

CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

Cheatham County Board of Education

August 7, 2025

Place: Educational Annex/Board Room

Time: 6:00 PM

1. Call to Order
2. Moment of Silence - Dale McCarver
3. Pledge of Allegiance - Dale McCarver
4. Roll Call
5. Approval of Agenda
6. Presentations, Awards Recognitions
7. Public Forum:
Mr. Thomas Barbeauld
8. School Improvement Plan (SIP) Goal Update
Dr. Jordan Reed - Riverside Academy
9. Executive Committee
10. Five Year Plan
Chad Smith, Technology
11. Elected Officials - Opportunity for Elected Officials to Address Board
12. Consent Agenda
 - A. Minutes: July 10, 2025
 - B. Disposal of surplus equipment/materials
 1. Daycare Supervisor, Laura Muncy requests the disposable of the following unusable/broken items: Stove at CMS Employee Daycare
 2. KSES Principal, Ben Howell requests the disposal of the following broken/unusable items: 250 library books due to physical damage and/or being outdated.
13. Budget and Finance
 - A. Summary
 - B. Revised Budget Fund 141 FY 2026 Teacher Bonus + TISA on behalf correct coding
 - C. SESI Transition - Fund Balance Request \$486,000.00
 - D. Cheatham Achievers Fund Acceptance - \$157,575.00
 - E. Bus Donation
14. Old Business
 - A. Policy 3.201 Therapy Dog Program - second reading
15. New Business
 - A. Cincinnati Settlement

- B. South Cheatham Library
- C. Policy Revisions
 - 1. Policy 1.1021 Student Board Member
 - 2. Policy 1.407 School District Records
 - 3. Policy 2.403 Surplus Property Sales
 - 4. Policy 3.202 Emergency Preparedness Plan
 - 5. Policy 3.204 Threat Assessment Team
 - 6. Policy 4.100 Instructional Program
 - 7. Policy 5.500 Discrimination/Harassment of Employees
 - 8. Policy 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation
 - 9. Policy 4.212 Virtual Education Program
 - 10. Policy 4.301 Interscholastic Athletics
 - 11. Policy 4.403 Library Materials
 - 12. Policy 4.406 Use of Internet
 - 13. Policy 4.601 Reporting Student Progress
 - 14. Policy 5.110 Compensation Guides and Contracts
 - 15. Policy 5.119 Employment of Retirees
 - 16. Policy 5.305 Family and Medical Leave
 - 17. Policy 5.701 Substitute Teachers
 - 18. Policy 6.200 Attendance
 - 19. Policy 6.303 Questioning Students and Searches
 - 20. Policy 6.312 Use of Wireless Communication Devices
 - 21. Policy 6.411 Student Wellness
 - 22. Policy 6.600 Student Records
 - 23. Policy 1.700 School District Goals
 - 24. Policy 5.100 Personnel Goals
- 16. Brief comments from Board Members
- 17. Announcements
- 18. Adjourn



FIVE-YEAR PLAN

Technology

Upcoming project: FY25

UPDATE: PROJECT BEGINS SUMMER 2025

Upgrade internal fiber connections

Network backbone to increase from 1GB to 10GB speed

Benefits

- faster data transfer speeds, reduced network congestion, improved work efficiency, better support for high performance
- Significant video streaming
- Improved teleconferencing
- Improved connection to classes and resources for virtual learning situations
- Better function of graphics and bandwidth-intensive applications, such as Adobe Creative Cloud, Autodesk & AutoCAD computer-aided design
- Online test-taking, assessment and secure data submission.

A 10GB Fiber upgrade lays a foundation to be built upon as the demands of technology and software increase.

COMPLETED





Laptop Protection Plan



STUDENT 1:1 TRANSITION (25-26)

- Grades currently covered:
Middle School – 5, 6, 7.
High School – 9, 10, 11.
- Parents are strongly encouraged to pay \$30 per year for coverage to protect against accidental damage costs.
- Those who opt out could be billed for repair costs.
- Fee waivers continue to be honored.
- Protection Plan covers MIDDLE AND HIGH ONLY. Elementary schools are not subject to this plan.

Complete coverage under new distribution structure: (August 2026)

Student Tech Teams

- Student run help desks @ middle & high schools
- Improve Tech proficiency
- Build communication skills for professional settings
- Spark interest in future IT careers
- Resolving IT issues fosters critical thinking and builds student confidence

CURRENT TEAMS

SHS, SMS, HMS, CMS

STARTING THIS YEAR

CHS, HHS



Gym Sound Upgrades (Elementary & Middle)

Elementary and most middle school gyms have either portable PA systems or pieces of outdated equipment that functions poorly. Some have antiquated remnants hanging from ceiling and walls that date back to the 1960s and 70s. The only exception is Kingston Springs Elementary who paid for their own upgrade last year.

Needed Upgrades:

- Mid-range digital mixer with Bluetooth for clear, rich sound in tough gym acoustics.
- Mixing station iPad App for easy remote mixer control by staff.
- High-quality Digital Signal Processing (DSP) speakers to enhance sound clarity and reduce gym echo.
- Wireless/wired mic options

2 schools per year at approximately 80K

Completed overhaul by FY28



Data Center Relocation & Upgrade:

- **Design:**
- Secure, lockable mesh fence enclosing data center area (~500 sq ft) with HEPA-filtered ventilation and clean-agent fire suppression.
- 3 42U (standard) racks with lockable doors and cable management.

Power Infrastructure:

- 20-30 kW primary power with N+1 UPS (10-15 min runtime).
- 30-50 kW natural gas generator (preferred) or diesel if gas unavailable.
- Automatic transfer switch for seamless failover.

Connectivity:

- Redundant single-mode fiber from local ISP (Zayo) to Main Distribution Frame.

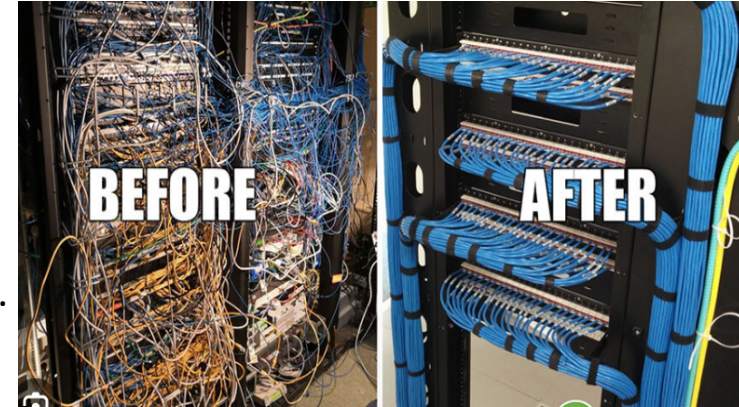
Equipment Upgrades:

- 3-5 modern servers / 20-50 TB storage

Transition Plan:

- Phased migration during low-usage period (e.g., summer break).
- 24-48 hour downtime window with off-site backups. (MerIT Group)

To coincide with construction timeline of upcoming IT⁸/Maintenance facility build. (FY29)



Cheatham County Board of Education

Monitoring: Review: Annually, in October First Reading 7 10 2025	Descriptor Term: Therapy Dog Program	Descriptor Code: 3.2181 Rescinds:	Issued Date: Click here to enter a date. Issued:
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1 *General*

2 The Therapy Dog program seeks to have a therapy dog (or dog in training) at each of the district's
 3 schools. In order to preserve the effectiveness of this program, other therapy animals are not permitted.

4 Annually, principals shall inform parent(s)/guardian(s) and staff of the presence of therapy dogs on
 5 school property.

6 **THERAPY DOG STANDARDS**

7 All therapy dogs participating in the district's program shall:

- 8 1. Be accompanied by a handler;
- 9
- 10 2. Either have successfully completed training or be currently enrolled in the required therapeutic
- 11 training course;
- 12
- 13 3. Be well groomed and in good health;
- 14
- 15 4. Have received all required vaccinations from a licensed veterinarian; and
- 16
- 17 5. Adhere to any other requirements developed by Director of Schools.

18 **ALLERGIC REACTIONS/AVERSIONS**

19 Handlers shall remove a therapy dog to a separate area if any student, school employee, or other
 20 individual on school grounds suffers from dog allergies or aversions.

