

CHEATHAM COUNTY BOARD OF EDUCATION WORK SESSION AGENDA

Cheatham County Board of Education

August 29, 2024

Place: Educational Annex/Board Room

Time: 6:00 PM

1. Budget
 - A. ESS - Substitute Pay
 - B. Budget Summary
 - C. Nutrition Equipment
 - **CMS Walk in Cooler and Freezer - \$195,000.00**
 - Various Nutrition Equipment Upgrades - \$262,000.00
 - D. CCLC 21st Century Funds (Cheatham Achievers) - \$157,575.00
 - E. Raise Your Hand Grant
2. Policy Revisions
 - A. Policy 2.403 Surplus Property Sales - first reading
 - B. Policy 2.806 Bids and Quotations - first reading
 - C. Policy 5.802 Qualifications and Duties of the Director of Schools - first reading
 - D. Policy 6.300 Code of Conduct - first reading
 - E. Policy 6.4052 Opioid Antagonist - first reading
 - F. Policy 6.409 Reporting Child Abuse - first reading
 - G. Policy 6.312 Use of Personal Communication Devices and Electronic Devices - first reading
 - H. Policy 5.106 Application and Employment - first reading
 - I. Policy 1.803 Tobacco-Free Schools - first reading
 - J. Policy 4.700 Testing Programs - first reading
3. CCCHS Stadium Update
4. Review September 5th Board Meeting Agenda
5. Comments from Board Members
6. Comments from Director



United Way of Greater Nashville and **Cheatham County Schools**
Raise Your Hand Contract – August 2024/July 2025

PURPOSE: This memorandum of understanding establishes the guidelines for the grant award between United Way of Greater Nashville and Cheatham County Schools. The purpose of this MOU is to define the roles, relationships, timelines, funding, and obligations of both parties, including the use of the organizations' names.

INTRODUCTIONS: United Way of Greater Nashville's Raise Your Hand (RYH) has created the Tutoring Collaborative that will work in partnership with Cheatham County Schools (CCSD). to provide High-Dosage, Low-Ratio Tutoring to Tennessee students in **Math and English Language Arts (ELA)** to remediate learning loss by providing grade-level instructional support for students in grades 1-5.

- a) **Mission and Vision:** Through this subgrant, community partners will help expand the high-dosage, low-ratio RYH tutoring support for at-risk students in grades 1 through 5th aimed at improving academic outcomes.
- b) **Structure:** United Way of Greater Nashville's RYH and Cheatham County Schools. will collaborate to provide tutoring services to students selected by CCSD based on test scores. The program aims to serve up to 216 students, offering 30-60 minutes of tutoring two days a week during out-of-school time at selected schools in Cheatham County.
- c) **Duration:** The agreement is renewable from year to year. Tutoring will be provided in the fall and spring semester and summer equaling a maximum of 24 weeks of tutoring.

ROLES AND RESPONSIBILITIES

United Way of Greater Nashville and Cheatham County Schools hereby mutually agree to work together through the Raise Your Hand Tutoring Program to:

- 1) Provide open communication and leadership to achieve the mission and goals of this partnership.
- 2) Use the official logos and identifying marks of each partner equally on all communications and promotional materials related to the grant award and its implementation.
- 3) Communicate student academic progress and attendance expectations to families.
- 4) Provide outreach / family engagement activities throughout the school year.

Cheatham County Schools Shall (will provide):

- Assign and support a faculty member to oversee the program administration, curriculum development and data collection.
- Assign unique identifiers to student participants so that future success can be reported.
- Recruit and assign tutors (certified preferred, non-certified accepted) for each class.
- Conduct, retain and verify background checks and clearance for all tutors.
- Secure a safe space for out-of-school time tutoring offering morning / afternoon classes.
- Enroll up to 6 students per class under the RYH Partnership Model to maintain a 1:3 tutor-student ratio, allowing for independent work groups within the classroom.
- Permit volunteer tutors for in-person or remote sessions (this will include high school and college students) to reduce classroom ratios, for classes with 4 or more students.
- Provide student performance reports (fall, winter, spring) are due by May 30 to UWGN.
 - No final payments are made by UWGN prior to report submission.
- Conduct universal screening test to select and screen students in 1st-5th grade performing at levels of “approaching” and “below” proficiency.
- Create tutoring lessons from Tennessee High-Quality Instructional Materials (HQIM) from 2019 through current year.
- Provide documentation of the daily teacher planning time up to 30 minutes per week.
- Ensure all tutors attend RYH’s Annual Orientation and new tutors complete the Training Modules. Submit their hours of completion to UWGN service hour portal.
- Responsible for ensuring that all tutors comply with the RYH grant, TDOE, and district policies including any additional requirements.
- Provide an Educator’s Legal Liability (ELL) insurance policy endorsed to provide equivalent coverages for tutors paid to participate in this program.

