

**Collierville Schools Board Business Meeting
April 29, 2025 6:00 PM
Collierville Schools Board Meeting Room
215 W Poplar Avenue
Collierville, TN 38017**

- | | |
|--|--|
| I. Call to Order | Wanda Chism, Vice Chairman |
| II. Roll Call | Wanda Chism, Vice Chairman |
| III. Moment of Silence | Wanda Chism, Vice Chairman |
| IV. Pledge of Allegiance | Wanda Chism, Vice Chairman |
| V. Special Recognitions | |
| A. Collierville High School 2024-2025 Valedictorian -
Sathiya Thiagarajam | Roger Jones, Principal |
| B. Collierville High School 2024-2025 Salutatorian - Jeon
George | Roger Jones, Principal |
| VI. Public Comments | Wanda Chism, Vice Chairman |
| VII. Business Affairs | Wanda Chism, Vice Chairman |
| A. Approval of the April 29, 2025 Board Business Meeting
Agenda | |
| B. Approval of the March 25, 2025 Board Business Meeting
Minutes | |
| C. Approval of the April 3, 2025 Special Called Meeting
Minutes | |
| VIII. Reports | |
| A. Vice Chairman's Report | Wanda Chism, Vice Chairman |
| B. Director's Report | Dr. Russell Dyer, Director of
Schools |
| IX. Business Items for Approval | Dr. Russell Dyer, Director of
Schools |
| A. Approval of 2025-2026 General Fund Budget
2025-2026 Special Revenue Budget
2025-2026 Other Funds Budget | Dr. Russell Dyer, Director of
Schools |
| B. Approval of the 2026-2027 Instructional Calendar | Jeff Jones, Assistant Superintendent |
| X. New Business | Dr. Russell Dyer, Director of
Schools |
| A. Modification of 2025-2026 Instructional Calendar | Jeff Jones, Assistant Superintendent |
| XI. Consent Items for Approval | Wanda Chism, Vice Chairman |
| A. March Monthly Financial Report | |
| B. Resolution 2025-06 Resolution Affirming the desire of
Collierville Schools to participate in Section Four (4) of the
Education Freedom Act of 2025. | |



COLLIERVILLE SCHOOLS

SCHOLARSHIP · INTEGRITY · SERVICE

- C. Resolution 2025-07 Agreement to provide employees voluntary access to the State of Tennessee's 457b Deferred Compensation Plan
- D. Approval of Bid #FY25007 Parking Lot resurfacing for Collierville Middle School with award to Fossett Paving.
- E. Approval of Bid #FY25008 Purchase and Installation of Kitchen Equipment at West Collierville Middle School with award to Federal Equipment
- F. Student Services Policy Updates

XII. Adjournment

Wanda Chism, Vice Chairman



COLLIERVILLE SCHOOLS

SCHOLARSHIP · INTEGRITY · SERVICE

Collierville Schools Board Business Meeting
April 29, 2025 6:00 PM
Collierville Schools Board Meeting Room
215 W Poplar Avenue
Collierville, TN 38017

- | | |
|--|---------------------------------------|
| I. Call to Order | Wright Cox, Chairman |
| II. Roll Call | Wright Cox, Chairman |
| III. Moment of Silence | Wright Cox, Chairman |
| IV. Pledge of Allegiance | Wright Cox, Chairman |
| V. Special Recognitions | |
| A. Collierville High School 2024-2025 Valedictorian | Roger Jones, Principal |
| B. Collierville High School 2024-2025 Salutatorian | Roger Jones, Principal |
| VI. Public Comments | Wright Cox, Chairman |
| VII. Business Affairs | Wright Cox, Chairman |
| A. Approval of the April 29, 2025 Board Business Meeting Agenda | |
| B. Approval of the March 25, 2025 Board Business Meeting Minutes | |
| C. Approval of the April 3, 2025 Special Called Meeting Minutes | |
| VIII. Reports | |
| A. Chairman's Report | Wright Cox, Chairman |
| B. Director's Report | Dr. Russell Dyer, Director of Schools |
| IX. Business Items for Approval | Wright Cox, Chairman |

A. Approval of 2025-2026 General Fund Budget
2025-2026 Special Revenue Budget
2025-2026 Other Funds Budget

B. Approval of Bid #FY25007 Parking Lot resurfacing for Collierville Middle School with award to Fossett Paving.

C. Approval of Bid #FY25008 Purchase and Installation of Kitchen Equipment at West Collierville Middle School with recommended award to Federal Equipment

D. Approval of the 2026-2027 Instructional Calendar

X. Consent Items for Approval

Wright Cox, Chairman

A. March Monthly Financial Report

B. Resolution 2025-06 Resolution Affirming the desire of Collierville Schools to participate in Section Four (4) of the Education Freedom Act of 2025.

C. Resolution 2025-07 Agreement to provide employees voluntary access to the State of Tennessee's 457b Deferred Compensation Plan

D. Student Services Policy Updates

XI. Adjournment



Minutes of the Collierville Schools Board Business Meeting
March 25, 2025 6:00 PM
Collierville Schools Board Meeting Room
215 W Poplar Avenue
Collierville, TN 38017

I. Call to Order

The Collierville Schools Board of Education Business Meeting was called to order by Board Chairman, Wright Cox at 6:00pm.

II. Roll Call

The roll call was taken by Board Chairman, Wright Cox. All board members were present, representing a quorum.

III. Moment of Silence

Board Chairman, Wright Cox, lead the meeting in prayer.

IV. Pledge of Allegiance

The Pledge of Allegiance was led by Board Member Paul Childers.

V. Special Recognitions

A. 2024-2025 Collierville Schools Educators of the Year

Mr. Jeff Jones introduced the Teachers of the Year, Principal of the Year and Supervisor of the Year. On behalf of the Collierville Rotary Club, the recipients were presented a \$200.00 check, presented by Terry Dean, Collierville Rotarian.

VI. Public Comments

There were no public comments.

VII. Approval of the March 25, 2025 Business Meeting Agenda

Motion Passed: Wanda Gibbs made the motion to approve the March 25, 2025 Business Meeting Agenda. The motion was seconded by Wanda Chism.

Paul Childers: Yea
Tom Bailey: Yea
Wanda Chism: Yea
Wanda Gibbs: Yea
Wright Cox: Yea

VIII. Business Affairs

A. Approval of Minutes

1. Minutes of February 25, 2025 Board Business Meeting

Motion Passed: Wanda Chism made the motion to approve the February 25, 2025 Board Minutes. The motion was seconded by Wanda Gibbs.

Paul Childers: Yea
Tom Bailey: Yea
Wanda Chism: Yea
Wanda Gibbs: Yea
Wright Cox: Yea

2. Minutes of the March 11, 2025 Special Called Business Meeting

Motion Passed: Wanda Gibbs made the motion to approve the March 11, 2025 Board Minutes. The motion was seconded by Wanda Chism.

Paul Childers: Yea
Tom Bailey: Yea
Wanda Chism: Yea
Wanda Gibbs: Yea
Wright Cox: Yea

B. Approval of February 2025 Monthly Financial Statements

Motion Passed: Wanda Gibbs made the motion to approve the February 2025 Monthly Financial Statements. The motion was seconded by Tom Bailey.

Paul Childers: Yea
Tom Bailey: Yea
Wanda Chism: Yea
Wanda Gibbs: Yea
Wright Cox: Yea

IX. Reports

A. Chairman's Report

Board Chairman Cox did not have a report.

B. Director's Report

Dr. Dyer reminded everyone of the events happening in Collierville Schools. CHS Draco Playhouse will be performing Legally Blonde beginning March 28. Congratulations to CES, TOES and SFES VEX Robotics team for qualifying for the World Championships. CHS Forensics captured 7 of TN's 30 invitations to their national tournament this year. Congratulations also to Crosswind Elementary Boys' Basketball team for winning their championship and to Tara Oaks Elementary Girl's Basketball team for winning their championship.

Dr. Dyer shared a video of his experience when he joined other area superintendents on the Navy Embarkment.

X. Business Items for Approval

A. Approval of Policy #2.805 update - Purchasing

Motion Passed: Wanda Gibbs made the motion to Policy #2.805. The motion was seconded by Paul Childers.

Paul Childers: Yea
Tom Bailey: Yea
Wanda Chism: Yea
Wanda Gibbs: Yea
Wright Cox: Yea

B. Approval of RFP# FY25003 - Custodial Services at Collierville Schools with recommended award to Parcou LLC

Motion Passed: Wanda Chism made the motion to approve Parcou, LLC as Collierville Schools custodial services provider. The motion was seconded by Tom Bailey.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

C. Approval of Bid #FY25006 Student Desks and Chairs at Tara Oaks Elementary with recommended award to Knowledge Tree

Motion Passed: Paul Childers made the motion to approve Bid #FY25006 to purchase student desks and chairs with the award to Knowledge Tree. The motion was seconded by Wanda Chism.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

D. Approval of Final GMP with Chris Woods Construction for West Collierville Middle Schools Interior Renovations

Motion Passed: Paul Childers made the motion to approve the final GMP with Chris Woods Construction for WCMS Interior Renovations. The motion was seconded by Tom Bailey.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

E. Approval of Houston Levee Land Purchase

Motion Passed: Paul Childers made the motion to approve the Houston Levee Land purchase.

The motion was seconded by Tom Bailey.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

XI. Adjournment

The meeting adjourned at 6:38 pm.

Wright Cox, Chairman

Dr. Russell Dyer, Superintendent

Mike Marshall, Board Attorney



**Minutes of the Special Called Business Meeting
April 3, 2025 4:00 PM
Executive Conference Room
215 West Poplar Avenue
Collierville, TN 38017**

Attendance Taken at 3:59 PM.

Tom Bailey: Present

Paul Childers: Present

Wanda Chism: Present

Wright Cox: Present

Wanda Gibbs: Present

Ms. Wanda Gibbs attended and participated electronically as allowed per board policy 1.400 for family illness.

I. Call to Order

The Collierville Schools Board of Education Special Called Meeting was called to order by Board Chairman, Wright Cox at 4:00pm.

II. Roll Call

The roll call was taken by Board Chairman, Wright Cox. All board members were present, representing a quorum. Ms. Wanda Gibbs participated electronically as allowed per board policy 1.400 for family illness.

III. Public Comments

There were no Public Comments.

IV. Approval of April 3, 2025 Agenda

Motion Passed: Wanda Chism made the motion to approve the April 3, 2025 Special Called Business Meeting agenda. The motion was seconded by Paul Childers.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

V. Approval of Highway 72 land purchase

Motion Passed: Paul Childers made the motion to approve the Hwy 72 land purchase. The motion was seconded by Tom Bailey.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Abstain (With Conflict)

VI. Approval of Science textbook committee recommendations

Motion Passed: Paul Childers made the motion to approve the adoption of the Science textbooks recommended by the textbook committee. The motion was seconded by Wanda Chism.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Yea

VII. Adjournment

The Special Called Meeting adjourned at 4:12 pm

Wright Cox, Chairman

Dr. Russell Dyer, Director of Schools

Mike Marshall, Board Attorney

COLLIERVILLE SCHOOLS

GENERAL FUND BUDGET 2025-26



CS Board Approved on
Town of Collierville Approved on

Dr. Russell Dyer,
Superintendent

Wright Cox,
Board Chairman

Anita Floyd,
Chief Financial Officer

215 W. Poplar Avenue
Collierville, TN 38017





COLLIERVILLE SCHOOLS

BOARD OF EDUCATION

Wright Cox	Board Chairman
Wanda Chism	Board Vice Chair
Wanda Gibbs	Board Member
Paul Childers	Board Member
Tom Bailey	Board Member

EXECUTIVE STAFF

Dr. Russell Dyer

Jeff Jones

Anita Floyd

Cecelia Booker

Leigh Anne Rainey

Thomas Dougherty

Lisa Higgins

Jill Church

Andy Field

Director of Schools

Assistant Superintendent

Chief Financial Officer

Chief of Human Resources

Chief Academic Officer

Chief of Operations

Chief Technology Officer

Chief of Special Education

Chief of Student Services

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COLLIERVILLE SCHOOLS PROFILE

Collierville Schools is a K-12 public education school system located in the Town of Collierville, Tennessee. The Collierville School District and the Collierville School Board of Education were established by the Town of Collierville in 2013. The school district opened its doors in July 2014 to serve students. The 2025-26 budget provides funding expectations for the eleventh year of operations of the school district. Projected revenues and expenditures are based on the estimated enrollment for the 2025-26 fiscal year. Collierville Schools provides its students with an inclusive, dynamic, rigorous, and supportive academic environment at all schools. The vision of Collierville Schools is to be a leader in public education, meeting the needs of a diverse student population by preparing them to succeed in a global society and celebrating their achievements of today.

Collierville Schools is comprised of nine schools: Bailey Station Elementary, Collierville Elementary, Collierville High, Collierville Middle, Crosswind Elementary, Schilling Farms Elementary, Sycamore Elementary, Tara Oaks Elementary, and West Collierville Middle. The mission of our district is to prepare our students for a life of scholarship, integrity, and service.

BUDGET HIGHLIGHTS

Fund

The General Fund is the primary operating fund that supports the day-to-day functions of the district.

Enrollment

Enrollment projections are based on a combination of spring enrollment data for both in-district and out-of-district students, historical enrollment trends, and anticipated construction of new residential property. The projected enrollment for the 2025-26 school year is 9,509 students.

Revenue

The major revenue sources for the General Fund are the Tennessee Investment in Student Achievement (TISA), the Shelby County Government, and the Town of Collierville.

BUDGET HIGHLIGHTS

Expenditures

The following are highlights of the major changes in the 2025-26 budget.

Investments for Student Achievement:

- 5 additional regular teaching positions in the elementary schools due to growth
- 2 additional teaching positions at the middle schools due to growth
- Added 1 additional teaching position at the high school due to growth
- 2 additional CTE instructors
- 5 additional SPED teachers
- 2 additional ESL teachers and 1 gifted teacher
- 4 instructional coaches (2 at each middle school) as a pilot
- Apple device refresh for students totaling \$1,530,000 (lease payment 1 of 3)
- District investment in Magma Math, \$122,200.
- Continued refresh of theatre arts equipment and orchestra and band instruments, \$117,000
- Continued refresh of the tv studio, \$100,000
- Continued refresh of interactive boards and monitors, \$530,000
- Security cameras at schools, \$34,100
- Continued switch replacement project in technology (2 schools each summer), \$400,000

Investments in Human Capital:

- Step increases for all eligible employees
- Added Step 20 for all teacher categories
- 3% cost of living increases for all employees
- Added 1 General Maintenance Technician. This is the only additional position in central administration for 2025-26.

BUDGET HIGHLIGHTS

Investments in Capital Outlay and Deferred Maintenance:

- Elevator replacement at WCMS, \$250,000
- Ground improvements at CHS, \$100,000
- Crosswind Elementary bleacher replacement, \$150,000
- Painting projects at schools, \$250,000
- Cafeteria table replacements, \$75,000
- Student desk replacements, \$150,000

BUDGET DEVELOPMENT CALENDAR FOR 2025-26



December 10, 2024	Budget Calendar Presented to Superintendent
December 10, 2024	Budget Calendar Distributed to Board Members
December 19, 2024	School Level Budgets to Principals
January 24, 2025	Budget Worksheets Distributed to Executive Staff
January 24, 2025	Budget Requests Due from Executive Staff
January 2025	Salary Schedules and Pay Calendars Developed
February 3-7, 2025	Principals' Meeting to Discuss Budget Requests
February 10-28, 2025	Executive Staff and Director FY 2025-26 Budget Request Review
March 10, 2025	Executive Staff Review 2025-26 Budget
March 17, 2025	Executive Staff Review 2025-26 Budget
March 24, 2025	Executive Staff Review 2025-26 Budget
April 2, 2025	Budget Presentation to Superintendent
April 15, 2025	Board Review of FY2025-26 Budget at Board Work Session
April 29, 2025	Presentation to Board Business Meeting for Approval of FY2025-26 Budget
May 5, 2025	Town of Collierville – 1 st Reading of Ordinance on Tax Levy
May 27, 2025	Town of Collierville – Public Hearing on Budget
June 9, 2025	Town of Collierville – Adoption of Budget

GENERAL FUND REVENUE

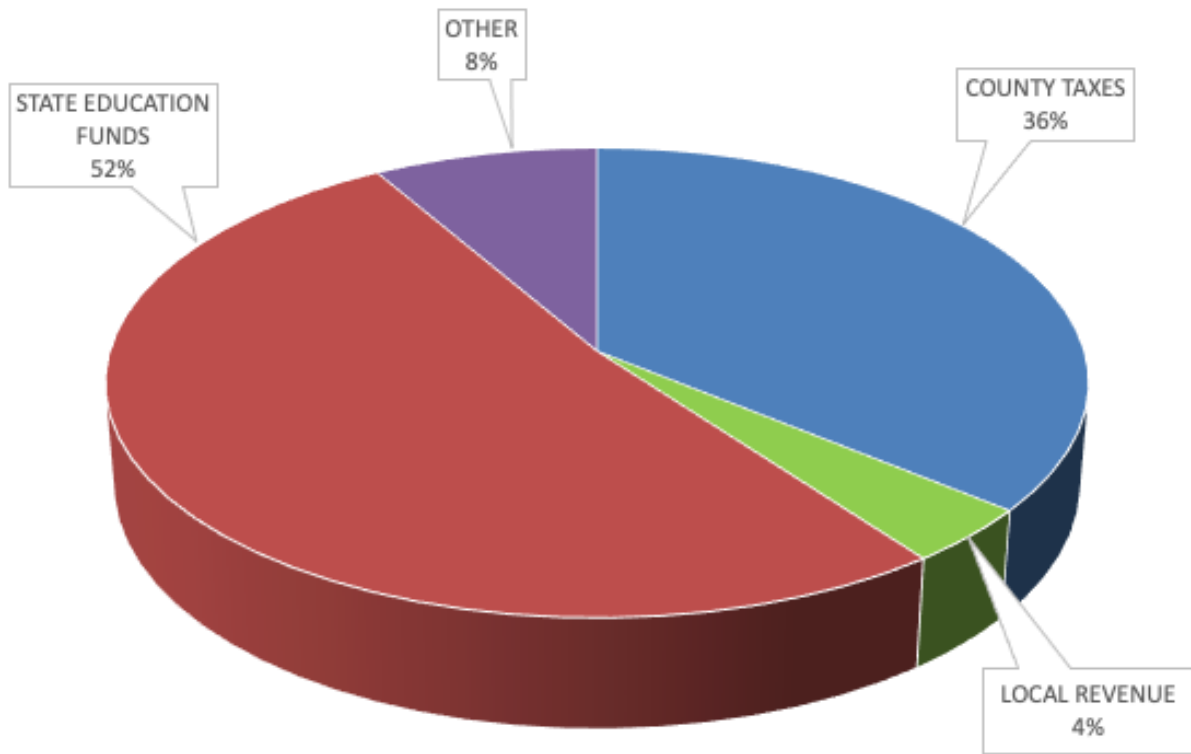
The three major sources of revenue for Collierville Schools are the State of Tennessee, Shelby County Government, and the Town of Collierville.

State of Tennessee funds consist primarily of Tennessee Investment in Student Achievement (TISA) funds. The Tennessee Department of Education provides estimates in the spring and then the final amount is distributed in July.

Shelby County Government funds come from two primary sources: property tax and sales tax. Educational revenues are shared between the Shelby County school system and municipal school districts based on the Weighted Full Time Equivalent Average Daily Attendance (WFTEADA) formula developed by the Tennessee Department of Education. The WFTEADA percentage varies each year for each of the school districts. Collierville Schools' WFTEADA for the 2023-24 fiscal year was 6.6%. The WFTEADA for the 2024-25 fiscal year will be determined in the spring of 2025.

The Town of Collierville provides 15 cents equivalent payment to the school district each year. The amount projected for 2025-2026 is \$2,582,675, which is level with the amount paid in the 2024-2025 school year.

GENERAL FUND REVENUE



The major sources of revenue are from the State of Tennessee, the Shelby County Government, and the Town of Collierville. The subcategories for this revenue are listed below:

- Tennessee Investment in Student Achievement (TISA) from the State of Tennessee
- Shelby County Property Taxes and Sales Taxes
- Town of Collierville (Maintenance of Effort)
- Shared Services – Transportation
- Tuition for Out of County Students
- Indirect Cost and Other Miscellaneous Revenue

GENERAL FUND REVENUE

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
40000	County Taxes	47,526,371	47,001,307	46,869,771
43000	Charges for Services	1,185,750	1,185,750	1,051,426
44000	Local Revenue	3,988,210	3,048,603	3,049,199
46000	State Education Funds	68,531,642	63,130,480	60,704,648
47000	Federal Funds Thru State	5,000	5,000	-
49000	Other Sources	11,115,000	7,407,375	4,277,838
	REVENUE GRAND TOTAL	132,351,973	121,778,515	115,952,882



COUNTY TAXES REVENUE

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
40110	Current Property Tax	23,520,000	23,520,000	23,553,400
40120	Trustee Collection (prior yr)	410,000	410,000	175,964
40130	Circuit Court (prior yr)	190,000	150,000	189,283
40150	Pick-Up Taxes	1,715,161	1,715,161	1,350,023
40162	Pay In lieu of Taxes - Utility	248,235	248,235	164,458
40163	Pay In lieu of Taxes - Other	310,000	282,831	309,189
40210	Local Option Sales Tax	15,820,000	15,800,000	15,812,704
40240	Wheel Tax	2,420,000	2,000,105	2,422,810
40270	Privilege Tax	3,300	3,300	2,591
40275	Mixed Drink Tax	307,000	289,000	306,674
40390	Municipal Tax	2,582,675	2,582,675	2,582,675
	Total	47,526,371	47,001,307	46,869,771

CHARGES FOR SERVICES

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
43513	Tuition Summer School	20,000	20,000	4,150
43515	Tuition-Other State Systems	150,750	150,750	200,194
43990	Other Charges for Services	1,015,000	1,015,000	847,082
	Total	1,185,750	1,185,750	1,051,426

OTHER LOCAL REVENUE

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
44110	Interest Income	1,100,000	440,038	1,170,774
44120	Lease/Rentals	20,000	20,000	15,851
44170	Miscellaneous Revenue	850,000	850,000	320,925
44171	Technology Replacement Fees	30,000	7,000	30,232
44172	Substitute Reimbursement	52,000	40,000	52,511
44174	Device Fees	300,000	300,000	199,907
44177	Boosters	434,210	274,565	353,281
44520	Insurance Recovery	35,000	10,000	35,000
44530	Sale of Equipment	1,100,000	1,100,000	810,464
44560	Damages Recovered	61,000	1,000	60,254
44990	Other Local Revenue	6,000	6,000	-
	Total	3,988,210	3,048,603	3,049,199

STATE EDUCATION FUNDS

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
46510	TISA	66,145,237	62,793,827	60,085,030
46513	TISA On Behalf Payments	260,653	260,653	260,653
46590	Other State Ed Funds	1,660,752	-	-
46610	Career Ladder Program	90,000	76,000	86,391
46990	Other State Revenues	375,000	-	272,574
	Total	68,531,642	63,130,480	60,704,648

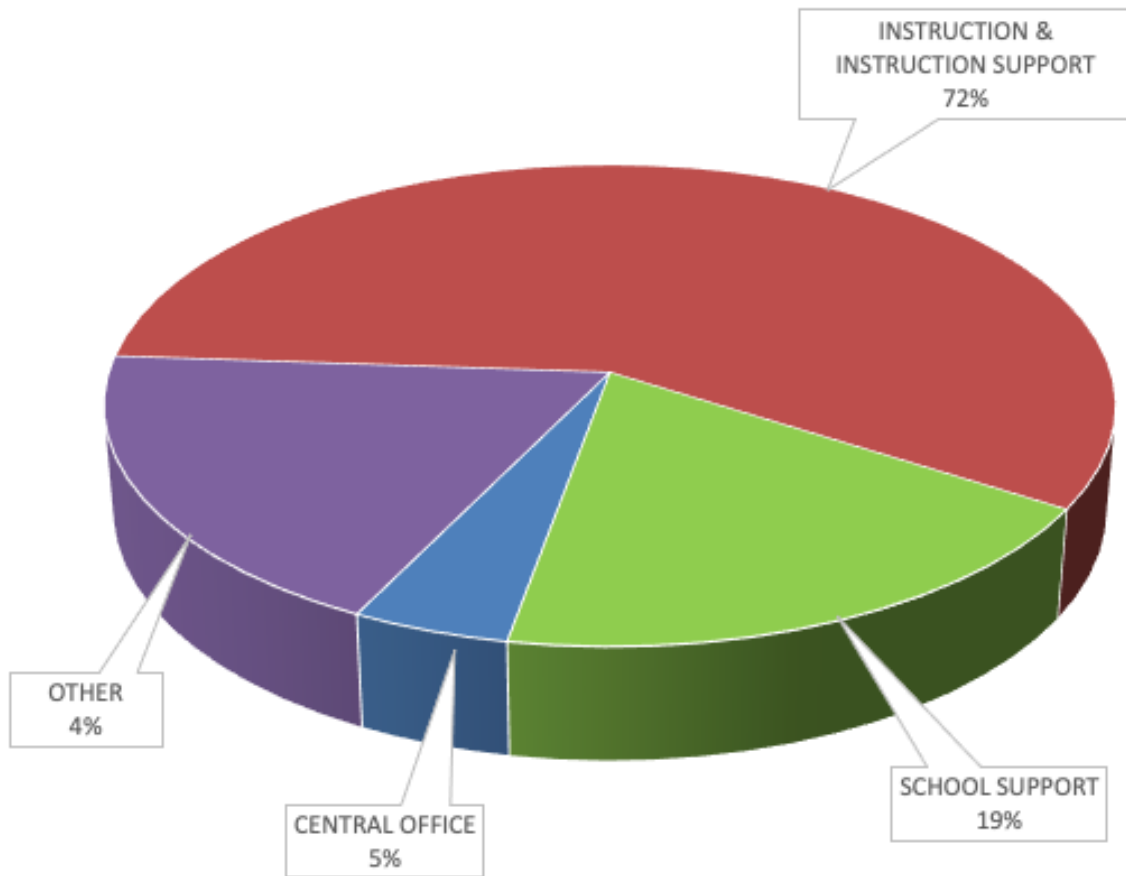
FEDERAL FUNDS THRU STATE

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
47143	Special Ed - Grants to States	5,000	5,000	
	Total	5,000	5,000	

OTHER SOURCES

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
49300	Capital Leases Issued	3,400,000	2,500,000	3,012,030
49315	SBITA Issued	645,000		644,001
49800	Operating Transfers	170,000	170,000	621,807
49900	Reserves	6,900,000	4,737,375	-
	Total	11,115,000	7,407,375	4,277,838

GENERAL FUND EXPENDITURES



Instruction and Instruction Support consists of Regular Education Instruction, Alternative Education, Special Education, Career & Technical Instruction, Other Student Support, Office of Principal, Regular Education Support, Special Education Support, Alternative Education Support, Student Services, Health Services, and Technology.

Maintenance and Transportation consists of Planning, Operation of Plant, Maintenance of Plant, Transportation, and School Safety.

Administration consists of Board of Education, Office of Superintendent, Fiscal Services, Special Services, and Human Resources.

Capital Outlay consist of Regular Capital Outlay projects and Debt Service.

GENERAL FUND EXPENDITURES

ACCT	DESCRIPTION	2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
71100	Regular Education Instruction	617	62,199,324	594	59,448,233	50,416,866
71150	Alternative Educ Instruction	2	276,481	2	257,444	194,170
71200	Special Education Instruction	156	10,966,105	149	10,176,492	8,958,042
71300	Career & Technical Instruction	34	3,207,726	32	2,804,531	2,544,213
72110	Planning		30,000		18,000	34,986
72110	Student Services	7	1,126,963	7	875,781	811,018
72120	Health Services	24	1,732,419	24	1,544,719	1,402,253
72130	Other Student Support	28	3,252,002	26	2,983,026	2,671,181
72210	Regular Education Support	22	2,835,866	22	2,855,486	2,501,461
72215	Alternative Educ Support		2,500		2,500	-
72220	Special Education Support	27	2,590,586	26	2,384,751	2,277,163
72250	Technology	31	6,569,516	31	6,274,521	5,127,184
72310	Board of Education	5	1,816,499	5	2,916,039	2,141,157
72320	Office of Superintendent	2	571,858	2	588,526	446,793
72410	Office of Principal	78	6,788,464	78	6,525,475	6,150,068
72510	Fiscal Services	12	1,664,613	12	1,686,292	1,098,954
72520	Human Resources	6	1,034,464	6	932,136	640,336
72610	Operation of Plant	12	7,351,797	12	7,020,419	5,997,631
72620	Maintenance of Plant	11	2,276,925	10	2,025,287	1,631,310
72710	Transportation	4	5,101,673	4	5,073,793	3,920,496
72810	Special Services	5	812,340	5	747,373	560,383
72810	School Safety	1	313,852	1	362,587	152,813
72610	Regular Capital Outlay		5,665,000		4,275,104	7,760,426
82330	Debt Service		4,165,000		-	2,324,795
99100	Transfers Out		-		-	1,835,180
	EXPENDITURES GRAND TOTAL	1,084	132,351,973	1,048	121,778,515	111,598,881

REGULAR EDUCATION INSTRUCTION 71100

DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
11600	Teachers	557	42,535,360	535	38,764,043	34,465,325
11700	Career Ladder		51,000		59,000	58,000
12700	Extended Contracts		20,000		20,000	-
12800	Homebound Teachers	4	30,000	4	30,000	15,068
16300	Educational Assistants (MS, HS)	14	398,139	13	349,653	184,997
16300	Educational Assistants (Elem)	42	1,193,094	42	1,197,949	844,912
18800	Bonus Payments		1,870,000		1,175,000	1,064,100
19500	Substitutes (Certified)		917,000		929,670	706,691
19800	Substitutes (Non-Certified)		20,000		20,000	27,570
20100	Social Security		2,916,145		2,641,217	2,173,519
20400	State Retirement		2,741,143		2,725,336	2,141,808
20600	Life Insurance		100,000		100,000	104,617
20700	Medical Insurance		4,400,000		4,400,000	4,398,318
21200	Medicare		682,002		618,145	510,118
21700	Hybrid Retirement		145,000		145,000	150,041
33000	Operating Lease Payments		0		2,635,000	644,001
33600	Maint & Repair - Equipment		31,200		29,200	10,350
39900	Other Contracted Services		140,000		140,000	131,414
42900	Instr. Supplies & Materials		1,155,620		1,144,520	1,103,693
44900	Textbooks (Bound)		1,533,621		1,000,000	801,508
49900	Other Supplies & Materials		40,000		40,000	26,971
59900	Summer School		6,000		6,000	-
59500	TISA On Behalf Payments		-		-	135,013
59901	Other Charges - Graduation		6,000		-	6,000
59900	Other Charges		25,000		-	25,000
72200	Regular Instruction Equipment		282,000		292,000	173,100
72200	Regular Instruction Equipment		611,000		421,500	129,999
72217	Instructional Equipment (Reimbursed)		350,000		565,000	384,733
TOTAL		617	62,199,324	594	59,448,233	50,416,866

Overview: This budget includes salaries and benefits for regular teachers, educational assistants, homebound teachers, substitute teachers and coaches' supplements, as well as textbooks, supplies and materials, and equipment for the various programs at the schools.