Cheatham County Board of Education

Monitoring:

Review: Annually, in
September

Descriptor Term:

Student Board Representative

**First Reading
8 7 2025**

Descriptor Code:

1.1021

Issued Date:

12/07/15

Rescinds:

1.1021

Issued:

11/01/10

The Board believes it is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to facilitate student input and involvement, the Board establishes Student Board Representatives (SBR) composed of one student from each high school. ~~They shall serve in an advisory, nonvoting role and serve without compensation.~~ The SBR shall meet with the elected Board of Education ~~three (3) times per year on a quarterly basis (four times during the academic year September, November, February and April)~~ at scheduled Board Meetings or at any Board work sessions. ~~Topics for discussion include those policy issues, which are system-wide, over which the Board of Education has authority, and which are either under consideration by the Board or are raised separately by the SBR.~~

SELECTION OF SCHOOL BOARD REPRESENTATIVES

A Student Board Representative (SBR) and one alternate shall be elected, by the students he/she will represent, in April of each school year. The alternate shall be that candidate receiving the next highest number of votes. The alternate shall serve in the absence of the elected SBR.

Recommended qualifications for the SBR from each regular high school are as follows:

1. Submit an "intent to run" form as prescribed by the high school ~~and/or be selected by administration.~~
2. Cumulative GPA of at least 3.0 through the prior semester;
3. No out of school suspensions at the high school;
4. No alternative school;
5. No more than one (1) ISS placement for the past year;
6. ~~Fifty (50) signatures of peers;~~
7. ~~Three (3) faculty recommendations;~~
8. ~~Write an essay of a minimum of 250 words, including positives only, no negatives; and~~
9. Be a junior or senior.

If no candidate, the junior and/or senior class president may serve.

ATTENDANCE AT BOARD MEETINGS

~~The student board member is expected to attend board meetings or work sessions as scheduled. Students will fully contribute unique perspective and opinions.~~

~~Student board members shall not participate in the following:~~

1. ~~Student discipline hearing appeals;~~

2. Teacher disciplinary matters;
3. Meetings with legal counsel; or
4. Confidential school safety plan meetings.

TERM

The SBR will serve a term of one year, beginning at the start of the fiscal year (July) and ending with the close of that fiscal year (the next June). Either the Student Council, principal or the Board may remove a representative for unsatisfactory job performance. The Board has the authority to approve a replacement for any SBR member so removed in mid-year. A representative is eligible to serve more than one term if re-elected.

GUIDELINES

The SBR representative's responsibilities are to the total student body of the district to represent them honestly and give true representation of their views, even if they differ from those of the representatives. ~~In carrying out this charge, the most successful representatives would assure that an effective means of communication be established with students through existing student communication media at their school and that system-wide policy issues be the focus.~~

Board Responsibility to Student Representatives

~~The Board recognizes that the views of the students are expressed through their representatives. The Board will ensure that each SBR receives monthly materials as indicated previously in this policy, and the Board will consider the SBR position and recommendations as one element of its decision making process.~~

Legal References

- 1 Public Acts of 2025, Chapter No. 359

Cheatham County Board of Education			
Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 11/05/20
	First Reading 8 7 2025	Rescinds: 1.407	Issued: 09/03/20

The **D**irector of **S**chools shall maintain all school district records required by law, regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.^{1,2,3,4}

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be released for public inspection.⁵

All requests to inspect or receive copies of records shall be submitted to the district's public records request coordinator, central office administrative assistant.⁶ The public records request coordinator shall forward request for inspection or copies of records to the appropriate records custodian, Director of Schools' designee.⁶

Prior to producing any kind of record, the records custodian shall ensure confidential information is redacted. Original documents remain intact and confidential information in copies produced for a requestor shall be redacted. The **D**irector of **S**chools shall develop a procedure to redact confidential information.

REQUESTS FOR INSPECTION²

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. Requests may be made in person or by telephone, fax, mail, or email. The coordinator shall submit the information to the appropriate records custodian. The records custodian will contact the citizen and indicate when the records will be available to inspect.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial letter indicating the basis for the denial.

REQUESTS FOR COPIES²

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf> shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by check prior to the district producing the copies.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request for copies is denied, the records custodian shall provide the citizen with a records request denial letter detailing the basis for the denial.

FREQUENT AND MULTIPLE REQUESTS

When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf> shall be used to determine the reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be recorded.

DENYING REQUESTS FOR NONCOMPLIANCE⁷

Requests to Inspect a Public Record

The district shall deny a request to inspect a public record from any citizen that has:

- a. Made two (2) or more requests to view a public record within a six-month period; and
- b. For each request failed to view the record within fifteen (15) business days of receiving notification that the record was available.

Requests from this citizen shall be denied for up to six (6) months from the date of the second records request. The district's public records request coordinator may waive this denial if he/she determines that failure to view the record was for good cause.

Requests for Copies of Public Records

The district shall deny a request for copies of a public record from any citizen that has:

- a. Been provided with an estimate of the reasonable cost to produce the requested records;
- b. Agrees to pay such estimated reasonable cost prior to production of the records; and
- c. Fails to pay the actual cost after the records have been produced.

1 Additional requests from this citizen shall be denied until the original cost is paid.

2 **RECORDS RETENTION**

3 The **D**irector of **S**chools and/or his designee(s) shall retain and dispose of school district records in
4 accordance with the following guidelines:^{2,4,8}

5 ~~1.~~ The **D**irector of Schools and/or his/her designee(s) will determine if a particular record is of
6 permanent or temporary value in accordance with state law; ^{9, 10} ~~regulations promulgated by~~
7 ~~County Public Records Commission and the Tennessee Institute for Public Services records~~
8 ~~manual;~~^{8,9}

9 2. Temporary value records which have been kept beyond the required time may be recommended
10 to the Public Records Commission for destruction;^{10,11-11, 12}

11 ~~3.~~ The records that the State Librarian and Archivist desire to preserve in their facilities will be
12 transferred to the State Library and Archives. The temporary value records rejected by the State
13 Library and Archives may be transferred to another institution or destroyed;^{10,11,12-11,12,13}

14 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
15 **D**irector of **S**chools desires to destroy the original permanent record, these records must be
16 reproduced by microfilming or some other permanent reproduction method. Permission to
17 destroy any original permanent record after microfilming follows the same procedure noted
18 above for temporary records;^{9,11 10,12} and

19 5. The **D**irector of **S**chools shall establish procedures to safeguard against the unlawful
20 destruction, removal or loss of records.¹³⁻¹⁴

21 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR**¹⁴⁻¹⁵

22 Central Office Administrative Assistant
23 102 Elizabeth Street
24 Ashland City, TN 37015
25 (615) 792-5664

Legal References

1. TCA 49-2-301(b)(1)(~~CC~~) (Z)
2. TCA 10-7-503; **Public Acts of 2025, Chapter No.94**
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-503(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. **TCA 10-7-503 (h) (6)**
9. TCA 10-7-401
10. TCA 10-7-406; **TCA 10-7-301 (5), (13)**
11. TCA 10-7-404
12. TCA 10-7-413
13. TCA 10-7-414
14. TCA 39-16-504
15. TCA 10-7-503(g)(1)(D)

Cross References

Records Request Form 1.407.1
Public Record Request Response Form 1.407.2
Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Cheatham County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Surplus Property Sales First Reading 8 7 2025	Descriptor Code: 2.403	Issued Date: 10/03/24
		Rescinds: 2.403	Issued: 09/05/19

The Director of Schools shall prepare a list of unusable items for Board approval.¹ The list shall contain the following information: name of item, date of purchase and reason for disposal.