United Way of Greater Nashville’s Raise Your Hand Shall (will provide):

- Hire and support an employee to conduct site visits, monitor snack inventory, assist with data report collection in a timely manner.
- Purchase welcome literacy kits for teachers to prepare volunteer weekly schedules.
- Pay for volunteer tutor background checks, reports are delivered to CCSD central office.
- Recruit, train, assign and monitor volunteer tutors (this includes high school and college students) to reduce classroom ratios, for classes with 4 or more students.
- Support family engagement activities and provide resources, books, and supplies throughout the program.
- Provide a daily snack (delivered by an approved food service vendor, IWC) for students.
- Offer ZOOM access for online tutoring with students, volunteers, and teachers, when applicable.

United Way of Greater Nashville’s Raise Your Hand Shall (will provide):

- Provide a training stipend for teachers (including orientation) at a flat rate of \$35.00 for up to 4 hours.
- Provide a salary of \$40.00 per hour to provide high dosage, low ratio tutoring services for up to two (2) hours per week with a maximum of 34 teachers.
- Provide a salary of \$40 per hour for up to 6 Lead Tutors for 2 hours per week to collect student data, performance, attendance reports and substitute as needed.
- Provide 30 minutes of planning time for tutors at flat rate of \$20 per week.

TN ALL CORPS CONCLUSION

TN ALL CORPS will has been extended July 31, 2025. Whereas Subrecipients must focus on increasing family engagement and student attendance of 85% or higher participating in tutoring sessions, with state-approved monitoring methods. Members of the TN ALL Corps team may observe tutoring sessions for support. All grant activities will be monitored by the State and the Comptroller of the Treasury until term. Grantees must establish a grievance system and display a sign regarding taxpayer funding. Instructional coherence should be used to create lessons from a state approved curriculum, and administer ZEARN for math lessons, at least three months.

All new tutors must complete TN ALL Corps Tutor Training Modules and submit completion certificates. Tutors must comply with all related policies and submit required reports on time, maintain attendance records for students and submit to portal at the end of each education unit. For grant closeout, submit the final invoice, enrollment, and attendance report within 30 days of the contract end to ensure timely payment.

MEETINGS, INVOICES AND REPORTING

Both parties shall participate in meetings for updates to ensure that each entity follows this memorandum of understanding. An invoice under this agreement shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements. Invoices are due on Dec 16, and May 30 with matching documentation. Enrollment / attendance reports will be collected quarterly and uploaded to E-plan or the State’s portal.

PAYMENT FOR SERVICES

The payment allotted for all services this 2024/25 school year is up to **\$95,000.00**. Should additional funding become available, UWGN will issue an addendum to adjust the agreement amount to enhance tutoring services provided. Unused Funds do not roll over.

UWGN and TDOE shall not be responsible for the payment of any invoice submitted after the grant disbursement reconciliation report. Reimbursement may take up to 2-4 weeks.

Checks made payable and mailed to:

**Attention: Ida Miller, Accounts Payable
Cheatham County School District
102 Elizabeth Street
Ashland City TN 37015**

CONFIDENTIALITY (including HIPPA and FERPA)

All Tutors will follow the same standard of confidentiality adhered to by CCSD teachers. At no time or in any manner, either directly or indirectly, use for personal benefit, or divulge, disclose, or communicate in any manner any information that is proprietary to students, teachers, and/or parents.

TERM/TERMINATION

All parties shall agree to follow the established timeline to efficiently plan, execute, track, and monitor the progress of RYH and secure future funding. This Agreement shall remain in effect unless both parties agree that the services rendered are non-compliant or due to lack of funding availability. Any party may terminate this Agreement by providing written notice of termination to the other party at least 60 days prior to the end of the Initial Term. Terms of service shall become effective August 19, 2024, and end July 25, 2025. Tutoring will be provided in fall, spring and summer units equaling a maximum of 24 weeks of service.

This is the entire Agreement for both parties. There are no other promises or conditions in any other agreement whether oral or written. This Agreement shall be established upon signing.

