11 When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of
12 Schools/designee of the following:

- 13 1. Student's suspension;
- 14 2. Cause for the suspension; and
- 15 3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s),
16 student, and the principal.

17 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be
18 permitted to take such final examinations or submit such required work as necessary to complete the
19 course of instruction for that semester, subject to conditions prescribed by the principal.⁶

20 **IN-SCHOOL SUSPENSION⁷**

21 In-school suspension shall be offered to students as an alternative program (if applicable) to complete
22 academic assignments and receive credit for work completed.

23 Students given an in-school suspension in excess of one (1) day from classes shall attend special
24 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for
25 study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all
26 times and has textbooks and classwork assignments from his/her regular teachers.

27 **SUSPENSIONS LONGER THAN FIVE DAYS⁸**

28 If a suspension is longer than five (5) days, the principal shall develop and implement a plan for
29 improving the student's behavior.

30 **SUSPENSIONS LONGER THAN TEN DAYS⁹**

31 If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written
32 notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall

1 be filed within five (5) days of receipt of the notice. These appeals may be filed by the
 2 parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the
 3 school district if requested by the student.

4 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If
 5 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

6

7 **SCHOOL SPONSORED EVENTS⁶**

8 **If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)**
 9 **calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that**
 10 **is not directly related to a student's grade in a course of instruction.**

Legal References

1. ~~TCA 49-2-203(a)(7); TCA 49-6-3401(a)~~
2. ~~TCA 39-17-1309(b)~~
3. ~~TCA 39-17-1309~~
4. ~~TCA 53-10-101; TCA 39-17-454~~
5. ~~TCA 49-6-3401(i)~~
6. ~~TCA 49-6-3401(d)~~
7. ~~TCA 49-6-3401(b)(1)~~
8. ~~TCA 49-6-3401(e)(3)~~
9. ~~TCA 49-6-3401(a)(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415~~

Cross References

- Traffic and Parking Controls 3.403
- Code of Conduct 6.300
- Procedural Due Process 6.302
- Interference/Disruption of School Activities 6.306
- Drug-Free Schools 6.307
- Bus Safety and Conduct 6.308
- Zero Tolerance Offenses 6.309
- Dress Code 6.310
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319

- 11 1. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
- 12 2. TCA 39-17-1309(b)
- 13 3. TCA 39-17-1309
- 14 4. TCA 53-10-101; TCA 39-17-454
- 15 5. Public Acts of 2024, Chapter No. 882
- 16 6. Public Acts of 2024, Chapter No. 915; TCA 39-13-
- 17 101
- 18 7. TCA 49-6-3401(i)
- 19 8. TCA 49-6-3401(d)
- 20 9. TCA 49-6-3401(b)
- 21 10. TCA 49-6-3401(c)(3)
- 22 11. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565
- 23 (1975); 20 USCA § 1415

Cheatham County Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 10/06/22
	First Reading 8 8 2024		Rescinds: 6.318
			Issued: 04/04/16

1 The Board may deny admission of any student (except those in state custody) who has been expelled
 2 or suspended from another school system in Tennessee or another state even though the student has
 3 established residency in the system in which he/she seeks enrollment.

4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
 5 the suspension/expulsion from the former school system ~~and make a recommendation to the Board to~~
 6 ~~approve or deny the request.~~ The principal may ask the parent(s)/guardian(s) in writing if their student
 7 has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the
 8 Director of Schools.¹ Based on the results of the investigation, the Director of Schools or designee shall
 9 make a recommendation to the Student Disciplinary Hearing Board to approve or deny the request.

10 The ~~Board~~ Student Disciplinary Hearing Board shall not deny enrollment beyond the length of the
 11 imposed suspension/expulsion.

12 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
 13 suspended or expelled from the former school system.¹

Legal References	Cross References
1. TCA 49-6-3401(f); Public Acts of 2022, Chapter No. 868; 20 USCA § 1232g(b)(4), (h)	School Admissions 6.203 Student Records 6.600-604

14 1. Public Acts of 2024, Chapter No. 721
 15 2. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Grading System</h2> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 80%;"> First Reading 8 8 2023 </div>	Descriptor Code: <h3 style="text-align: center;">4.600</h3>	Issued Date: <h3 style="text-align: center;">07/07/22</h3>
		Rescinds: <h3 style="text-align: center;">4.600</h3>	Issued: <h3 style="text-align: center;">03/04/19</h3>

1 The director of schools shall develop an administrative procedure to establish a system of grading and
 2 assessment for evaluating and recording student progress and to measure student performance in
 3 conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall
 4 follow all applicable statutes and rules and regulations of the State Board of Education. The
 5 grading/assessment system shall be uniform district-wide at comparable grade levels, except that the
 6 director of schools shall have the authority to establish and operate ungraded and/or unstructured classes
 7 in grades K-3 according to state rules and regulations.¹

8 The director of schools shall submit a copy of the grading, reporting and assessment systems to the board
 9 before the system is implemented.² These guidelines shall be communicated annually to students and
 10 parents/guardians.¹

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹**

13 Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established
 14 by the State Board of Education. Using the uniform grading system, students' grades shall be reported
 15 for the purposes of application for post-secondary financial assistance administered by the Tennessee
 16 Student Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage
 18 range:

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

24 This grading system shall be uniform throughout the school system for each grade.

25 Advanced coursework grades will be weighted with additional percentage points to calculate the
 26 semester average. Depending on the course taken, the following percentage points will be assigned:

- 27 • Honors Courses – three (3) percentage points;
- 28 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, ~~and Dual Enrollment~~
 29 ~~Courses~~ – four (4) percentage points; and

- 1 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and
2 International Baccalaureate Courses, **–and Dual Enrollment Courses** – five (5) percentage
3 points.

4 **LOTTERY SCHOLARSHIPS³**

5 Each school counselor shall provide incoming freshman with information on college core courses
6 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,
7 etc.) that must be met in order to receive a scholarship.

8 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
9 Student Aid (FAFSA). The FAFSA is available at the guidance office or online at www.fafsa.ed.gov.
10 Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications
11 in a timely manner.

12 Elementary and Middle school counselors should explain the HOPE Scholarship and its requirements to
13 their students and impress upon them the benefits of making good grades.

14 **LOTTERY SCHOLARSHIP DAY**

15 Each school year, prior to scheduling courses for the following school year, schools teaching students in
16 grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907
4. TCA 49-4-932(f)

Cross References

Alternative Credit Options 4.209
Credit Recovery 4.210
Reporting Student Progress 4.601
Honor Roll, Awards, & Class Ranking 4.602
Promotion and Retention 4.603
Transcript Alterations 4.608