ALTERNATIVE EDUCATION INSTRUCTION 71150

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
11600 Coordinator	1	91,216	1	77,750	95,115
11600 Teachers	1	81,074		50,823	-
16300 Educational Assistants		-	1	26,128	26,212
20100 Social Security		10,682		9,591	6,996
20400 State Retirement		9,941		9,839	8,354
20600 Life Insurance		670		670	347
20700 Medical Insurance		27,000		27,000	19,209
21200 Medicare		2,498		2,243	1,632
21700 Hybrid Retirement		400		400	295
39900 Other Contracted Services		40,000		40,000	34,153
42900 Instr. Supplies & Materials		4,000		4,000	160
49900 Other Supplies & Materials		2,000		2,000	1,330
59900 Other Charges		2,000		2,000	-
79000 Other Equipment		5,000		5,000	367
TOTAL	2	276,481	2	257,444	194,170

Overview: This budget includes salaries and benefits for the IMPACT program at WCMS to provide academic and counseling services for students at Collierville Schools.

SPECIAL EDUCATION INSTRUCTION

71200

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
11600 Teachers	70	5,153,114	66	4,627,256	4,079,866
11700 Career Ladder		2,000		3,000	3,000
12800 Homebound Teachers	1	92,665	1	83,996	79,950
16300 Educational Assistants	72	2,443,087	69	2,312,620	1,782,606
17100 Speech Pathologists	13	969,791	13	902,644	524,142
18900 Other Salaries & Wages		2,000		2,000	2,060
19500 Substitutes (Certified)		60,000		60,000	89,560
19800 Substitutes (Non-Certified)		70,000		70,000	140,645
20100 Social Security		545,021		499,690	390,167
20400 State Retirement		624,562		607,923	486,140
20600 Life Insurance		17,750		17,750	18,839
20700 Medical Insurance		714,150		714,150	786,774
21200 Medicare		127,465		116,863	91,638
21700 Hybrid Retirement		65,000		65,000	43,178
31200 Contracts w/Private Agencies		5,000		20,000	231,017
33600 Maint & Repair - Equipment		5,000		5,000	5,044
39900 Other Contracted Services		-		0	17,663
42900 Instr. Supplies & Materials		30,500		29,600	26,118
49900 Other Supplies & Materials		19,000		19,000	18,997
59500 TISA On Behalf Payments		-		0	125,640
72500 Special Education Equipment		20,000		20,000	14,998
TOTAL	156	10,966,105	149	10,176,492	8,958,042

Overview: This budget includes salaries and benefits for special education teachers, speech pathologists, educational assistants and substitute teachers.

CAREER & TECHNICAL INSTRUCTION

71300

DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
11600	Teachers	34	2,550,946	32	2,229,707	1,948,785
19500	Substitutes (Certified)		45,000		45,000	44,620
20100	Social Security		160,949		141,032	117,880
20400	State Retirement		147,190		141,809	145,343
20600	Life Insurance		2,500		2,500	5,767
20700	Medical Insurance		90,000		90,000	189,813
21200	Medicare		37,641		32,983	27,663
21700	Hybrid Retirement		6,000		6,000	11,706
33600	Maint & Repair - Equipment		10,000		10,000	3,420
42900	Instr. Supplies & Materials		62,500		55,500	34,398
44900	Textbooks		65,000		20,000	1,868
49900	Other Supplies & Materials		10,000		10,000	1,536
73000	Vocational Equipment		20,000		20,000	11,414
TOTAL		34	3,207,726	32	2,804,531	2,544,213

Overview: This budget includes salaries and benefits for career and technical teachers. Instructional supplies are for STEM, automotive, welding, CNA, criminal justice, culinary, marketing, aviation, agriculture, teaching as a profession, and mechatronics classes.

STUDENT SERVICES

72110

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10500 Supervisor/Director	2	240,189	2	229,224	221,489
16100 Secretary	1	66,041	1	59,771	59,353
18900 Other Salaries & Wages	4	365,503	4	339,980	305,890
20100 Social Security		41,647		38,996	34,330
20400 State Retirement		42,133		42,680	48,429
20600 Life Insurance		1,760		1,760	1,744
20700 Medical Insurance		62,000		62,000	60,286
21200 Medicare		9,740		9,120	8,029
21700 Hybrid Retirement		2,500		0	2,192
35500 Travel		2,000		2,000	1,678
39900 Other Contracted Services		54,500		51,500	42,636
49900 Other Supplies & Materials		2,500		2,500	1,795
52400 In-Service/Staff Development		208,200		33,000	19,391
59900 Other Charges		25,250		250	0
72200 Attendance Equipment		3,000		3,000	3,776
TOTAL	7	1,126,963	7	875,781	811,018

Overview: This budget includes salaries and benefits for personnel in the Student Services department who provide support services for schools in the areas of attendance, counseling, intervention, discipline, and suspensions.

HEALTH SERVICES 72120

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
13100 Medical Personnel	15	858,339	15	801,672	738,195
18900 Other Salaries & Wages	9	389,132	9	315,284	322,747
18910 Substitute Nurses		2,000		2,000	2,078
20100 Social Security		77,467		69,375	60,938
20400 State Retirement		91,864		85,163	85,678
20600 Life Insurance		2,500		2,500	3,013
20700 Medical Insurance		150,000		150,000	150,887
21200 Medicare		18,117		16,225	14,252
21700 Hybrid Retirement		18,000		18,000	10,568
35500 Travel		4,000		3,500	252
39900 Other Contracted Services		60,000		60,000	1,344
49900 Other Supplies & Materials		11,000		9,000	4,954
52400 In-Service/Staff Development		25,000		7,000	6,533
73500 Health Equipment		25,000		5,000	814
TOTAL	24	1,732,419	24	1,544,719	1,402,253

Overview: The salaries and benefits for the School Nurses and Medical Records Clerks at the schools are included in this budget.

OTHER STUDENT SUPPORT 72130

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
12300 School Counselors	28	2,196,134	26	1,983,771	1,769,465
18900 Other Salaries & Wages		332,000		350,000	330,899
20100 Social Security		156,744		144,694	122,711
20400 State Retirement		145,873		148,428	148,809
20600 Life Insurance		4,743		4,743	5,236
20700 Medical Insurance		202,000		202,000	211,885
21200 Medicare		36,658		33,840	28,712
21700 Hybrid Retirement		7,600		7,600	5,771
32200 Evaluation & Testing		120,250		76,450	47,693
49900 Other Supplies & Materials		40,000		31,500	-
52400 In-Service/Staff Development		-		-	-
59900 Other Charges		10,000		0	0
TOTAL	28	3,252,002	26	2,983,026	2,671,181

Overview: This budget includes the salaries and benefits for School Counselors. Evaluation and testing includes fees paid for ACT testing.

REGULAR EDUCATION SUPPORT 72210

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10500 Supervisor/Director	10	1,097,853	10	1,035,386	981,179
11700 Career Ladder Program		9,000		8,000	7,500
12900 Librarians	10	775,824	10	750,907	661,642
13700 Education Media Personnel	1	82,400		20,000	0
16100 Secretaries	1	66,041	1	59,771	59,019
16200 Clerical Personnel		0	1	0	43,147
19600 In-Service Training		40,000		40,000	30,893
20100 Social Security		128,409		121,152	105,574
20400 State Retirement		122,878		126,956	128,289
20600 Life Insurance		5,060		5,060	5,092
20700 Medical Insurance		227,000		227,000	147,882
21200 Medicare		30,031		28,334	24,690
21700 Hybrid Retirement		8,120		8,120	4,388
30800 Consultants		6,000		48,000	17,550
35500 Travel		3,000		1,000	114
39900 Other Contracted Services		0		97,000	53,616
43200 Library Books		100,250		95,000	90,259
49900 Other Supplies & Materials		10,000		12,800	8,319
52400 In-Service/Staff Development		92,000		137,000	104,235
59900 Other Charges		7,000		9,000	7,343
79000 Other Equipment		25,000		25,000	20,731
TOTAL	22	2,835,866	22	2,855,486	2,501,461

Overview: This budget includes the salaries and benefits for the Chief Academic Officer and the administrative staff at the Central Office. This budget includes the salaries and benefits of all the librarians as well as all the library books at the schools in the district. Professional development funding for teachers, instructional administrators at the schools and the instructional administrators at Central Office is also provided here.

ALTERNATIVE EDUCATION SUPPORT 72215

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
52400 In-Service/Staff Development		2,500		2,500	-
TOTAL		2,500		2,500	-

Overview: This budget includes professional development for the alternative education related personnel.



SPECIAL EDUCATION SUPPORT 72220

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10500 Supervisor/Director	3	348,882	3	330,517	326,745
11700 Career Ladder Program		1,000		1,000	1,000
12400 Psychological Personnel	5	500,695	5	486,115	448,669
16200 Clerical Personnel (8 Hr.)	12	510,309	11	434,637	410,988
18900 Other Salaries & Wages	7	641,151	7	562,906	501,729
20100 Social Security		124,126		112,541	98,251
20400 State Retirement		141,595		134,917	131,504
20600 Life Insurance		3,500		3,500	5,129
20700 Medical Insurance		135,000		135,000	197,899
21200 Medicare		29,030		26,320	22,978
21700 Hybrid Retirement		10,358		10,358	7,455
30800 Consultants		14,000		14,000	7,949
35500 Travel		4,640		4,640	4,803
39900 Other Contracted Services		88,300		90,300	75,824
49900 Other Supplies & Materials		15,000		15,000	15,035
52400 In-Service/Staff Development		10,000		10,000	9,790
59900 Other Charges		3,000		3,000	1,639
79000 Other Equipment		10,000		10,000	9,777
TOTAL	27	2,590,586	26	2,384,751	2,277,163

Overview: This budget includes salaries and benefits for the Special Education department at the CO as well as the Psychologists, school-based clerical personnel, five Occupational Therapists, one Physical Therapist, and a Certified Occupational Assistant.

TECHNOLOGY

72250

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10500 Supervisor/Director	9	978,173	9	930,839	813,643
13800 Instructional Tech Facilitators	10	850,036	10	792,259	732,559
16200 Clerical Personnel	1	61,011	1	55,218	53,181
18900 Other Salaries & Wages	11	781,123	11	747,522	717,769
20100 Social Security		165,561		156,602	137,157
20400 State Retirement		197,112		196,606	182,088
20600 Life Insurance		7,000		7,000	6,927
20700 Medical Insurance		220,000		220,000	212,147
21200 Medicare		38,720		36,625	32,077
21700 Hybrid Retirement		18,900		18,900	11,985
30700 Communications		120,000		163,000	86,473
30800 Consultants		128,500		97,500	22,950
33600 Maint & Repair - Equipment		175,000		180,000	110,182
35000 Internet Connectivity		540,000		613,200	326,583
35500 Travel		1,500		1,500	58
39900 Other Contracted Services		42,000		40,000	31,927
43500 Office Supplies		6,000		4,000	3,477
47000 Cabling		253,500		53,500	23,080
47100 Software		969,130		1,022,900	734,718
49900 Other Supplies & Materials		26,500		25,500	8,152
52400 In-Service/Staff Development		82,650		75,100	64,477
59900 Other Charges		150,000		143,250	99,319
70100 Admin Equipment		593,000		596,000	508,256
79000 Other Equipment		154,100		92,500	203,000
79010 Technology Replacement Equipment		10,000		5,000	4,996
TOTAL	31	6,569,516	31	6,274,521	5,127,184

Overview: This budget includes salaries and benefits for the Chief Technology Officer and support staff in the Technology Department. This budget covers all costs for internet, phone, software and devices in the district.

BOARD OF EDUCATION 72310

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
18900 Other Salaries & Wages	5	40,049	5	39,829	37,551
20100 Social Security		2,483		2,469	2,161
20600 Life Insurance		10,200		9,900	10,118
20700 Medical Insurance		650,000		660,000	573,949
21200 Medicare		581		578	544
21500 Contributions to OPEB		266,301		400,000	400,000
30500 Audit Services		123,240		81,000	105,200
32000 Dues & Memberships		8,400		8,400	8,308
33100 Legal Services		125,000		125,000	108,047
39900 Other Contracted Services		8,000		8,000	14,300
49900 Other Supplies & Materials		600		600	42
50500 Judgements		90,000		90,000	0
50600 Liability Insurance		235,395		234,676	185,468
50800 Premiums on Security Bonds		9,000		9,000	0
51300 On the Job Injuries		205,000		186,199	155,739
52400 In-Service/Staff Development		20,000		15,000	12,303
59900 Other Charges		22,250		1,045,388	527,426
TOTAL	5	1,816,499	5	2,916,039	2,141,157

Overview: This budget includes salaries and benefits for the Collierville Schools Board of Education. Benefits in this budget include the board portion of retiree life and health insurance as well as the district's annual OPEB contribution. Other budgeted items include legal fees of the district, judgements, workers' compensation insurance, and liability insurance. The category of Other Charges includes the annual payment (12 years) of \$507,819 to Shelby County Board of Education for buildings in the district. In 2024-25, the Board of Education requested we make the twelfth (and final) payment in this series in addition to the regular eleventh payment due in that fiscal year, thus allowing the district to meet compliance with the 2014 Agreement of Compromise and Settlement.

OFFICE OF SUPERINTENDENT 72320

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10100 Director of Schools	1	235,485	1	220,150	219,945
16100 Secretary	1	73,089	1	73,089	70,113
18800 Bonus Payments		20,000		20,000	0
18900 Other Salaries & Wages		0		0	5,000
20100 Social Security		20,372		19,421	13,684
20400 State Retirement		22,693		23,197	21,423
20600 Life Insurance		1,600		1,600	797
20700 Medical Insurance		16,500		16,500	20,680
20800 Dental Insurance		510		510	223
21200 Medicare		4,764		4,542	4,142
29900 Other Fringe Benefits		0		9,000	2,893
32000 Dues & Memberships		23,370		17,945	18,427
34800 Postal Charges		7,500		6,500	3,669
39900 Other Contracted Services		51,500		91,792	299
43500 Office Supplies		3,500		1,000	2,494
52400 In-Service/Staff Development		20,000		15,000	4,911
59900 Other Charges		64,975		65,780	57,837
70100 Admin Equipment		6,000		2,500	258
TOTAL	2	571,858	2	588,526	446,793

Overview: This budget includes salaries and benefits for the Director of Schools and the Superintendent/Board Secretary. Other Charges includes teacher morale funding for school faculty.

OFFICE OF PRINCIPAL 72410

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10400 Principals	36	3,826,060	36	3,665,497	3,528,390
11700 Career Ladder		4,000		5,000	5,000
16100 Secretary(s)	12	544,659	12	497,763	507,945
16200 Clerical Personnel	24	877,430	24	826,311	767,657
18900 Lunch Room Monitors	6	45,644	6	44,322	31,346
20100 Social Security		328,463		312,411	283,347
20400 State Retirement		375,717		376,974	360,131
20600 Life Insurance		15,957		15,957	14,406
20700 Medical Insurance		584,000		584,000	564,885
21200 Medicare		76,818		73,064	66,267
21700 Hybrid Retirement		12,216		12,216	11,991
52400 In-Service/Staff Development		97,500		111,960	8,703
TOTAL	78	6,788,464	78	6,525,475	6,150,068

Overview: This budget includes salaries and benefits for the school principals, assistant principals, financial secretaries, attendance operators, and school clerical staff. This budget also includes professional development for principals and assistant principals at the schools.

FISCAL SERVICES

72510

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10500 Supervisor/Director	2	276,327	2	263,847	141,020
11900 Accountants/Bookkeepers	5	394,935	5	358,019	291,569
16100 Secretary(s)	1	46,000	1	76,061	69,445
18900 Other Salaries & Wages	4	246,190	4	233,008	139,135
20100 Social Security		53,968		62,514	44,700
20400 State Retirement		99,710		96,794	66,242
20600 Life Insurance		1,900		1,900	2,123
20700 Medical Insurance		50,000		50,000	42,393
21200 Medicare		13,970		13,499	10,454
21700 Hybrid Retirement		5,750		5,750	3,086
32000 Dues & Memberships		2,929		2,735	1,464
35500 Travel		300		300	195
39900 Other Contracted Services		376,269		433,190	228,947
43500 Office Supplies		6,700		6,700	5,400
49900 Other Supplies & Materials		3,400		2,975	3,687
52400 In-Service/Staff Development		55,365		44,400	34,240
59900 Other Charges		3,600		1,600	257
70100 Admin Equipment		27,300		33,000	14,597
TOTAL	12	1,664,613	12	1,686,292	1,098,954

Overview: This budget includes salaries and benefits for the Chief Finance Officer and staff at the Central Office for the following functions: purchasing, accounts payable, school accounting, business information systems, warehouse, payroll, and federal programs. Costs for the district financial software as well as other financial services are covered in this budget. The district is currently engaged in an ERP conversion that started in 2023-24. The cost of the conversion is reflected in Other Contracted Services and will diminish over the next years as the parallel systems are complete.

HUMAN RESOURCES

72520

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10500 Supervisor/Director	3	388,354	3	367,405	255,367
16100 Secretary	1	66,041	1	53,330	-
16200 Clerical Personnel		-		-	49,439
18900 Other Salaries & Wages	2	201,165	2	194,098	162,266
20100 Social Security		40,645		38,120	27,982
20400 State Retirement		50,203		49,068	38,733
20600 Life Insurance		2,000		2,000	1,368
20700 Medical Insurance		40,000		40,000	24,035
21000 Unemployment Compensation		36,000		36,000	1,413
21200 Medicare		9,506		8,915	6,544
21700 Hybrid Retirement		1,600		1,600	530
29900 Other Fringe Benefits		10,200		10,000	7,949
32000 Dues & Memberships		3,550		3,400	1,152
35500 Travel		500		500	325
39900 Other Contracted Services		80,200		62,700	24,537
41100 Data Processing Supplies		6,000		6,000	3,856
43500 Office Supplies		7,000		6,000	5,458
52400 In-Service/Staff Development		79,500		43,000	17,777
70100 Admin Equipment		12,000		10,000	11,604
TOTAL	6	1,034,464	6	932,136	640,336

Overview: This budget includes salaries and benefits for the Chief of Human Resources and the support staff for the HR Department, as well as all related costs for this department.

OPERATION OF PLANT 72610

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
16600 Custodial Personnel	12	732,428	12	685,383	654,689
20100 Social Security		45,411		42,494	38,122
20400 State Retirement		79,688		74,296	55,182
20600 Life Insurance		1,900		1,900	1,734
20700 Medical Insurance		110,000		110,000	85,203
21200 Medicare		10,620		9,938	9,041
21700 Hybrid Retirement		5,750		5,750	5,257
32800 Janitorial Services		2,600,000		2,520,000	2,197,551
39900 Other Contracted Services		672,000		617,000	532,051
41000 Custodial Supplies		30,000		30,000	24,641
41500 All Utilities		2,500,000		2,400,000	2,020,572
49900 Other Supplies & Materials		10,000		10,000	-
50200 Building & Content Insurance		500,000		468,658	346,794
52400 In-Service/Staff Development		1,000		1,000	-
59900 Other Charges		34,000		34,000	21,091
72000 Plant Operation Equipment		19,000		10,000	5,702
TOTAL	12	7,351,797	12	7,020,419	5,997,631

Overview: This budget includes salaries and benefits for the Plant Managers at the schools as well as the custodian at the Central Office. This budget also covers the cost of utilities, janitorial services, building insurance, and elevator maintenance for all the buildings.

MAINTENANCE OF PLANT 72620

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10500 Supervisor/Director	2	243,535	2	229,710	219,835
16100 Secretary(s)	1	66,041	1	59,771	56,868
16700 Maintenance Personnel	8	613,672	7	498,929	466,835
20100 Social Security		57,241		48,881	43,585
20400 State Retirement		100,449		85,464	60,275
20600 Life Insurance		3,000		3,000	2,202
20700 Medical Insurance		104,000		104,000	86,091
21200 Medicare		13,387		11,432	10,193
21700 Hybrid Retirement		12,000		12,000	7,599
33500 Maint & Repair - Buildings		600,000		550,000	447,907
33600 Maint & Repair - Equipment		100,000		100,000	113,195
39900 Other Contracted Services		240,000		256,500	87,120
49900 Other Supplies & Materials		2,500		2,500	1,595
52400 In-Service/Staff Development		12,100		12,100	5,163
59900 Other Charges		16,000		16,000	9,726
70100 Admin Equipment		13,000		5,000	3,404
72000 Maintenance Equipment		80,000		30,000	9,718
TOTAL	11	2,276,925	10	2,025,287	1,631,310

Overview: This budget includes salaries and benefits for the Chief of Operations and staff in the Maintenance department. This budget covers the cost of all maintenance and repairs of buildings in the district.

TRANSPORTATION 72710

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10500 Supervisor/Director	1	104,365	1	99,338	105,209
16200 Clerical Personnel	1	56,417	1	53,700	51,692
18900 Other Salaries & Wages	2	133,359	2	126,936	113,087
20100 Social Security		18,237		17,358	15,832
20400 State Retirement		32,003		30,349	24,304
20600 Life Insurance		800		800	801
20700 Medical Insurance		27,000		27,000	26,203
21200 Medicare		4,265		4,060	3,724
21700 Hybrid Retirement		3,000		3,000	1,680
31200 Contracts w/Private Agencies		4,100,000		4,000,000	3,069,341
35500 Travel		2,000		2,000	617
39900 Other Contracted Services		48,727		53,252	31,083
41200 Diesel Fuel		532,500		569,000	456,074
42500 Gasoline		25,000		23,000	12,970
49900 Other Supplies & Materials		1,500		1,500	567
52400 In-Service/Staff Development		6,300		6,300	4,260
59900 Other Charges		3,200		3,200	464
70100 Admin Equipment		3,000		3,000	2,588
72900 Transportation Equipment		-		50,000	-
TOTAL	4	5,101,673	4	5,073,793	3,920,496

Overview: This budget includes salaries and benefits for the Transportation Supervisor and support staff, including two routers. These employees' services are in the CS-Shared Services plan used by most of the municipal school districts in Shelby County. Costs covered in this budget include the contract fee for bus services (Durham), diesel fuel, and the maintenance fee for VersaTrans.

SPECIAL SERVICES

72810

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10500 Supervisor/Director	1	161,532	1	150,875	121,482
16100 Secretary	1	47,940	1	44,678	42,910
16200 Clerical		-		-	508
18900 Other Salaries & Wages	3	289,702	3	272,281	184,335
20100 Social Security		30,949		29,006	20,518
20400 State Retirement		31,252		31,756	25,569
20600 Life Insurance		1,113		1,113	990
20700 Medical Insurance		36,000		36,000	25,989
21200 Medicare		7,238		6,784	4,799
21700 Hybrid Retirement		1,200		1,200	1,433
35500 Travel		1,800		2,000	802
39900 Other Contracted Services		110,539		83,180	67,204
43500 Office Supplies		18,000		19,000	9,326
52400 In-Service/Staff Development		31,825		32,000	16,977
59900 Other Charges		33,250		32,500	32,627
70100 Admin Equipment		10,000		5,000	4,913
TOTAL	5	812,340	5	747,373	560,383

Overview: This budget includes salaries and benefits for the Assistant Superintendent and various other support staff for the district. Costs covered by this department include the copy machine rental fees, and the travel for athletic and TSSAA sporting events.

SCHOOL SAFETY

72810

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
18900 Other Salaries & Wages	1	94,387	1	89,807	85,195
20100 Social Security		5,852		5,568	5,288
20400 State Retirement		10,269		9,735	6,723
20600 Life Insurance		325		325	258
21200 Medicare		1,369		1,302	1,237
21700 Hybrid Retirement		900		900	949
35500 Travel		1,500		1,500	492
39900 Other Contracted Services		35,000		32,350	31,742
49900 Other Supplies & Materials		2,750		2,600	520
52400 In-Service/Staff Development		10,500		500	6,225
70100 Administrative Equipment		3,000		3,000	178
79000 Other Equipment		148,000		215,000	14,006
TOTAL	1	313,852	1	362,587	152,813

Overview: This budget includes the salary and benefits for the School Safety Specialist. Also covered are the cost of software for suicide screening, and the cost of safety conferences attended during the year. The contracted services with Shelby County also contributes to SRO coverage in the district.

REGULAR CAPITAL OUTLAY 72610

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
30400 Architects		60,000		60,000	24,519
30800 Consultants		15,000		15,000	6,158
32100 Engineering Services		30,000		30,000	11,500
39900 Other Contracted Services		10,000		10,000	7,644
70700 Building Improvements		1,430,000		915,104	1,043,908
72400 Site Development		385,000		510,000	380,092
79900 Other Capital Outlay		3,735,000		2,735,000	6,286,605
TOTAL		5,665,000		4,275,104	7,760,426

Overview: This budget includes funding for capital outlay projects for deferred maintenance, painting, asphalt repairs, lighting and fire alarm upgrades, and floor repairs.

DEBT SERVICE 82330

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
69900 Other Debt Service		4,165,000		-	2,324,795
TOTAL		4,165,000		-	2,324,795

Overview: This category replaces the Operating Lease Payments that was historically recorded in the instructional leases section of the budget. These represent the Apple lease payments made each year for devices for students and teachers.

TRANSFERS OUT
99100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
59000 Transfers to Other Funds		-		-	1,835,180
TOTAL		-		-	1,835,180

Overview: No transfers from the General Fund to other funds are budgeted for the 2025-26 fiscal year at this time.

COLLIERVILLE SCHOOLS

SPECIAL REVENUE FUND BUDGET 2025-2026



CS Board Approved on
Town of Collierville Approved on

Dr. Russell Dyer,
Superintendent

Wright Cox,
Board Chairman

Anita Floyd,
Chief Financial Officer

215 W. Poplar Avenue
Collierville, TN 38017



COLLIERVILLE SCHOOLS

BOARD OF EDUCATION

Wright Cox	Board Chairman
Wanda Chism	Board Vice Chair
Wanda Gibbs	Board Member
Paul Childers	Board Member
Tom Bailey	Board Member

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Anita Floyd

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Leigh Anne Rainey

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Lisa Higgins

Jill Church

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Director of Schools

Assistant Superintendent

Chief Financial Officer

Chief of Human Resources

Chief Academic Officer

Chief of Operations

Chief Technology Officer

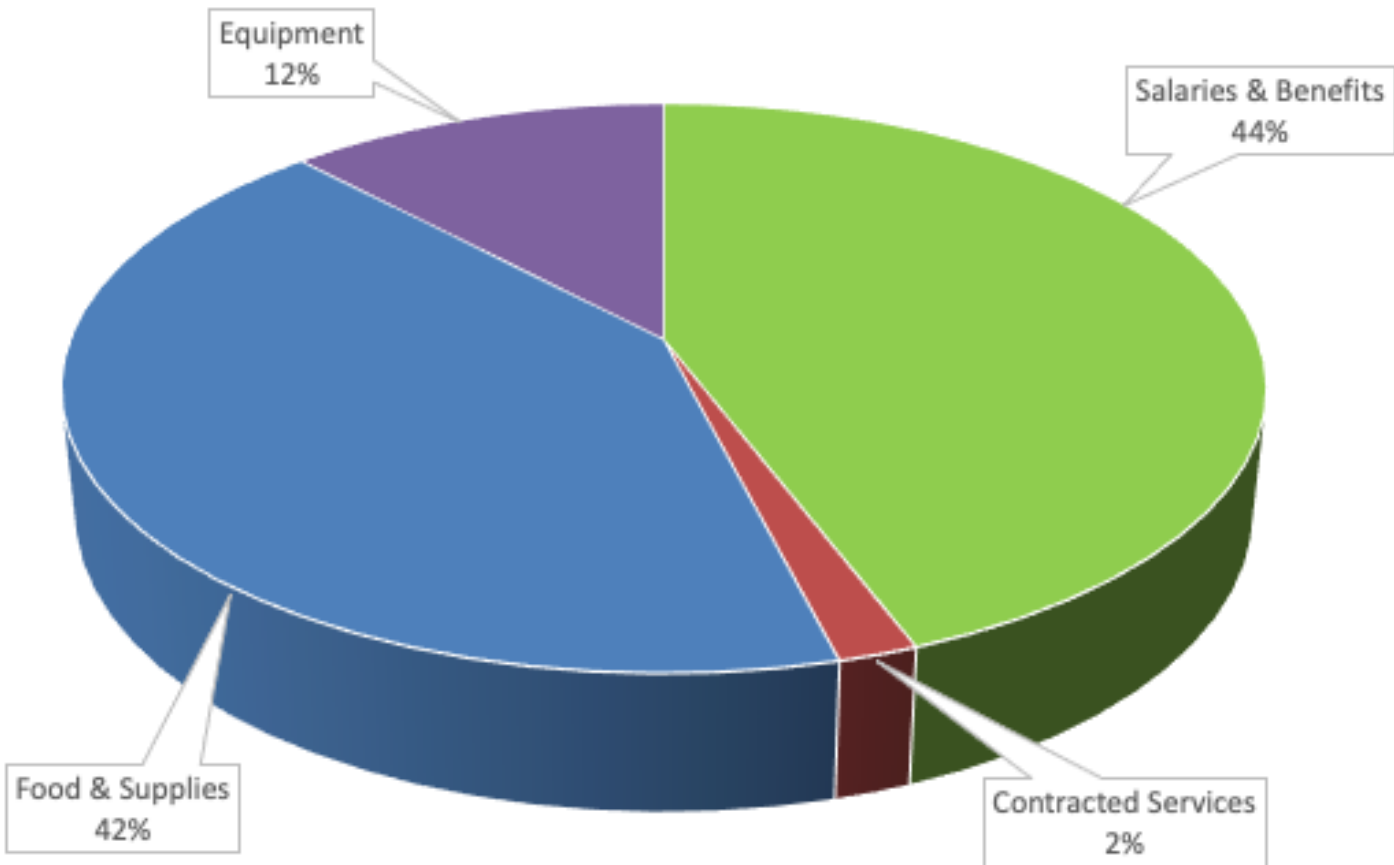
Chief of Special Education

Chief of Student Services

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SCHOOL NUTRITION FUND



\$4,422,908

Overview

All schools are managed in-house by Collierville Schools in 2025-26. Sales income and USDA reimbursements for Breakfast and Lunch are received directly by the district.