By _____
Representative, Cheatham County Schools District

Date _____

By _____
Representative, United Way of Greater Nashville

Date _____

Cheatham County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Surplus Property Sales</h2>	Descriptor Code: 2.403	Issued Date: 09/05/19
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> First Reading 9 5 2024 </div>	Rescinds: 2.403	Issued: 12/07/15

1 The **D**irector of **S**chools shall prepare a list of unusable items for Board approval.¹ The list shall contain
 2 the following information: name of item, date of purchase and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
 4 circulation at least seven (7) days prior to the sale.² **Notice shall also be published on a news and**
 5 **information website in accordance with state law.**³

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
 7 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools
 8 and the Board Chair shall agree in written form that the property is of no value or is of less value than
 9 five hundred dollars (\$500).^{3 4}

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the
 11 Board shall approve other methods of disposal.³⁻⁵

12 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall
 13 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS**⁴⁻⁶

15 When equipment that was purchased with federal dollars is no longer needed for the original project or
 16 program or for other activities currently or previously supported by a federal agency, disposition of the
 17 equipment shall be made as follows:

- 18 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained,
 19 sold or otherwise disposed of with no further obligation to the awarding agency.
- 20 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained
 21 or sold and the awarding agency shall have a right to an amount calculated by multiplying the
 22 current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. ~~TCA 49-6-2006(b)(3); TCA 49-6-2208~~
2. ~~TCA 49-6-2007; Public Acts of 2019, Chapter No. 413~~
3. ~~TCA 12-2-403(a)~~
4. ~~2-CFR-§ 200.313~~

Cross References

- Duties of Officers 1.201
- Unusable Items for Disposal 2.403.1
- Inventories 2.702
- Textbooks 4.401

- 1 1. TCA 49-6-2006(b)(3); TCA 49-6-2208
- 2 2. TCA 49-6-2007(b)
- 3 3. Public Acts of 2024, Chapter No. 793
- 4 4. TCA 49-6-2007(d)
- 5 5. TCA 12-2-403(a)
- 6 6. 2 CFR § 200.313(e)

Cheatham County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Bids and Quotations</h2>	Descriptor Code: 2.806	Issued Date: 10/07/21
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> First Reading 9 5 2024 </div>	Rescinds: 2.806	Issued: 02/06/20

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five
 2 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive bids.¹
 3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school
 4 district **and by publication on a news and information website in accordance with state law.**² However,
 5 said newspaper advertisement may be waived by the purchasing agent in an emergency. The
 6 purchasing agent shall advertise for bids and receive quotations.¹

7 All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,
 8 may be made in the open market without newspaper notice but shall, whenever possible, be based on at
 9 least three (3) competitive bids.²

10 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
 11 all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons
 12 relative to the purpose of the purchase.³ Any bid may be withdrawn prior to the scheduled time for the
 13 opening of bids. Any bid received after the time and date specified shall not be considered.

14 The bidder to whom the award is made may be required to enter into a written contract.

15 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
 16 or other purchasing procedures is strictly prohibited.

17 EXEMPTIONS FROM COMPETITIVE BIDDING

18 Contracts for legal services, educational consultants, **services from an insurance producer**, and similar
 19 services by professional persons or groups of high ethical standards shall not be based upon
 20 competitive bids but shall be awarded on the basis of recognized competence and integrity.⁴⁻⁵

21 ~~Insurance purchased through a plan authorized and approved by an organization of governmental~~
 22 ~~entities representing cities and counties shall also be exempted.~~⁵

23 **Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market**
 24 **without public advertisement or competitive bidding. Whenever possible, however, at least three (3)**
 25 **documented quotes shall be obtained.**⁶

Legal References

- 1. ~~TCA 49-2-203(a)(3); Public Acts of 2021, Chapter No. 310~~
- 2. ~~TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2)~~
- 3. ~~TCA 49-2-203(a)(3)(C)~~

Cross References

- Executive Committee 1.301
- Consultants 1.303
- Conflict of Interest 5.601

4.— TCA 12-3-1209; TCA 12-4-107

5.— TCA 29-20-407

TCA 49-2-203(a)(3); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513

2. Public Acts of 2024, Chapter No. 793

3. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513

4. TCA 49-2-203(a)(3)(D)(i)(c)

5. TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407

6. Public Acts of 2024, Chapter No. 661

Cheatham County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 11/04/21
		Rescinds: 5.802	Issued: 09/10/18

**First Reading
9 5 2024**

1 **QUALIFICATIONS**

- 2 1. A professional educator's license
- 3 2. A master's degree in education with a preference for a doctorate degree
- 4 3. Three (3) years of successful experience in school administration
- 5 4. Such other qualifications as the Board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational

9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall

11 extend to all activities of the district, to all phases of the educational program, to all aspects of the

12 financial operation, to all facility management, and to the conduct of such other duties as may be assigned

13 by the Board. The Director of Schools may delegate these duties together with appropriate authority but

14 may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

15 **ESSENTIAL FUNCTIONS**

16 **General Administrative**

- 17 1. Provides leadership in identification of priorities and assures that all activities reflect those
- 18 board-established priorities.
- 19 2. Prepares and recommends short and long-range plans for Board approval and implements those
- 20 plans when approved.
- 21 3. Prepares, in conjunction with the Chair, agenda recommendations relative to all matters
- 22 requiring board action, including all facts, information, options, and reports needed to assure
- 23 informed decisions. Provides advice and counsel to the Board on matters before it.
- 24 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
- 25 of the proceedings of all meetings of the Board and of its official acts.
- 26 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
- 27 Recommends policies or courses of staff action.