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

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

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

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

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶

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

1. Items of equipment with a current per-unit fair market value of less than ~~\$5,000~~ **\$10,000.00** may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
2. Items of equipment with a current per unit fair market value in excess of ~~\$5,000~~ **\$10,000.00** may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the 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\(b\)](#)
3. ~~[Public Acts of 2024, Chapter No. 793](#)~~

3.TCA 1-3-120; Public Acts of 2025, Chapter No. 105

4. [TCA 49-6-2007\(d\)](#)

Cross References

Duties of Officers 1.201
Unusable Items for Disposal 2.403.1
Inventories 2.702
Textbooks and Instructional Materials 4.400

5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

Cheatham County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan First Reading 8 7 2025	Descriptor Code: 3.202	Issued Date: 08/08/24
		Rescinds: 3.202	Issued: 09/07/23

The Director of Schools shall be responsible for developing, maintaining, and acquiring board approval of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

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

FIRE AND SAFETY DRILLS

The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30) school days, with **no more than** two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.²

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

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

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

ANNUAL DRILLS⁵

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

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

AED DRILLS⁶

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 FLU⁷**

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 DRILLS⁸**

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\(b\)](#); [Public Acts of 2025, Chapter No. 315](#)
3. [TCA 68-102-137\(f\)](#)
4. [Public Acts of 2024, Chapter No. 563](#)
5. [TCA 49-6-807](#)
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](#)

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
September**

Descriptor Term:

Threat Assessment Team

Descriptor Code:

3.204

Issued Date:

10/01/20

Rescinds:

Issued:

**First Reading
8 7 2025**

General¹

A threat assessment team shall be created within the school district to develop intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment. The Director of Schools shall appoint the members of the threat assessment team.

The Director of Schools shall develop administrative procedures regarding the training and operations of the team to comply with state law and State Board of Education rules and regulations.

TEAM MEETINGS

All threat assessment team meetings shall be closed to the public.²

RECORDKEEPING³

The team shall document all behaviors and incidents deemed to pose a risk to school safety or that resulted in intervention and shall provide the information to the Director of Schools.

A report of the activities of the threat assessment team will be compiled and shared with the Board before each regular meeting.

Documents produced or obtained regarding these assessment activities will not be open for public inspection.

REPORTING⁴

The Director of Schools shall develop a process for providing parent(s)/guardian(s) information on credible threats of violence or significantly disruptive behavior directed toward or occurring on the grounds of the school their student attends. Such reports shall include incidents that are reported to a state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the district's report to law enforcement.

At least once per quarter, the Director of Schools shall provide the Board with a report listing the total number of incidents reported to state and local law enforcement agency requiring notice to parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

Legal References

1. TCA 49-6-2701 ~~et seq.~~
2. TCA 49-6-2701(f)
3. ~~TCA 49-6-2702(g)~~; TCA 49-6-2702
4. ~~Public Acts of 2025, Chapter No. 215~~

Cross References

School District Records 1.407
Safety 3.201
Operations for the Threat Assessment Team 3.204.1
Security 3.205
Student Records 6.600

Cheatham County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 05/02/16
		Rescinds: 4.101	Issued: 11/05/01
	First Reading 8 7 2025		

1 *General*

2 The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability
3 in its instructional program or activities.¹ Discrimination shall include antisemitism, defined as a
4 certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited
5 to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish
6 individuals and/or their property, toward Jewish community institutions and religious facilities.²

7 The Board approves the following instructional goals for students:

- 8 ~~• To acquire the knowledge and attitude necessary to achieve and maintain good physical and~~
9 ~~mental health;~~
- 10 • To develop the skills necessary to function as a self-directed person;
- 11 ~~• To develop the capacity to cope with change through an understanding of the arts, humanities~~
12 ~~and scientific processes;~~
- 13 • To know the principles involved in making moral and ethical choices;
- 14 • To develop the basic skills of reading, writing, computation, spelling, speaking and problem
15 solving;
- 16 • To develop a positive attitude toward the lifelong endeavor of learning;
- 17 • To learn to identify personal talents and interests, make appropriate career choices, and develop
18 career skills;
- 19 • To acquire knowledge and to develop skills in the management of personal and public
20 resources necessary for meeting obligations to self, family and society;
- 21 • To learn to act in a responsible manner;
- 22 • To learn of the rights and responsibilities of citizens of the community, state, nation and world;
23 and
- 24 • To learn to understand, respect and interact with people of different cultures, generations and
25 races.

Legal References

1. [42 USCA § 2000d *et seq.*](#)
2. [Public Acts of 2025, Chapter No. 293](#)

Cross References

School District Goals 1.700

Cheatham County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)	Descriptor Code: 5.500	Issued Date: 07/11/16
		Rescinds: 5.502	Issued: 02/02/04

First Reading
8 7 2025

Employees shall be provided a work environment free from sexual, racial, ethnic, and religious discrimination/ harassment ~~(including the definition of antisemitism found in Policy 4.100)~~. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. ~~The following guidelines are set forth to protect employees from discrimination/ harassment.~~

Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature ~~that which~~:

- ~~1.~~ Unreasonably interfere with the individual's work or performance; ~~or~~
2. Create an intimidating, hostile or offensive work environment; ~~or~~
3. ~~Implies~~ that submission to such conduct is made an explicit or implicit term of employment;
4. ~~Implies~~ that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately.² This report should be made to the immediate supervisor, except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Federal Rights Coordinator or the Sexual Harassment Coordinator. Allegations of discrimination/harassment shall be fully investigated. ~~(as set forth in Complaints and Grievances 5.501)~~. An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a more complete investigation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action, up to and including, termination. A substantiated charge against a student may result in corrective or disciplinary action, up to and including, suspension.

- 1 There will be no retaliation against any person who reports discrimination/harassment or participates in
2 an investigation. However, any employee who refuses to cooperate or gives false information during the
3 course of any investigation may be subject to disciplinary action. The willful filing of a false report will
4 itself be considered harassment and will be treated as such.
- 5 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
6 Rights Coordinator or the Sexual Harassment Coordinator.

Legal References

1. 29 CFR §1604.11; **TCA 5-23-104; Public Acts of 2025, Chapter No. 293**
2. 20 USCS § 1681

Cross References

Appeals To & Appearances Before the Board 1.404
Title VI Complaint Form 5.500.1
Complaint Procedures 5.500.2
Complaints and Grievances 5.501

Cheatham County Board of Education

Monitoring:

Review: Annually, in
March

Descriptor Term:

**Student Discrimination, Harassment,
Bullying, Cyber-bullying and
Intimidation**

Descriptor Code:

6.304

Issued Date:

10/01/20

Rescinds:

6.304

Issued:

06/13/16

**First Reading
8 7 2025**

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination (including the definition of antisemitism found in policy 4.100), harassment, intimidation, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.³

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

DEFINITIONS⁴

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.⁵

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.⁶

While reports may be made anonymously, an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint. The identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁷

The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁸

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;
3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA),⁹ a written report on the investigation will be delivered to all involved parties and to the Director of Schools.

RESPONSE AND PREVENTION¹⁰

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Federal Rights Coordinator or the Human Resource Director.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board.¹¹

By July 1 of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board of Education at its regular July meeting, and it shall be submitted to the State Department of Education by August 1st.¹²

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.¹³

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.¹⁴

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; **Public Acts of 2025, Chapter No. 293**
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Antisemitism Complaint Form 6.304.3
Student Concerns 6.305
Reporting Child Abuse 6.409
Student Suicide Prevention 6.415

Cheatham County Board of Education

Monitoring:

Review: Annually, in
November

Descriptor Term:

Virtual Education Program

Descriptor Code:

4.212

Issued Date:

08/02/22

Rescinds:

4.212

Issued:

09/02/21

First Reading
8 7 2025

General

The Cheatham County School District virtual education program is a course or series of courses offered by a school district to provide students a broader range of educational opportunities through the use of technology. Utilizing this program is temporary and shall not replace a student's regular instructional program.¹

Class size ratios for the virtual education program shall comply with the requirements as outlined in state law.²

Virtual education programs³ shall be made available to students for the following purposes:

1. Academic remediation, enrichment, or providing students access to a wider range of courses;
2. Continuity of educational service for students who are homebound;⁴
3. Continuity of educational service for students who are quarantining;⁵
4. Continuity of educational service for students enrolled in an alternative school;⁶ or
5. Continuity of educational service when the district utilizes remote instruction due to dangerous or extreme weather conditions, a serious outbreak of illness affecting or endangering students or staff, or during the administration of end of course examinations or other examinations as allowed per state law.⁷
6. Continuity of educational service when the district utilizes hybrid instruction due to dangerous or extreme weather conditions, or an emergency, as determined by the Director of Schools.⁸

ELIGIBILITY AND PARTICIPATION REQUIREMENTS

Students shall be eligible to utilize a virtual education program if participating in one of the above educational opportunities. The following factors shall also be taken into consideration when determining eligibility:

1. Attendance;
2. Grades;

3. Technology survey; and

4. Medical status as pertains to homebound, quarantine, or medical exclusion.

ATTENDANCE

Student attendance in the virtual education program shall adhere to the general requirements of board policy 6.200 and any relevant administrative procedures.