SCHOOL NUTRITION FUND

REVENUE

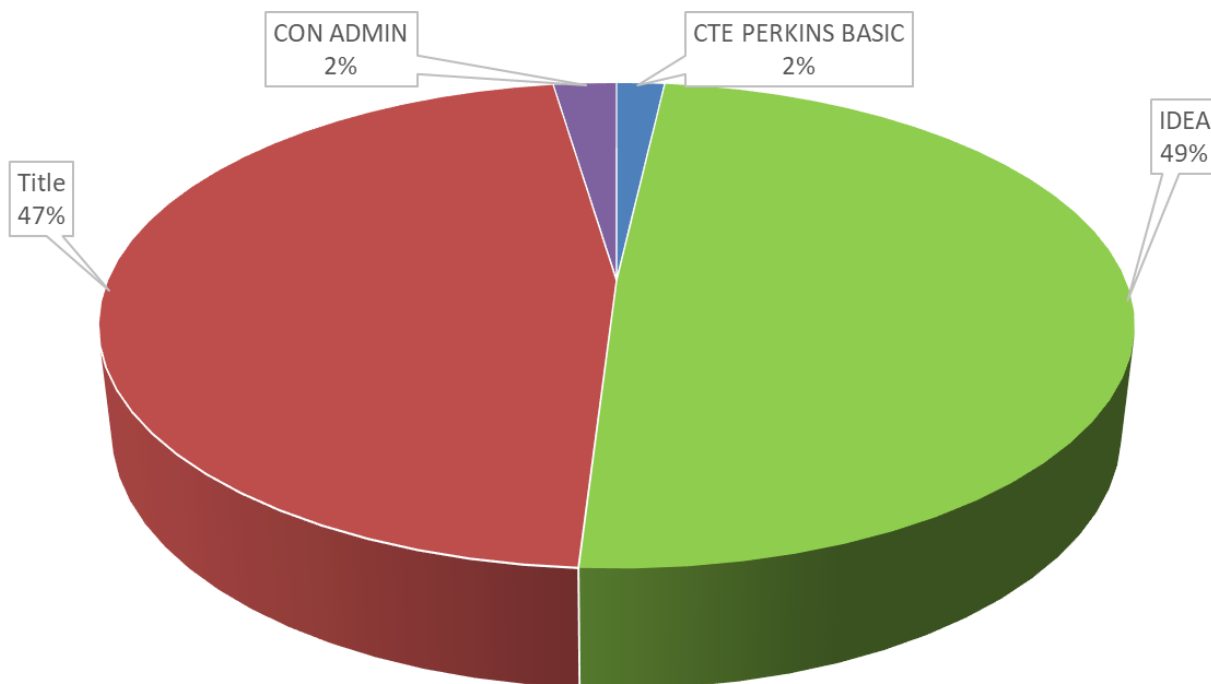
ACCT	DESCRIPTION	2026 BUDGET	2025 BUDGET	2024 ACTUAL
43521	Lunch Payments - Children	1,310,608	1,100,000	1,021,538
43522	Lunch Payments - Adults	45,000	35,000	33,860
43523	Income from Breakfast	169,000	60,000	92,738
43525	A La Carte Sales	820,000	650,000	771,314
43990	Other Charges for Services	25,000	15,000	17,916
43992	Catering Revenue - CHS	30,000	30,000	13,235
44570	Contributions & Gifts	300	300	300
44990	Other Local Revenue	10,000	2,500	3,095
46520	State Matching	30,000	35,000	23,132
47111	USDA - School Lunch	1,000,000	1,050,812	824,018
47112	USDA - Commodities	150,000	150,000	122,676
47113	USDA - Breakfast	150,000	113,000	141,596
47114	USDA - Other	300,000	300,000	233,222
49800	Transfers In	0	0	0
49900	Reserves	383,000	0	0
	TOTAL NUTRITION REVENUE	<u>4,422,908</u>	<u>3,541,612</u>	<u>3,298,640</u>

EXPENDITURES

ACCT	DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
10000	Salaries	51	1,520,434	49	1,317,548	1,237,344
20000	Benefits		433,974		407,075	361,134
33600	Maint & Repair - Equipment		30,000		38,000	15,323
35400	Transportation - Food		10,000		7,000	9,298
35500	Travel		1,000		589	403
39900	Contracted Services		35,000		35,000	33,558
42200	Food Supplies		1,545,000		1,215,000	1,257,777
43500	Office Supplies		3,000		5,000	2,277
46900	USDA Commodities		125,000		150,000	122,676
49900	Other Supplies & Materials		181,000		150,000	116,676
52400	In-Service/Staff Development		4,000		4,000	2,586
59900	Other Charges		1,500		2,400	1,103
71000	Food Service Equipment		533,000		210,000	94,188
	TOTAL NUTRITION EXPENDITURES		4,422,908		3,541,612	3,254,343
	CHANGE IN SCHOOL NUTRITION FUND BALANCE		-		-	44,297



FEDERAL FUND REVENUE



\$4,916,988

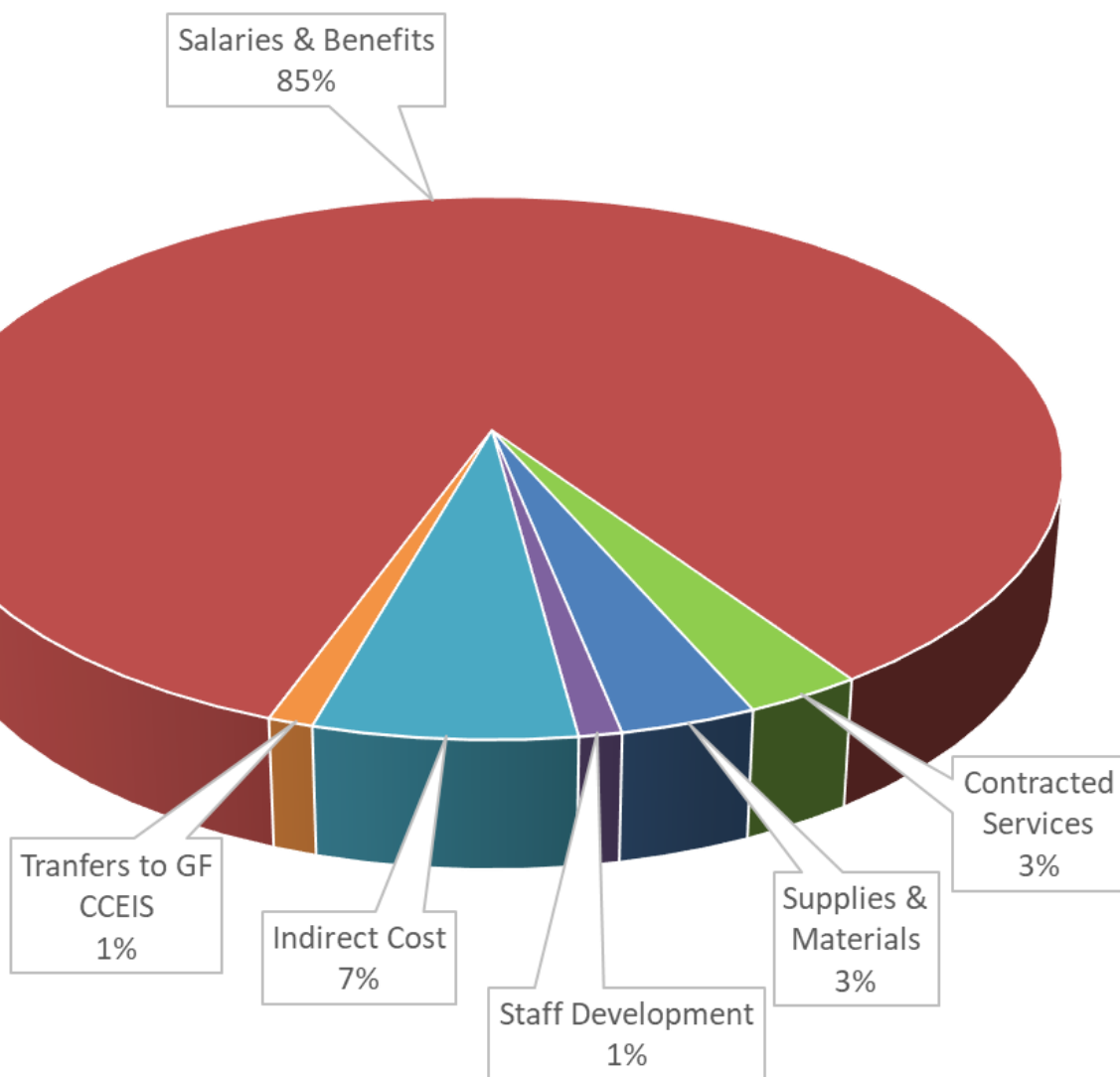
Subcategories

- IDEA Part B
- IDEA Preschool Incentive
- Consolidated Administration
- Title I
- Title II
- Title III
- Title IV
- CTE Perkins-Basic
- ESSER 3.0
- ARP Homeless 2.0

FEDERAL FUND REVENUE

ACCT	DESCRIPTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
47131	CTE PERKINS BASIC	88,034	88,035	80,395
47141	TITLE I	1,848,624	1,848,624	1,307,221
47143	IDEA PART B	2,348,032	2,348,032	2,020,313
47143	IDEA PARTNERSHIP GRANT		25,000	
47145	IDEA-PRESCHOOL INCENTIVE	70,136	70,136	46,952
47146	TITLE III	74,883	74,883	59,761
47146	TITLE III IMMIGRANT			3,637
47189	TITLE II	196,729	196,729	199,687
47307	ESSER 2.0			93,472
47301	ESSER 3.0		1,513,331	9,088,988
47307	MATH IMPLEMENTATION GRANT			70,000
47309	LITERACY TRAINING STIPEND			2,000
47309	HQJM LITERACY NETWORK			101,506
47401	TN ALL CORPS			511,809
47402	ARP IDEA PART B			8,579
47403	ARP IDEA PRE-SCHOOL			1,835
47404	ARP HOMELESS 2.0		33,007	9,645
47147	TITLE IV	174,719	174,719	148,222
47590	RESILIENT SCHOOL COMMUNITIES			16,654
47590	CONSOLIDATED ADMINISTRATION	115,831	115,831	96,445
	REVENUE GRAND TOTAL	4,916,988	6,488,327	13,867,121

IDEA PART B



\$2,348,032

Overview

IDEA-B funds provide for support of children eligible for special education between the ages of 3 and 21. Includes cost of salaries, benefits and contracted services used in the IDEA program. Contracted Speech services for the parentally place private school students are also funded here as a set-aside.

IDEA PART B
SPECIAL EDUCATION INSTRUCTION
71200

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
11600 Teachers	8	480,764	8	480,764	409,257
16300 Educational Assistants	24	659,500	24	659,500	591,449
16320 Educational Assistants-CCEIS	1	36,461	1	36,461	36,519
18920 Other Salaries & Wages-CCEIS	3	232,500	3	232,500	204,294
20100 Social Security		76,500		76,500	56,453
20120 Social Security-CCEIS		16,715		16,715	13,842
20400 State Retirement		98,000		98,000	79,141
20420 State Retirement-CCEIS		18,935		18,935	17,459
20600 Life Insurance		3,750		3,750	3,046
20620 Life Insurance-CCEIS		775		775	704
20700 Medical Insurance		208,438		208,438	196,308
20720 Medical Insurance-CCEIS		24,562		24,562	38,053
21200 Employer Medicare		18,000		18,000	13,202
21220 Employer Medicare-CCEIS		4,025		4,025	3,237
31201 Contracts with Private Agencies		38,266		38,266	9,802
42900 Instructional Supplies		60,000		60,000	9,384
49900 Other Supplies & Materials		20,000		20,000	11,846
72500 Special Education Equipment		-		-	149
TOTAL	36	1,997,191	36	1,997,191	1,694,145

SPECIAL EDUCATION SUPPORT 72220

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
13100 Medical Personnel	1	89,588	1	89,588	86,979
18900 Other Salaries & Wages		7,784		7,784	
19600 In-Service Training					6,175
19620 In-Service Training-CCEIS					
20100 Social Security		5,749		5,749	5,787
20120 Social Security-CCEIS					
20400 State Retirement		10,476		10,476	9,751
20420 State Retirement-CCEIS					
20600 Life Insurance		288		288	261
21200 Employer Medicare		1,854		1,854	1,354
21220 Employer Medicare-CCEIS					
31000 Contracts with Agencies					
31200 Contracts with Private Agencies		20,000		20,000	9,705
49900 Other Supplies & Materials					9,959
52400 In-Service/Staff Development		25,114		25,114	4,602
52420 In-Service/Staff Development-CCEIS					18,558
79000 Other Equipment					12,278
TOTAL	1	160,853	1	160,853	165,409

TRANSPORTATION SERVICES 72710

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
31200 Contracts with Private Agencies		10,000		10,000	4,384
TOTAL		10,000		10,000	4,384

TRANSFERS OUT 99100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
50400 Indirect Cost (2%)		153,488		153,488	145,343
59020 Transfers Out to GF-CCEIS		26,500		26,500	11,032
TOTAL		179,988		179,988	156,375
TOTAL IDEA PART B	37	2,348,032	37	2,348,032	2,020,313

IDEA PARTNERSHIP GRANT



Overview

IDEA-B funds provide for support of children eligible for special education between the ages of 3 and 21. Includes cost of salaries, benefits and contracted services used in the IDEA program. Contracted Speech services for the parentally place private school students are also funded here as a set-aside.

**IDEA PARTNERSHIP GRANT
SPECIAL EDUCATION INSTRUCTION
71200**

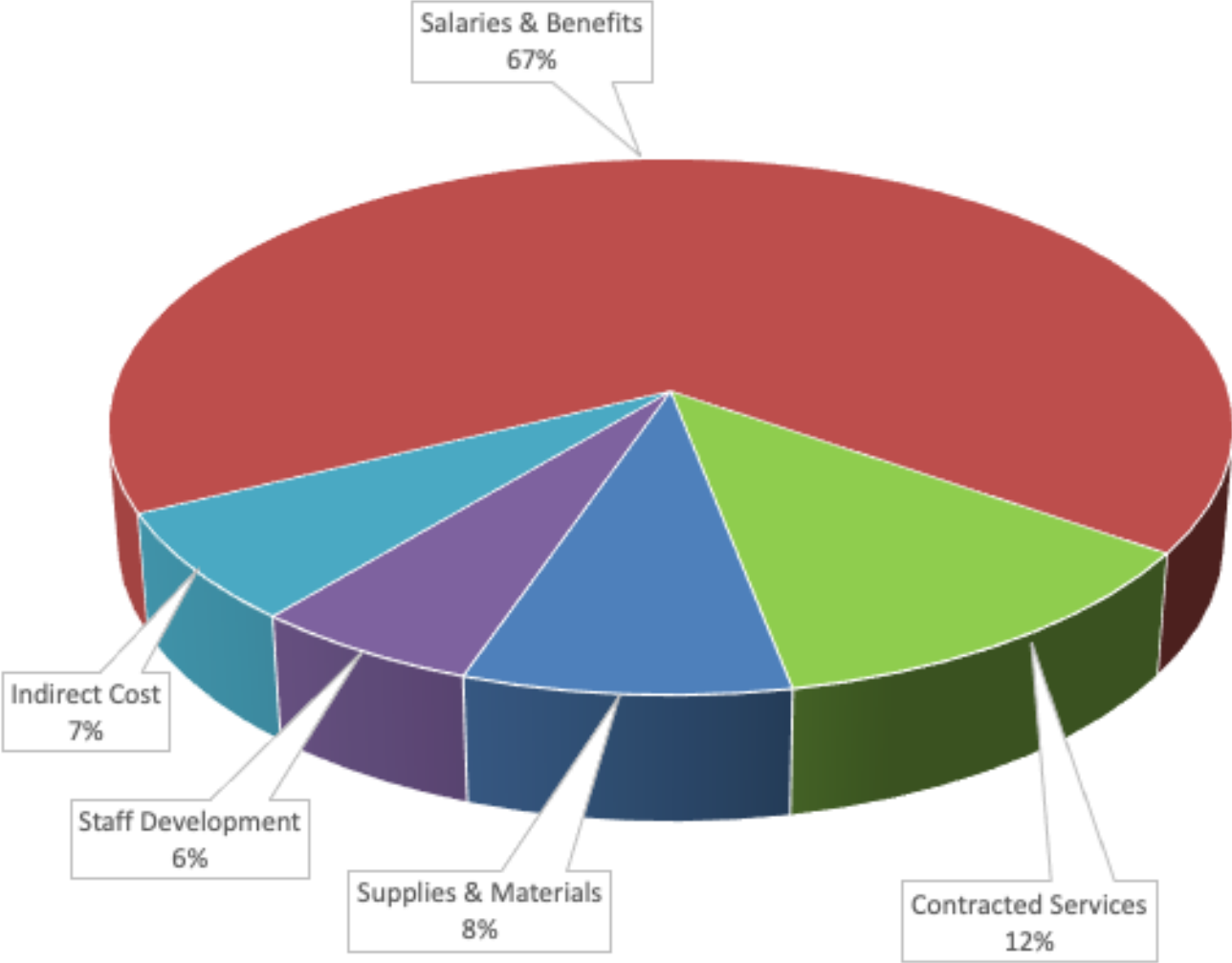
DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18900 Other Salaries & Wages				2,000	
20100 Social Security				135	
20400 Pensions				125	
21200 Employer Medicare				40	
31200 Contracts with Private Agencies				15,000	
TOTAL				17,300	

**SPECIAL EDUCATION SUPPORT
72220**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
52400 In-Service/Staff Development				7,700	
TOTAL				7,700	

TOTAL IDEA PARTNERSHIP GRANT **25,000**

IDEA PRESCHOOL INCENTIVE



\$70,136

Overview

IDEA-Preschool Incentive is for support of preschool children under the IDEA program. Includes cost of materials, supplies, and equipment used in the IDEA-Preschool Incentive program, as well as, instructional supplies for the parentally placed private school students. Professional Development is also funded here.

**IDEA PRE-SCHOOL INCENTIVE
SPECIAL EDUCATION INSTRUCTION
71200**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
16300 Educational Assistants	1	31,800	1	31,800	19,692
18900 Other Salaries & Wages		-		-	1,500
19500 Sub Teachers-Certified		-		-	-
20100 Social Security		2,575		2,575	1,217
20400 State Retirement		2,420		2,420	1,673
20600 Life Insurance		70		70	56
20700 Medical Insurance		7,200		7,200	5,210
21200 Employer Medicare		500		500	285
31201 Contracts with Private Agencies		8,632		8,632	8,632
42900 Instructional Supplies		4,630		4,630	2,104
49900 Other Supplies & Materials		1,204		1,204	-
72500 Special Education Equipment		-		-	-
TOTAL		59,031		59,031	40,369

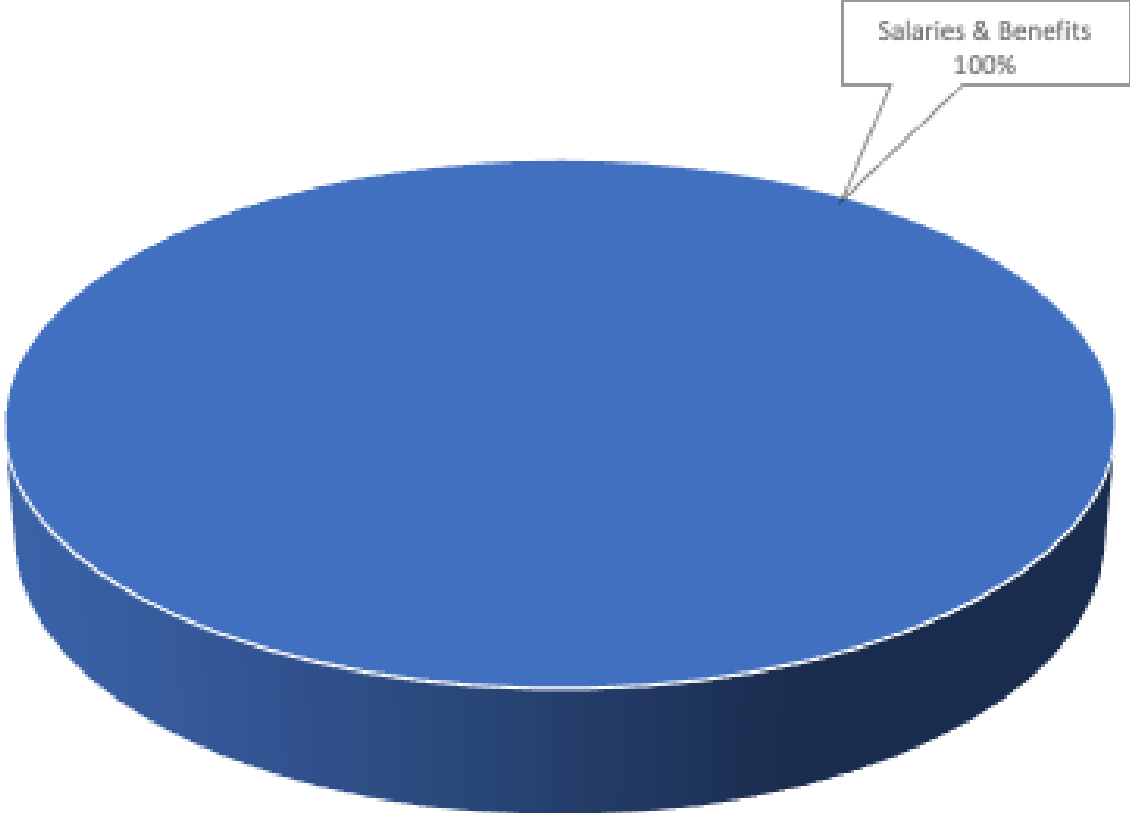
**SPECIAL EDUCATION SUPPORT
72220**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18900 Other Salaries & Wages		2,000		2,000	
20100 Social Security		125		125	
20400 State Retirement		180		180	
21200 Employer Medicare		30		30	
49900 Other Supplies & Materials					2,270
52400 In-Service/Staff Development		4,059		4,059	1,681
79000 Other Equipment					
TOTAL		6,394		6,394	3,951

TRANSFERS OUT
99100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
50400 Indirect Cost (2%)		4,711		4,711	2,632
TOTAL		4,711		4,711	2,632
 TOTAL IDEA PRE-SCHOOL INCENTIVE		70,136		70,136	46,952

CONSOLIDATED ADMINISTRATION



\$115,831

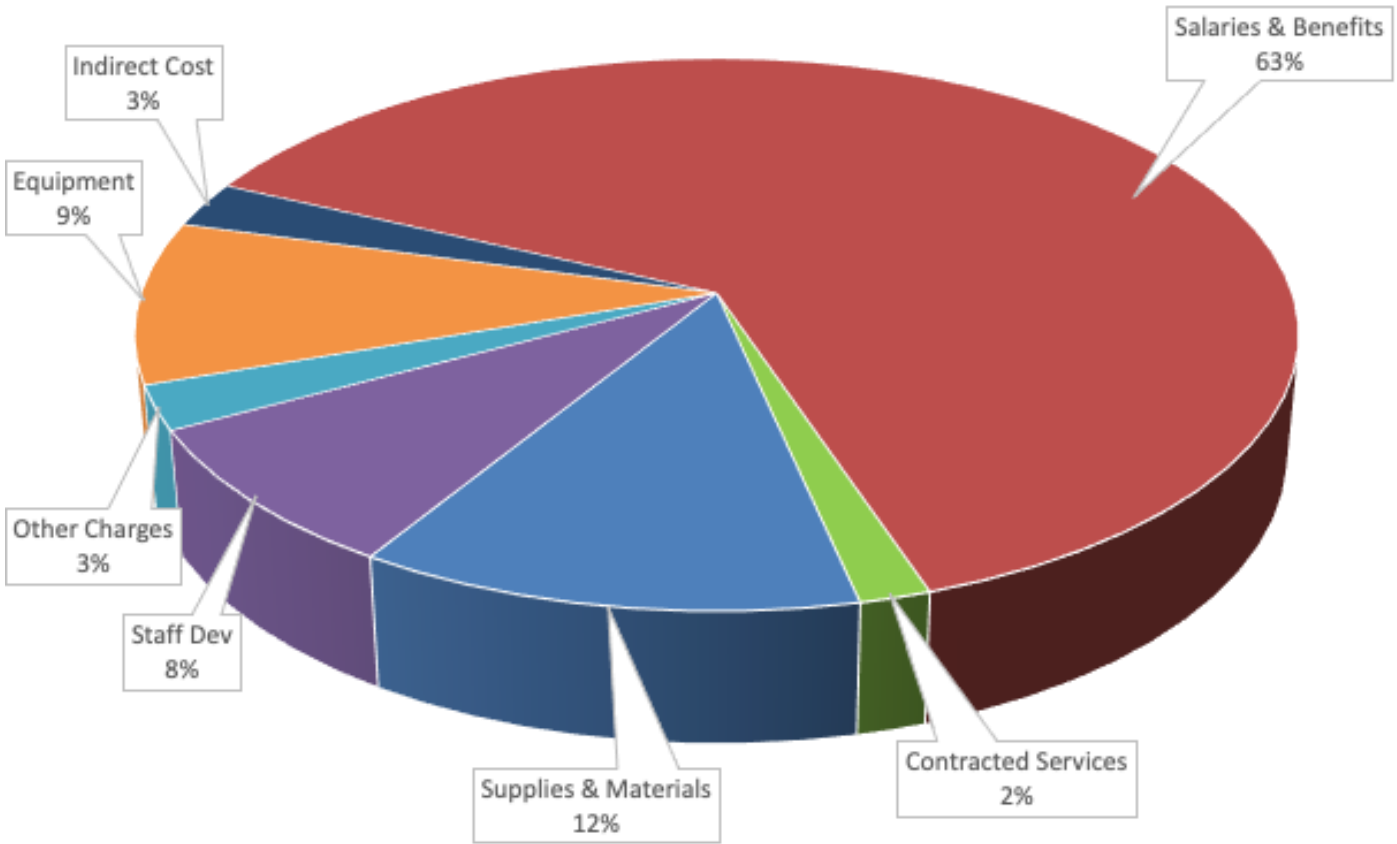
Overview

One Specialist (Federal Programs) is funded through the funds contributed from Title I, Title II, Title III, and Title IV. Out of town travel for these employees is also funded here.

**CONSOLIDATED ADMINISTRATION
REGULAR INSTRUCTION SUPPORT
72210**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
10500 Supervisor/Director	1	101,326	1	101,326	96,445
20100 Social Security		6,285		6,285	
20400 State Retirement		6,445		6,445	
20600 Life Insurance		305		305	
21200 Employer Medicare		1,470		1,470	
TOTAL	1	115,831	1	115,831	96,445
TOTAL CONSOLIDATED ADMINISTRATION	1	115,831	1	115,831	96,445

TITLE I



\$1,848,624

Overview

Title I funds are used to support programs to improve student achievement in Collierville Schools. Salaries and benefits for eight teachers and eight educational assistants, as well as, stipends to provide students with extended learning opportunities are funded here.