- 1 6. Develops administrative procedures to implement board policy or for the items deemed
2 necessary for the efficient operation of the schools and disseminates these procedures to
3 appropriate staff.
- 4 7. Keeps the Board informed regarding development in other districts or at state and national levels
5 that would be helpful to the district.
- 6 8. Ensures that all local, state, and federal standards for the health and safety of the students and
7 staff are maintained and that required reports are maintained.
- 8 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and
9 the rules and regulations of the State Board of Education.¹

10 **Financial Management**

- 11 1. Provides direction to and supervision of school business functions. Encourages development and
12 implementation of sound business practices. Continually assesses business practices to achieve
13 efficiency.
- 14 2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget
15 to the appropriate local funding body for adoption.
- 16 3. Makes appropriate written reports for the Board, detailing all receipts and expenditures of the
17 public school funds, and submits them to the local funding body.
- 18 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
19 district's financial and physical resources.

20 **Personnel Administration**

- 21 1. Establishes lines of authority which shall be approved by the Board and shown on the system
22 organization chart. Lines of authority shall not restrict the practical working relationships of all
23 staff members at all levels.
- 24 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
25 recommends to the Board teachers who are eligible for tenure.
- 26 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
27 professional positions.
- 28 4. Assigns and transfers employees as the interest of the district may dictate and reports such action
29 to the Board for information and record.
- 30 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
31 concerning the welfare and improvement of the schools.
- 32 6. Communicates directly, or through delegation, all actions of the Board relating to personnel
33 matters to all and receives employees' communications to be made to the Board.

- 1 7. Evaluates principals annually.
- 2 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
3 temporary teaching permit who have been suspended or dismissed, who have resigned,
4 following allegations of conduct, including sexual misconduct, which, if substantiated, would
5 warrant consideration for license suspension, revocation, or formal reprimand, or who have been
6 convicted of a felony. **This report shall also be made if the licensed educator has pleaded guilty
7 or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or
8 equivalent offense in another jurisdiction.** The report shall be submitted within thirty (30) days
9 of the suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.²

10 **Instructional Leadership**

- 11 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
12 educational program designed to meet the needs of the community and to carry out the policies
13 of the Board. Ensures that a system of thorough and efficient education, as defined by state law,
14 is available to all students.
- 15 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major
16 changes in tests and time schedules to be used in the schools.
- 17 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 18 4. Develops guidelines and direction for monitoring the effectiveness of existing and new
19 programs.
- 20 5. Conducts a periodic audit of the total school program and advises the Board of recommendations
21 for the educational advancement of the schools.
- 22 6. Seeks out available sources for grant funding to support programs and projects.
- 23 7. Ensures that the goals of the school system are adequately reflected in its educational program
24 and operations.

25 **Community/Public Relations**

- 26 1. Promotes community support of the schools. Interprets district programs and services, reports,
27 plans, events, and activities of interest and solicits community opinions regarding school and
28 educational issues.
- 29 2. Identifies available community resources and links to social service agencies that support
30 education and healthy child development.
- 31 3. Develops strategies to promote parental involvement in their student's education and provides
32 opportunities for parent-teacher interaction.
- 33 4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.

1 5. Ensures that the district interests will be represented in meetings and activities of municipal and
2 other governmental agencies.

3 6. Represents the school district and its interests in community organizations, activities, and
4 projects.

5 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board
6 and the Director of Schools. Salary to be determined by the Board.

7 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
8 and the Board's policy on evaluation of the Director of Schools.

9 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
10 level of work being performed by the person assigned to this position. They are not intended to be a
11 complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);
Public Acts of 2021, Chapter No. 211

Cross References

Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Code of Conduct</h2>	Descriptor Code: 6.300	Issued Date: 12/07/23
	First Reading 9 5 2024	Rescinds: 6.300	Issued: 09/03/20

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
 2 conduct which are appropriate for each level of school.¹ Codes of Conduct for students in pre-
 3 kindergarten through 12th grade shall utilize alternative disciplinary practices such as ACES/Building
 4 Stronger Brains Trainings, behavior intervention plans, RTI²B- Response to Instruction and
 5 Intervention – Behavior, multi-tiered system of supports, positive school climate practices, and
 6 restorative practices. ~~In these grades,~~ Exclusionary discipline shall only be used as a measure of last
 7 resort.² The development of each code shall involve principals and ~~faculty~~ staff members of each level
 8 and shall be ~~consistent with the relevant policies as adopted by the Board-~~ based on evidence-based
 9 behaviors supports and interventions.³