Methods of confirming student attendance shall include two or more of the following:

1. Students participating in a phone call with a teacher, with parent/guardian support as appropriate for the age of the student;

2. Students participating in synchronous virtual instruction;

3. Students completing work in a learning management system; or

4. Students submitting work via hard-copy or virtual formats.

REMOVAL FROM VIRTUAL EDUCATION PROGRAM

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

Before a student is removed based on poor academic performance, the following interventions shall occur:

1. Notification of parent/guardian; and

2. One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance.

ENROLLMENT AGREEMENT

The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for students from other school districts that want access to virtual education program courses.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(~~d~~-c) (~~+~~)

Cross References

Emergency Closings 1.8011
 Homebound Instruction 4.206
 Credit Recovery 4.210
 Remote Instruction 4.212.1
 Alternative Education 6.319

6. TRR/MS 0520-01-02-.09; TCA 49-6-3402 (i)

~~7. Public Acts of 2022, Chapter No. 960~~

~~8. Public Acts of 2022, Chapter No. 897~~

7.TCA 49-6-3004 (i)

8. Public Acts of 2025, Chapter No. 484

Cheatham County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics First Reading 8 7 2025	Descriptor Code: 4.301	Issued Date: 09/05/24
		Rescinds: 4.301	Issued: 10/07/21

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

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

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

INSURANCE & PHYSICAL EXAMINATIONS

In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must provide proof of independently secured catastrophic coverage and liability coverage, with the school system as a named insured, of not less than the limits set forth in state law.^{4 5} It shall be the responsibility of the parent(s) or guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

Prior to participation in interscholastic athletics, every student must complete an annual physical examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office.

SCHEDULING CONFLICTS

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

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

SEVERE WEATHER⁴

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

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

ATTENDANCE & CONDUCT

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

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

PROHIBITION AGAINST HAZING

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

HOME SCHOOL STUDENT PARTICIPATION¹⁰

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

VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹

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

Legal References

1. [34 CFR § 106.41](#); [20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#)

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601

3. [TRR/MS 0520-01-02-.08\(1\)](#)
 4. [TCA 49-6-3601](#)
 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. 658~~
 10. [TCA 49-6-3050\(e\)\(1\)\(B\)](#)
 11. [Public Acts of 2025, Chapter No. 173](#)
- Extracurricular Activities 4.300
Attendance 6.200

Cheatham County Board of Education

Monitoring:

Review: Annually, in
November

Descriptor Term:

Library Materials

First Reading
8 7 2025

Descriptor Code:

4.403

Issued Date:

09/05/24

Rescinds:

4.403

Issued:

09/01/22

General

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

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

STANDARDS²

The library collection shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school;
2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);
3. Materials shall contain literary, historical, and/or artistic value and merit; and
4. The collection as a whole shall offer a variety of viewpoints; and
5. Materials shall not be removed on the sole grounds that the item is religious.

Any materials that meet the following criteria shall be removed and excluded from the district's library collection:

1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse as defined in state law³;
2. Are patently offensive as defined in state law; or
3. Appeal to the prurient interest as defined in state law.

1

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

3 **COMPLAINTS⁴**

4 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
5 shall:

6 1. Inform the complainant of the selection procedures and make no commitments.

7

8 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.

9

10 3. Inform the principal (and other appropriate personnel).

11

12 4. Keep challenged materials available for use during the reconsideration process.

13

14 Upon receipt of the completed form, the principal shall notify the Director of Schools. The
15 principal ~~shall~~ **may** request review of the challenged materials by an ad hoc materials review
16 committee within thirty (30) days. The review committee is appointed by the principal and
17 includes certified library media personnel, representatives from classroom teachers, and one or
18 more parents. The principal will inform the Director of Schools of the review committee's
19 progress.

20

21 The review committee shall take the following steps after receiving the challenged materials:

22

23 a. Read, view, or listen to the contested material in its entirety;

24 b. Check general acceptance of the material by reading recognized and evaluative reviews;

25 c. Determine the extent to which the material is appropriate for the age and maturity levels
26 of the students who have access to the materials and whether the material is suitable for,
27 and consistent with, the educational mission of the school; **and**

28 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
29 the material for its strength and value.

30 The principal shall present a recommendation to the Director of Schools. The Director of Schools
31 shall assess the findings along with the recommendation of the principal and present a recommendation
32 to the Board.

33 The board shall evaluate the recommendations of the principal and the Director of Schools along with
34 the material to determine whether it is appropriate for the age and maturity levels of the students who
35 have access to the materials and whether the material is suitable for, and consistent with, the
36 educational mission of the school. The Board shall review the findings and affirm, overturn, or modify
37 the decision within sixty (60) days from which the feedback was received.

38

REMOVAL OF LIBRARY MATERIALS

If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational 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 \(1982\); TCA 49-6-3803](#)
2. ~~[Public Acts of 2024, Chapter No. 782](#)~~
3. TCA 49-6-3803(a),(b); Public Acts of 2025, Chapter No. 270
4. [TCA 39-17-901](#)
5. [TCA 49-6-3803\(c\), \(f\)](#)

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Cheatham County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term:	Descriptor Code:	Issued Date:
	Use of the Internet	4.406	09/01/22
		Rescinds:	Issued:
	First Reading 8 7 2025	4.406	11/05/20

The Board supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

EMPLOYEES

Before any employee is allowed use of the district's internet or network access, the employee shall sign a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions of such use. Any employee who accesses the district's network for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The Director of Schools shall develop and implement procedures for appropriate internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of internet access.
3. Guidelines regarding appropriate instruction and oversight of student internet use.
4. A uniform signature block for use by all district employees; and
5. Prohibited and illegal activities, including but not limited to the following:¹
 - Sending or displaying offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, defaming or attacking others;
 - Damaging computers, computer systems, or computer networks;
 - Hacking or attempting unauthorized access to any computer;
 - Violation of copyright laws;
 - Trespassing in another's folders, work or files;
 - Intentional misuse of resources;
 - Using another's password or other identifier (impersonation);
 - Use of the network for commercial purposes; and
 - Buying or selling on the internet.

STUDENTS

The Director of Schools shall develop and implement procedures for appropriate internet use by students. Procedures shall address the following:

1. General rules and ethics of internet use.
2. Prohibited or illegal activities, including, but not limited to:¹
 - Sending or displaying offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, defaming or attacking others;
 - Damaging computers, computer systems, or computer networks;
 - Hacking or attempting unauthorized access;
 - Violation of copyright laws;
 - Trespassing in another's folders, work or files;
 - Intentional misuse of resources;
 - Using another's password or other identifier (impersonation);
 - Use of the network for commercial purposes;
 - Buying or selling on the Internet;
 - Revealing your personal address or phone number or that of another person; and
 - Use of the network that requires excessive bandwidth or causes a slowdown of the network such as streaming sites like Netflix, Hulu, Disney+, etc.

INTERNET SAFETY MEASURES²

Internet safety measures shall be implemented that effectively address the following:

- ~~Controlling access by students to inappropriate matter on the Internet and World Wide Web~~ Limiting the content accessible by students using the internet access provided by the district to content that is age-appropriate;
- Protecting the safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications using internet provided by the district;
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line;
- ~~Unauthorized disclosure, use and dissemination of personal information regarding students; and~~
- Restricting students' access to materials harmful to them.
- Preventing students from using internet access provided by the district to access websites, web application, or software that does not protect students against the disclosure, use or dissemination of their personal information.

The Director of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- ~~Utilizing Child Internet Protection Act (CIPA)—complaint content filter that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students, or non-educational in nature;³~~
- Utilizing technology that filters, blocks, or otherwise prevents internet access (for both students and adults) to material that is obscene or pornographic;³

- Prohibiting and preventing a use from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors;⁴
- Maintaining and securing a usage log; and
- Monitoring on-line activities of students.²

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.²

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. **This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn.** In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

Complaints alleging a violation of the internet safety measures shall be submitted to the Director of Schools/Designee. All complaints shall be reviewed to determine how to appropriately respond.

E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.⁵

INTERNET SAFETY INSTRUCTION^{4,6}

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. **The Director of Schools shall provide adequate in-service instruction on internet safety.** Parent(s)/guardian(s) and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

SOCIAL NETWORKING

1. **Students are prohibited from accessing social media platforms using district internet except when expressly authorized by a teacher for educational purposes.⁷**
2. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity. This includes posting information regarding activities within the school system that would be inappropriate to share with the public.