TITLE I
REGULAR EDUCATION INSTRUCTION
71100

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
11600 Teachers	3	225,352	3	225,352	183,987
16300 Educational Assistants	6	255,820	6	255,820	39,586
18900 Other Salaries & Wages		-		-	147,773
20100 Social Security		29,833		29,833	21,667
20400 State Retirement		42,310		42,310	27,094
20600 Life Insurance		1,286		1,286	887
20700 Medical Insurance		34,100		34,100	50,238
21200 Employer Medicare		6,977		6,977	5,067
42900 Instructional Supplies & Materials		95,200		95,200	-
49900 Other Supplies & Materials		52,569		52,569	-
72200 Regular Instruction Equipment		176,006		176,006	457,327
TOTAL	9	919,453	9	919,453	933,626

OTHER STUDENT SUPPORT
72130

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
12300 Guidance Personnel	3	222,853	3	222,853	199,194
20100 Social Security		13,817		13,817	12,075
20400 State Retirement		24,010		24,010	14,885
20600 Life Insurance		642		642	599
20700 Medical Insurance		14,400		14,400	13,986
21200 Employer Medicare		3,231		3,231	2,824
49900 Other Supplies & Materials		25,273		25,273	-
59900 Other Charges		29,571		29,571	-
TOTAL	3	333,797	3	333,797	243,563

REGULAR INSTRUCTION SUPPORT 72210

DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
18900	Other Salaries & Wages	1	242,043	1	242,043	97,875
19500	Substitute Teachers-Certified		5,000		5,000	
20100	Social Security		15,306		15,306	6,007
20400	State Retirement		22,302		22,302	5,369
20600	Life Insurance		133		133	
21200	Employer Medicare		3,581		3,581	1,405
30800	Consultants		32,000		32,000	
49900	Other Supplies & Materials		52,519		52,519	12,733
52400	In-Service/Staff Development		154,680		154,680	
59900	Other Charges		8,000		8,000	
TOTAL		1	535,564	1	535,564	123,389

TRANSPORTATION 72710

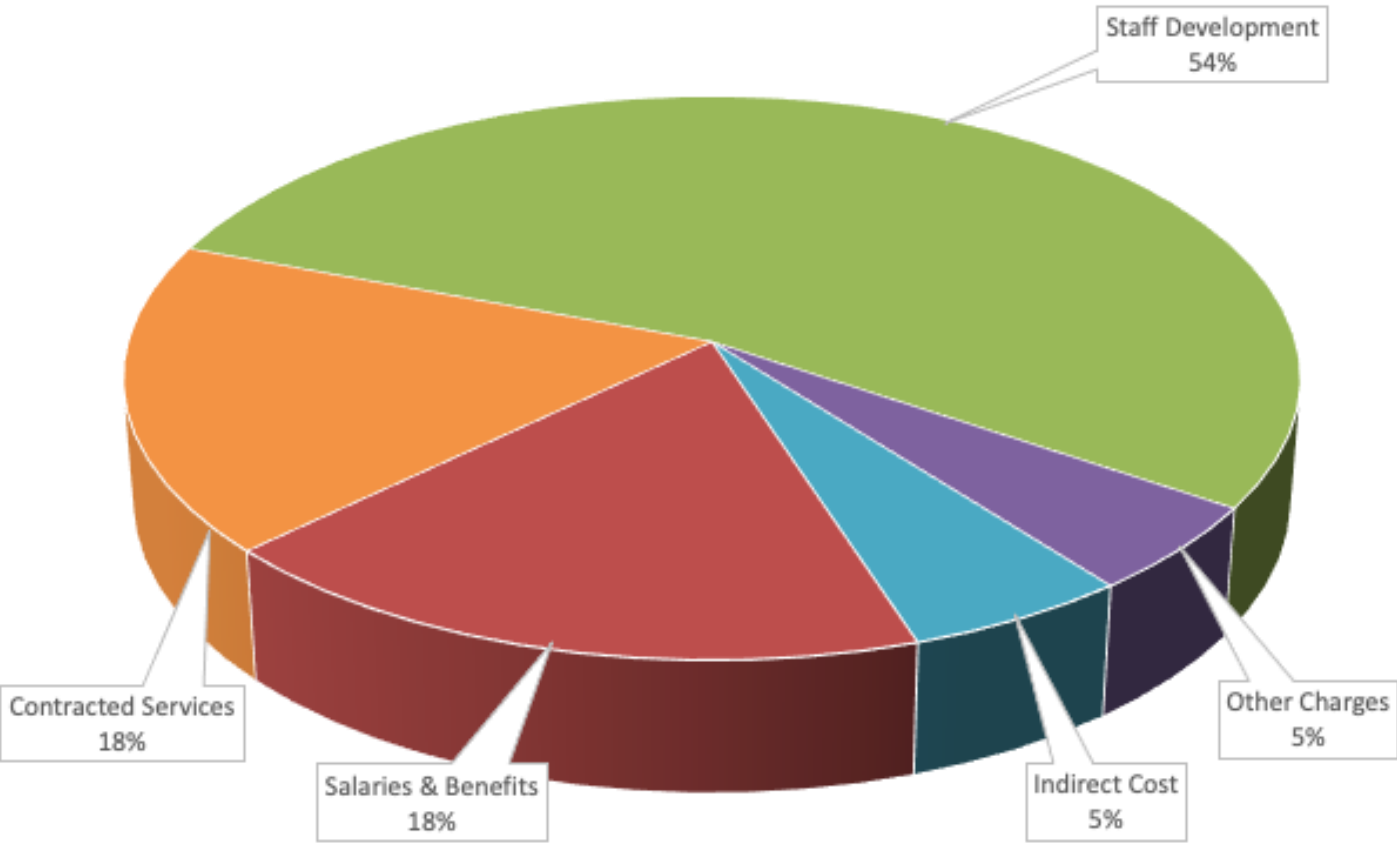
DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
59900	Other Charges		10,100		10,100	1,343
			10,100		10,100	1,343

TRANSFERS OUT

99100

DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
50400	Indirect Cost (2%)		49,710		49,710	5,300
	TOTAL		49,710		49,710	5,300
	TOTAL TITLE I	13	1,848,624	13	1,848,624	1,307,221

TITLE II



\$196,729

Overview

Title II funds are used to recruit, train, prepare, provide professional development for and retain high quality teachers. Includes cost of salary and benefits for the Support Team Facilitator, materials, supplies, equipment and services used in the Title II program.

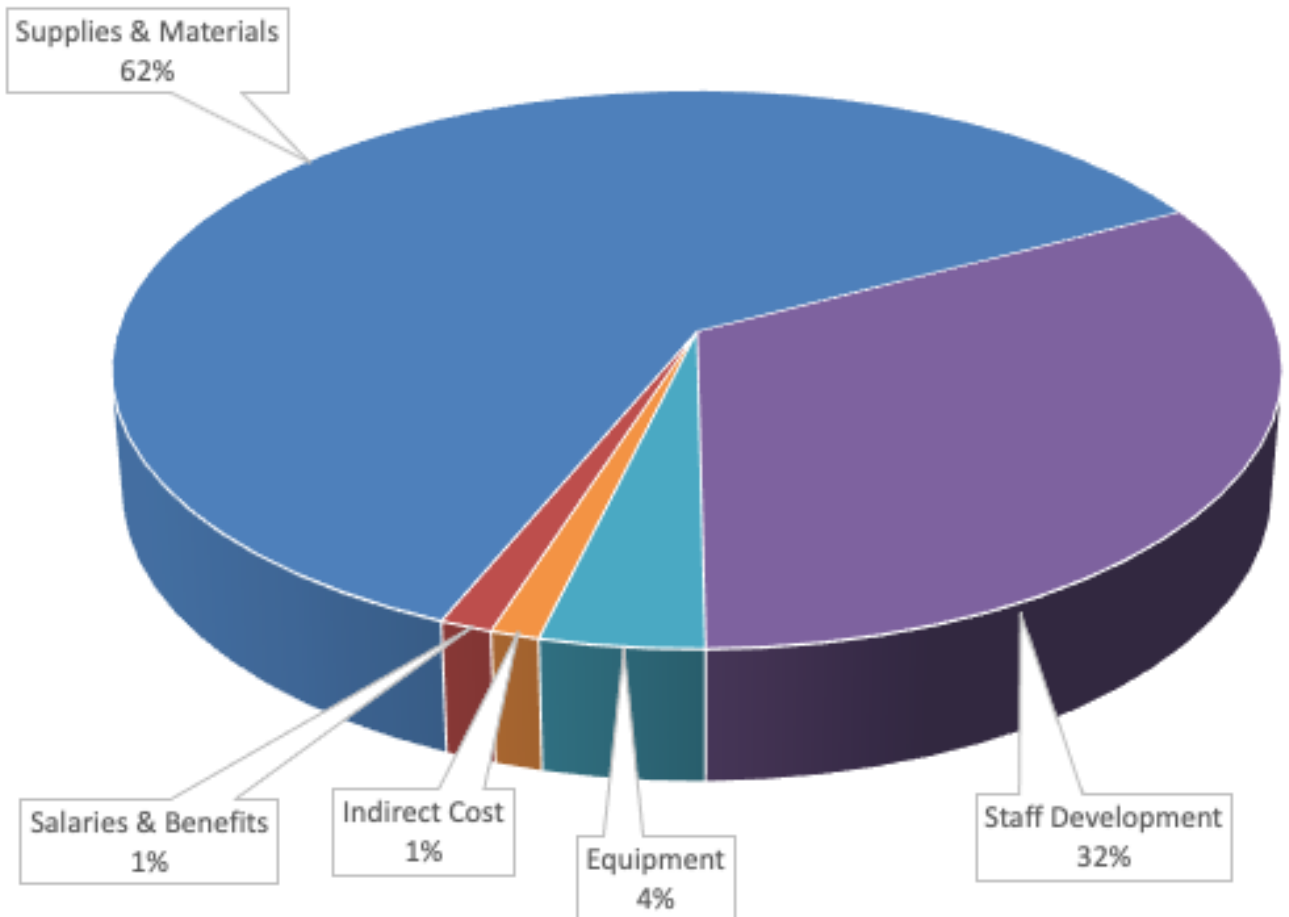
TITLE II
REGULAR INSTRUCTION SUPPORT
72210

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
10500 Supervisor/Director					39,350
18900 Other Salaries & Wages		25,000		25,000	24,300
19500 Sub Teachers-Certified		4,160		4,160	6,840
20100 Social Security		2,118		2,118	3,826
20400 State Retirement		3,252		3,252	4,556
20600 Life Insurance					118
20700 Medical Insurance					6,817
21200 Employer Medicare		717		717	1,071
39900 Other Contracted Services		35,000		35,000	22,794
49900 Other Supplies & Materials					
52400 In-Service/Staff Development		105,675		105,675	77,898
59900 Other Charges		10,000		10,000	
TOTAL		185,922	0.00	185,922	187,570

TRANSFERS OUT
99100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
50400 Indirect Cost (2%)		10,807		10,807	12,117
TOTAL		10,807		10,807	12,117
TOTAL TITLE II	-	196,729		196,729	199,687

TITLE III



\$74,883

Overview

Title III funds support instructional services for English Language Learners. Includes stipends and related benefits for the ELL Lead Teachers/Liaisons, cost of materials, supplies, equipment and out of town travel for the Title III program.

TITLE III IMMIGRANT



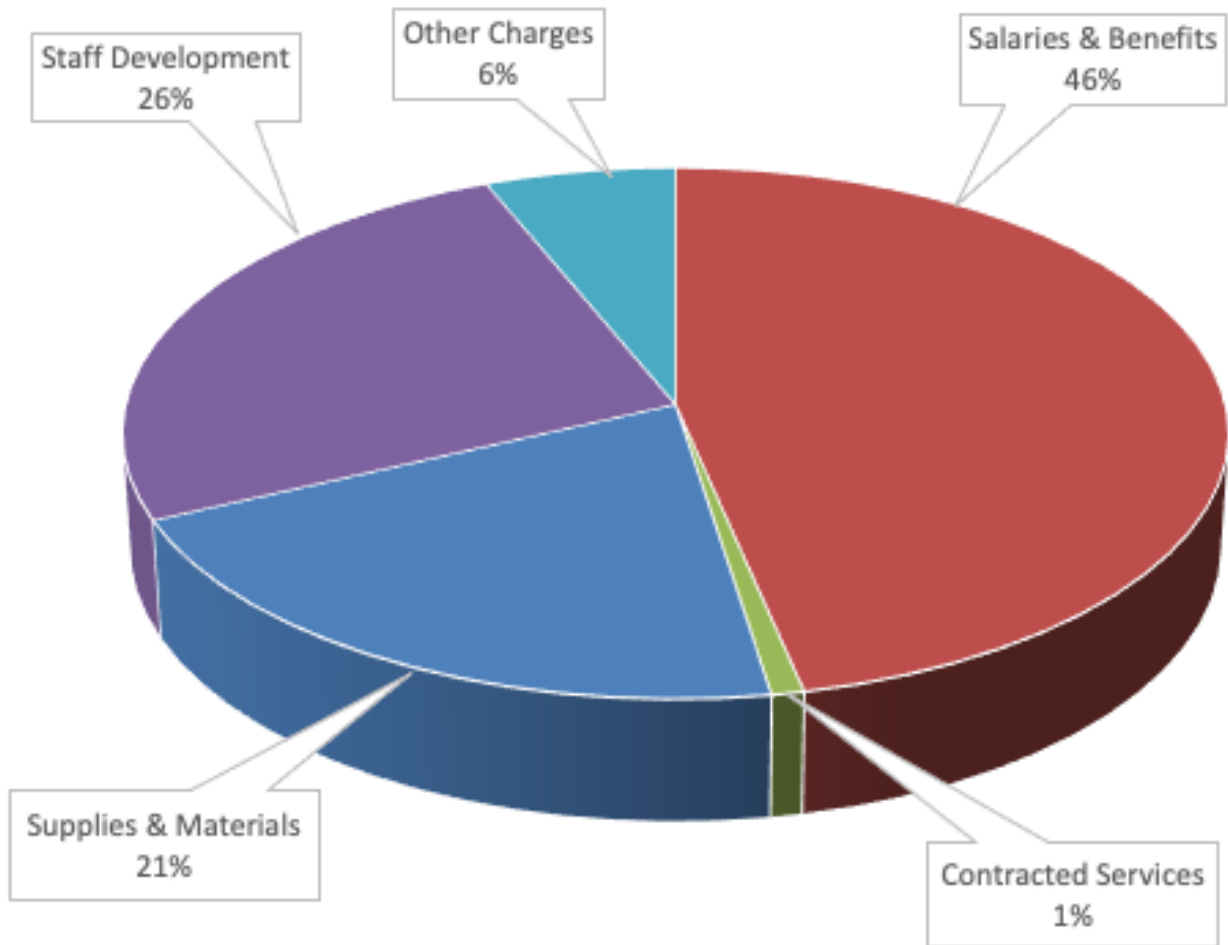
Overview

Title III Immigrant funds support enhanced instructional opportunities to immigrant students, and related benefits for the ELL Lead Teachers/Liaisons, cost of materials, supplies, equipment and out of town travel for the Title III program.

**TITLE III IMMIGRANT
REGULAR INSTRUCTION SUPPORT
72210**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
43200 Library Books/Media					3,637
TOTAL					3,637
TOTAL TITLE III IMMIGRANT					3,637

TITLE IV



\$174,719

Overview

Title IV funds are used to increase Collierville Schools ability to provide students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the academic achievement and digital literacy of all students.

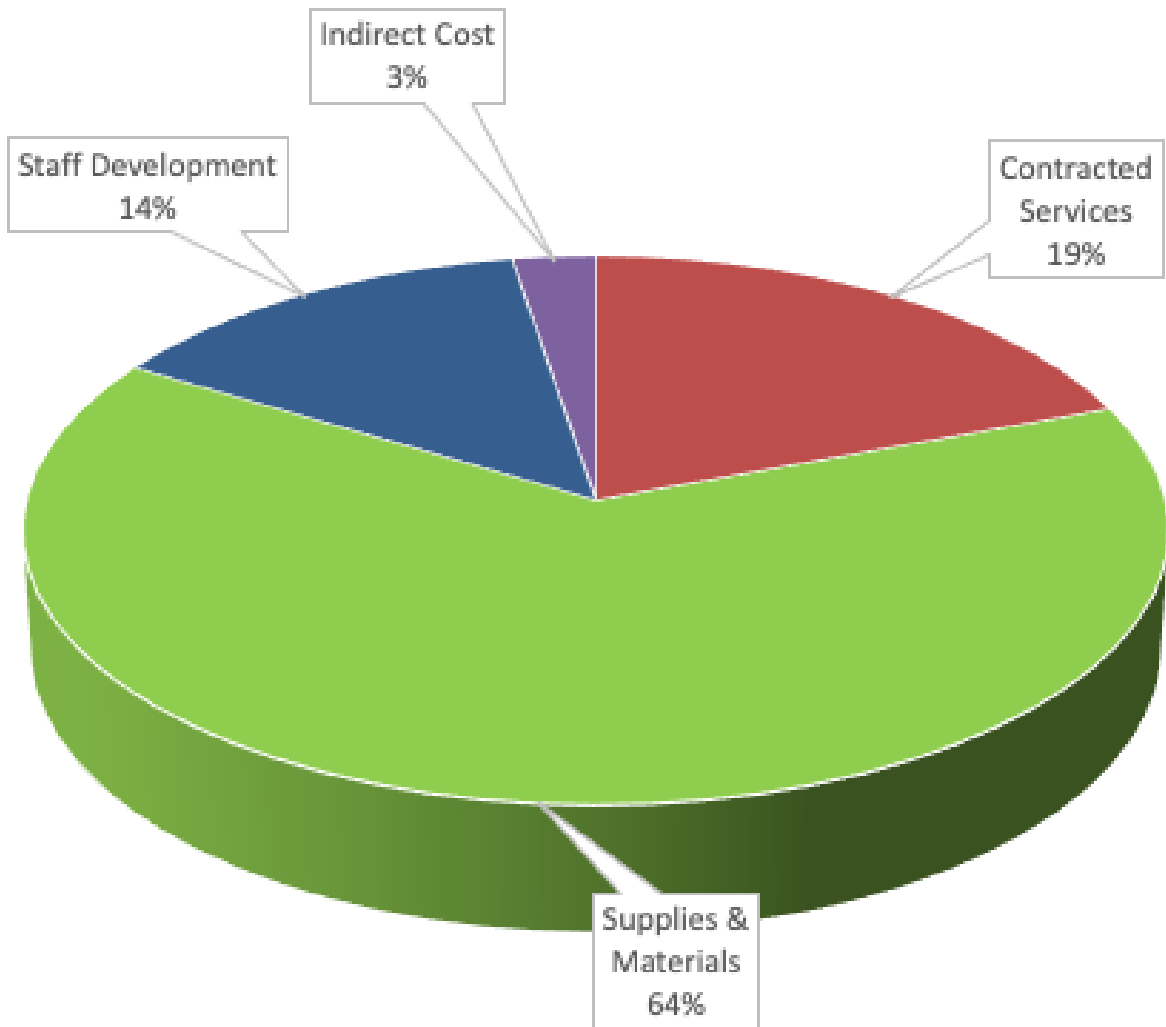
TITLE IV
REGULAR EDUCATION INSTRUCTION
71100

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
42900 Instructional Supplies & Materials		-		-	19,388
49900 Other Supplies & Materials		24,208		24,208	50,474
59900 Other Charges		10,800		10,800	5,400
72200 Regular Instruction Equipment				-	-
TOTAL		35,008		35,008	75,262

REGULAR INSTRUCTION SUPPORT
72210

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
18900 Other Salaries & Wages	1	63,808	1	63,808	48,170
20100 Social Security		3,956		3,956	2,873
20400 State Retirement		5,519		5,519	3,832
20600 Life Insurance		152		152	146
20700 Medical Insurance		7,140		7,140	6,993
21200 Employer Medicare		925		925	672
35500 Travel (Mileage)		1,500		1,500	324
49900 Other Supplies & Materials		11,711		11,711	9,950
52400 In-Service/Staff Development		45,000		45,000	
TOTAL	1	139,711	1	139,711	72,960
TOTAL TITLE IV	1	174,719	1	174,719	148,222

CAREER & TECHNICAL EDUCATION PERKINS - BASIC



\$88,034

Overview

CTE programs prepare students, to meet employers' needs in a variety of occupations, such as pharmacy technicians, automotive technicians, culinary arts and others.

**CTE PERKINS BASIC
CAREER AND TECHNICAL INSTRUCTION
71300**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
33600 Maint & Repair-Equipment		2,000		2,000	2,000
42900 Instructional Supplies & Materials		447		447	24,576
42900 Consumable Supplies & Materials					910
47100 Software		25,996		25,996	
49900 Other Supplies & Materials		30,186		30,187	23,986
59900 Other Charges					
TOTAL		58,629		58,630	51,472

**OTHER STUDENT SUPPORT
72130**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
39900 Other Contracted Services					15,000
52400 In-Service/Staff Development (PD)		7,000		7,000	8,917
52403 In-Service/Staff Development (CTSO)		2,105		2,105	482
TOTAL		9,105		9,105	24,399

**VOCATIONAL EDUCATION INSTRUCTIONAL STAFF SUPPORT
72230**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
52400 In-Service/Staff Development		3,000		3,000	2,224
TOTAL		3,000		3,000	2,224

TRANSPORTATION 72710

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
31500 Contracts w/Vehicle Owners		15,000		15,000	
TOTAL		15,000		15,000	

TRANSFERS OUT 99100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
504 Indirect Cost (2%)		2,300		2,300	2,300
TOTAL		2,300		2,300	2,300
TOTAL CTE PERKINS BASIC		88,034		88,035	80,395

Elementary & Secondary Emergency School Relief Fund (ESSER 2.0)



Overview

ESSER is the Elementary and Secondary School Emergency Relief Fund as authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The intent of the funding is to provide relief for existing need and plan for future needs related to COVID-19.

ESSER 2.0
REGULAR EDUCATION INSTRUCTION
71100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
72200 Regular Education Equipment					37,168
TOTAL					37,168

INSTRUCTIONAL STAFF SUPPORT
72210

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
49900 Other Supplies & Materials					5,002
TOTAL					5,002

CTE INSTRUCTIONAL STAFF SUPPORT
72230

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
79000 Other Equipment					24,000
TOTAL					24,000

OPERATION OF PLANT 72610

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
72000 Plant Equipment					17,000
TOTAL					17,000

MAINTENANCE OF PLANT 72620

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
49900 Other Supplies & Materials					8,085
TOTAL					8,085

TRANSFERS OUT 99100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
50400 Indirect Cost (2%)					2,217
TOTAL					2,217
TOTAL ESSER 2.0					93,472

Elementary & Secondary Emergency School Relief Fund 3.0 (ESSER 3.0)



Overview

ESSER is the Elementary and Secondary School Emergency Relief Fund as authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The intent of the funding is to provide relief for existing need and plan for future needs related to COVID-19. The purpose of ESSER 3.0 funds is to address learning loss and to help districts make schools safe for in-person instruction.

ESSER 3.0
REGULAR EDUCATION INSTRUCTION
71100

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
11645 Teachers					493,963
16300 Educational Assistants					522,826
18800 Bonus Payments					239,500
19500 Substitute Teachers					224,920
20100 Social Security					89,000
20400 Retirement					94,646
20600 Life Insurance					3,581
20700 Medical Insurance					100,437
21200 Employer Medicare					20,819
42945 Instructional Supplies & Materials				252,572	196,301
47145 Software					28,500
72240 Regular Instruction Equip.					53,105
TOTAL				252,572	2,067,598

ALTERNATIVE EDUCATION
71150

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
18800 Bonus Payments					800
20100 Social Security					50
20400 Retirement					59
21200 Employer Medicare					11
TOTAL					920

SPECIAL EDUCATION INSTRUCTION 71200

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					67,400
20100 Social Security					4,178
20400 Retirement					5,154
21200 Employer Medicare					977
TOTAL					77,709

VOCATIONAL EDUCATION 71300

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					12,300
20100 Social Security					763
20400 Retirement					919
21200 Employer Medicare					178
59900 Other Charges				41,300	
73000 Vocational Equipment				48,034	
TOTAL				89,334	14,160

STUDENT SERVICES 72110

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					2,800
20100 Social Security					174
20400 Retirement					210
21200 Employer Medicare					40
TOTAL					3,224

HEALTH SERVICES 72120

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					9,200
20100 Social Security					570
20400 Retirement					690
21200 Employer Medicare					133
TOTAL					10,593

OTHER STUDENT SUPPORT 72130

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
12300 Guidance Personnel					66,200
18800 Bonus Payments					12,000
20100 Social Security					4,744
20400 Retirement					5,371
20600 Life Insurance					200
20700 Medical Insurance					
21200 Employer Medicare					1,110
TOTAL					89,625

INSTRUCTIONAL STAFF SUPPORT 72210

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
10500 Supervisor/Director					116,916
18800 Bonus Payments					10,400
20100 Social Security					7,411
20400 Retirement					8,747
20600 Life Insurance					351
20700 Medical Insurance					12,216
21200 Employer Medicare					1,733
30800 Consultants				12,000	
47100 Software					29,900
52400 In-Service/Staff Development				340,000	41,810
59900 Other Charges				31,600	
TOTAL				383,600	229,484

SPECIAL EDUCATION STAFF SUPPORT 72220

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					10,400
20100 Social Security					645
20400 Retirement					779
21200 Employer Medicare					150
TOTAL					11,974

ALTERNATIVE EDUCATION STAFF SUPPORT 72250

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					12,000
20100 Social Security					744
20400 Retirement					899
21200 Employer Medicare					174
49900 Other Supplies & Materials				2,000	
79000 Other Equipment				317,623	
TOTAL				319,623	13,817

DIRECTOR OF SCHOOLS 72320

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					2,500
20100 Social Security					155
20400 Retirement					198
21200 Employer Medicare					36
TOTAL					2,889

OFFICE OF THE PRINCIPAL 72410

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					30,100
20100 Social Security					1,866
20400 Retirement					2,274
21200 Employer Medicare					436
TOTAL					34,676

FISCAL SERVICES 72510

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
10500 Accountants/Bookkeepers					53,444
18800 Bonus Payments					3,600
20100 Social Security					3,346
20400 Retirement					4,513
20600 Life Insurance					161
20700 Medical Insurance					6,993
21200 Employer Medicare					782
49900 Other Supplies & Materials					499
TOTAL					73,338

HUMAN RESOURCES 72520

DESCRIPTION	2026	2026	2025	2025	2024
	FTE	BUDGET	FTE	BUDGET	ACTUAL
18800 Bonus Payments					2,000
20100 Social Security					124
20400 Retirement					150
21200 Employer Medicare					29
TOTAL					2,303

OPERATIONS AND MAINTENANCE OF PLANT 72610

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					4,400
20100 Social Security					273
20400 Retirement					360
21200 Employer Medicare					64
72000 Plant Equipment					8,167
TOTAL					13,264

MAINTENANCE OF PLANT 72620

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					4,000
20100 Social Security					248
20400 Retirement					299
21200 Employer Medicare					58
TOTAL					4,605

TRANSPORTATION 72710

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					1,600
20100 Social Security					99
20400 Retirement					120
21200 Employer Medicare					23
TOTAL					1,842

SCHOOL NUTRITION 73100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					16,800
20100 Social Security					1,042
20400 Retirement					1,306
21200 Employer Medicare					243
TOTAL					19,391

PRESCHOOL
73400

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18800 Bonus Payments					1,600
20100 Social Security					99
20400 Retirement					120
21200 Employer Medicare					23
TOTAL					1,842

CAPITAL OUTLAY
76100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
30400 Architects					30,086
32100 Engineering Services					20,543
70600 Building Construction					5,783,397
70700 Building Improvements				8,000	72,908
79900 Other Capital Outlay				355,202	57,800
TOTAL				363,202	5,964,734

TRANSFERS OUT

99100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
59000 Indirect Cost				105,000	451,000
TOTAL				105,000	451,000
TOTAL ESSER 3.0				1,513,331	9,088,988

LITERACY TRAINING TEACHER STIPEND GRANT



Overview

Grant to allow stipends to Teachers that complete a two-week Early Reading Training.

**LITERACY TRAINING TEACHER STIPEND GRANT
REGULAR INSTRUCTION
71100**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18900 Other Salaries & Wages					2,000
TOTAL					2,000
TOTAL LITERACY TRAINING TEACHER STIPEND GRANT					2,000

HQIM LITERACY NETWORK GRANT



Overview

The HQIM (High Quality Instructional Materials) Network Grant funding supports new teachers to make instructional effectiveness a priority for new teachers, lighten their load in the first year, and increase the likelihood that every student has equitable access to grade-level learning.

HQIM LITERACY IMPLEMENTATION NETWORKS REGULAR EDUCATION INSTRUCTION 71100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
19500 Sub Teachers-Certified					4,860
20100 Social Security					272
21200 Medicare					115
42900 Instructional Supplies					22,344
TOTAL				-	27,591

REGULAR EDUCATION SUPPORT 72210

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
39900 Other Contracted Services					72,800
52400 In-Service/Staff Development					1,115
TOTAL					73,915

TOTAL HQIM Literacy Network	101,506
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RESILIENT SCHOOL COMMUNITIES GRANT



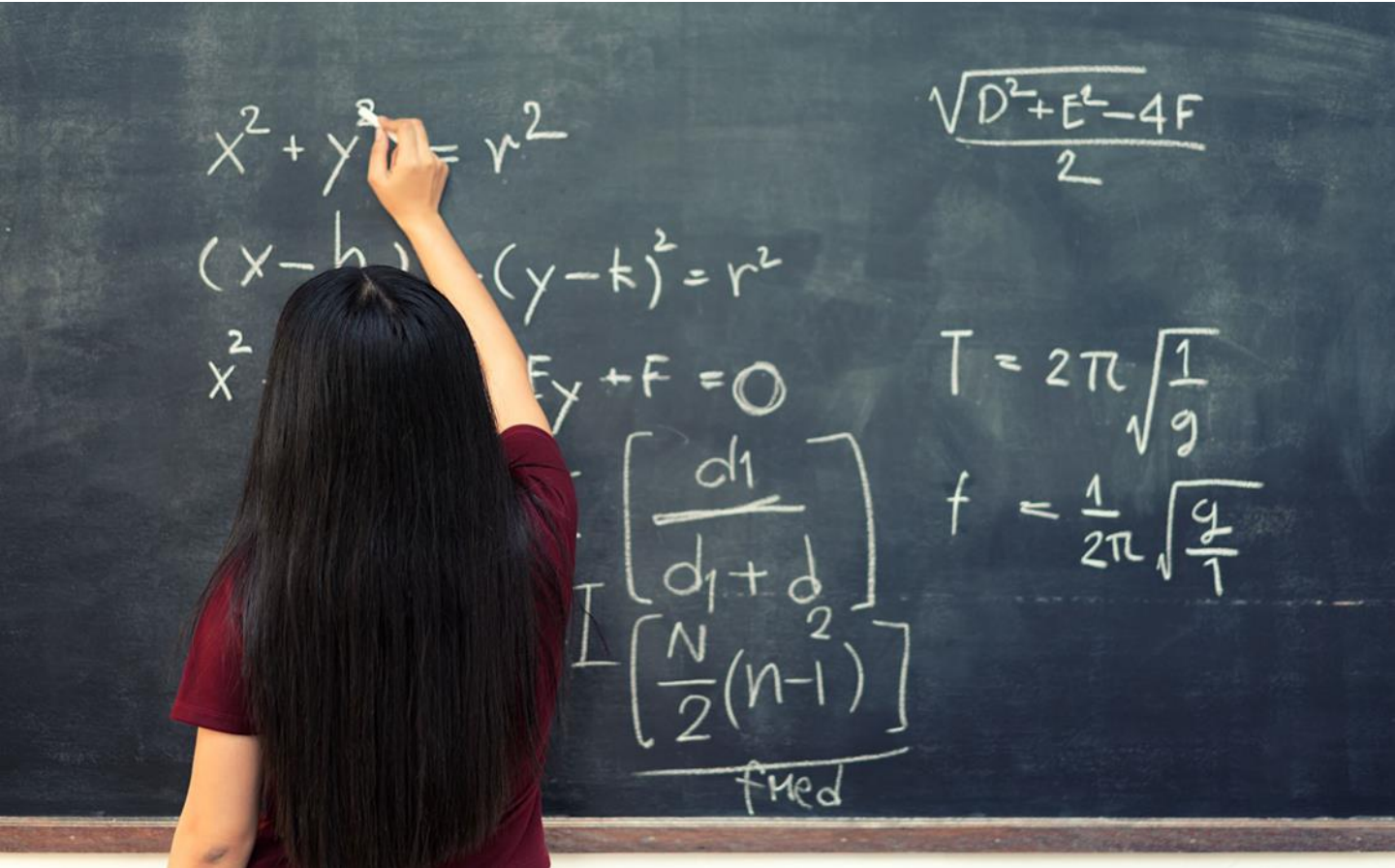
Overview

The Resilient School Communities Grant is designed to support critical needs for districts and educators with additional supports including trauma-informed practices due to increase due to the Covid-19 pandemic.