10 The following levels of misbehavior and disciplinary procedures and options are standards designed to
 11 protect all members of the educational community in the exercise of their rights and duties and to
 12 maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These
 13 misbehaviors apply to student conduct on school buses, on school property, and while students are on
 14 school sponsored outings. Staff members ~~have the authority to enforce the code of conduct~~³ and shall
 15 ensure that disciplinary measures are implemented in a manner that:⁵

- 16 1. Balances accountability with an understanding of traumatic behavior;
- 17 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
18 allowed at school;
- 19 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
20 behavioral intervention plans;
- 21 4. Creates consistent rules and consequences; and
- 22 5. Models respectful, non-violent relationships.

23 In order to ensure that these goals are accomplished, the school district shall utilize the following
 24 trauma-informed discipline practices: ACES/Building Stronger Brains Trainings, behavior intervention
 25 plans, RTI²B – Response to Instruction and Intervention- Behavior, multi-tiered system of supports,
 26 positive school climate practices and restorative practices. ~~Principals shall use appropriate discipline
 27 management techniques when enforcing the code of conduct.~~

28 MISBEHAVIORS: LEVEL I

29 This level includes minor misbehavior on the part of the student which impedes orderly classroom
 30 procedures or interferes with the orderly operation of the school but which can usually be handled by
 31 an individual staff member.

1 *Examples (not an exclusive listing)*

- 2 • Classroom disturbances
- 3 • Classroom tardiness
- 4 • Cheating and lying
- 5 • Abusive language
- 6 • Non-defiant failure to do assignments or carry out directions
- 7 • Wearing, while on the grounds of a public school during the regular school day,
- 8 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 9 learning environment⁶
- 10 • ~~Minor~~ Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious),
- 11 Bullying, Cyber-bullying, and/or Hazing)

12 *Disciplinary Procedures*

- 13 • Staff member intervenes immediately.
- 14 • Staff member determines what offense was committed and its severity.
- 15 • Staff member determines who committed the offense and if he/she understands the
- 16 nature of the offense.
- 17 • Staff member employs appropriate disciplinary options.
- 18 • The record of the offense and disciplinary action shall be maintained by the staff
- 19 member.

20 *Disciplinary Options*

- 21 • Verbal reprimand
- 22 • Special assignment
- 23 • Restricting activities
- 24 • Assigning work details
- 25 • Counseling
- 26 • Withdrawal of privileges
- 27 • Issuance of demerits
- 28 • Strict supervised study
- 29 • Detention
- 30 • In-school suspension
- 31 • Behavioral Intervention Plans
- 32 • RTI²B
- 33 • Multi-tiered system of supports
- 34 • Restorative practices

35 **MISBEHAVIORS: LEVEL II**

36 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of

37 the school. These misbehaviors do not represent a direct threat to the health and safety of others but

38 have educational consequences serious enough to require corrective action on the part of

39 administrative personnel.

1 *Examples (not an exclusive listing)*

- 2 • Continuation of unmodified Level I behaviors
 3 • School or class tardiness
 4 • Using forged notes or excuses
 5 • Disruptive classroom behavior

6 *Disciplinary Procedures*

- 7 • The student is referred to the principal for appropriate disciplinary action.
 8 • The principal meets with the student and ~~teacher~~ staff member.
 9 • The principal hears the accusation made by the ~~teacher~~ staff member and allows the
 10 student the opportunity to explain his/her conduct.
 11 • The principal takes appropriate disciplinary action and notifies the ~~teacher~~ staff member
 12 of the action.
 13 • The record of offense and disciplinary action shall be maintained by the principal.

14 *Disciplinary Options*

- 15 • Teacher/schedule change
 16 • Modified probation
 17 • Behavior modification
 18 • Social probation
 19 • Peer counseling
 20 • Referral to outside agency
 21 • In-school suspension
 22 • Transfer
 23 • Detention
 24 • Suspension from school-sponsored activities or from riding school bus
 25 • Out-of-school suspension (not to exceed ten (10) days)
 26 • Behavioral Intervention Plans
 27 • RTI²B
 28 • Multi-tiered system of supports
 29 • Restorative practices

30 **MISBEHAVIORS: LEVEL III**

31 This level includes acts directly against persons or property but whose consequences do not seriously
 32 endanger the health or safety of others in the school.