3. District staff are prohibited from accessing personal social networking sites on school computers or during school hours, except for legitimate instructional purposes.
4. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of the district.

VENDOR CONTRACTS³⁻⁸

Prior to entering into any contract for the provision of digital or online materials created or marketed for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or otherwise prevents access to pornography or obscenity and verifying that the technology prevents a user from sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. ~~TCA 39-14-602~~
2. ~~47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(e)(1)(i); 20 USCA § 7131~~
3. ~~Public Acts of 2022, Chapter No. 1002~~
4. ~~TCA 39-17-901; Public Acts of 2022, Chapter No. 1002~~
5. ~~TCA 10-7-512~~
6. ~~TCA 49-1-221~~

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(e)(1)(i); 20 USCA § 7131; Public Acts of 2025, Chapter No. 195
3. TCA 49-1-221(a)(1)(C)(i)
4. TCA 39-17-901; TCA 49-1-221(a)(1)(C)(ii)
5. TCA 10-7-512
6. TCA 49-1-221(a)(1)(E)
7. Public Acts of 2025, Chapter No. 195
8. TCA 49-1-221(c)

Cross References

Use of Email 1.805
 Complaints Regarding Digital or Online Resources 4.406.5
 School and System Websites 4.407
 Controversial Materials 4.801
 Student Publications 6.704

Cheatham County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 07/11/16
		Rescinds: 4.601	Issued: 05/13/03

**First Reading
8 7 2025**

Student progress reports shall be provided at the end of the 4th, 9th, 13th and 18th weeks of each semester. ~~The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year.~~¹ The Director of Schools shall develop a reporting procedure that includes how parents can access this information online.¹

Student progress reports shall indicate the students' conduct and include information on attendance, academic progress, and other information necessary to communicate effectively with the parent(s)/guardian(s). For students in grades kindergarten through eight (K-8), the student's score on the most recently administered universal reading screener shall also be included along with the results of a dyslexia screener, if applicable.²

In addition to the regular progress reports, principals and teachers are encouraged to confer with parent(s)/guardian(s) on the educational progress of their children. Teachers shall consult with parent(s)/guardian(s) of students who are working at an unsatisfactory level, or whose performance shows a sudden deterioration. Parent(s)/guardian(s) shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

PARENT CONFERENCES

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction.²⁻³ The Director of Schools shall be responsible for scheduling and coordinating system wide conferences.

Conferences shall be physically accessible to all parents and/or guardians.³⁻⁴

REPORTS OF WITHDRAWALS

The Director of Schools/attendance director shall be responsible for complying with state laws and regulations relating to the reporting of withdrawals of students, and the Director of Schools is authorized to develop procedures to ensure compliance.⁴

Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. **Public Acts of 2025, Chapter No. 330**
3. TCA 49-6-7002

Cross References

- School Calendar 1.800
- Section 504 & ADA Grievance Procedures 1.802

4. 28 CFR § 36.201-2
5. TCA 49-6-3017

Grading System 4.600
Reports of Withdrawal 4.601.1
Staff Time Schedules 5.602
Attendance 6.200

Cheatham County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Compensation Guides & Contracts First Reading 8 7 2025	Descriptor Code: 5.110	Issued Date: 09/02/21
		Rescinds: 5.110	Issued: 07/11/16

Certified personnel must make a written contract with the Board at a fixed salary per month before entering upon their duties.¹

The Director of Schools shall establish the salary rating of each person employed and shall recommend such salary rating to the Board for its approval.²

Contracts for administrators and system-wide professional personnel shall include two-hundred (200) days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each contract shall provide:³

1. A minimum of one hundred and eighty (180) working days;
2. A minimum of five (5) days for in-service education;
3. Ten (10) vacation days; and
4. Five (5) days as designated by the Board (teachers shall use one (1) day for parent-teacher conferences).

The school calendar adopted by the Board each year shall become part of each employee's contract.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.^{1,4}

~~Notwithstanding anything to the contrary in that certain Memorandum of Understanding (the "MOU") by and between the Cheatham County Board of Education and the Professional Educators of Cheatham County dated March 5, 2020, any retired teacher that is employed as a substitute teacher by a third party company providing substitute teaching services for Cheatham County schools that also provides its employees with a health insurance benefit, shall not be excluded from receiving the contribution of payment for medical insurance premiums set forth in Section XI of the MOU, provided that retiree meets all other qualifying criteria set forth in Section XI of the MOU to receive that benefit~~

Legal References

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. TCA 49-6-2006;

Cross References

School Calendar 1.800
Revenues 2.400
Payroll Procedures 2.802
Salary Deductions 2.803

Cheatham County Board of Education

Monitoring:
Review: Annually, in
January

Descriptor Term:

Employment of Retirees

Descriptor Code:
5.119

Issued Date:
09/07/23

Rescinds:
5.119

Issued:
10/06/22

First Reading
8 7 2025

General

The Director of Schools may hire a retired individual if certain conditions are met as provided for in state law. Prior to commencement of reemployment, the Director of Schools shall provide the required employment information to the Tennessee Consolidated Retirement System (TCRS). In order to be eligible for employment after retirement, a TCRS member must comply with the following:

1. The retired member must have a bona fide separation of service which includes a separation of at least sixty (60) calendar days and no previous agreement to return to work after retirement; and
2. The retired member may not accrue additional retirement benefits as a result of the member's reemployment and may not draw disability retirement benefits.

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS²

Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days. ~~if the Director of Schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.⁺~~

To continue receiving TCRS benefits, the following conditions must be met in addition to the general standards above:

1. During a twelve-month period, the retiree must not work more than one hundred twenty (120) days; and
2. The retired member's compensation must not exceed 60% of the annual full-time salary received in the year immediately prior to the member's last paid day of covered employment. This amount shall be adjusted by five percent (5%) for each year after that date.

The retired member may work beyond one hundred twenty (120) days as a substitute teacher if the payment does not exceed the rate of compensation for substitute teachers filling similar vacant positions.

GENERAL EMPLOYMENT CONTRACTS

~~The Director of Schools may employ retired teachers. Retirement benefits will not be lost or suspended under certain conditions which include, but are not limited to, the following:²~~

- ~~1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;~~
- ~~2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and~~
- ~~3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.~~

~~ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³~~

~~Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the following conditions:~~

- ~~1. The retired member has been retired for at least sixty (60) calendar days;~~
- ~~2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the retirement allowance;~~
- ~~3. The retired member's employment can't be longer than a one (1) year period; however, the retired member can be reemployed for additional one (1) year periods;~~
- ~~4. The retired member is not drawing disability retirement benefits; and~~
- ~~5. The retired member can't accrue additional retirement benefits.~~

~~The Director of Schools shall notify TCRS of the member's reemployment.~~

~~Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law. The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five percent (5%) of the retired member's pay rate.~~

~~HARD TO FILL POSITIONS³~~

~~The Director of Schools may contract with retired members for hard to fill positions if the following conditions are met in addition to the general standards above:~~

- ~~1. During the reemployment, the retirement benefit payable to the retiree must be reduced to seventy percent (70%) of the retirement allowance the member would have otherwise been~~

entitled to receive; and

2. The retired member's reemployment must not exceed one (1) year, but the retired member may be reemployed for additional one-year periods per state law.

The Director of Schools shall certify to TCRS that the employee is being rehired in a hard-to-fill position. In order to qualify, one or more of the following conditions must be established:

1. It is difficult to recruit and retain qualified employees for the position;
2. The position requires specialized certification, credentials, or education;
3. The demand for the position exceeds the supply;
4. The position is in high demand in the marketplace;
5. The position is filled by key personnel;
6. The position requires specific skills and experience; or
7. The position has other unique recruitment or retention issues identified and documented by the Director of Schools.

Once the retired member is hired, the district shall pay TCRS the greater of: (1) a payment equal to the amount the employer would have contributed to the retirement system during the period of reemployment; or (2) an amount equal to five percent (5%) of the retired member's earnable compensation.