OTHER STUDENT SUPPORT 72210

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
49900 Other Supplies & Materials					1,943
52400 In-Service/Staff Development					14,711
TOTAL					16,654
 TOTAL RESILIENT SCHOOL COMMUNITIES					 16,654

TENNESSEE ALL CORPS



Overview

TN All Corps was the state’s matching-grant approach for tutoring in combination with summer programming. The funding for this grant ended 6/30/2025.

**TENNESSEE ALL CORPS
REGULAR INSTRUCTION
71100**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
42945 Other Supplies & Materials					2,264
72245 Regular Instruction Equip					18,571
TOTAL					20,835

**REGULAR INSTRUCTION SUPPORT
72210**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
18945 Other Salaries & Wages					445,404
20145 Social Security					23,414
20445 State Retirement					4,447
21245 Employer Medicare					6,395
39945 Other Contracted Services					-
TOTAL					479,660

TRANSPORTATION 72710

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
39945 Other Contracted Services					7,164
TOTAL					7,164

FOOD SERVICE 73100

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
42245 Food Supplies					4,150
TOTAL					4,150

TOTAL TENNESSEE ALL CORPS **511,809**

MATH IMPLEMENTATION GRANT



Overview

The Math Implementation grant is provided to allow Districts to contract with a state approved one-on-one support provider to address district specific needs.

**MATH IMPLEMENTATION GRANT
INSTRUCTIONAL STAFF SUPPORT
72210**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
39900 Other Contracted Services					70,000
TOTAL					70,000
TOTAL MATH IMPLEMENTATION GRANT					70,000

ARP IDEA PART B



Overview

ARP IDEA-B funds provide for support of children eligible for special education between the ages of 3 and 21. Includes cost of salaries, benefits and contracted services used in the IDEA program. ARP IDEA funds are available through the American Rescue Plan Act (ARPA) of 2021. Contracted Speech services for the parentally placed private school students are also funded here as a set-aside.

**ARP IDEA PART B
SPECIAL EDUCATION INSTRUCTION
71200**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
42900 Instructional Supplies					815
TOTAL					815

**SPECIAL EDUCATION SUPPORT
72220**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
79000 Other Equipment					7,764
TOTAL					7,764

TOTAL ARP IDEA PART B **8,579**

ARP IDEA PRESCHOOL GRANT



Overview

ARP IDEA Preschool funds are available through the American Rescue Plan Act (ARPA) of 2021. Includes cost of materials, supplies, and equipment used in the IDEA-Preschool Incentive program, as well as, instructional supplies for the parentally placed private school students. Professional Development is also funded here.

**ARP IDEA PRE-SCHOOL INCENTIVE
SPECIAL EDUCATION INSTRUCTION
71200**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
42900 Instructional Supplies					1,835
TOTAL					1,835
 TOTAL ARP IDEA PRE-SCHOOL INCENTIVE					 1,835

ARP HOMELESS 2.0 GRANT



Overview

Funding is provided through the American Rescue Plan Act (ARPA) to aid in providing homeless children and youth with wrap around services to address the challenges of COVID-19 and be able to participate in school activities.

**ARP HOMELESS 2.0
OTHER STUDENT SUPPORT
72130**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
39900 Other Contracted Services				2,000	
49900 Other Supplies & Materials				28,007	9,015
59900 Other Charges				2,000	
TOTAL				32,007	9,015

**INSTRUCTIONAL STAFF SUPPORT
72210**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
52400 In-Service/Staff Development					630
TOTAL					630

TRANSPORTATION 72710

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
39900 Other Contracted Services				1,000	
TOTAL				1,000	
TOTAL ARP HOMELESS 2.0				33,007	9,645

COLLIERVILLE SCHOOLS

OTHER FUNDS BUDGET 2025-26



CS Board Approved on
Town of Collierville Approved on

Dr. Russell Dyer,
Superintendent

Wright Cox,
Board Chairman

Anita Floyd,
Chief Financial Officer

215 W. Poplar Avenue
Collierville, TN 38017



COLLIERVILLE SCHOOLS

BOARD OF EDUCATION

Wright Cox	Board Chairman
Wanda Chism	Board Vice Chair
Wanda Gibbs	Board Member
Paul Childers	Board Member
Tom Bailey	Board Member

EXECUTIVE STAFF

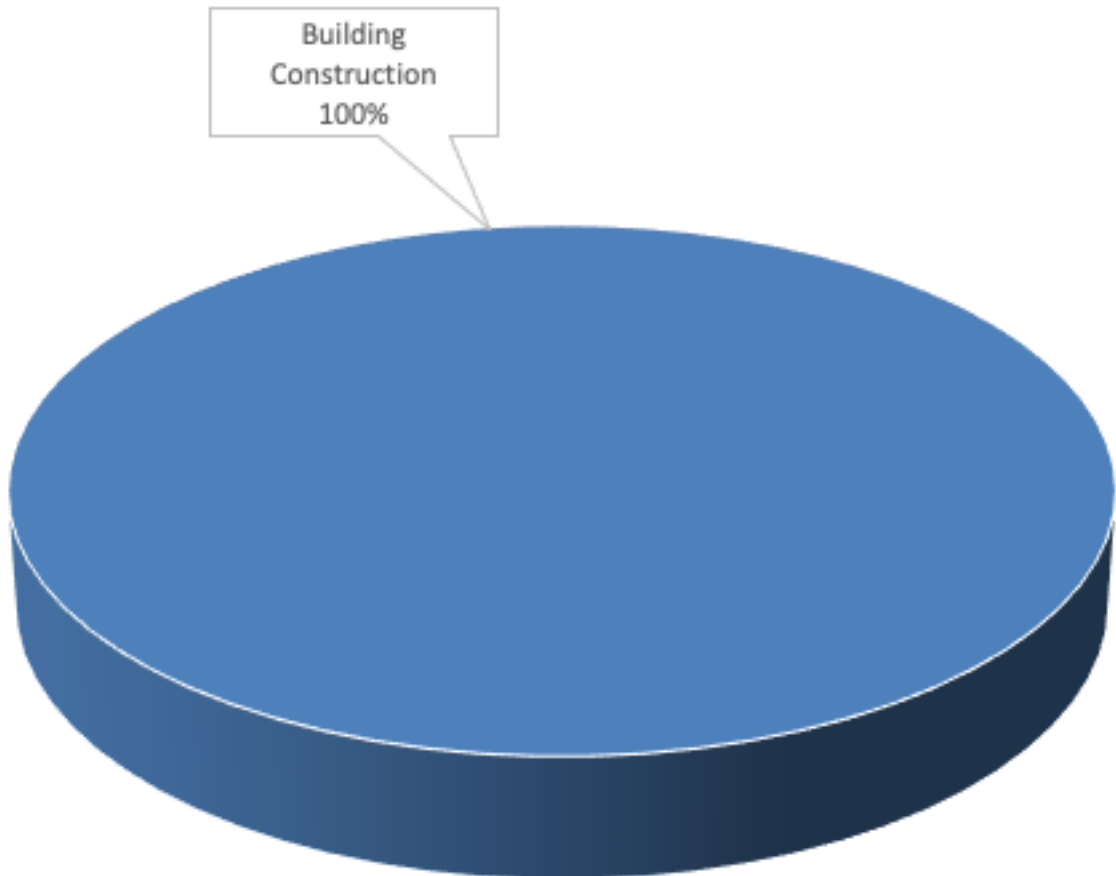
Dr. Russell Dyer
Jeff Jones
Anita Floyd
Cecelia Booker
Leigh Anne Rainey
Thomas Dougherty
Lisa Higgins
Jill Church
Andy Field

Director of Schools
Assistant Superintendent
Chief Financial Officer
Chief of Human Resources
Chief Academic Officer
Chief of Operations
Chief Technology Officer
Chief of Special Education
Chief of Student Services

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CAPITAL PROJECTS FUND



\$3,440,814

Overview

Funds used for capital improvement projects in Collierville Schools come from the Shelby County Government. Budgeted amounts for FY 2025-26 include funds for capital projects anticipated in the fiscal year.

CAPITAL PROJECTS FUND

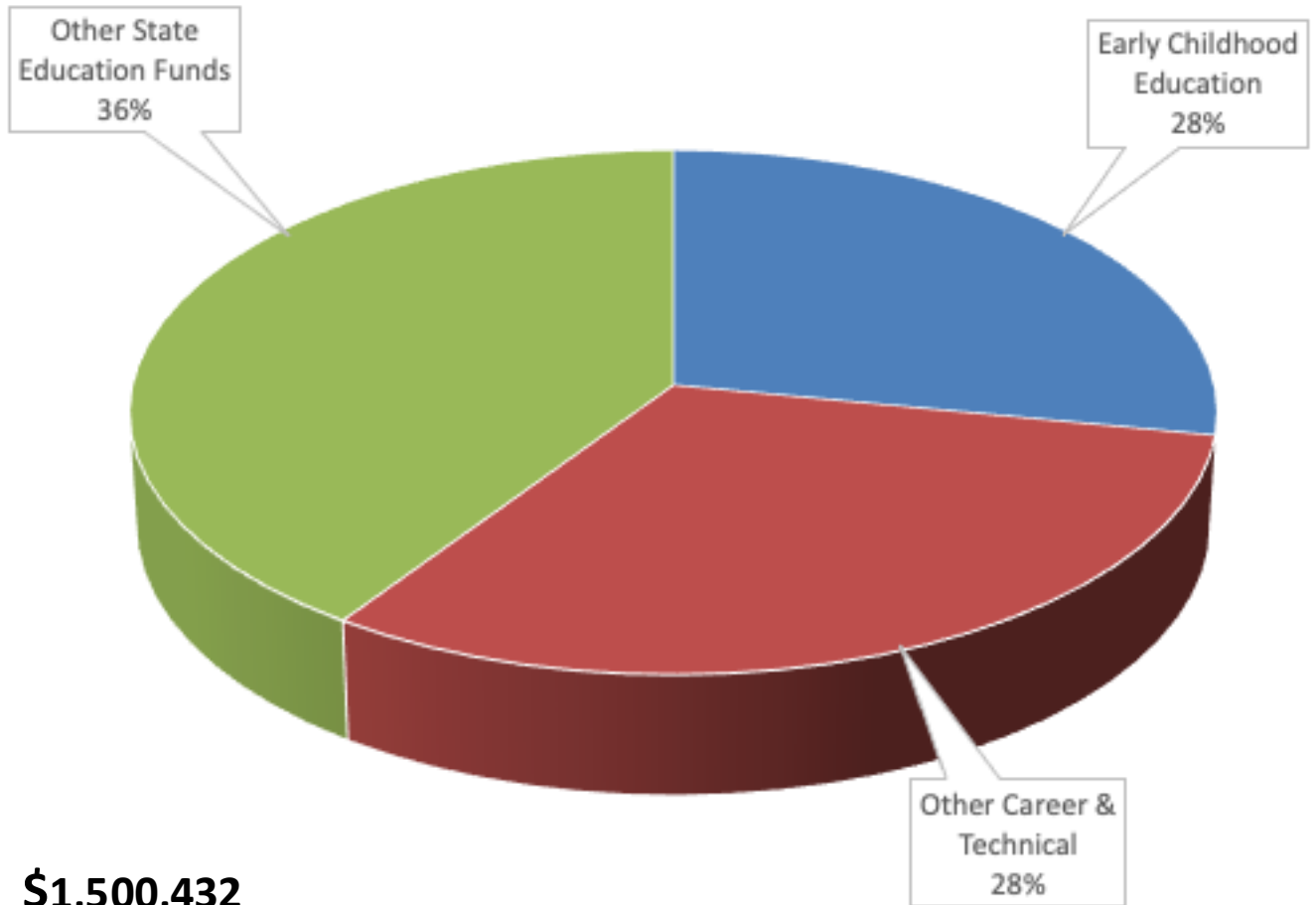
REVENUE

ACCT	DESCRIPTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
49100	Bond Proceeds	3,440,814	3,440,814	4,320,740
49800	Transfers In	-	6,820,113	
49900	Reserves		-	
TOTAL CAPITAL PROJECTS FUND REVENUE		3,440,814	10,260,927	4,320,740

EXPENDITURES

ACCT	DESCRIPTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
30400	Architects		308,766	185,980
32100	Engineering Services		28,494	43,755
59900	Other Charges - Insurance			42,965
70600	Building Construction	3,440,814	8,805,079	4,442,107
70700	Building Improvements		552,614	1,130,303
71100	FF&E		398,474	868,785
79900	Other Capital Outlay		167,500	234,163
TOTAL CAPITAL PROJECTS FUND EXPENDITURES		3,440,814	10,260,927	6,948,058
CHANGE IN CAPITAL PROJECTS FUND BALANCE		-	-	(2,627,318)

DISCRETIONARY GRANTS FUND REVENUE



Subcategories:

- Summer Learning Camps
- State Special Education Pre-school
- Innovative School Models

DISCRETIONARY GRANTS FUND REVENUE

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
46515	Early Childhood Education	420,826	605,677	250,781
46590	Other State Education Funds	470,768	470,768	1,232,369
46790	Other Career & Technical	608,838	768,204	898,338
46980	Other State Grants	-	233,531	145,024
46981	Safe Schools	-	-	9,889
	REVENUE GRAND TOTAL	1,500,432	2,078,180	2,536,401



EARLY CHILDHOOD EDUCATION

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
46515	State Special-Ed Preschool	420,826	420,826	61,329
46515	Voluntary Pre-K	-	184,851	189,452
	Total	420,826	605,677	250,781

OTHER STATE EDUCATION FUNDS

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
46590	Summer Learning Camps	470,768	470,768	1,232,369
	Total	470,768	470,768	1,232,369

OTHER CAREER AND TECHNICAL

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
46790	Innovative School Models	608,838	768,204	898,338
	Total	608,838	768,204	898,338

OTHER STATE GRANTS

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
46980	Public School Security		233,531	145,024
	Total		233,531	145,024

SAFE SCHOOLS

ACCT	FUNCTION	2025-26 BUDGET	2024-25 BUDGET	2023-24 ACTUAL
46981	Safe Schools		-	9,889
	Total		-	9,889

REVENUE GRAND TOTAL	1,500,432	2,078,180	2,536,401
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SAFE SCHOOLS GRANT



Overview

Tennessee's Safe Schools Act provides funding that address school safety, innovative violence prevention programs, conflict resolution and improved school security. The State decided to stop funding this program as a separate grant. Instead, it is now included in the General Fund Budget as part of the TISA revenue starting in the 2023-25 fiscal year.

**SAFE SCHOOLS
REGULAR EDUCATION SUPPORT
72210**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
49900 Other Supplies& Materials					9,889
TOTAL					9,889
TOTAL SAFE SCHOOLS GRANT					9,889

VOLUNTARY PRE-K



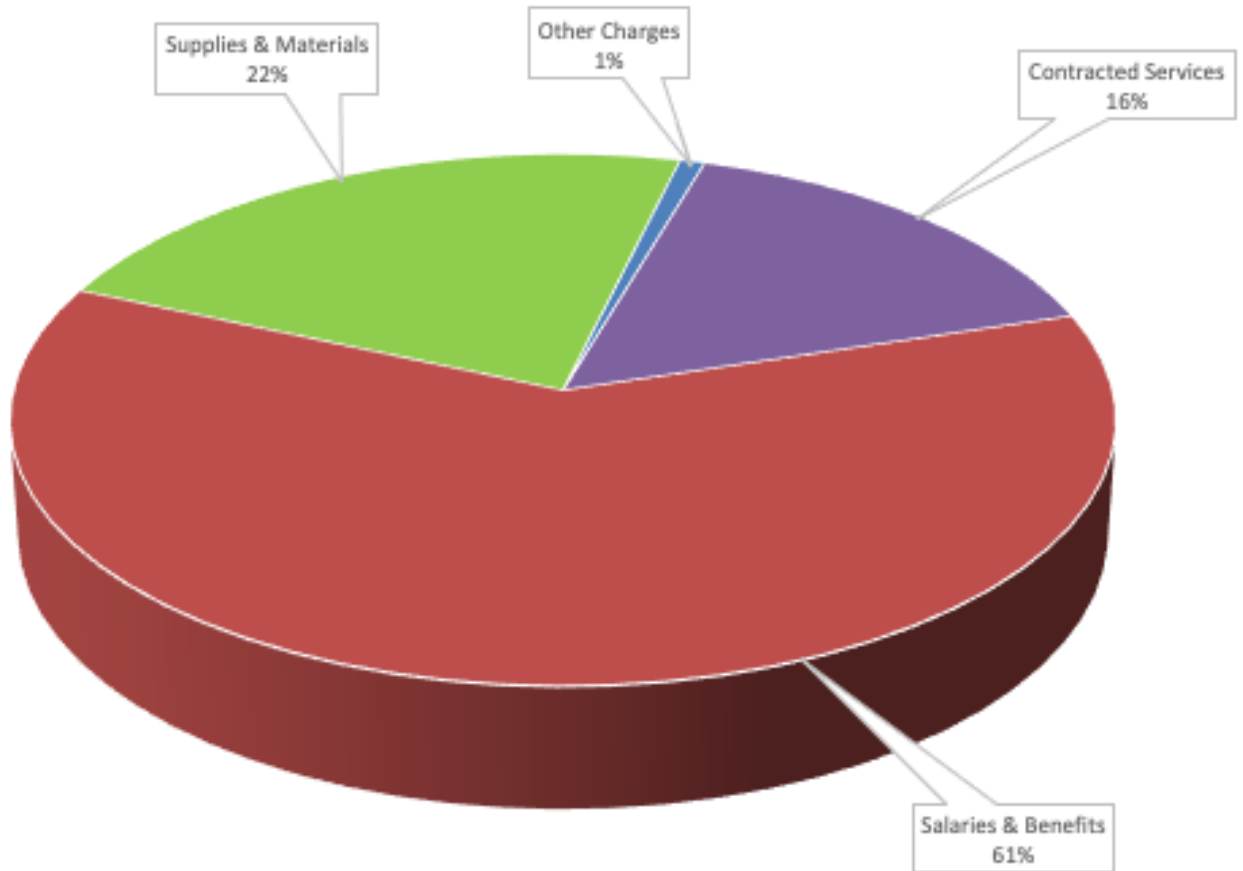
Overview

The Voluntary Pre-K initiative provides Tennessee's three- and four-year-old children who are at-risk an opportunity to develop school readiness skills (pre-academic and social skills). The funding for this grant ended in 2024-25.

**VOLUNTARY PRE-K
EARLY CHILDHOOD EDUCATION
73400**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
11600 Teachers			2	140,000	118,307
16300 Educational Assistants			2	44,851	42,667
20100 Social Security					10,848
20400 State Retirement					13,358
21200 Employer Medicare					2,537
21700 Hybrid Retirement					1,735
TOTAL			4	184,851	189,452
TOTAL VOLUNTARY PRE-K			4	184,851	189,452

SUMMER LEARNING CAMPS



\$470,768

Overview

The Summer Learning Camps Grant allows additional summer learning opportunities for students who are entering grades 1-5.

**SUMMER LEARNING CAMPS
REGULAR INSTRUCTION
71100**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
11600 Teachers		153,134		153,134	509,768
16300 Educational Assistants		48,085		48,085	114,340
20100 Social Security		12,618		12,618	38,578
20400 State Retirement		29,549		29,549	44,229
21200 Employer Medicare		2,963		2,963	9,050
21700 Hybrid Retirement		2,704		2,704	2,837
42900 Instructional Supplies & Materials		24,551		24,551	42,989
49900 Other Supplies & Materials		70,082		70,082	247,810
59900 Other Charges		3,800		3,800	2,150
TOTAL		347,486		347,486	1,011,751

**HEALTH SERVICES
72120**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
13100 Medical Personnel		3,245		3,245	6,692
20100 Social Security		202		202	415
20400 State Retirement		452		452	533
21200 Employer Medicare		47		47	97
21700 Hybrid Retirement		40		40	69
TOTAL		3,986		3,986	7,806

OTHER STUDENT SUPPORT 72130

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
12300 Guidance Personnel		6,353		6,353	22,550
18900 Other Salaries & Wages		6,655		6,655	8,195
20100 Social Security		809		809	1,906
20400 State Retirement		1,976		1,976	2,192
21200 Employer Medicare		190		190	446
21700 Retirement-Hybrid		108		108	124
39900 Other Contracted Services		71,274		71,274	98,588
TOTAL		87,365		87,365	134,001

INSTRUCTIONAL SUPPORT 72210

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
10500 Directors/Supervisors		7,447		7,447	29,183
20100 Social Security		452		452	1,809
20400 State Retirement		1,198		1,198	1,963
21200 Employer Medicare		107		107	423
21700 Hybrid Retirement		100		100	
TOTAL		9,304		9,304	33,378

OFFICE OF PRINCIPAL 72410

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
10400 Principals		2,813		2,813	7,281
20100 Social Security		176		176	451
20400 State Retirement		367		367	551
21200 Employer Medicare		42		42	106
21700 Hybrid Retirement		32		32	55
TOTAL		3,430		3,430	8,444

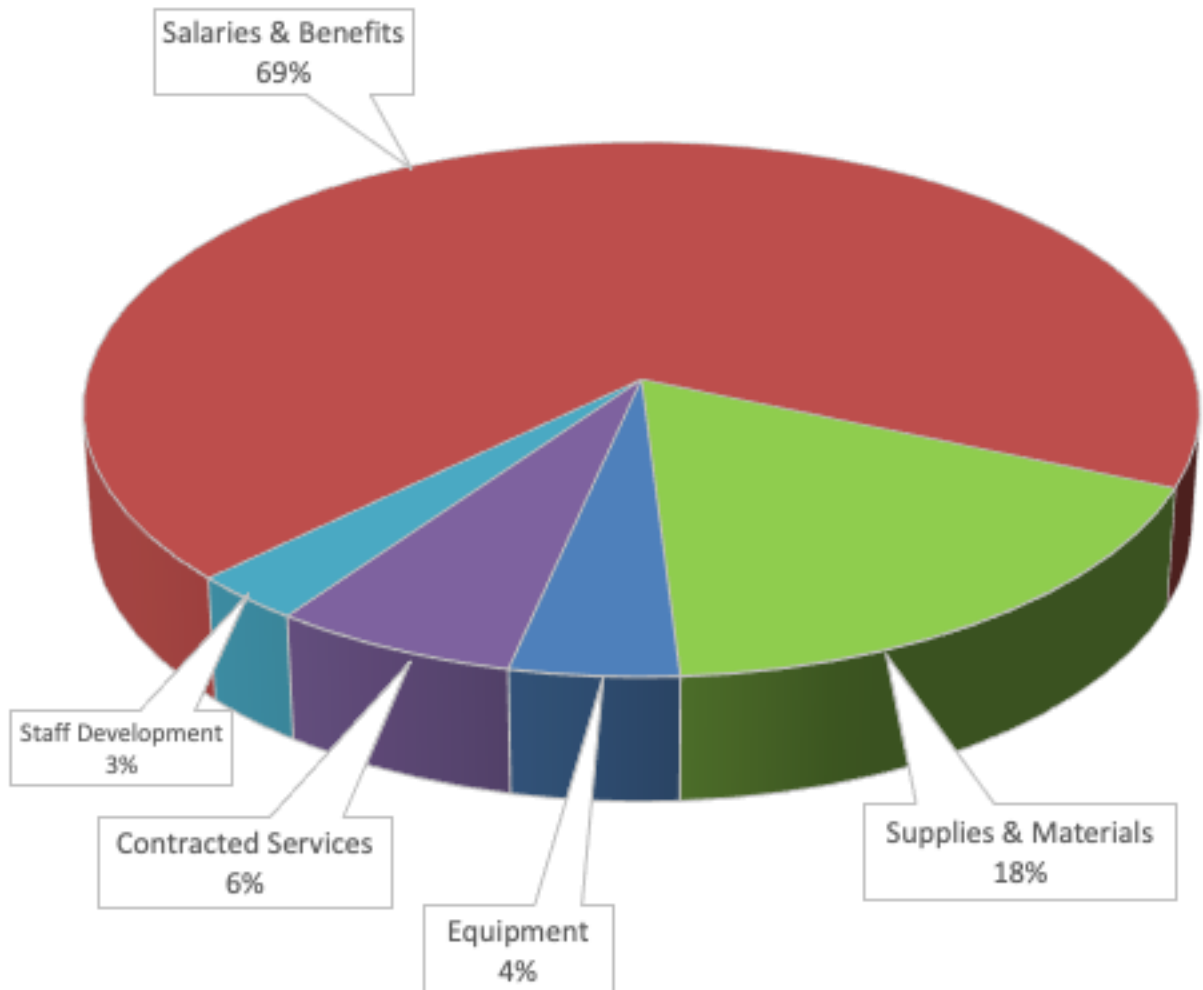
OPERATION OF PLANT 72610

DESCRIPTION		2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
32800	Janitorial Services		2,500		2,500	5,445
	TOTAL		2,500		2,500	5,445

FOOD SERVICE 73100

DESCRIPTION		2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
16500	Cafeteria Personnel		5,176		5,176	18,280
20100	Social Security		324		324	1,133
20400	State Retirement		641		641	1,731
21200	Employer Medicare		75		75	265
21700	Hybrid Retirement		92		92	83
42200	Food Supplies		10,389		10,389	10,052
	TOTAL		16,697		16,697	31,544
	TOTAL SUMMER LEARNING CAMPS		470,768		470,768	1,232,369

STATE SPECIAL ED PRE-SCHOOL GRANT



\$420,826

Overview

Early Childhood Special Education addresses individual needs within the context of developmentally appropriate early learning experiences including early literacy, math, play, and social areas. Preschool special education is a state funded program for children ages three through five who are experiencing challenges in their learning and development and meet eligibility criteria for special education and related services.

**STATE SPECIAL EDUCATION PRE-SCHOOL
SPECIAL EDUCATION INSTRUCTION
71200**

DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
11600	Teachers	2	127,000	2	127,000	
16300	Educational Assistants	2	82,500	2	82,500	
18900	Other Salries & Wages		2,000		2,000	
20100	Social Security		13,624		13,624	
20400	State Retirement		15,750		15,750	
20600	Life Insurance		660		660	
20700	Medical Insurance		42,769		42,769	
21200	Employer Medicare		3,150		3,150	
21700	Hybrid Retirement		1,550		1,550	
31200	Contracts with Private Agcy		25,000		25,000	29,940
42900	Instructional Supplies & Mat		64,876		64,876	20,051
49900	Other Supplies & Materials		9,000		9,000	
72500	Special Education Equipment		6,000		6,000	7,219
TOTAL		4	393,879	4	393,879	57,210

SPECIAL ED INSTRUCTIONAL SUPPORT 72220

DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
52400	In-Service/Staff Development		12,347		12,347	
79000	Other Equipment		12,600		12,600	4,119
TOTAL			24,947		24,947	4,119

TRANSPORTATION 72710

DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
31200	Contracts with Private Agencies		2,000		2,000	
TOTAL			2,000		2,000	
TOTAL STATE SPED PRE-SCHOOL GRANT			420,826	4	420,826	61,329

PUBLIC SCHOOL SECURITY GRANT



Overview

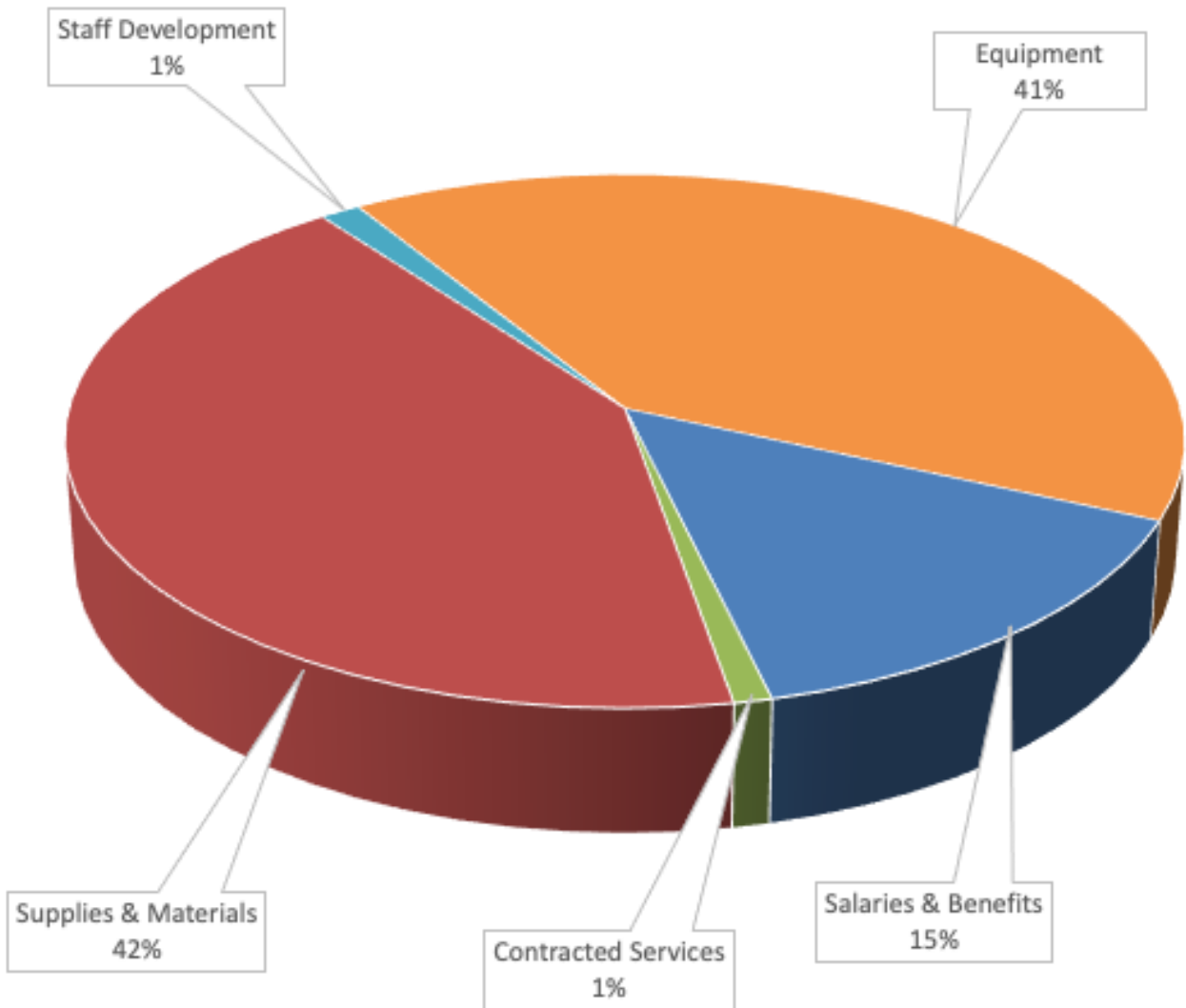
The Public School Security Grant allocation for 2023-25 is part of Governor Lee's School Safety Initiative which puts a priority on ensuring Tennessee students have a safe school environment to learn, grow, and thrive.