33 *Examples (not an exclusive listing)*

- 34 • Continuation of unmodified Level I and II behaviors
 35 • Fighting
 36 • Vandalism (minor)

- 1 • Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs,
- 2 drug paraphernalia, and/or alcohol
- 3 • Stealing
- 4 • Threats to others
- 5 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 6 Cyber-bullying, and/or Hazing)

7 *Disciplinary Procedures*

- 8 • The student is referred to the principal for appropriate disciplinary action.
- 9 • The principal meets with the student and ~~teacher~~ **staff member**.
- 10 • The principal hears the accusation and allows the student the opportunity to explain
- 11 his/her conduct.
- 12 • The principal takes appropriate disciplinary action.
- 13 • The principal may refer incident to the Director of Schools and make recommendations
- 14 for consequences.
- 15 • If the student's program is to be changed, adequate notice shall be given to the student
- 16 and his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a
- 17 hearing, and his/her right to be represented by a person of his/her choosing.
- 18 • Any change in school assignment is appealable to the Board.
- 19 • The record of offense and disciplinary action shall be maintained by the principal.

20 *Disciplinary Options*

- 21 • In-school suspension
- 22 • Detention
- 23 • Restitution from loss, damage, or stolen property
- 24 • Out-of-school suspension not to exceed ten (10) days
- 25 • Social adjustment classes
- 26 • Transfer
- 27 • Expulsion
- 28 • Behavioral Intervention Plans
- 29 • RTI²B
- 30 • Multi-tiered system of supports
- 31 • Restorative practices

32 **MISBEHAVIORS: LEVEL IV**

33 This level of misbehavior includes acts which result in violence to another's person or property or
 34 which pose a threat to the safety of others in the school. These acts are so serious that they usually
 35 require administrative actions which result in the immediate removal of the student from the school,
 36 the intervention of law enforcement authorities, and/or action by the Board.

37 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
 38 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
 39 death to another person.⁷

1 *Examples (not an exclusive listing)⁸*

- 2 • Continuation of unmodified Level I, II, and III behaviors
- 3 • Death threat (hit list)
- 4 • Threat of mass violence on school property or at a school related activity*
- 5 • Extortion
- 6 • Bomb threat*
- 7 • Possession/use/transfer of dangerous weapons
- 8 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 9 employee of the school, or a school resource officer*
- 10 • Aggravated assault*
- 11 • Vandalism
- 12 • Theft/possession/sale of stolen property
- 13 • Arson
- 14 • Possession of unauthorized substances (i.e. any controlled substance, controlled
- 15 substance analogue, or legend drug)*
- 16 • Use/transfer of unauthorized substances
- 17 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 18 Cyber-bullying, and/or Hazing)
- 19 • Electronic threat to cause bodily injury or death to another student or school employee*

20 *Disciplinary Procedures*

- 21 • The principal confers with appropriate staff members and with the student.
- 22 • The principal hears the accusations and allows the student the opportunity to explain
- 23 his/her conduct.
- 24 • The parent(s)/guardian(s) are notified.
- 25 • Law enforcement officials are contacted.
- 26 • The incident is reported, and recommendations are made to the Director of Schools.
- 27 • If the student's placement is to be changed, adequate notice of the charges shall be
- 28 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 29 hearing.

30 *Disciplinary Options*

- 31 • Other hearing authority or Board action which results in appropriate placement
- 32 • Behavioral Intervention Plans
- 33 • RTI²B
- 34 • Multi-tiered system of supports
- 35 • Restorative practices

36 * Zero tolerance offenses

 Legal References

1. ~~TCA 49-6-4005; TCA 49-6-3024~~
2. ~~TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118~~
3. ~~TCA 49-6-4109~~
4. ~~TCA 49-6-4009~~
5. ~~TCA 49-6-4008~~
6. ~~TCA 49-6-2801~~
7. ~~TCA 49-6-2802~~
8. ~~TCA 39-16-517; TCA 49-6-3401 (g); Public Acts of 2023, Chapter No. 209~~
1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2024, Chapter No. 882; Public Acts of 2024, Chapter No. 915;
9. Public Acts of 2024, Chapter No. 882

 Cross References

Traffic and Parking Controls 3.403
 Student Safety 6.300.1
 Acknowledgement of Receipt of Code of Conduct 6.300.2
 Procedural Due Process 6.302
 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Corporal Punishment 6.314
 Detention 6.315
 Suspension 6.316
 Safe Relocation of Students 6.4081

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Opioid Antagonist</h2>	Descriptor Code: 6.4052	Issued Date: 05/07/18
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="color: red; margin: 0;">First Reading 9 5 2024</p> </div>	Rescinds:	Issued:

1 *General*

2 The district shall maintain an opioid antagonist at each school in at least two (2) unlocked, secure
 3 locations to be administered to any student believed to be having a drug overdose.¹ **The opioid**
 4 **antagonist shall be stored in accordance with the manufacturer’s instructions.**² School nurses and other
 5 school personnel expected to provide emergency care to students shall be trained according to the
 6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may
 7 utilize the school’s supply of opioid antagonists to respond to a drug overdose, under a standing
 8 protocol from a physician.