Legal References

- ~~1. TCA 8-36-805, Public Acts of 2023, Chapter No. 425~~
- ~~2. TCA 8-36-821, Public Acts of 2023, Chapter No. 425~~
- ~~3. TCA 8-36-822, Public Acts of 2023, Chapter No. 425~~

1. TCA 8-36-805; TCA 8-36-809; Public Acts of 2025, Chapter No. 159

2. TCA 8-36-805; Public Acts of 2025, Chapter No. 159

3. TCA 8-36-809; Public Acts of 2025, Chapter No. 159

Cross References

Application and Employment 5.106
Employment Options for Retirees 5.119.1
Substitute Teachers 5.701

Cheatham County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Family and Medical Leave First Reading 8 7 2025	Descriptor Code: 5.305	Issued Date: 10/05/23
		Rescinds: 5.305	Issued: 09/05/19

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school district and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be eligible to use FMLA leave.²

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. The birth of a child;
2. The placement of a child with the employee for adoption or foster care; "Adoption" includes that period of time beginning with the filing of an adoption petition and the initial placement of a minor child within the residence of a prospective adoptive parent pursuant to a court-ordered parental power of attorney or guardianship or custodial order until the issuance of a final order of adoption by the court;
3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her job position;
4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

1. *Relationship between FMLA leave and Tennessee Maternity Leave Act*- FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy,

1 childbirth, and nursing of a newborn child.³

- 2
- 3 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity
- 4 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for
- 5 maternity or paternity leave purposes. In order to be eligible to use sick leave, written request of
- 6 the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall
- 7 be submitted. Upon verification by a written statement from an adoption agency or other entity
- 8 handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a
- 9 child. If both adoptive parents are teachers employed by the district, however, only one (1) parent
- 10 is entitled to use such leave.⁴
- 11
- 12 3. Spouses who are both eligible employees of the school district are limited to a combined total of
- 13 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
- 14 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,
- 15 or to care for a parent who has a serious health condition. Under certain circumstances, spouses
- 16 who share leave for the birth or adoption of a child may be eligible for limited amounts of
- 17 additional leave for other qualifying FMLA reasons.⁵
- 18

- 19 4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is
- 20 available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor
- 21 child.⁶ An eligible employee taking leave under this provision shall not be required to utilize
- 22 any other type of accrued leave during this period. Eligible employees include teachers,
- 23 principals, supervisors, or other individuals required by law to hold a valid license of
- 24 qualification for employment and who meet the following requirements: ~~who have been~~
- 25 ~~employed with a school district full time for at least twelve (12) consecutive months.~~

26 ~~Employees shall provide notice to the school district thirty (30) days prior to the intended use~~

27 ~~of the leave. If the employee learns about the need for leave less than thirty (30) days in~~

28 ~~advance, the employee shall give notice as soon as reasonably possible in order to be eligible~~

29 ~~for the paid leave. This paid leave does not need to be taken consecutively; however, the paid~~

30 ~~leave shall be used within twelve (12) months of the qualifying event. The leave shall run~~

31 ~~concurrently with FMLA leave.⁶~~

- 32 a. Possess a valid license or an emergency credential issued by the Department of
- 33 Education per TCA 49-5-106, required for the position the employee holds;
- 34
- 35 b. Have been employed with the district full time for at least twelve (12) consecutive
- 36 months in a position for which the employee is required by law to hold the license or an
- 37 emergency credential referenced above at the time of the qualifying event; and
- 38
- 39 c. Have held a valid license or an emergency credential issued by the Department of
- 40 Education per TCA 49-5-106 for the entire twelve consecutive months of fulltime
- 41 employment.
- 42

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave shall be either: (1) taken consecutively, except in extenuating circumstances, as determined by the Director of Schools; or (2) taken nonconsecutively, but in increments of no less than one (1) week. The paid leave shall be used within twelve (12) months of the qualifying event and shall run concurrently with FMLA leave.⁷

LEAVE FOR A SERIOUS HEALTH CONDITION⁶⁻⁸

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. ~~Granting of such leave shall be subject to the provisions of applicable federal and state laws.~~ Employees shall contact Human Resources to determine if the reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*⁷⁻⁹- Eligible employees are entitled to up to twelve (12) workweeks of leave because of any “qualifying exigency”² arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impending call to active duty status in the Armed Forces. Qualifying exigencies may include:

- a. Issues arising from the service member's short notice deployment;
- b. Military events and related activities (e.g. official ceremonies, support programs);
- c. Making or updating financial and legal arrangements;
- d. Attending counseling;
- e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
- f. Attending post-deployment activities.

2. *Military Caregiver Leave*¹⁰- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.”² A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy. ~~The calculation of this five (5) year period shall not include the interval of October 28, 2009 through March 8, 2013.~~

The “single twelve (12) month period”²² for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE⁹⁻¹¹

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a **licensed** employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*^{10 12}- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.^{11 13} The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.^{12 14}

2. Certification Requirement¹³

- a. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. The date on which the serious health condition commenced;
 - ii. The probable duration of the condition;
 - iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and

iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.

b. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school district, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)^{14,16}

a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD¹⁵⁻¹⁷

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.

2. The employee shall be kept under any group health plan for the duration of the leave.

3. The Board may recover the premium paid under the following conditions:

a. The employee fails to return from leave after the period of leave has expired; and

b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
 2. 29 USCA 2601,2611-2619
 3. TCA 49-5-702; TCA 4-21-408
 4. TCA 49-5-710(a)(2);TCA 8-50-802(a)(4)
 5. 29 CFR § 825.120(a)(3)
 6. ~~Public Acts of 2023, Chapter No.399~~
 7. ~~Public Acts of 2025, Chapter No. 163~~
 8. ~~TCA 8-50-814; Public Acts of 2025, Chapter No. 235~~
 9. 29 CFR § 825.113
 10. 29 CFR § 825.126
 11. 29 CFR § 825.124; 29 CFR § 825.127
 12. 29 CFR § 825.202
 13. 29 CFR § 825.302-825.304
 14. 29 CFR § 825.207
 15. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
 16. 29 CFR § 825.305-825.313
 17. 29 CFR § 825.602
 18. 29 USCA § 2614
- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Cheatham County Board of Education				
Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers		Descriptor Code: 5.701	Issued Date: 09/05/24
			Rescinds: 5.701	Issued: 03/02/23
	First Reading 8 7 2025			

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 or suspended licenses or certificates according to the Department of Education
10 shall not be hired.⁴

11 Qualifications for substitute teachers shall be determined by the director of schools in compliance with
12 board policy, state laws, State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the Director of Schools 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)~~ thirty (30) consecutive days,
23 a 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.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 EMERGENCY NEEDS

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

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

7 **TRAINING AND ORIENTATION**

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

11 **RESPONSIBILITIES**

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

14 **RE-EMPLOYMENT/TERMINATION**

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

18 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
19 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\(5\)\(b\)](#)
[Public Acts of 2025, Chapter No. 235](#)
7. [TCA 49-2-203\(a\)\(14\)\(A\); TCA 49-6-807\(7\)](#)
8. [Public Acts of 2024, Chapter No. 735; TCA 49-6-](#)
[805\(7\)](#)

Cross References

Background Investigations 5.118
Employment of Retirees 5.119

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 09/07/23
	First Reading 8 7 2025	Rescinds: 6.200	Issued: 09/01/22

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

The attendance supervisor shall oversee the entire attendance program which shall include:¹

1. Ensuring that all school age children attend school;
2. All accounting and reporting procedures and their dissemination;
3. Alternative program options for students who severely fail to meet minimum attendance requirements;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent(s)/guardian(s).³

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:⁴

1. Personal illness (doctor's statement required);
2. Illness of immediate family member (doctor's statement required);
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;⁵
6. College visits (documentation required);

7. Pregnancy (doctor's statement required);
8. School endorsed activities;
9. Summons, subpoena, or court order (documentation required); or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed; and
6. A School Progressive Truancy Intervention Plan is in place and followed.

TRUANCY

General

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation excusing those absences within adequate time, or request an attendance hearing, the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

~~Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.~~

*Progressive Truancy Plan*⁸

Tier I of the progressive truancy intervention plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, building wide incentive programs.

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to the juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions: Referral to Student Attendance Board, which may result in the following interventions: school-based community services; participation in a school-based restorative justice program; referral to a school-based teen court; Saturday or after-school courses designed to improve attendance and behavior. The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and

5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE¹⁰

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law.¹¹ The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the time released course.

The district shall not be responsible for transporting students to and from the place of instruction.

Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded one (1) unit of elective credit.

The Director of Schools shall develop procedures with secular criteria for determining whether credit shall be awarded.

MILITARY SERVICE OF PARENT/GUARDIAN¹¹

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

MAKE-UP WORK

Procedures related to make-up work shall be at the discretion of school administration and shall be included in student handbooks.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the End of Course Exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.¹² If attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. The student and the parent/guardian shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION²

A student that has more than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

ATTENDANCE HEARING¹³

Students with excessive (more than five (5) absences) or those in danger of credit/promotion denial, shall be referred to the Student Attendance Board to allow them the opportunity to address the panel and discuss the circumstances surrounding their absences. The student or parent(s)/guardian(s) shall be provided with written notification of the hearing. The student and/or parent(s)/guardian(s) shall be provided with a written statement of the action recommended by the panel regarding the excessive absences.

Failure to appear before the Student Attendance Board indicates that the Progressive Truancy Intervention plan has failed, and the student may be referred to juvenile court.

Students (or their parent(s)/guardian(s)) have the right to appeal the decision of the Student Attendance Board. This appeal must be made within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

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

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers and administrative staff.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. ~~TCA 46-6-3019~~
12. TCA 49-2-203(b)(7); TCA 49-6-3002(b); Public Acts of ~~2023; Chapter No. 130~~2025, Chapter No. 401
13. TRR/MS 0520-01-02-.17(7)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Sick Child 6.200.2
Attendance Requirements for Driver's Licenses & Learner's Permits 6.200.5
Certificate of Compulsory School Attendance Application 6.200.6
Chronic Health Verification Form 6.200.7
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Cheatham County Board of Education			
Monitoring: Review: Annually,	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 03/04/21
First Reading 8 7 2025	Questioning Students and Searches	Rescinds: 6.303	Issued: 04/04/16

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering
5 falsely, or evasively or refusing to answer a question may be subject to disciplinary action, including
6 suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
8 principal may interrogate the student without the presence of parent(s)/guardian(s).

9 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
11 school, the police may interrogate a student suspect in school during school hours. The principal shall
12 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the
14 principal or his/her designee shall be present during the interrogation.¹ ~~The use of police women or
15 female staff members is desirable in the interrogation of female students.~~

16 POLICE-INITIATED INTERROGATIONS

17 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
18 crimes committed outside of school hours, the police department should first contact the principal
19 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
20 principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless
21 circumstances require otherwise. The interrogation may proceed without attendance of the
22 parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

23 SEARCHES BY SCHOOL PERSONNEL

24 ~~The school principal shall authorize all searches at the outset per state law.² All principal initiated
25 searches shall be conducted by a school security officer or a school administrator who has completed the
26 state required training.³ The following conditions shall apply to principal initiated searches:~~

- 27 1. All the following standards of reasonableness must be met:
 - 28 a. A particular student has violated school policy;
 - 29 b. The search will yield evidence of the violation of school policy or will lead to finding
30 dangerous weapons, drugs, or drug paraphernalia;

- c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
- d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
- e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student as well as the nature of the alleged infraction;⁴

2. A school administrator shall be on-site at any principal-initiated search;

3. A school administrator shall oversee the search and may end the search at any time; and

4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search³

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools/designee.⁵

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law. The director shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.^{1,6}

Legal References

1. TCA 49-6-4203(b)
2. ~~TCA 49-6-4201 et seq.; Tenn. Op. Att'y Gen. No. 14-21 (February 24, 2014)~~
3. Public Acts of 2025, Chapter No. 244
4. TCA 49-6-4205(b)
5. State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 (Tenn. Ct. App. July 16, 2009)
TCA 49-6-4201; Tenn. Op. Att'y Gen. No. 14-21 (February 24, 2014)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Searches by Metal Detectors & Trained Animals 6.303.1
Searches by School Personnel 6.303.2
Child Abuse and Neglect 6.409

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Use of Personal Communication Devices and Electronic Devices	Descriptor Code: 6.312	Issued Date: 10/03/24
		Rescinds: 6.312	Issued: 04/04/16

First Reading
8 7 2025

~~Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in lockers, backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets.~~

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

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

GENERAL¹

Wireless communication devices include any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, tablets, and gaming devices.

A student may be permitted to utilize a wireless communication device under the following circumstances:

1. In case of emergency;
2. When authorized by a teacher;
3. To manage the student's health, as documented in the student's individual healthcare plan;
4. When the possession or use is required by the student's individual education program, 504 plan, or individual learning plan; or
5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.

GRADES K-8

Students may possess wireless communication devices so long as such devices are turned off and stored for the entirety of the school day unless one of the exceptions above applies.

GRADES 9-12

Students may possess wireless communication devices so long as such devices are turned off and stored during instructional time, unless one of the exceptions above applies. During breaks throughout the school day, students may use wireless communication devices.

PENALTIES

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to disciplinary action.

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be alerted by the district's mass notification system.¹

Legal References

1. [Public Acts of 2025, Chapter No. 103](#)

Cross References

Code of Conduct 6.300

Cheatham County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 12/05/19
		Rescinds: 6.411	Issued: 06/05/17

First Reading
8 7 2025

The Board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well-being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the district.¹

COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the Centers of Disease Control and Prevention's (CDC) Coordinated School Health (CSH) approach to managing new and existing wellness related programs and services in schools and the surrounding community based on State law and State Board of Education CSH standards and guidelines. The school district's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in the school district.

SCHOOL HEALTH ADVISORY COUNCIL^{2,3}

A district school health advisory council shall be established to serve as a resource to school sites for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include but are not limited to:

1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations as to physical activity and nutrition policies;
2. Ensuring all schools within the district create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used as guidance by the Council to make recommendations. The Board will consider recommendations of the Council in making policy changes or revisions.

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents and administrators.² The Team is shall hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts. The Director of

Schools/designee will ensure compliance with the school wellness policy, to include an assessment of the implementation of the wellness policy and the progress made in attaining the policy goals. The assessment will be available to the public.

COMMITMENT TO NUTRITION

All schools within the district shall participate in the USDA child nutrition programs, which may include, but not limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.^{4,5,6}

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6} The school principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district.^{2,5,6}

~~**Nutrition Promotion**—Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.~~

~~The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:~~

- ~~• Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and~~
- ~~• Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.~~

~~**Food and Beverage Marketing in Schools**—The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.~~

~~As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions will be marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards.~~

~~Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product.~~

~~**Celebrations and Rewards**—All foods offered on the school campus are encouraged to meet or exceed the USDA Smart Snacks in School nutrition standards including through:~~

- ~~1. Celebrations and parties. The district encourages parents and teacher to promote healthy food and nonfood celebrations. Healthy party ideas are available from the Alliance for a Healthier Generation and from the USDA.~~
- ~~2. Classroom snacks brought by parents. The District encourages parents that provide classroom snacks to be of a healthy nature.~~
- ~~3. Rewards and incentives. The District encourages teachers and other relevant school staff members not to use food, candy, or beverages as rewards. The District encourages teachers and other relevant school staff members not to withhold food, candy, or beverages as punishment for any reason, such as for performance or behavior.~~

FUNDRAISING

~~Food and beverages sold that can be consumed on campus during the school day must meet or exceed the USDA Smart Snacks guidelines in school nutrition standards. Schools shall follow the limit on days per semester in which non-healthy foods may be used for fundraisers.⁵~~

DISTRICT GOALS

The District will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition Education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition Education will discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy breakfast. ~~If a district engages in food or beverage marketing, all marketing shall comply with the Smart Snacks in School nutrition standards.⁷~~

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷⁻⁸

The Board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program. The district shall comply will all physical activity laws.

Physical Education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards. ~~In addition to the district's physical education program, non-structured physical activity periods shall be offered as required by law.~~

Unstructured physical activity periods shall be offered in addition to the school district's physical education program. Elementary school students shall receive a minimum of forty (40) minutes of physical activity each full school day. Middle and high school students shall receive a minimum of ninety (90) minutes of physical activity each full school week.

Physical activity will be conducted outside if weather permits. The following activities shall not be considered physical activity: walking to and from class, time spent on an electronic device, and time spent in a physical education class.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment.

COMMITMENT TO CURRICULUM³

All applicable courses of study should be based on State-approved curriculum standards.