PUBLIC SCHOOL SECURITY MAINTENANCE OF PLANT 72620

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
79000 Other Equipment				233,531	145,024
TOTAL PUBLIC SCHOOL SECURITY GRANT				233,531	145,024



INNOVATIVE SCHOOL MODELS



\$608,838

Overview

The Innovative School Models grant is the Department of Education's strategy to empower schools to transform the traditional high school and middle school models to foster a culture of college and career awareness and readiness.

**INNOVATIVE SCHOOL MODELS
CAREER AND TECHNICAL INSTRUCTION
71300**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
11600 Teachers		33,732		55,200	67,464
12300 Guidance Personnel					64,622
20100 Social Security		2,048		3,417	7,534
20400 State Retirement		2,432		3,506	9,732
20600 Life Insurance		1,013		167	398
20700 Medical Insurance		10,500		13,050	24,035
21200 Employer Medicare		479		800	1,762
21700 Hybrid Retirement					600
42900 Instructional Supplies & Materials		169,003		35,000	1,562
49900 Other Supplies & Materials		90,000		45,000	13,324
59900 Other Charges				348,703	
73000 Vocational Instruction Equipment		227,010		176,135	609,684
TOTAL		536,217		680,978	800,717

**OTHER STUDENT SUPPORT
72130**

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
12300 Guidance Personnel		32,311		56,704	
20100 Social Security		2,047		3,516	
20400 State Retirement		2,433		3,608	
20600 Life Insurance		1,012		174	
20700 Medical Insurance				5,400	
21200 Employer Medicare		478		824	
21700 Hybrid Retirement		340			
TOTAL		38,621		70,226	

REGULAR INSTRUCTION SUPPORT 72210

DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
79000	Other Equipment		20,000		10,000	16,380
	TOTAL		20,000		10,000	16,380

CTE INSTRUCTIONAL STAFF SUPPORT 72230

DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
52400	In-Service/Staff Development		8,000		4,000	1,741
	TOTAL		8,000		4,000	1,741

EDUCATION TECHNOLOGY 72250

DESCRIPTION		2026	2026	2025	2025	2024
		FTE	BUDGET	FTE	BUDGET	ACTUAL
39900	Other Contracted Services					79,500
	TOTAL					79,500

TRANSPORTATION 72710

DESCRIPTION	2026 FTE	2026 BUDGET	2025 FTE	2025 BUDGET	2024 ACTUAL
39900 Other Contracted Services		6,000		3,000	
TOTAL		6,000		3,000	
TOTAL INNOVATIVE SCHOOL MODELS GRANT		608,838		768,204	898,338



2026-2027 Instructional Calendar

July 20 – 24, 2026	New Teacher Orientation
July 27, 2026	Administrative Day
July 28 – 29, 2026	Teacher Inservice
July 30, 2026	Student Orientation/Verification Day
July 31, 2026	Teacher Inservice
August 3, 2026	Teacher Inservice
August 4, 2026	Administrative Day

First Semester			85 Instructional Days	
Date	Day	Event	Students	Teachers
August 5	Wednesday	1 st Quarter Begins / 1 st Day for Students	In	In
September 3	Thursday (3p-6p)	HS Parent/Teacher Conferences	N/A (after school)	In
September 4	Friday	Professional Development Day	Out	In
September 7	Monday	Labor Day	Out	Out
September 10	Thursday (4p-7p)	MS Parent/Teacher Conferences	N/A (after school)	In
September 17	Thursday (4:15p-7:15p)	ES Parent/Teacher Conferences	N/A (after school)	In
October 9	Friday	1 st Quarter Ends	In	In
October 12 – 16	Monday - Friday	Fall Break	Out	Out
October 19	Monday	2 nd Quarter Begins	In	In
November 3	Tuesday	Election Day / Professional Development Day	Out	In
November 23 - 24	Monday – Tuesday	Professional Development Days	Out	FLEX
November 25 - 27	Wednesday - Friday	Thanksgiving Break	Out	Out
December 16 - 18	Wednesday - Friday	Semester Exams	In	In
December 18	Friday	2 nd Quarter Ends	In (1/2 Day)	In (Full Day)
December 21 – January 1	Monday - Friday	Winter Break	Out	Out
Second Semester			90 Instructional Days	
Date	Day	Event	Students	Teachers
January 4	Monday	Administrative Day	Out	In
January 5	Tuesday	Teacher Inservice	Out	In
January 6	Wednesday	3 rd Quarter Begins / 1 st Day for Students	In	In
January 18	Monday	Dr. M. L. King, Jr. Day	Out	Out
February 4	Thursday (3p-6p)	HS Parent/Teacher Conferences	N/A (after school)	In
February 11	Thursday (4p-7p)	MS Parent/Teacher Conferences	N/A (after school)	In
February 15	Monday	Professional Development Day	Out	In
February 18	Thursday (4:15p-7:15p)	ES Parent/Teacher Conferences	N/A (after school)	In
March 12	Friday	3 rd Quarter Ends / Assessment Training (PM)	In (1/2 Day)	In (Full Day)
March 15 - 19	Monday - Friday	Spring Break	Out	Out
March 22	Monday	4 th Quarter Begins	In	In
March 26	Friday	Good Friday	Out	Out
May 19 - 21	Wednesday - Friday	Semester Exams	In	In
May 21	Friday	4 th Quarter Ends	In (1/2 Day)	In (Full Day)

Instructional Days	Stockpile PD Days	Inservice Days	Admin Days	Conferences	Paid Teacher Vacation
Q1 = 46 Days	September 4 (1)	July 28 (1)	July 27 (1)	September (.5)	October 12-16 (5)
Q2 = 39 Days	November 3 (1)	July 29 (1)	July 30 (1)	February (.5)	March 15-19 (5)
	November 23 (1)	July 31 (1)	August 4 (1)		
Q3 = 46 Days	November 24 (1)	August 3 (1)	January 4 (1)		
Q4 = 44 Days	February 15 (1)	January 5 (1)			
=====	=====	=====	=====	=====	=====
175 Days	5 Days	5 Days	4 Days	1 Day	10 Days

PROPOSED 04.14.25

Students Policy Updates

6.100	Student Goals
6.200	Attendance
6.2001	Attendance During Postsecondary Visits
6.201	Compulsory Attendance Ages
6.2011	Voluntary Pre-K Attendance
6.202	Home Schools
6.203	School Admissions
6.204	Attendance of Non-Resident Students
6.2041	School Attendance Zones
6.205	Student Assignments
6.206	Transfers Within the System
6.207	Withdrawals
6.208	Release During School Hours
6.209	Child Custody/Parental Access
6.300	Code of Behavior and Discipline (RESCIND)
6.301	Rights and Responsibilities of Students
6.302	Procedural Due Process
6.303	Interrogations and Searches
6.304	Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation
6.3041	Title IX & Sexual Harassment
6.305	Student Concerns, Complaints, and Grievances
6.306	Interference/Disruption of School Activities
6.307	Drug-Free Schools
6.308	Bus Safety and Conduct
6.309	Zero Tolerance Offenses
6.310	Dress Code
6.311	Care of School Property
6.312	Use of Personal Communication Devices
6.3122	Student Responsible Use
6.313	Code of Conduct
6.314	Corporal Punishment
6.315	Detention
6.316	Suspension
6.317	Student Disciplinary Hearing Authority
6.318	Admission of Suspended or Expelled Students
6.319	Alternative School Programs

6.400	Promoting Student Welfare
6.4001	Student Surveys, Analyses, and Evaluations
6.402	Physical Examinations and Immunizations
6.403	Communicable Diseases
6.4031	Pediculosis (Head Lice)
6.404	Acquired Immune Deficiency Syndrome
6.405	Medicines
6.4051	Glucagon and Emergency Ant-Seizure Medications (NEW)
6.4052	Opioid Antagonist
6.408	Supervision of Students (NEW)
6.4081	Safe Relocation of Students
6.409	Reporting Child Abuse
6.410	Emergency Contact Information
6.411	Student Wellness
6.412	Emergency Allergy Response Plan
6.413	Prevention and Treatment of Sports Related Concussions
6.414	Prevention and Treatment of Sudden Cardiac Arrest
6.415	Student Suicide Prevention
6.500	Special Education Students
6.503	Homeless Students
6.504	Migrant Students
6.505	Students in Foster Care
6.506	Students from Military Families
6.600	Student Records
6.601	Student Records Annual Notification of Rights
6.602	Student Records Inspection and Correction Procedures
6.604	Media Access to Students
6.704	Student Publications
6.709	Student Fees and Fines
6.710	Gifts
6.711	Homebound Instruction



COLLIERVILLE SCHOOLS

SCHOLARSHIP · INTEGRITY · SERVICE

MONTHLY FINANCIAL REPORT



MARCH 2025

2024-2025

GENERAL FUND

SCHOOL NUTRITION

FEDERAL PROGRAMS

DISCRETIONARY GRANTS

C. I. P.

**GENERAL FUND
REVENUE**

MARCH 2025 GENERAL FUND REVENUE

FOR 2025 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
141 General Purpose Fund						
40110 Current Property Tax	23,520,000.00	23,520,000.00	21,911,462.62	804,830.58	1,608,537.38	93.2%
40120 Trustee's Collection-PY	410,000.00	410,000.00	357,908.20	34,861.36	52,091.80	87.3%
40130 Clerk & Master/Cir Court-P	150,000.00	150,000.00	104,474.81	9,698.95	45,525.19	69.6%
40150 Pickup Taxes	1,715,161.00	1,715,161.00	1,967,436.80	693,576.54	-252,275.80	114.7%
40162 Pymt in Lieu-Taxes-Local U	248,235.00	248,235.00	182,872.32	.00	65,362.68	73.7%
40163 Pymt in Lieu of Taxes-Othe	282,831.00	282,831.00	205,149.73	23,367.76	77,681.27	72.5%
40210 Local Option Sales Taxes	15,800,000.00	15,800,000.00	10,685,820.02	1,224,449.62	5,114,179.98	67.6%
40240 wheel Tax	2,000,105.00	2,000,105.00	1,876,814.31	.00	123,290.69	93.8%
40270 Business Tax	3,300.00	3,300.00	1,769.55	185.85	1,530.45	53.6%
40275 Mixed Drink Tax	289,000.00	289,000.00	208,604.10	63,218.75	80,395.90	72.2%
40390 Municipal Tax	2,582,675.00	2,582,675.00	1,937,006.19	215,222.91	645,668.81	75.0%
43513 Tuition - Summer School	20,000.00	20,000.00	.00	.00	20,000.00	.0%
43515 Tuition - Other State Syst	150,750.00	150,750.00	142,803.74	400.00	7,946.26	94.7%
43990 Other Charges for Services	500,000.00	500,000.00	348,974.28	249,423.94	151,025.72	69.8%
43991 Other Charges for Svcs-(SS	515,000.00	515,000.00	348,459.10	40,304.59	166,540.90	67.7%
44110 Investment Income	440,038.00	440,038.00	587,437.18	65,455.10	-147,399.18	133.5%
44120 Lease/Rentals	20,000.00	20,000.00	3,561.95	.00	16,438.05	17.8%
44160 Medicaid Reimbursements	.00	.00	3,627.54	3,627.54	-3,627.54	100.0%
44170 Miscellaneous Refunds	850,000.00	850,000.00	89,176.80	1,963.77	760,823.20	10.5%
44171 Tech Replacement Fees	7,000.00	7,000.00	4,569.90	.00	2,430.10	65.3%
44172 Substitute Reimbursement	40,000.00	40,000.00	21,723.77	645.90	18,276.23	54.3%
44174 Device Fees	300,000.00	300,000.00	199,185.25	149.00	100,814.75	66.4%
44176 Refund - IRS	.00	.00	1.98	.00	-1.98	100.0%
44177 CHS Band Boosters	25,000.00	25,000.00	21,066.64	2,633.33	3,933.36	84.3%
44178 CHS POM Boosters	13,200.00	13,200.00	11,045.30	1,577.90	2,154.70	83.7%
44179 Collierville Dragon Dancer	13,200.00	13,200.00	11,733.44	1,466.68	1,466.56	88.9%
44180 CHS Cheer Boosters	6,930.00	6,930.00	10,266.72	1,283.34	-3,336.72	148.1%
44181 CHS Boys Soccer	6,250.00	6,250.00	.00	.00	6,250.00	.0%
44182 CHS Volleyball	5,500.00	5,500.00	7,675.31	.00	-2,175.31	139.6%
44183 CHS Trap Team	2,400.00	2,400.00	2,325.85	.00	74.15	96.9%
44184 CHS Cross Country	2,000.00	2,000.00	3,000.00	.00	-1,000.00	150.0%
44185 CMS Band Boosters	2,400.00	2,400.00	.00	.00	2,400.00	.0%
44186 CHS Baseball Boosters	29,150.00	29,150.00	24,800.00	3,100.00	4,350.00	85.1%
44187 CHS Softball	5,000.00	5,000.00	.00	.00	5,000.00	.0%
44188 CHS Girls Soccer	7,000.00	7,000.00	8,140.48	.00	-1,140.48	116.3%
44189 CHS Theatre	6,500.00	6,500.00	1,162.93	.00	5,337.07	17.9%
44190 CMS Cheer	5,250.00	5,250.00	10,000.04	3,611.12	-4,750.04	190.5%
44192 CHS Girls Lacrosse	700.00	700.00	.00	.00	700.00	.0%
44193 CHS Basketball Boosters	11,000.00	11,000.00	.00	.00	11,000.00	.0%
44194 CHS Speech & Debate	1,000.00	1,000.00	.00	.00	1,000.00	.0%

MARCH 2025 GENERAL FUND REVENUE

FOR 2025 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
44195 Athletic Account - Summer	100,000.00	100,000.00	128,865.36	.00	-28,865.36	128.9%
44196 CHS Football Boosters	32,085.00	32,085.00	55,094.00	.00	-23,009.00	171.7%
44197 CHS Boys Wrestling Booster	.00	.00	1,000.00	.00	-1,000.00	100.0%
44198 WCMS Cheer Boosters	.00	.00	10,000.00	.00	-10,000.00	100.0%
44201 CHS Swimming	.00	.00	1,000.00	.00	-1,000.00	100.0%
44203 CHS Robotics Boosters	.00	.00	9,280.00	.00	-9,280.00	100.0%
44520 Insurance Recovery	10,000.00	10,000.00	46,746.00	3,451.00	-36,746.00	467.5%
44530 Sale of Equipment	1,100,000.00	1,100,000.00	257,563.80	.00	842,436.20	23.4%
44560 Damages Recovered from Ind	1,000.00	1,000.00	35,440.19	.00	-34,440.19	3544.0%
44990 Other Local Revenue	2,000.00	2,000.00	1,000.00	.00	1,000.00	50.0%
44991 Dragon Games Donations	4,000.00	4,000.00	.00	.00	4,000.00	.0%
46510 TN Inv in Student Achievem	62,793,827.00	62,793,827.00	50,347,715.54	6,143,120.70	12,446,111.46	80.2%
46513 TISA On -Behalf Paymt Reve	.00	260,653.00	.00	.00	260,653.00	.0%
46590 Other State Education Fund	.00	.00	1,000,000.00	1,000,000.00	-1,000,000.00	100.0%
46610 Career Ladder Program	76,000.00	76,000.00	41,330.88	.00	34,669.12	54.4%
46990 Other State Revenues	.00	.00	177,999.40	.00	-177,999.40	100.0%
47143 Special Edu-Grants to Stat	5,000.00	5,000.00	.00	.00	5,000.00	.0%
49800 Transfers In	2,670,000.00	2,670,000.00	265,288.97	17,834.71	2,404,711.03	9.9%
49900 Revenue YE Close	3,866,904.00	4,804,375.00	.00	.00	4,804,375.00	.0%
TOTAL General Purpose Fund	120,647,391.00	121,845,515.00	93,678,380.99	10,609,460.94	28,167,134.01	76.9%
GRAND TOTAL	120,647,391.00	121,845,515.00	93,678,380.99	10,609,460.94	28,167,134.01	76.9%