9 **School district staff shall not prohibit a student, employee, or visitor from possessing an opioid**
 10 **antagonist while the person is on school property or attending a school-sponsored activity held at a**
 11 **location that is not school property.**²

12 **PARENTAL NOTIFICATION**

13 The school system shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
 14 has been administered.

15 **PROCEDURES**

16 The director of schools shall develop procedures for the maintenance and usage of opioid antagonists
 17 as well as procedures regarding record keeping and reporting after any incident.

Legal References

- 1. ~~State Board of Education Policy 4.205~~
1.State Board of Education Policy 4.205; TCA 49-50-1604
- 2. Public Acts of 2024, Chapter No. 629

Cross References

- Opioid Antagonist 6.4052.1
- Receipt/Storage of Naloxone 6.4052.2
- Use Reporting Form 6.4052.3

Cheatham County Board of Education			
Monitoring: Review: Annually, in May	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 07/07/22
	First Reading 9 5 2024	Rescinds: 6.409	Issued: 10/01/20

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
- 4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school **and**
- 5 **submit this information to the Department of Children’s Services;**
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
- 7 3. Supply the Coordinator with all the necessary resources;
- 8 4. Ensure that all school personnel annually complete the child abuse training program required
- 9 by state law.²

10 The Coordinator shall assist any employee with appropriately reporting and responding to instances of

11 child abuse or child sexual abuse.

12 **REPORTING**

13 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel

14 know or have reasonable cause to suspect abuse or neglect, a report shall be filed immediately with the

15 Coordinator, the Department of Children’s Services (DCS), and law enforcement.⁴ When alleged abuse

16 involves someone employed by, previously employed by, or otherwise affiliated with the school, the

17 report may be made directly to the DCS and law enforcement prior to notifying the Coordinator.⁵

18 The report shall include, to the extent known by the reporter:⁶

- 19 1. The name, address, telephone number, and age of the child;
- 20
- 21 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 22
- 23 3. The nature and extent of the abuse or neglect; and
- 24
- 25 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
- 26 abuse or neglect.

27 The Director of Schools/designee shall develop reporting procedures, including sample indicators of

28 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

~~TCA 49-6-1601~~
~~TCA 37-1-408; Public Acts of 2022, Chapter No. 841~~
~~TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)~~
~~TCA 37-1-403(a)(2); TCA 49-6-1601~~
~~Public Acts of 2022, Chapter No. 781~~
~~TCA 37-1-403(b)~~
~~TCA 37-1-611(b)~~
~~Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)~~

1. TCA 49-6-1601; Public Acts of 2024, Chapter No. 571
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. TCA 49-6-1601(d)(1)(B)(v)

Cross References

Recommendations and File Transfers 5.203
 Staff-Student Relations 5.610
 Interrogations and Searches 6.303
 Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
 Title IX & Sexual Harassment 6.3041
 Promoting Student Welfare 6.400
 Reporting of Child Abuse 6.409.1

6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Use of Personal Communication Devices and Electronic Devices</h2>	Descriptor Code: 6.312	Issued Date: 04/04/16
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> First Reading 9 5 2024 </div>		Rescinds: 6.312	Issued: 09/04/12

- 1 Students may possess personal communication devices and personal electronic devices so long as such
- 2 devices are turned off and stored in lockers, backpacks, purses or personal carry-alls. Such devices
- 3 include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the
- 4 capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets. ~~;~~ and
- 5 mp3 players. ~~However, a teacher may grant permission for the use of these devices to assist with~~
- 6 ~~instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course~~
- 7 ~~work. The principal or his/her designee may also grant a student permission to use such a device at~~
- 8 ~~his/her discretion.~~

- 9 Students and employees may only use electronic devices to photograph or record in an approved manner.

- 10 Unauthorized use or improper storage of a device will result in confiscation until such time as it may be
- 11 released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary
- 12 action.