SCHOOL HEALTH INDEX³

All schools within the district shall annually administer a baseline assessment on each of the recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the ~~State Tennessee~~ Department of Education.

RECORD KEEPING COMPLIANCE

The ~~school~~ district's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.^{8 9}

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. ~~42 USCA § 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))~~
5. ~~TRR/MS 0520-01-06~~
6. ~~7 C.F.R. § 210 and 220~~
7. ~~TCA 49-6-1021~~
8. ~~7 C.F.R. § 210.31(f)~~

Cross References

- Student Wellness 6.411.1
Student Suicide Prevention 6.415

9. 42 USCA § 1758b; TRR/MS 0520-01-06-.04
10. TRR/MS 0520-01-06
11. 7 CFR § 210; 7 CFR § 220
12. 7 CFR 210.31(c)(3)(iii)
13. TCA 49-6-1021; Public Acts of 2025, Chapter No. 306
14. 7 CFR § 210.31(f)

Cheatham County Board of Education

Monitoring:

Review: Annually, in May

Descriptor Term:

Student Records

Descriptor Code:

6.600

Issued Date:

04/04/16

Rescinds:

6.600

Issued:

05/04/15

First Reading
8 7 2025

A cumulative record shall be kept for each student enrolled in school. The individual folder shall contain a health record, attendance record, and scholarship record. The folder shall be kept current and shall accompany the student through his/her school career.¹

The name used on the record of the student entering the school ~~system~~ district must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering the ~~system~~ school district from another school must be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the ~~system~~ district or to a school outside of the school district, copies of the student's records, including the student's disciplinary records shall be sent to the transfer school within five (5) business days of the date on which the student's records request was received by the school.⁷⁻²

~~When a student transfers to a school outside the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school.⁷~~

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA)³.

ACCESS TO STUDENT RECORDS⁸

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.^{2 4} A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education

record without the parent(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school ~~system district~~ will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure⁵;
2. If the disclosure is an item of directory information⁶;
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the ~~child student~~; the name and address of the person responsible for the care of the ~~child student~~, and the facts requiring the report;³⁻⁷
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school ~~system-district~~;⁸
5. When the school ~~system district~~ has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their ~~parent(s)/guardian(s)~~ by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose which the study was conducted;⁹
6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;¹⁰
7. To accrediting organizations to carry out their accrediting functions;¹¹
- ~~8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;⁴~~
8. To officials of another school, school system, or postsecondary institution when a student seeks or intends to enroll in another school district or a postsecondary institution. Parent(s)/guardian(s) of the student shall be notified of the transfer and shall have the right to obtain copies of the record transferred as well as an opportunity to challenge the content of the record;¹²
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements.¹³
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.¹⁴
11. To the Attorney General/ ~~or his~~ designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be

liable to any person for that production.⁵⁻¹⁵

12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.⁶⁻¹⁶

13. To the Secretary of Agriculture/designee for purposes of conducting program monitoring, evaluations, and performance measurements, provided that the data collected will be protected in a manner which will not permit the disclosure of personal identification of students and their parent(s)/guardian(s) by individuals other than to representatives of the organization, and that the information will be destroyed when no longer needed for the purpose for which it was conducted;¹⁷ and

14. To state and local authorities to whom information is specifically allowed to be reported or disclosed by state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.¹⁸

Consent to Disclose Records¹⁹

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s)/guardian(s) or eligible student; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent(s)/guardian(s) or the eligible student may obtain a copy of any records disclosed under this provision.

RECORDKEEPING

The school ~~system~~ district will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The ~~system~~ school district will maintain an accurate record of information it discloses and access it permits. The ~~system~~ school district will maintain this record as long as it maintains the student's education record.²⁰

The record will include at least:²⁰

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

- 1 * *The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary*
2 *school, at which time all of the above rights become the student’s right.*²¹

Legal References:

1. ~~USCA 20-1232g; TCA 10-7-503; TCA 10-7-504~~
2. ~~TCA 10-7-504(a)(4); 20 USC 1232g~~
3. ~~TCA 37-1-403~~
4. ~~TRR/MS 0520-1-3-.03(11)(e)~~
5. ~~20 USCS § 1232g(j); USA Patriot Act of 2001 § 507~~
6. ~~Pub. L. No. 112-278, 126 Stat. 2480; Uninterrupted Scholars Act of 2013~~
7. ~~TCA 49-6-3001(e)(1)~~

1. 20 USCA § 1232g
2. TCA 49-6-3001(c)(1); Public Acts of 2025, Chapter No. 156
3. TCA 49-1-701; 20 USCA § 1232g
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B); 20 USCA § 1232g(b)(1)(J)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3), (5); 20 USCA § 1232g(b)(1)(C)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. 20 USCA § 1232g(b)(1)(B)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j)
16. 20 USCA § 1232g(b)(1)(L)
17. 20 USCA § 1232g(b)(1)(K)
18. 20 USCA § 1232g(b)(1)(E)
19. 34 CFR § 99.30; 20 USCA § 1232g(b)(2)(A)
20. 34 CFR § 99.32(a)
21. 34 CFR §§ 99.3, 99.5; TCA 49-1-704

Cross References:

School Board Records 1.407
Promotion and Retention 4.603
Attendance 6.200
Child Custody/Parental Access 6.209
Disciplinary Hearing Authority 6.317
AIDS 6.404
Authorization for the Release of Student Records 6.600.1

Cheatham County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: 05/06/21
	First Reading 8 7 2025	Rescinds: 1.700	Issued: 12/07/15

1 The Board shall determine the educational goals of the school system. In discharging that
2 responsibility, the Board has adopted the following goals:

3 **INSTRUCTION**

- 4 1. To promote a plan for the organized improvement of school curriculum, including the transition
5 between elementary and secondary schools;
- 6 2. To offer a wide range of career and service opportunities;
- 7 3. To promote an integration of academic, physical, social and emotional growth experiences for
8 each student; and
- 9 4. To promote the recognition of achievement in all endeavors (example, academic, athletic).

10 **STUDENTS**

- 11 1. To structure the instructional program to provide necessary alternatives to meet a variety of
12 individual needs and aspirations;
- 13 2. To ensure that each student’s interests, capacities and objectives are considered in his/her
14 learning program;
- 15 3. To help students gain understanding of themselves, as well as skills and techniques in living
16 and working with others and being responsible citizens.

17 **PERSONNEL**

- 18 1. To provide high quality performance by the staff, including both professional and support
19 personnel;
- 20 2. To establish acceptable performance standards for all personnel;
- 21 ~~3. To set goals for educator diversity that take into consideration the diversity of the student~~
22 ~~population;⁺~~
- 23 4. To provide in-service training and professional growth experiences for teachers and
24 administrators; and
- 25 5. To maintain an evaluation system for the improvement of the instructional system.

1 OPERATIONS

2 1. To make every effort to secure adequate funding for the educational program in support of the
3 stated goals;

4 2. To maintain an adequate system of fiscal and business management;

5 3. To develop plans for the efficient use of school facilities; and

6 4. To ensure appropriate communication between the director of schools and the Board.

7 The Board shall annually review these goals and revise them as necessary.

8 The Director of Schools is responsible for developing procedures and strategies to implement the goals
9 of the Board

Legal References

1. State Board of Education Policy 5.700; TCA 49-1-302(g)

Cross References

Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Goals 4.100
Personnel Goals 5.100
Student Goals 6.100

Cheatham County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Personnel Goals	Descriptor Code: 5.100	Issued Date: 05/06/21
	First Reading 8 7 2025	Rescinds: 5.100	Issued: 07/11/16

- 1 The Board's **personnel** goals are **as follows**¹:
- 2 1. To ensure that the Director of Schools recruits and employs the best qualified individuals to staff
- 3 the school district;
- 4 2. To provide compensation, benefits, and working environments sufficient to attract and retain
- 5 qualified employees;
- 6 ~~3. To set goals for educator diversity that take into consideration the diversity of the student~~
- 7 ~~population;~~¹
- 8 4. To provide an in-service training program for all employees to improve their performance; and
- 9 5. To conduct an evaluation program that will contribute to the continuous improvement of staff
- 10 performance.

Legal References

- ~~1. State Board of Education Policy 5.700;~~
~~TCA 49-1-302(g)~~

Cross References

School District Goals 1.700

- 11 **1. State Board of Education Policy 5.700; TCA**
- 12 **49-1-302(g)**