** END OF REPORT - Generated by Anita Floyd **

**GENERAL FUND
EXPENDITURES**

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141 General Purpose Fund							
71100 Regular Instruction Program							
E11600 Teachers	38,764,043.00	38,764,043.00	26,617,735.10	3,028,217.49	.00	12,146,307.90	68.7%
E11700 Career Ladder	59,000.00	59,000.00	25,500.00	.00	.00	33,500.00	43.2%
E12700 Career Ladder Ext Contrac	20,000.00	20,000.00	.00	.00	.00	20,000.00	.0%
E12800 Homebound Teachers	30,000.00	30,000.00	4,103.75	1,076.25	.00	25,896.25	13.7%
E16300 Educational Assistants	1,547,602.00	1,547,602.00	1,161,223.67	146,723.26	.00	386,378.33	75.0%
E18800 Bonus Payments	1,065,000.00	1,175,000.00	1,150,000.00	.00	.00	25,000.00	97.9%
E18945 Other Sal & Wages-TN All	.00	.00	89,315.36	16,380.00	.00	-89,315.36	100.0%
E19500 Sub Teachers-Certified	641,670.00	641,670.00	476,045.15	70,632.55	.00	165,624.85	74.2%
E19550 Permanent Sub	288,000.00	288,000.00	175,468.00	24,952.00	.00	112,532.00	60.9%
E19800 Sub Teachers-Non-Certifie	20,000.00	20,000.00	18,690.02	1,620.01	.00	1,309.98	93.5%
E20100 Social Security	2,630,989.00	2,641,217.00	1,725,977.04	188,672.67	.00	915,239.96	65.3%
E20145 Social Security-TN All Co	.00	.00	2,814.51	611.94	.00	-2,814.51	100.0%
E20400 Pensions	2,707,820.00	2,725,336.00	2,051,539.24	224,277.14	.00	673,796.76	75.3%
E20600 Life Insurance	100,000.00	100,000.00	94,983.52	12,013.96	.00	5,016.48	95.0%
E20700 Medical Insurance	4,400,000.00	4,400,000.00	3,721,639.32	469,379.43	.00	678,360.68	84.6%
E21200 ER Medicare	615,312.00	618,145.00	405,270.12	44,392.60	.00	212,874.88	65.6%
E21245 Employer Medicare-TN All	.00	.00	1,158.18	237.52	.00	-1,158.18	100.0%
E21700 Retirement-Hybrid Stab	145,000.00	145,000.00	121,561.88	13,070.71	.00	23,438.12	83.8%
E33000 Operating Lease Payments	2,635,000.00	2,635,000.00	1,037,992.42	1,037,992.42	.00	1,597,007.58	39.4%
E33600 Maint & Repair-Equipment	29,200.00	29,200.00	13,218.89	270.00	4,681.05	11,300.06	61.3%
E39900 Other Contracted Services	130,000.00	130,000.00	67,183.50	16,098.50	.00	62,816.50	51.7%
E39902 Other Contr Svcs-Translat	10,000.00	10,000.00	4,406.50	1,092.64	3,045.93	2,547.57	74.5%
E42900 Inst Supplies & Materials	752,800.00	717,300.00	203,109.61	.00	2,490.79	511,699.60	28.7%
E42905 Inst Supplies-Alloc to sc	427,220.00	427,220.00	405,060.00	.00	.00	22,160.00	94.8%
E44900 Textbooks	1,000,000.00	1,000,000.00	874,023.46	.00	11,430.00	114,546.54	88.5%
E49900 Other Supplies &Mat	40,000.00	40,000.00	35,384.77	.00	.00	4,615.23	88.5%
E59902 Other Charges - Summer Sc	6,000.00	6,000.00	.00	.00	.00	6,000.00	.0%
E72200 Reg Inst Equipment	706,000.00	713,500.00	219,302.73	25,160.00	381,411.01	112,786.26	84.2%
E72217 Reg Inst Equip (Reimburse	400,000.00	615,000.00	379,308.91	210,343.71	73,658.13	162,032.96	73.7%
TOTAL Regular Instruction Prog	59,170,656.00	59,498,233.00	41,082,015.65	5,533,214.80	476,716.91	17,939,500.44	69.8%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71150 Alt Inst Program							
E11600 Teachers	128,573.00	128,573.00	85,120.30	9,601.49	.00	43,452.70	66.2%
E16300 Educational Assistants	26,128.00	26,128.00	18,032.42	2,015.00	.00	8,095.58	69.0%
E20100 Social Security	9,591.00	9,591.00	6,215.82	701.15	.00	3,375.18	64.8%
E20400 Pensions	9,839.00	9,839.00	5,767.07	610.66	.00	4,071.93	58.6%
E20600 Life Insurance	670.00	670.00	284.72	27.46	.00	385.28	42.5%
E20700 Medical Insurance	27,000.00	27,000.00	8,916.50	713.32	.00	18,083.50	33.0%
E21200 ER Medicare	2,243.00	2,243.00	1,453.75	163.99	.00	789.25	64.8%
E21700 Retirement-Hybrid Stab	400.00	400.00	60.57	.00	.00	339.43	15.1%
E39900 Other Contracted Services	40,000.00	40,000.00	12,502.00	354.00	.00	27,498.00	31.3%
E42900 Inst Supplies & Materials	4,000.00	4,000.00	737.94	.00	.00	3,262.06	18.4%
E49900 Other Supplies &Mat	2,000.00	2,000.00	777.41	197.57	.00	1,222.59	38.9%
E59900 Other Charges	2,000.00	2,000.00	171.79	.00	.00	1,828.21	8.6%
E79000 Other Equipment	5,000.00	5,000.00	1,238.00	.00	.00	3,762.00	24.8%
TOTAL Alt Inst Program	257,444.00	257,444.00	141,278.29	14,384.64	.00	116,165.71	54.9%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71200 Special Education Program							
E11600 Teachers	4,627,256.00	4,627,256.00	3,167,278.25	360,696.23	.00	1,459,977.75	68.4%
E11700 Career Ladder	3,000.00	3,000.00	1,000.00	.00	.00	2,000.00	33.3%
E12800 Homebound Teachers	83,996.00	83,996.00	59,334.92	6,592.77	.00	24,661.08	70.6%
E16300 Educational Assistants	2,312,620.00	2,312,620.00	1,708,827.74	213,923.10	.00	603,792.26	73.9%
E17100 Speech Pathologist	902,644.00	902,644.00	587,221.45	62,958.20	.00	315,422.55	65.1%
E18900 Other Salaries & Wages	2,000.00	2,000.00	1,555.00	.00	.00	445.00	77.8%
E19500 Sub Teachers-Certified	60,000.00	60,000.00	83,104.87	14,594.95	.00	-23,104.87	138.5%
E19800 Sub Teachers-Non-Certifie	70,000.00	70,000.00	100,489.95	15,405.01	.00	-30,489.95	143.6%
E20100 Social Security	499,691.00	499,691.00	331,358.89	38,915.46	.00	168,332.11	66.3%
E20400 Pensions	607,922.00	607,922.00	415,659.83	48,749.26	.00	192,262.17	68.4%
E20600 Life Insurance	17,750.00	17,750.00	18,162.14	2,290.71	.00	-412.14	102.3%
E20700 Medical Insurance	714,150.00	714,150.00	700,641.46	86,628.96	.00	13,508.54	98.1%
E21200 ER Medicare	116,863.00	116,863.00	77,900.26	9,163.99	.00	38,962.74	66.7%
E21700 Retirement-Hybrid Stab	65,000.00	65,000.00	38,887.32	4,684.94	.00	26,112.68	59.8%
E31200 Contracts w Private Agenc	20,000.00	20,000.00	13,327.50	6,805.00	.00	6,672.50	66.6%
E33600 Maint & Repair-Equipment	5,000.00	5,000.00	4,986.39	524.56	.00	13.61	99.7%
E42900 Inst Supplies & Materials	29,600.00	29,600.00	21,349.84	15.80	.87	8,249.29	72.1%
E49900 Other Supplies & Mat	19,000.00	19,000.00	16,743.82	3,084.83	2,170.74	85.44	99.6%
E72500 Special Education Equipme	20,000.00	20,000.00	4,601.38	.00	9,091.13	6,307.49	68.5%
TOTAL Special Education Progra	10,176,492.00	10,176,492.00	7,352,431.01	875,033.77	11,262.74	2,812,798.25	72.4%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71300 Vocational Education Program							
E11600 Teachers	2,229,707.00	2,229,707.00	1,393,278.95	102,175.28	.00	836,428.05	62.5%
E19500 Sub Teachers-Certified	45,000.00	45,000.00	44,549.93	5,714.98	.00	450.07	99.0%
E20100 Social Security	141,032.00	141,032.00	84,720.11	6,217.10	.00	56,311.89	60.1%
E20400 Pensions	141,809.00	141,809.00	101,942.09	7,875.82	.00	39,866.91	71.9%
E20600 Life Insurance	2,500.00	2,500.00	4,756.55	411.04	.00	-2,256.55	190.3%
E20700 Medical Insurance	90,000.00	90,000.00	143,682.38	12,298.32	.00	-53,682.38	159.6%
E21200 ER Medicare	32,983.00	32,983.00	19,882.26	1,468.14	.00	13,100.74	60.3%
E21700 Retirement-Hybrid Stab	6,000.00	6,000.00	8,127.66	839.96	.00	-2,127.66	135.5%
E33600 Maint & Repair-Equipment	10,000.00	10,000.00	704.40	.00	.00	9,295.60	7.0%
E42900 Inst Supplies & Materials	55,500.00	55,500.00	38,795.85	.00	5,805.79	10,898.36	80.4%
E44900 Textbooks	20,000.00	20,000.00	13,700.00	.00	.00	6,300.00	68.5%
E49900 Other Supplies &Mat	10,000.00	10,000.00	.00	.00	.00	10,000.00	.0%
E73000 Vocational Equipment	20,000.00	20,000.00	2,084.00	.00	66.00	17,850.00	10.8%
TOTAL Vocational Education Pro	2,804,531.00	2,804,531.00	1,856,224.18	137,000.64	5,871.79	942,435.03	66.4%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72110 Attendance							
E10500 Supervisor/Director	229,224.00	229,224.00	165,171.64	17,632.62	.00	64,052.36	72.1%
E16100 Secretary(s)	59,771.00	59,771.00	43,495.79	4,597.77	.00	16,275.21	72.8%
E18900 Other Salaries & Wages	339,980.00	339,980.00	253,664.08	26,478.06	.00	86,315.92	74.6%
E20100 Social Security	38,996.00	38,996.00	26,988.17	2,809.51	.00	12,007.83	69.2%
E20400 Pensions	42,680.00	42,680.00	37,467.08	3,957.61	.00	5,212.92	87.8%
E20600 Life Insurance	1,760.00	1,760.00	1,513.28	189.16	.00	246.72	86.0%
E20700 Medical Insurance	62,000.00	62,000.00	49,193.28	6,149.16	.00	12,806.72	79.3%
E21200 ER Medicare	9,120.00	9,120.00	6,311.55	657.06	.00	2,808.45	69.2%
E21700 Retirement-Hybrid Stab	.00	.00	1,859.03	191.82	.00	-1,859.03	100.0%
E35500 Travel	2,000.00	2,000.00	1,112.17	210.75	.00	887.83	55.6%
E39900 Other Contracted Services	66,500.00	69,500.00	63,838.85	.00	.00	5,661.15	91.9%
E49900 Other Supplies &Mat	2,500.00	2,500.00	1,129.71	268.93	513.71	856.58	65.7%
E52400 In-Service/Staff Developm	33,000.00	33,000.00	19,078.15	1,292.38	.00	13,921.85	57.8%
E59900 Other Charges	250.00	250.00	.00	.00	.00	250.00	.0%
E70400 Attendance Equipment	3,000.00	3,000.00	2,177.98	.00	.00	822.02	72.6%
TOTAL Attendance	890,781.00	893,781.00	673,000.76	64,434.83	513.71	220,266.53	75.4%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72120 Health Services							
E13100 Medical Personnel	801,672.00	801,672.00	555,290.11	62,141.52	.00	246,381.89	69.3%
E18900 Other Salaries & Wages	315,284.00	315,284.00	267,087.72	33,230.80	.00	48,196.28	84.7%
E18910 Sub Nurses	2,000.00	2,000.00	.00	.00	.00	2,000.00	.0%
E20100 Social Security	69,375.00	69,375.00	46,962.25	5,366.72	.00	22,412.75	67.7%
E20400 Pensions	85,163.00	85,163.00	66,921.79	7,775.41	.00	18,241.21	78.6%
E20600 Life Insurance	2,500.00	2,500.00	2,594.66	328.12	.00	-94.66	103.8%
E20700 Medical Insurance	150,000.00	150,000.00	125,665.32	16,488.12	.00	24,334.68	83.8%
E21200 ER Medicare	16,225.00	16,225.00	10,983.20	1,255.14	.00	5,241.80	67.7%
E21700 Retirement-Hybrid Stab	18,000.00	18,000.00	7,741.99	904.18	.00	10,258.01	43.0%
E35500 Travel	3,500.00	3,500.00	131.15	27.65	.00	3,368.85	3.7%
E39900 Other Contracted Services	60,000.00	60,000.00	5,860.00	4,320.00	.00	54,140.00	9.8%
E49900 Other Supplies &Mat	9,000.00	9,000.00	3,617.80	2,080.25	.00	5,382.20	40.2%
E52400 In-Service/Staff Developm	7,000.00	7,000.00	4,653.78	2,345.00	.00	2,346.22	66.5%
E73500 Health Equipment	5,000.00	5,000.00	4,986.12	82.12	.00	13.88	99.7%
TOTAL Health Services	1,544,719.00	1,544,719.00	1,102,495.89	136,345.03	.00	442,223.11	71.4%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72130 Other Student Support							
E12300 Guidance Personnel	1,983,771.00	1,983,771.00	1,384,607.98	150,591.28	.00	599,163.02	69.8%
E18900 Other Salaries & Wages	350,000.00	350,000.00	175,974.16	20,691.91	.00	174,025.84	50.3%
E18913 Other Salaries-Schools Ex	.00	.00	959.21	.00	.00	-959.21	100.0%
E20100 Social Security	144,694.00	144,694.00	90,283.20	9,783.14	.00	54,410.80	62.4%
E20400 Pensions	148,428.00	148,428.00	107,267.49	11,803.59	.00	41,160.51	72.3%
E20600 Life Insurance	4,743.00	4,743.00	4,655.04	581.88	.00	87.96	98.1%
E20700 Medical Insurance	202,000.00	202,000.00	182,293.32	22,725.14	.00	19,706.68	90.2%
E21200 ER Medicare	33,840.00	33,840.00	21,114.80	2,287.91	.00	12,725.20	62.4%
E21700 Retirement-Hybrid Stab	7,600.00	7,600.00	4,766.49	507.10	.00	2,833.51	62.7%
E32200 Evaluation & Testing	76,450.00	71,450.00	50,991.91	.00	14,202.00	6,256.09	91.2%
E49900 Other Supplies & Mat	6,500.00	31,500.00	13,895.50	.00	17,480.12	124.38	99.6%
E59900 Other Charges	.00	5,000.00	1,889.64	1,889.64	2,834.45	275.91	94.5%
TOTAL Other Student Support	2,958,026.00	2,983,026.00	2,038,698.74	220,861.59	34,516.57	909,810.69	69.5%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72210 Regular Inst Program Support							
E10500 Supervisor/Director	1,035,386.00	1,035,386.00	747,543.09	80,262.92	.00	287,842.91	72.2%
E11700 Career Ladder	8,000.00	8,000.00	4,500.00	.00	.00	3,500.00	56.3%
E12900 Librarian(s)	750,907.00	750,907.00	511,239.40	56,804.39	.00	239,667.60	68.1%
E13700 Education Media Personnel	60,000.00	20,000.00	16,858.25	6,743.30	.00	3,141.75	84.3%
E16100 Secretary(s)	59,771.00	59,771.00	41,708.58	4,597.77	.00	18,062.42	69.8%
E19600 In-Service Training	40,000.00	40,000.00	12,314.71	.00	.00	27,685.29	30.8%
E20100 Social Security	121,152.00	121,152.00	78,822.99	8,763.94	.00	42,329.01	65.1%
E20400 Pensions	126,956.00	126,956.00	91,139.08	10,307.48	.00	35,816.92	71.8%
E20600 Life Insurance	5,060.00	5,060.00	4,422.24	569.28	.00	637.76	87.4%
E20700 Medical Insurance	227,000.00	227,000.00	101,538.88	10,519.56	.00	125,461.12	44.7%
E21200 ER Medicare	28,334.00	28,334.00	18,434.40	2,049.62	.00	9,899.60	65.1%
E21700 Retirement-Hybrid Stab	8,120.00	8,120.00	3,413.97	410.60	.00	4,706.03	42.0%
E30800 Consultants	48,000.00	48,000.00	35,350.00	.00	9,625.00	3,025.00	93.7%
E35500 Travel	1,000.00	1,000.00	.00	.00	.00	1,000.00	.0%
E39900 Other Contracted Services	50,000.00	57,000.00	54,026.91	.00	.00	2,973.09	94.8%
E39906 Other Contracts VCS Tv St	.00	40,000.00	26,950.00	.00	2,700.00	10,350.00	74.1%
E43200 Library Books/Media	95,000.00	95,000.00	68,288.84	6,863.18	23,335.71	3,375.45	96.4%
E49900 Other Supplies &Mat	12,800.00	12,800.00	6,292.16	.00	1,564.75	4,943.09	61.4%
E52400 In-Service/Staff Developm	137,000.00	137,000.00	39,516.00	3,083.13	.00	97,484.00	28.8%
E59900 Other Charges	9,000.00	9,000.00	5,284.34	400.00	789.95	2,925.71	67.5%
E79000 Other Equipment	25,000.00	25,000.00	3,268.87	.00	.00	21,731.13	13.1%
TOTAL Regular Inst Program Sup	2,848,486.00	2,855,486.00	1,870,912.71	191,375.17	38,015.41	946,557.88	66.9%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72215 Alt Inst Program Support							
E52400 In-Service/Staff Developm	2,500.00	2,500.00	.00	.00	.00	2,500.00	.0%
TOTAL Alt Inst Program Support	2,500.00	2,500.00	.00	.00	.00	2,500.00	.0%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72220 Special Edu Program Support							
E10500 Supervisor/Director	330,517.00	330,517.00	236,131.45	25,424.39	.00	94,385.55	71.4%
E11700 Career Ladder	1,000.00	1,000.00	500.00	.00	.00	500.00	50.0%
E12400 Psychological Personnel	486,115.00	486,115.00	355,132.88	37,423.47	.00	130,982.12	73.1%
E16200 Clerical Personnel	434,637.00	434,637.00	333,012.47	40,138.81	.00	101,624.53	76.6%
E18900 Other Salaries & Wages	37,500.00	37,500.00	32,197.50	4,050.00	.00	5,302.50	85.9%
E18902 Occupational Therapy	435,818.00	435,818.00	320,378.50	34,534.72	.00	115,439.50	73.5%
E18903 Physical Therapist	89,588.00	89,588.00	62,022.44	6,891.39	.00	27,565.56	69.2%
E20100 Social Security	112,541.00	112,541.00	77,170.34	8,461.76	.00	35,370.66	68.6%
E20400 Pensions	134,917.00	134,917.00	99,360.88	11,099.04	.00	35,556.12	73.6%
E20600 Life Insurance	3,500.00	3,500.00	4,308.22	539.60	.00	-808.22	123.1%
E20700 Medical Insurance	135,000.00	135,000.00	177,884.48	22,235.56	.00	-42,884.48	131.8%
E21200 ER Medicare	26,320.00	26,320.00	18,048.54	1,978.91	.00	8,271.46	68.6%
E21700 Retirement-Hybrid Stab	10,358.00	10,358.00	5,490.35	607.26	.00	4,867.65	53.0%
E30800 Consultants	15,000.00	14,000.00	7,558.56	6,254.46	.00	6,441.44	54.0%
E35500 Travel	4,640.00	4,640.00	2,574.72	402.26	.00	2,065.28	55.5%
E39900 Other Contracted Services	90,300.00	90,300.00	22,240.70	5,533.28	.00	68,059.30	24.6%
E49900 Other Supplies & Mat	15,000.00	15,000.00	12,556.87	27.98	2,212.56	230.57	98.5%
E52400 In-Service/Staff Developm	10,000.00	10,000.00	10,220.56	.00	.00	-220.56	102.2%
E59900 Other Charges	2,000.00	3,000.00	2,810.00	.00	79.90	110.10	96.3%
E79000 Other Equipment	10,000.00	10,000.00	4,802.10	.00	.00	5,197.90	48.0%
TOTAL Special Edu Program Supp	2,384,751.00	2,384,751.00	1,784,401.56	205,602.89	2,292.46	598,056.98	74.9%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72250 Technology							
E10500 Supervisor/Director	930,839.00	930,839.00	674,839.44	71,603.00	.00	255,999.56	72.5%
E13800 Instru Computer Personnel	792,259.00	792,259.00	583,732.10	61,670.55	.00	208,526.90	73.7%
E16200 Clerical Personnel	55,218.00	55,218.00	41,478.80	4,247.54	.00	13,739.20	75.1%
E18900 Other Salaries & Wages	747,522.00	747,522.00	526,535.61	57,352.69	.00	220,986.39	70.4%
E20100 Social Security	156,602.00	156,602.00	107,537.76	11,401.81	.00	49,064.24	68.7%
E20400 Pensions	196,606.00	196,606.00	140,261.81	15,044.17	.00	56,344.19	71.3%
E20600 Life Insurance	7,000.00	7,000.00	5,968.95	730.97	.00	1,031.05	85.3%
E20700 Medical Insurance	220,000.00	220,000.00	181,226.72	21,210.28	.00	38,773.28	82.4%
E21200 ER Medicare	36,625.00	36,625.00	25,149.44	2,666.51	.00	11,475.56	68.7%
E21700 Retirement-Hybrid Stab	18,900.00	18,900.00	9,663.79	999.08	.00	9,236.21	51.1%
E30700 Communication	163,000.00	163,000.00	42,470.96	2,209.94	18,310.38	102,218.66	37.3%
E30800 Consultants	97,500.00	97,500.00	35,575.94	19,228.00	340.00	61,584.06	36.8%
E33600 Maint & Repair-Equipment	180,000.00	180,000.00	97,019.91	-512.50	48,867.08	34,113.01	81.0%
E35000 Internet Connectivity	613,200.00	613,200.00	225,378.70	377.50	75,553.30	312,268.00	49.1%
E35500 Travel	1,500.00	1,500.00	297.45	72.20	.00	1,202.55	19.8%
E39900 Other Contracted Services	40,000.00	40,000.00	19,591.95	170.00	1,105.00	19,303.05	51.7%
E43500 Office Supplies	4,000.00	4,000.00	3,353.88	.00	133.86	512.26	87.2%
E47000 Cabling	53,500.00	53,500.00	13,842.56	.00	9,085.00	30,572.44	42.9%
E47100 Software	1,022,900.00	1,022,900.00	460,856.51	23,343.50	21,446.03	540,597.46	47.2%
E49900 Other Supplies &Mat	25,500.00	25,500.00	1,164.70	552.69	2,247.31	22,087.99	13.4%
E52400 In-Service/Staff Developm	75,100.00	75,100.00	47,513.53	2,088.73	.00	27,586.47	63.3%
E59900 Other Charges	143,250.00	143,250.00	111,204.85	.00	12,796.80	19,248.35	86.6%
E70100 Administration Equipment	596,000.00	596,000.00	324,476.76	367.99	171,125.57	100,397.67	83.2%
E79000 Other Equipment	92,500.00	92,500.00	15,982.54	1,042.80	56,188.05	20,329.41	78.0%
E79010 Technology Replacement Eq	5,000.00	5,000.00	4,996.00	.00	.00	4.00	99.9%
TOTAL Technology	6,274,521.00	6,274,521.00	3,700,120.66	295,867.45	417,198.38	2,157,201.96	65.6%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72310 Board of Education							
E18900 Other Salaries & Wages	39,829.00	39,829.00	30,335.29	3,168.44	.00	9,493.71	76.2%
E20100 Social Security	2,469.00	2,469.00	1,667.88	196.44	.00	801.12	67.6%
E20600 Life Insurance	9,900.00	9,900.00	6,556.90	6.56	.00	3,343.10	66.2%
E20700 Medical Insurance	660,000.00	660,000.00	409,269.77	50,997.55	.00	250,730.23	62.0%
E21200 ER Medicare	578.00	578.00	439.79	45.94	.00	138.21	76.1%
E21500 Contributions for OPEB	400,000.00	400,000.00	.00	.00	.00	400,000.00	.0%
E30500 Audit Services	81,000.00	81,000.00	68,100.00	.00	.00	12,900.00	84.1%
E32000 Dues & Memberships	8,400.00	8,400.00	8,323.00	8,323.00	.00	77.00	99.1%
E33100 Legal Services	125,000.00	125,000.00	76,398.92	4,760.00	.00	48,601.08	61.1%
E39900 Other Contracted Services	8,000.00	8,000.00	3,600.00	.00	.00	4,400.00	45.0%
E49900 Other Supplies &Mat	600.00	600.00	68.62	.00	.00	531.38	11.4%
E50500 Judgments	90,000.00	90,000.00	222.55	222.55	.00	89,777.45	.2%
E50600 Liability Insurance	185,468.00	234,676.00	227,194.86	1,365.00	.00	7,481.14	96.8%
E50800 Premium on Corp Surety Bo	9,000.00	9,000.00	.00	.00	.00	9,000.00	.0%
E51300 On the Job Injuries	165,000.00	186,199.00	186,199.00	.00	.00	.00	100.0%
E52400 In-Service/Staff Developm	15,000.00	18,000.00	15,130.23	4,529.41	750.00	2,119.77	88.2%
E59900 Other Charges	537,569.00	1,045,388.00	1,025,598.83	338.83	29.00	19,760.17	98.1%
TOTAL Board of Education	2,337,813.00	2,919,039.00	2,059,105.64	73,953.72	779.00	859,154.36	70.6%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72320 Director of Schools							
E10100 County Official/Admin off	220,150.00	220,150.00	183,309.49	18,013.73	.00	36,840.51	83.3%
E16100 Secretary(s)	73,089.00	73,089.00	51,523.06	5,622.23	.00	21,565.94	70.5%
E18800 Bonus Payments	20,000.00	20,000.00	.00	.00	.00	20,000.00	.0%
E20100 Social Security	19,421.00	19,421.00	13,085.58	1,442.38	.00	6,335.42	67.4%
E20400 Pensions	23,197.00	23,197.00	17,283.02	1,755.13	.00	5,913.98	74.5%
E20600 Life Insurance	1,600.00	1,600.00	1,016.48	127.06	.00	583.52	63.5%
E20700 Medical Insurance	16,500.00	16,500.00	12,995.36	1,624.42	.00	3,504.64	78.8%
E20800 Dental Insurance - Supt	510.00	510.00	406.56	50.82	.00	103.44	79.7%
E21200 ER Medicare	4,542.00	4,542.00	3,362.65	337.32	.00	1,179.35	74.0%
E29900 Other Fringe Benefits	9,000.00	9,000.00	.00	.00	.00	9,000.00	.0%
E32000 Dues & Memberships	17,945.00	17,945.00	16,659.03	500.00	.00	1,285.97	92.8%
E34800 Postal Charges	6,500.00	6,500.00	3,889.67	502.25	11.99	2,598.34	60.0%
E39900 Other Contracted Services	45,000.00	98,792.00	95,434.41	.00	.00	3,357.59	96.6%
E43500 Office Supplies	3,500.00	1,000.00	504.83	.00	.00	495.17	50.5%
E52400 In-Service/Staff Developm	15,000.00	22,000.00	13,631.94	-1,135.26	150.00	8,218.06	62.6%
E59900 Other Charges	57,975.00	65,780.00	64,208.66	1,235.76	62.97	1,508.37	97.7%
E70100 Administration Equipment	6,000.00	2,500.00	723.69	.00	.00	1,776.31	28.9%
TOTAL Director of Schools	539,929.00	602,526.00	478,034.43	30,075.84	224.96	124,266.61	79.4%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72410 Office of the Principal							
E10401 Assistant Principals	2,440,764.00	2,440,764.00	1,826,556.65	193,130.62	.00	614,207.35	74.8%
E10402 Elem/Md Principals	988,034.00	988,034.00	717,575.43	74,724.84	.00	270,458.57	72.6%
E10403 High School Principal	132,451.00	132,451.00	93,194.73	11,809.44	.00	39,256.27	70.4%
E10405 Vice Principal	104,248.00	104,248.00	76,687.30	8,019.07	.00	27,560.70	73.6%
E11700 Career Ladder	5,000.00	5,000.00	2,000.00	.00	.00	3,000.00	40.0%
E16100 Secretary(s)	497,763.00	497,763.00	377,887.69	45,275.72	.00	119,875.31	75.9%
E16200 Clerical Personnel	826,311.00	826,311.00	614,068.19	72,346.11	.00	212,242.81	74.3%
E18900 Other Salaries & Wages	44,322.00	44,322.00	26,018.95	3,841.11	.00	18,303.05	58.7%
E20100 Social Security	312,411.00	312,411.00	217,182.87	23,612.30	.00	95,228.13	69.5%
E20400 Pensions	376,974.00	376,974.00	265,339.65	29,383.03	.00	111,634.35	70.4%
E20600 Life Insurance	15,957.00	15,957.00	12,043.53	1,501.27	.00	3,913.47	75.5%
E20700 Medical Insurance	584,000.00	584,000.00	468,474.88	57,581.60	.00	115,525.12	80.2%
E21200 ER Medicare	73,064.00	73,064.00	50,795.74	5,522.27	.00	22,268.26	69.5%
E21700 Retirement-Hybrid Stab	12,216.00	12,216.00	9,410.84	1,090.47	.00	2,805.16	77.0%
E52400 In-Service/Staff Developm	97,500.00	111,960.00	53,455.82	221.29	.00	58,504.18	47.7%
TOTAL Office of the Principal	6,511,015.00	6,525,475.00	4,810,692.27	528,059.14	.00	1,714,782.73	73.7%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72510 Fiscal Services							
E10500 Supervisor/Director	263,847.00	263,847.00	189,794.82	20,295.92	.00	74,052.18	71.9%
E11900 Accountants/Bookkeepers	358,019.00	358,019.00	251,878.36	27,539.93	.00	106,140.64	70.4%
E16100 Secretary(s)	76,061.00	76,061.00	16,030.63	1,617.68	.00	60,030.37	21.1%
E18900 Other Salaries & Wages	155,351.00	155,351.00	75,452.33	7,865.37	.00	79,898.67	48.6%
E18906 Business Info Sys Special	77,657.00	77,657.00	75,902.35	7,987.77	.00	1,754.65	97.7%
E20100 Social Security	62,514.00	62,514.00	33,831.57	3,599.71	.00	28,682.43	54.1%
E20400 Pensions	96,794.00	96,794.00	50,000.55	5,358.46	.00	46,793.45	51.7%
E20600 Life Insurance	1,900.00	1,900.00	1,842.24	230.28	.00	57.76	97.0%
E20700 Medical Insurance	50,000.00	50,000.00	47,404.00	6,058.68	.00	2,596.00	94.8%
E21200 ER Medicare	13,499.00	13,499.00	8,521.82	906.50	.00	4,977.18	63.1%
E21700 Retirement-Hybrid Stab	5,750.00	5,750.00	2,983.87	301.26	.00	2,766.13	51.9%
E32000 Dues & Memberships	2,735.00	2,735.00	2,580.00	.00	.00	155.00	94.3%
E35500 Travel	300.00	300.00	170.21	101.48	.00	129.79	56.7%
E39900 Other Contracted Services	433,190.00	433,190.00	332,251.04	16,463.46	64,521.38	36,417.58	91.6%
E43500 Office Supplies	6,700.00	10,700.00	7,773.40	403.32	128.62	2,797.98	73.9%
E49900 Other Supplies & Mat	2,975.00	2,975.00	1,219.91	.00	442.71	1,312.38	55.9%
E52400 In-Service/Staff Developm	44,400.00	40,400.00	17,054.13	998.88	.00	23,345.87	42.2%
E59900 Other Charges	1,600.00	1,600.00	120.00	.00	.00	1,480.00	7.5%
E70100 Administration Equipment	33,000.00	33,000.00	3,391.16	.00	559.47	29,049.37	12.0%
TOTAL Fiscal Services	1,686,292.00	1,686,292.00	1,118,202.39	99,728.70	65,652.18	502,437.43	70.2%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72520 Human Resources/Personnel							
E10500 Supervisor/Director	367,405.00	367,405.00	253,243.21	28,723.64	.00	114,161.79	68.9%
E16100 Secretary(S)	53,330.00	53,330.00	45,977.69	4,597.77	.00	7,352.31	86.2%
E16200 Clerical Personnel	.00	.00	-1,834.49	.00	.00	1,834.49	100.0%
E18900 Other Salaries & Wages	.00	25,000.00	652.80	.00	.00	24,347.20	2.6%
E18907 Benefits Analyst	91,523.00	91,523.00	69,168.56	7,040.23	.00	22,354.44	75.6%
E18909 Human Resources Technicia	77,575.00	77,575.00	57,755.41	5,967.31	.00	19,819.59	74.5%
E20100 Social Security	36,570.00	38,120.00	25,441.73	2,768.69	.00	12,678.27	66.7%
E20400 Pensions	47,478.00	49,068.00	32,724.04	3,615.38	.00	16,343.96	66.7%
E20600 Life Insurance	2,000.00	2,000.00	1,446.53	180.90	.00	553.47	72.3%
E20700 Medical Insurance	40,000.00	40,000.00	25,319.04	3,164.88	.00	14,680.96	63.3%
E21000 Unemployment Compensation	36,000.00	36,000.00	7,885.32	.00	.00	28,114.68	21.9%
E21200 ER Medicare	8,553.00	8,915.00	5,950.10	647.51	.00	2,964.90	66.7%
E21700 Retirement-Hybrid Stab	1,600.00	1,600.00	494.32	48.74	.00	1,105.68	30.9%
E29900 Other Fringe Benefits	10,000.00	10,000.00	7,650.00	850.00	.00	2,350.00	76.5%
E32000 Dues & Memberships	3,400.00	3,400.00	942.00	264.00	.00	2,458.00	27.7%
E35500 Travel	500.00	500.00	107.51	51.10	.00	392.49	21.5%
E39900 Other Contracted Services	62,700.00	62,700.00	23,231.23	1,185.75	.00	39,468.77	37.1%
E41100 Data Processing Supplies	6,000.00	6,000.00	.00	.00	.00	6,000.00	.0%
E43500 Office Supplies	6,000.00	6,000.00	4,248.82	.00	30.76	1,720.42	71.3%
E52400 In-Service/Staff Developm	44,000.00	43,000.00	16,046.43	2,238.84	.00	26,953.57	37.3%
E70100 Administration Equipment	9,000.00	10,000.00	9,383.96	223.18	.00	616.04	93.8%
TOTAL Human Resources/Personne	903,634.00	932,136.00	585,834.21	61,567.92	30.76	346,271.03	62.9%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72610 operation of Plant							
E16600 Custodial Personnel	685,383.00	685,383.00	452,075.05	48,780.94	.00	233,307.95	66.0%
E20100 Social Security	42,494.00	42,494.00	26,068.89	2,742.10	.00	16,425.11	61.3%
E20400 Pensions	74,296.00	74,296.00	39,268.48	4,179.56	.00	35,027.52	52.9%
E20600 Life Insurance	1,900.00	1,900.00	1,342.41	160.25	.00	557.59	70.7%
E20700 Medical Insurance	110,000.00	110,000.00	74,859.80	9,002.44	.00	35,140.20	68.1%
E21200 ER Medicare	9,938.00	9,938.00	6,126.62	655.78	.00	3,811.38	61.6%
E21700 Retirement-Hybrid Stab	5,750.00	5,750.00	3,816.14	365.48	.00	1,933.86	66.4%
E32800 Janitorial Services	2,520,000.00	2,520,000.00	1,694,050.41	188,165.49	.00	825,949.59	67.2%
E39900 Other Contracted Services	617,000.00	617,000.00	291,624.53	24,672.83	6,062.25	319,313.22	48.2%
E41000 Custodial Supplies	30,000.00	30,000.00	18,744.77	.00	5,933.16	5,322.07	82.3%
E41500 Electricity	2,400,000.00	2,400,000.00	1,532,319.39	174,341.60	.00	867,680.61	63.8%
E49900 Other Supplies &Mat	10,000.00	10,000.00	.00	.00	.00	10,000.00	.0%
E50200 Building & Content Insura	375,000.00	468,658.00	468,658.00	.00	.00	.00	100.0%
E52400 In-Service/Staff Developm	1,000.00	1,000.00	.00	.00	.00	1,000.00	.0%
E59900 Other Charges	34,000.00	34,000.00	10,929.00	878.00	4,520.00	18,551.00	45.4%
E72000 Plant Operation Equipment	10,000.00	10,000.00	572.69	.00	223.86	9,203.45	8.0%
TOTAL Operation of Plant	6,926,761.00	7,020,419.00	4,620,456.18	453,944.47	16,739.27	2,383,223.55	66.1%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72620 Maintenance of Plant							
E10500 Supervisor/Director	229,710.00	229,710.00	164,949.81	17,670.00	.00	64,760.19	71.8%
E16100 Secretary(s)	59,771.00	59,771.00	45,597.43	4,597.77	.00	14,173.57	76.3%
E16700 Maintenance Personnel	498,929.00	498,929.00	343,631.17	37,994.55	.00	155,297.83	68.9%
E20100 Social Security	48,881.00	48,881.00	32,312.03	3,478.48	.00	16,568.97	66.1%
E20400 Pensions	85,464.00	85,464.00	45,011.14	4,918.12	.00	40,452.86	52.7%
E20600 Life Insurance	3,000.00	3,000.00	1,827.04	228.38	.00	1,172.96	60.9%
E20700 Medical Insurance	104,000.00	104,000.00	70,250.56	8,781.32	.00	33,749.44	67.5%
E21200 ER Medicare	11,432.00	11,432.00	7,557.02	813.54	.00	3,874.98	66.1%
E21700 Retirement-Hybrid Stab	12,000.00	12,000.00	5,844.30	590.04	.00	6,155.70	48.7%
E33500 Maint & Repair-Building	550,000.00	550,000.00	292,293.22	23,092.48	87,994.91	169,711.87	69.1%
E33600 Maint & Repair-Equipment	100,000.00	100,000.00	27,996.96	2,574.29	19,434.73	52,568.31	47.4%
E39900 Other Contracted Services	256,500.00	256,500.00	92,942.32	21,708.16	1,391.00	162,166.68	36.8%
E49900 Other Supplies &Mat	2,500.00	2,500.00	550.72	184.58	691.79	1,257.49	49.7%
E52400 In-Service/Staff Developm	12,100.00	12,100.00	1,509.10	.00	.00	10,590.90	12.5%
E59900 Other Charges	16,000.00	16,000.00	2,559.56	75.21	1,244.96	12,195.48	23.8%
E70100 Administration Equipment	5,000.00	5,000.00	748.22	.00	2,279.59	1,972.19	60.6%
E71700 Maintenance Equipment	30,000.00	30,000.00	5,631.80	.00	6,326.70	18,041.50	39.9%
TOTAL Maintenance of Plant	2,025,287.00	2,025,287.00	1,141,212.40	126,706.92	119,363.68	764,710.92	62.2%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72710 Transportation							
E10500 Supervisor/Director	99,338.00	99,338.00	67,647.74	7,641.39	.00	31,690.26	68.1%
E16200 Clerical Personnel	53,700.00	53,700.00	36,382.11	4,130.77	.00	17,317.89	67.8%
E18900 Other Salaries & Wages	126,936.00	126,936.00	90,572.98	9,764.31	.00	36,363.02	71.4%
E20100 Social Security	17,358.00	17,358.00	11,408.92	1,252.12	.00	5,949.08	65.7%
E20400 Pensions	30,349.00	30,349.00	17,993.49	1,979.77	.00	12,355.51	59.3%
E20600 Life Insurance	800.00	800.00	674.56	84.32	.00	125.44	84.3%
E20700 Medical Insurance	27,000.00	27,000.00	21,381.44	2,672.68	.00	5,618.56	79.2%
E21200 ER Medicare	4,060.00	4,060.00	2,668.15	292.82	.00	1,391.85	65.7%
E21700 Retirement-Hybrid Stab	3,000.00	3,000.00	1,296.80	129.68	.00	1,703.20	43.2%
E31200 Contracts w Private Agenc	4,000,000.00	4,000,000.00	2,232,216.60	325,602.19	.00	1,767,783.40	55.8%
E35500 Travel	2,000.00	2,000.00	184.52	.00	.00	1,815.48	9.2%
E39900 Other Contracted Services	53,252.00	53,252.00	29,828.60	.00	510.00	22,913.40	57.0%
E41200 Diesel Fuel	569,000.00	569,000.00	283,437.10	22,135.71	89,800.00	195,762.90	65.6%
E42500 Gasoline	23,000.00	23,000.00	7,378.70	1,993.29	4,701.28	10,920.02	52.5%
E49900 Other Supplies &Mat	1,500.00	1,500.00	151.39	.00	148.61	1,200.00	20.0%
E52400 In-Service/Staff Developm	6,300.00	6,300.00	123.98	.00	.00	6,176.02	2.0%
E59900 Other Charges	3,200.00	3,200.00	190.00	.00	.00	3,010.00	5.9%
E70100 Administration Equipment	3,000.00	3,000.00	.00	.00	.00	3,000.00	.0%
E72900 Transportation Equipment	50,000.00	50,000.00	42,995.00	.00	.00	7,005.00	86.0%
TOTAL Transportation	5,073,793.00	5,073,793.00	2,846,532.08	377,679.05	95,159.89	2,132,101.03	58.0%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72810 Central and Other							
E10500 Supervisor/Director	150,875.00	150,875.00	106,115.53	11,605.77	.00	44,759.47	70.3%
E16100 Secretary(s)	.00	44,678.00	33,878.47	3,450.02	.00	10,799.53	75.8%
E16200 Clerical Personnel	44,678.00	.00	.00	.00	.00	.00	.0%
E18900 Other Salaries & Wages	362,088.00	362,088.00	267,145.53	27,852.92	.00	94,942.47	73.8%
E20100 Social Security	34,574.00	34,574.00	23,889.28	2,488.58	.00	10,684.72	69.1%
E20400 Pensions	41,491.00	41,491.00	29,140.81	3,104.72	.00	12,350.19	70.2%
E20600 Life Insurance	1,438.00	1,438.00	1,339.20	167.40	.00	98.80	93.1%
E20700 Medical Insurance	36,000.00	36,000.00	36,732.16	4,591.52	.00	-732.16	102.0%
E21200 ER Medicare	8,086.00	8,086.00	5,586.88	582.00	.00	2,499.12	69.1%
E21700 Retirement-Hybrid Stab	2,100.00	2,100.00	2,519.19	252.04	.00	-419.19	120.0%
E35500 Travel	3,500.00	2,500.00	924.37	120.82	.00	1,575.63	37.0%
E39900 Other Contracted Services	115,380.00	115,530.00	48,037.66	1,742.52	.00	67,492.34	41.6%
E43500 Office Supplies	19,000.00	19,000.00	10,300.64	2,181.00	828.00	7,871.36	58.6%
E49900 Other Supplies &Mat	2,750.00	2,600.00	582.06	519.26	150.00	1,867.94	28.2%
E52400 In-Service/Staff Developm	32,500.00	33,500.00	15,228.27	1,362.61	.00	18,271.73	45.5%
E59900 Other Charges	32,500.00	32,500.00	22,079.27	13,662.87	1,445.84	8,974.89	72.4%
E70100 Administration Equipment	8,000.00	8,000.00	2,726.00	2,726.00	176.69	5,097.31	36.3%
E79000 Other Equipment	215,000.00	215,000.00	1,474.83	.00	.00	213,525.17	.7%
TOTAL Central and Other	1,109,960.00	1,109,960.00	607,700.15	76,410.05	2,600.53	499,659.32	55.0%