Cheatham County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 11/02/23
	First Reading 9 5 2024	Rescinds: 5.106	Issued: 09/07/23

1 **APPLICATION**

2 An individual desiring a position shall make application to the Director of Schools on forms developed
 3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
 4 criminal history background checks and fingerprinting of applicants for teaching positions and any
 5 other positions that require proximity to children.¹ If applying for a teaching position, the Director of
 6 Schools shall also check the applicant’s license status in the State Board of Education’s database to
 7 determine if there is a hold on that applicant’s license, and if so, the reasoning behind the hold.²

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
 9 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
 10 prosecution.³

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
 12 applicant. The Board shall reimburse the applicant if a position is offered and accepted.⁴

13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along
 15 with references from persons such as previous employers, college professors, and supervisors of
 16 student teachers. Other information shall include whether such applicant has been dismissed for cause
 17 from a school system.⁵ If previously employed by a local board of education, the applicant shall
 18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
 21 of Education;⁶
- 22 2. Who has been identified by the Department of Children’s Services, or on a similar registry in
 23 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
 24 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 25 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
 26 of Health⁷ or on a similar registry in another jurisdiction;
- 27 4. ~~Who does not present a physician's certificate showing a satisfactory health record or~~ Who has
 28 any contagious or communicable disease in such form that might endanger the health of school
 29 children;⁸
- 30 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
 31 Tennessee and of the United States of America;⁹

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 2 employment for cause; or
- 3 7. Who does not receive a satisfactory background check.¹⁰

4 *Support Employees*

5 No person shall be employed:

- 6 1. Who has any contagious or communicable disease in such form that might endanger the health
- 7 of the children;⁸
- 8 2. Who has been identified by the Department of Children's Services, or on a similar registry in
- 9 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
- 10 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 11 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 12 of Health⁷ or on a similar registry in another jurisdiction;
- 13 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 14 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 15 employment for cause; or
- 16 6. Who does not receive a satisfactory background check.¹⁰

17 **EMPLOYMENT**

18 After checking references and receiving written recommendations, the Director of Schools shall hire

19 and assign qualified applicants.

20 *Initial Employment for Professional Employees*

21 The Director of Schools shall notify such person, in writing, of the offer and conditions of

22 employment. Upon receipt of employment notification, such person shall have fourteen (14) days to

23 accept or reject, in writing, the offered employment.¹² From the date of the written acceptance, such

24 person is considered to be under employment with the system and is subject to all rights, privileges,

25 and duties.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110
- Background Investigations 5.118
- Recommendations and File Transfers 5.203
- Interim Employees 5.700
- Qualifications and Duties of the Director of Schools 5.802

Cheatham County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Tobacco-Free Schools</h2>	Descriptor Code: 1.803	Issued Date: 05/02/19
	First Reading 9 5 2024	Rescinds: 1.803	Issued: 12/07/15

1 All uses of tobacco and tobacco products, including smokeless tobacco, electronic/battery operated
 2 devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's
 3 buildings and in all vehicles that are owned, leased or operated by the district.¹ Smoking and vaping shall
 4 be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events
 5 or public restrooms.²

6 Employees and students in the school district will not be permitted to use these products while they are
 7 participants in any class or activity in which they represent the school district.

8 Signs will be posted throughout the district's facilities to notify students, employees and all other persons
 9 visiting the school that the use of these products is forbidden. The following notice shall be prominently
 10 posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is*
 11 *prohibited by law in seating areas and in restrooms.*³

12 Any person under eighteen (~~18~~ 21) who possesses these products may be issued a citation by a School
 13 Resource Officer. Regardless of whether a citation is issued, the product shall be seized.⁴

Legal References

1. 20 USCA § 6083; TCA 39-17-1604(6); TCA 39-17-1503(9), (10)
2. TCA 39-17-1604(10)
3. TCA 39-17-1605
4. TCA 39-17-1505(b)

Cross References

Community Use of School Facilities 3.206

Cheatham County Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 05/05/22
	First Reading 9/5/2024	Rescinds: 4.700	Issued: 02/06/20

1 *General*

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

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

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

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

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

3 **WEIGHTING TCAP SCORES**

4 TNReady⁴ and EOC⁵ scores will be included in students' final grades as follows:

- 5 a) Grades 3-5 –10% of the student's final average second semester
- 6 b) Grades 6-8 –10% of the student's final average second semester
- 7 c) Grades 9-12 – ~~20~~15% of the student's final average second semester

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

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

11 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

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

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

22 **TESTING INFORMATION AND PARENTAL CONSENT**

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

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

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

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

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

 Legal References

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

 Cross References

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

- 9 1. [TCA 49-10-108](#)
- 10 2. [20 USCA § 1232g](#)
- 11 3. [TRR/MS 0520-01-03-.03\(10\)](#)
- 12 4. [TCA 49-1-617; State Board of Education Policy 2.102](#)
- 13 5. [TRR/MS 0520-01-03-.03\(10\); State Board of Education Policy 2.103; TCA 49-1-617](#)
- 14 6. [TCA 49-6-412](#)
- 15 7. [TCA 10-7-504\(a\)\(4\)\(A\)](#)
- 16 8. [TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103](#)
9. [TRR/MS 0520-07-01-.03\(3\)](#)
10. [TCA 49-6-6017 ; State Board of Education Policy 2.103](#)