MARCH 2025 GENERAL FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
76100 Regular Capital Outlay							
E30400 Architects	60,000.00	60,000.00	9,846.25	.00	.00	50,153.75	16.4%
E30800 Consultants	15,000.00	15,000.00	2,550.00	.00	.00	12,450.00	17.0%
E32100 Engineering Services	30,000.00	30,000.00	.00	.00	.00	30,000.00	.0%
E39900 Other Contracted Services	10,000.00	10,000.00	.00	.00	.00	10,000.00	.0%
E70700 Building Improvements	860,000.00	915,104.00	156,461.63	19,232.00	92,597.00	666,045.37	27.2%
E72400 Site Development	510,000.00	510,000.00	66,791.80	16,091.80	36,586.65	406,621.55	20.3%
E79900 Other Capital Outlay	2,735,000.00	2,735,000.00	7,174.78	.00	196,929.35	2,530,895.87	7.5%
TOTAL Regular Capital Outlay	4,220,000.00	4,275,104.00	242,824.46	35,323.80	326,113.00	3,706,166.54	13.3%
TOTAL General Purpose Fund	120,647,391.00	121,845,515.00	80,112,173.66	9,537,570.42	1,613,051.24	40,120,290.10	67.1%
GRAND TOTAL	120,647,391.00	121,845,515.00	80,112,173.66	9,537,570.42	1,613,051.24	40,120,290.10	67.1%

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SCHOOL NUTRITION

MARCH 2025 SN FUND REVENUE

FOR 2025 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
143 School Nutrition						
43521 Lunch Payments Children	1,100,000.00	1,100,000.00	862,324.85	97,846.30	237,675.15	78.4%
43522 Lunch Payments Adults	35,000.00	35,000.00	26,575.00	2,615.00	8,425.00	75.9%
43523 Income from Breakfast	60,000.00	60,000.00	68,142.45	7,856.50	-8,142.45	113.6%
43525 Ala Carte Sales	650,000.00	650,000.00	594,376.60	69,140.85	55,623.40	91.4%
43990 Other Charges for Services	15,000.00	15,000.00	6,931.98	847.83	8,068.02	46.2%
43992 CHS Catering Revenue	30,000.00	30,000.00	10,636.00	.00	19,364.00	35.5%
44570 Contributions & Gifts	300.00	300.00	.00	.00	300.00	.0%
44990 Other Local Revenue	2,500.00	2,500.00	463.91	.00	2,036.09	18.6%
46520 State Matching	35,000.00	35,000.00	22,942.49	22,942.49	12,057.51	65.5%
47111 USDA School Lunch Program	1,050,812.00	1,050,812.00	766,580.59	86,134.95	284,231.41	73.0%
47112 USDA Commodities	150,000.00	150,000.00	.00	.00	150,000.00	.0%
47113 Breakfast	113,000.00	113,000.00	113,866.02	13,351.50	-866.02	100.8%
47114 USDA - Other	300,000.00	300,000.00	6,180.30	.00	293,819.70	2.1%
49900 Revenue YE Close	.00	361,000.00	.00	.00	361,000.00	.0%
TOTAL School Nutrition	3,541,612.00	3,902,612.00	2,479,020.19	300,735.42	1,423,591.81	63.5%
GRAND TOTAL	3,541,612.00	3,902,612.00	2,479,020.19	300,735.42	1,423,591.81	63.5%

** END OF REPORT - Generated by Anita Floyd **

MARCH 2025 SN FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
143 School Nutrition							
10500 Supervisor/Director	150,670.00	150,670.00	105,006.95	11,590.00	.00	45,663.05	69.7%
16200 Clerical Personnel	47,789.00	47,789.00	32,966.35	3,676.08	.00	14,822.65	69.0%
16501 Cafeteria Managers	388,189.00	388,189.00	268,383.05	35,463.67	.00	119,805.95	69.1%
16502 School Nutrition Technicia	677,900.00	677,900.00	499,475.79	60,705.63	.00	178,424.21	73.7%
18800 Bonus Payments	43,000.00	43,000.00	.00	.00	.00	43,000.00	.0%
19800 Sub Teachers-Non-Certified	10,000.00	10,000.00	18,229.02	3,392.96	.00	-8,229.02	182.3%
20100 Social Security	81,062.00	81,062.00	52,838.98	6,489.48	.00	28,223.02	65.2%
20400 Pensions	138,067.00	138,067.00	76,224.75	9,267.91	.00	61,842.25	55.2%
20600 Life Insurance	3,104.00	3,104.00	2,510.09	312.92	.00	593.91	80.9%
20700 Medical Insurance	154,665.00	154,665.00	110,538.80	13,282.36	.00	44,126.20	71.5%
21200 ER Medicare	18,959.00	18,959.00	12,657.21	1,572.04	.00	6,301.79	66.8%
21700 Retirement-Hybrid Stab	11,218.00	11,218.00	6,875.74	837.52	.00	4,342.26	61.3%
33600 Maint & Repair-Equipment	38,000.00	38,000.00	22,260.26	.00	6,790.00	8,949.74	76.4%
35400 Transportation - Food	7,000.00	7,000.00	6,207.55	.00	792.45	.00	100.0%
35500 Travel	589.00	589.00	364.36	30.01	.00	224.64	61.9%
39900 Other Contracted Services	35,000.00	35,000.00	23,450.00	450.00	5,570.00	5,980.00	82.9%
42200 Food Supplies	1,215,000.00	1,545,000.00	1,108,588.01	94,639.46	76,561.08	359,850.91	76.7%
43500 Office Supplies	5,000.00	5,000.00	1,525.37	31.52	.00	3,474.63	30.5%
46900 USDA Commodities	150,000.00	150,000.00	.00	.00	.00	150,000.00	.0%
49900 Other Supplies &Mat	150,000.00	181,000.00	85,832.57	6,760.83	23,602.52	71,564.91	60.5%
52400 In-Service/Staff Developme	4,000.00	4,000.00	2,528.08	.00	.00	1,471.92	63.2%
59900 Other Charges	2,400.00	2,400.00	905.15	.00	.00	1,494.85	37.7%
71000 Food Service Equipment	210,000.00	210,000.00	12,699.70	.00	1,656.97	195,643.33	6.8%
TOTAL School Nutrition	3,541,612.00	3,902,612.00	2,450,067.78	248,502.39	114,973.02	1,337,571.20	65.7%
GRAND TOTAL	3,541,612.00	3,902,612.00	2,450,067.78	248,502.39	114,973.02	1,337,571.20	65.7%

** END OF REPORT - Generated by Anita Floyd **

FEDERAL PROGRAMS

MARCH 2025 FEDERAL FUND REVENUES

FOR 2025 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
0100 Consolidated Administratio	115,831.00	115,831.00	80,178.22	8,915.09	35,652.78	69.2%
1000 TITLE I	1,262,322.65	1,848,624.33	871,810.94	109,008.64	976,813.39	47.2%
2000 TITLE II	160,898.11	197,954.45	133,564.48	1,072.00	64,389.97	67.5%
3000 TITLE III	63,769.77	76,035.26	52,307.83	757.77	23,727.43	68.8%
4000 Title IV	162,860.56	174,719.47	62,570.18	6,045.76	112,149.29	35.8%
7000 ARP Homeless	33,006.77	19,971.19	19,971.19	.00	.00	100.0%
8005 Carl Perkins	85,527.06	88,034.97	52,409.02	406.90	35,625.95	59.5%
8930 IDEA Partners Systemic Cha	25,000.00	25,000.00	14,815.00	.00	10,185.00	59.3%
9000 IDEA PART B	1,965,336.00	2,438,154.35	1,399,636.72	185,787.23	1,038,517.63	57.4%
9100 IDEA PRESCHOOL INCENTIVE	39,418.00	71,461.85	44,090.05	4,299.56	27,371.80	61.7%
9360 ESSER Grant 3.0	1,317,677.85	1,513,331.44	1,513,331.44	41,204.48	.00	100.0%
GRAND TOTAL	5,231,647.77	6,569,118.31	4,244,685.07	357,497.43	2,324,433.24	64.6%

** END OF REPORT - Generated by Linda Tedford **

MARCH 2025 FEDERAL FUND EXPENDITURES

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0100 Consolidated Administratio	115,831.00	115,831.00	89,093.31	8,915.09	.00	26,737.69	76.9%
1000 TITLE I	1,262,322.65	1,848,624.33	960,362.82	87,826.68	36,787.60	851,473.91	53.9%
2000 TITLE II	160,898.11	197,954.45	151,009.23	2,844.75	5,450.00	41,495.22	79.0%
3000 TITLE III	63,769.77	76,035.26	52,352.95	33.08	10,500.00	13,182.31	82.7%
4000 Title IV	162,860.56	174,719.47	79,417.04	16,846.86	.00	95,302.43	45.5%
7000 ARP Homeless	33,006.77	19,971.19	19,971.19	.00	.00	.00	100.0%
8005 Carl Perkins	85,527.06	88,034.97	52,562.21	153.19	6,734.00	28,738.76	67.4%
8930 IDEA Partners Systemic Cha	25,000.00	25,000.00	15,815.00	1,000.00	.00	9,185.00	63.3%
9000 IDEA PART B	1,965,336.00	2,438,154.35	1,616,493.25	216,856.53	9,240.45	812,420.65	66.7%
9100 IDEA PRESCHOOL INCENTIVE	39,418.00	71,461.85	48,389.42	4,299.37	.00	23,072.43	67.7%
9360 ESSER Grant 3.0	1,317,677.85	1,513,331.44	1,513,331.44	.00	.00	.00	100.0%
GRAND TOTAL	5,231,647.77	6,569,118.31	4,598,797.86	338,775.55	68,712.05	1,901,608.40	71.1%

** END OF REPORT - Generated by Linda Tedford **

DISCRETIONARY GRANTS

MARCH 2025 DISCRETIONARY FUND REVENUES

FOR 2025 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
8010 Voluntary Pre-K	184,851.03	184,851.03	126,481.01	16,833.00	58,370.02	68.4%
8015 State Special Ed Preschool	420,826.45	420,826.45	220,456.64	24,693.71	200,369.81	52.4%
8031 Public School Safety Grant	233,531.38	233,531.38	125,546.13	.00	107,985.25	53.8%
8036 America's Farmers Grow	978.21	978.21	.00	.00	978.21	.0%
8042 Youth Risk Behavior Survey	600.00	600.00	.00	.00	600.00	.0%
8043 Donations-Greenhouse CMS	3,729.94	3,729.94	.00	.00	3,729.94	.0%
8046 Family Resource/Race4 Vill	18,862.40	29,527.40	14,665.00	.00	14,862.40	49.7%
8047 Donations-Auditorium (CHS)	2,475.00	2,475.00	.00	.00	2,475.00	.0%
8051 Battelle Edu Donation-WCMS	1,042.73	1,042.73	.00	.00	1,042.73	.0%
8052 Battelle Edu Donation-SES	28,957.50	28,957.50	.00	.00	28,957.50	.0%
8053 Dollar General Literacy Fo	.00	4,500.00	4,500.00	.00	.00	100.0%
8061 Battelle STEM (TVA/BVI)	.00	18,500.00	18,500.00	.00	.00	100.0%
8098 CPR Training Project	876.75	876.75	850.00	520.00	26.75	96.9%
8100 Collierville HS Television	72,483.22	72,483.22	14,471.29	.00	58,011.93	20.0%
8200 Athletic Fund	100,000.00	78,847.08	-40,165.36	5,975.00	119,012.44	-50.9%
8201 Mike O'Neill Memorial Fund	.00	10,000.00	10,000.00	.00	.00	100.0%
8300 Sodexo Scholarship	20,512.50	20,512.50	.00	.00	20,512.50	.0%
8320 Bryan Gatlin Mem Scholarsh	6,963.00	6,963.00	.00	.00	6,963.00	.0%
8330 Garrett Helms Memorial Fun	21,270.31	21,270.31	.00	.00	21,270.31	.0%
8350 Chris Dufour Mrm Scholarsh	4,276.34	4,276.34	.00	.00	4,276.34	.0%
8361 Elem STEM/Cville Chamber	975.01	975.01	.00	.00	975.01	.0%
8370 Dragon Games	11,270.82	11,270.82	7,910.00	3,010.00	3,360.82	70.2%
8711 Learning Camps FY22	470,767.96	470,767.96	365,034.59	.00	105,733.37	77.5%
8800 Resp to Dispr-IDEA Part B	26,499.41	26,499.41	8,947.00	.00	17,552.41	33.8%
9371 Innovative School Models	768,203.60	768,203.60	91,382.65	10,363.09	676,820.95	11.9%
GRAND TOTAL	2,399,953.56	2,422,465.64	968,578.95	61,394.80	1,453,886.69	40.0%

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MARCH 2025 DISCRETIONARY FUND EXPENDITURES

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8010 Voluntary Pre-K	184,851.03	184,851.03	142,315.70	15,834.69	.00	42,535.33	77.0%
8015 State Special Ed Preschool	420,826.45	420,826.45	253,155.03	32,698.39	6,274.07	161,397.35	61.6%
8031 Public School Safety Grant	233,531.38	233,531.38	125,546.13	.00	2,530.00	105,455.25	54.8%
8036 America's Farmers Grow	978.21	978.21	.00	.00	.00	978.21	.0%
8042 Youth Risk Behavior Survey	600.00	600.00	.00	.00	598.54	1.46	99.8%
8043 Donations-Greenhouse CMS	3,729.94	3,729.94	.00	.00	.00	3,729.94	.0%
8046 Family Resource/Race4 Vill	18,862.40	29,527.40	8,871.84	68.53	85.31	20,570.25	30.3%
8047 Donations-Auditorium (CHS)	2,475.00	2,475.00	.00	.00	.00	2,475.00	.0%
8051 Battelle Edu Donation-WCMS	1,042.73	1,042.73	.00	.00	.00	1,042.73	.0%
8052 Battelle Edu Donation-SES	28,957.50	28,957.50	1,466.50	1,466.50	2,000.00	25,491.00	12.0%
8053 Dollar General Literacy Fo	.00	4,500.00	4,500.00	.00	.00	.00	100.0%
8061 Battelle STEM (TVA/BVI)	.00	18,500.00	8,642.07	3,098.60	187.30	9,670.63	47.7%
8098 CPR Training Project	876.75	876.75	.00	.00	.00	876.75	.0%
8100 Collierville HS Television	72,483.22	72,483.22	43,137.78	2,190.13	3,365.42	25,980.02	64.2%
8200 Athletic Fund	100,000.00	78,847.08	60,798.35	300.00	11,100.00	6,948.73	91.2%
8201 Mike O'Neill Memorial Fund	.00	10,000.00	.00	.00	.00	10,000.00	.0%
8300 Sodexo Scholarship	20,512.50	20,512.50	.00	.00	.00	20,512.50	.0%
8320 Bryan Gatlin Mem Scholarsh	6,963.00	6,963.00	.00	.00	.00	6,963.00	.0%
8330 Garrett Helms Memorial Fun	21,270.31	21,270.31	.00	.00	.00	21,270.31	.0%
8350 Chris Dufour Mrm Scholarsh	4,276.34	4,276.34	.00	.00	.00	4,276.34	.0%
8361 Elem STEM/Cville Chamber	975.01	975.01	.00	.00	.00	975.01	.0%
8370 Dragon Games	11,270.82	11,270.82	.00	.00	.00	11,270.82	.0%
8711 Learning Camps FY22	470,767.96	470,767.96	365,034.59	.00	.00	105,733.37	77.5%
8800 Resp to Dispr-IDEA Part B	26,499.41	26,499.41	8,947.00	.00	.00	17,552.41	33.8%
9371 Innovative School Models	768,203.60	768,203.60	101,745.74	10,363.09	.00	666,457.86	13.2%
GRAND TOTAL	2,399,953.56	2,422,465.64	1,124,160.73	66,019.93	26,140.64	1,272,164.27	47.5%

** END OF REPORT - Generated by Linda Tedford **

C.I.P.

MARCH 2025 CIP FUND REVENUE

FOR 2025 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
177 Education Capital Projects						
6117 Crosswind Renovation	4,077,608.00	7,399,045.00	.00	.00	7,399,045.00	.0%
6207 WCMS Renovation	.00	1,335,059.00	.00	.00	1,335,059.00	.0%
6215 CO (U of M) Renovation	.00	215,347.00	.00	.00	215,347.00	.0%
6306 CHS Addition	.00	758,862.00	.00	.00	758,862.00	.0%
6407 HVAC at BSE, CES	.00	537,864.00	.00	.00	537,864.00	.0%
6434 CWES Fire Alarm Sys Replac	.00	14,750.00	.00	.00	14,750.00	.0%
6525 Unallocated CIP from Shelb	.00	.00	1,706,070.28	1,706,070.28	-1,706,070.28	100.0%
TOTAL Education Capital Projec	4,077,608.00	10,260,927.00	1,706,070.28	1,706,070.28	8,554,856.72	16.6%
GRAND TOTAL	4,077,608.00	10,260,927.00	1,706,070.28	1,706,070.28	8,554,856.72	16.6%

** END OF REPORT - Generated by Anita Floyd **

MARCH 2025 CIP FUND EXP

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
177 Education Capital Projects							
6117 Crosswind Renovation	4,152,716.00	7,399,045.00	4,242,203.05	406,172.84	201,748.33	2,955,093.62	60.1%
6207 WCMS Renovation	17,500.00	1,335,059.00	1,284,165.18	7,705.00	.00	50,893.82	96.2%
6215 CO (U of M) Renovation	.00	215,347.00	99,238.23	1,266.50	.00	116,108.77	46.1%
6306 CHS Addition	.00	758,862.00	749,000.12	.00	.00	9,861.88	98.7%
6407 HVAC at BSE, CES	.00	537,864.00	537,864.00	53,437.10	.00	.00	100.0%
6434 CWES Fire Alarm Sys Replac	.00	14,750.00	14,750.00	.00	.00	.00	100.0%
TOTAL Education Capital Projec	4,170,216.00	10,260,927.00	6,927,220.58	468,581.44	201,748.33	3,131,958.09	69.5%
GRAND TOTAL	4,170,216.00	10,260,927.00	6,927,220.58	468,581.44	201,748.33	3,131,958.09	69.5%

** END OF REPORT - Generated by Anita Floyd **



**COLLIERVILLE SCHOOLS BOARD OF EDUCATION
RESOLUTION 2025-06**

**A RESOLUTION AFFIRMING THE DESIRE OF COLLIERVILLE SCHOOLS
TO PARTICIPATE IN SECTION FOUR (4) OF THE EDUCATION FREEDOM ACT OF 2025**

WHEREAS, the Collierville Schools Board of Education is charged with governing the school system so that all students receive the best educational opportunities in order to graduate prepared to enter a postsecondary institution or the workforce; and

WHEREAS, the Education Freedom Act of 2025 includes a provision providing one-time bonuses of no less than \$2,000 to public school teachers in Tennessee; and

WHEREAS, section four (4) of the Education Freedom Act of 2025 requires that a local board of education for an LEA seeking to participate in section four (4) of the act must affirm its intention to participate via a resolution in order to receive state funds to issue these bonuses;

NOW, THEREFORE, BE IT RESOLVED, that the Collierville Schools Board of Education affirms its intention to participate in section four (4) of the Education Freedom Act of 2025, relative to bonuses for teachers.

ADOPTED THIS 29TH DAY OF APRIL 2025.

WRIGHT COX, BOARD CHAIR

RUSSELL DYER, DIRECTOR OF SCHOOLS

TENNESSEE STATE

**EMPLOYEES DEFERRED COMPENSATION
PLAN AND TRUST**

- 457(b)

RESOLUTION AND

PARTICIPATING EMPLOYER AGREEMENT

Collierville Schools

[Participating Employer]

Administered by:
Treasurer, State of Tennessee
502 Deaderick Street, 15th Floor
Andrew Jackson State Office Building
Nashville, Tennessee 37243
Telephone: 615-532-2347

RESOLUTION

WHEREAS, Collierville Schools, (hereinafter referred to as the "Employer") has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a governmental 457(b) deferred compensation plan, funded by employee deferrals and, if elected pursuant to Section I and/or K of the Participating Employer Agreement, employer contributions;

WHEREAS, Tennessee Code Annotated, Section 8-25-111(a) allows a Tennessee local governmental entity to participate in the State of Tennessee's 457(b) deferred compensation plan subject to the approval of the Chair of the Tennessee Consolidated Retirement System (hereinafter referred to as the "Chair");

WHEREAS, the liability for participation and the costs of administration shall be the sole responsibility of the Employer and/or its employees, and not the State of Tennessee;

WHEREAS, the Employer has also determined that it wishes to encourage employees' saving for retirement;

WHEREAS, the Employer has reviewed the Tennessee State Employees Deferred Compensation Plan and Trust Adoption Agreement for a Section 457(b) Eligible Deferred Compensation Plan for Governmental Employers, as adopted by the State of Tennessee, as amended and restated effective December 22, 2010, and as amended by Amendment Number One signed December 22, 2010, Amendment Number Two signed February 8, 2012, Amendment Number Three signed February 26, 2015 and Amendment Number Four signed September 26, 2016 as well as the Section 457(b) Eligible Deferred Compensation Plan for Governmental Employer Basic Plan Document (collectively known as the "Plan" or "Plan Document");

WHEREAS, the Employer wishes to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Employer is eligible to become a Participating Employer in the Plan, pursuant to Article XVII of the Plan Document;

WHEREAS, the Employer is concurrently executing a Participating Employer Agreement for the Plan; and

WHEREAS, the Collierville Schools Board of Education ("Governing Authority") of the Employer is authorized by law to adopt this resolution approving the Participating Employer Agreement on behalf of the Employer;

NOW, THEREFORE, the Governing Authority of the Employer hereby resolves:

1. The Employer adopts the Plan Document for its Employees; provided, however, that for the purpose of the Plan, the Employer shall be deemed to have designated irrevocably the Chair as its agent, except as otherwise specifically provided herein or in the Participating Employer Agreement.
2. The Employer acknowledges that the Plan does not cover, and the Trustees of the Plan ("Trustees") have no responsibility for, other employee benefit plans maintained by the Employer.

3. The Employer acknowledges that it may not provide employer contributions to the Plan on behalf of any of its employees that exceed three percent (3%) of the respective employees' salary if the employees are members of the Tennessee Consolidated Retirement System ("TCRS") or of any other retirement program financed from public funds whereby such employees obtain or accrue pensions or retirement benefits based upon the same period of service to the Employer, unless such employees are members of TCRS' local government hybrid plan established under Tennessee Code Annotated, Section 8-35-256 or TCRS' State hybrid plan established under Tennessee Code Annotated, Title 8, Chapter 36, Part 9. If such employees participate in either of the hybrid plans, the total combined amount of employer contributions to the Plan and to any one or more additional defined contribution plans may not exceed seven percent (7%) of the respective employee's salary. In no instance shall the total combined employer contributions to all defined contribution plans on behalf of a single employee exceed the maximum allowed under the Internal Revenue Code ("Code"), and shall conform to all applicable laws, rules and regulations of the Internal Revenue Service ("IRS") governing profit sharing and/or salary reduction plans for governmental employees.
4. The Employer hereby adopts the terms of the Participating Employer Agreement, which is attached hereto and made a part of this resolution. The Participating Employer Agreement (a) permits all employees of the respective entity to make elective deferrals; (b) sets forth the Employees to be covered pursuant to Section I and/or K of the Participating Employer Agreement for employer contributions, if any; (c) outlines the benefits to be provided by the Participating Employer under the Plan; and, (d) states any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participating Employer Agreement, so long as the amendment is not inconsistent with the Plan, the Code, Tennessee law, or other applicable law and is approved by the Chair.
5. The Chair may amend the Plan on behalf of all Employers, including those Employers who have adopted the Plan prior to a restatement or amendment of the Plan, for changes in the Code, the regulations thereunder, Tennessee law, revenue rulings, other statements published by the Internal Revenue Service ("IRS"), including model, sample, or other required good faith amendments, and for other reasons that are deemed at the Chair's sole discretion to be in the interest of the Plan. These amendments shall be automatically applicable to all Employers.
6. The Chair will maintain, or will have maintained, a record of the Employers and will make reasonable and diligent efforts to ensure that Employers have received all Plan amendments.
7. The Employer shall abide by the terms of the Plan, including amendments to the Plan and Trust made by the Chair, all investment, administrative, and other service agreements of the Plan, and all applicable provisions of the Code, Tennessee law, and other applicable law.
8. The Employer accepts the administrative services to be provided by the Tennessee Treasury Department and any services provided by Plan vendors. The Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' Accounts and/or charged to the Employer.
9. Subject to the provisions of Section 17.06 of the Plan, the Employer may terminate its participation in the Plan, including but not limited to, its contribution requirements pursuant to the Plan, if it takes the following actions:

- a. A resolution must be adopted by the Governing Authority of the Employer terminating the Employer's participation in the Plan.
 - b. The resolution must specify the proposed date when the participation will end, which must be at least six calendar months after notice to the Chair and the Employer's employees.
 - c. The Chair shall (i) determine whether the resolution complies with the Plan, and all applicable federal and state laws, (ii) determine an appropriate effective date, and (iii) provide appropriate forms to terminate ongoing participation. Distributions under the Plan of existing accounts to Participants will be made in accordance with the Plan Document.
 - d. Once the Chair determines the appropriate effective date, the Employer shall immediately notify all its Employees participating in the Plan of the termination and the effective date thereof.
 - e. The Chair can, in the Chair's sole discretion, reduce the six month notice and withdrawal period to a shorter period if the Employer so requests, but in no event shall the period be less than three months.
10. The Employer acknowledges that the Plan Document contains provisions for Plan termination by the Trustees, subject to applicable Tennessee law.
 11. The Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Trustees to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be timely transferred by the Employer to the Trust Fund pursuant to and in the manner provided by the Chair. The Employer acknowledges that if the Employer fails to remit the requisite contributions in a timely manner, the Chair reserves the right, at the Chair's sole discretion, to terminate the Employer's participation in the Plan. In such event, the Chair shall notify the Employer of the effective termination date, and the Employer shall immediately notify all its employees participating in the Plan of the termination and the effective date thereof. Notwithstanding the foregoing, the Employer acknowledges that it is the sole responsibility of the Employer to remit the requisite reports and contributions to the Plan and that neither the State, the Chair, the Trustees, its employees, or agents shall have any responsibility or liability for ensuring or otherwise monitoring that this is done. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.
 12. The Employer agrees to offer and enroll only those persons, whether appointed, elected, or under contract, wherein an employee-employer relationship is established, providing service to the Employer for which compensation is paid by the Employer.

13. The Employer understands that IRS rules and Tennessee law limit participation in the Plan to governmental entities and their respective employees. The Employer will notify the Chair in writing within ten (10) calendar days if it ceases to be a governmental entity under applicable federal or Tennessee law, and/or if it discovers that it is transferring or having transferred employee deferrals and/or employer contributions to the Plan on behalf of an individual who does not meet the requirements in Paragraph 12 above.
14. The Employer acknowledges that the Chair and other Trustees are the fiduciaries of the Plan and have sole and exclusive authority to interpret the Plan and decide all claims and appeals for Plan benefits. The Employer agrees to abide by the Chair's decisions on all matters involving the Plan.
15. This resolution and the Participating Employer Agreement shall be submitted to the Chair for approval. The Chair shall determine whether the resolution and the Agreement comply with the Plan, and, if they do, shall provide appropriate forms to the Employer to implement participation in the Plan. The Chair may refuse to approve a Participating Employer Agreement executed by an Employer that, in the Chair's sole discretion, does not qualify to participate in the Plan.
16. The Governing Authority hereby acknowledges that it is responsible to assure that this resolution and the Participating Employer Agreement are adopted and executed in accordance with the requirements of applicable law.

Adopted by the Governing Authority on _____, _____, in accordance with applicable law.

By: _____
Signature

Printed Name

Title

Attest: _____

Date: _____

[Governing Authority must assure that applicable law is followed in the adoption and execution of this resolution.]

TENNESSEE STATE

EMPLOYEES DEFERRED COMPENSATION PLAN AND TRUST - 457(b)

PARTICIPATING EMPLOYER AGREEMENT

A. PARTICIPATING EMPLOYER INFORMATION

Name: Collierville Schools

NOTE: A Participating Employer Agreement must be completed for each employer. For example, if a city has separate legal entities for the city and a utility company – each would need to complete their own Participating Employer Agreement in order to participate. However, divisions of the same employer (e.g., finance, HR, departments, etc.) do not need to complete and should not complete separate agreements.

(1) GOVERNING AUTHORITY

Name: Collierville Schools Board of Education

Address: 215 W. Poplar Avenue, Collierville, TN 38017

Phone: 901-861-7000

Person Authorized to receive Official Notices from the Plan or Administrator:

Anita Floyd (afloyd@colliervilleschools.org); Kristal McGee (kmcgee@colliervilleschools.org)

(2) PARTICIPATING EMPLOYER TAX ID NUMBER: 46-4455011

(3) DISCLOSURE OF RETIREMENT PLAN(S) *[INCLUDING, IF APPLICABLE, PARTICIPATION IN THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM ("TCRS")]*

This Participating Employer does or does not have an existing deferred compensation or retirement plan. If the Participating Employer does have one or more deferred compensation plans or retirement plans (including TCRS), the Governing Authority must provide in the space below the plan name, name and telephone number of the provider, and such other information requested by the Administrator.

TCRS (Hybrid and Legacy)

State of Tennessee 401(k), Corebridge 457(b) (converting); Corebridge 403(b)

B. TYPE OF ADOPTION AND EFFECTIVE DATE

NOTE: This Participating Employer Agreement ("Agreement"), with the accompanying Plan, is designed to comply with Internal Revenue Code ("Code") Section 457(b), as applicable to a governmental plan.

By adopting this Participating Employer Agreement, with its accompanying Resolution, the Participating Employer is adopting a Plan Document intended to comply with Code Section 457(b).

This Agreement is for the following purpose: **(Check and complete box 1 OR box 2 OR box 3.)**

1. This is a new 457(b) deferred compensation plan adopted by the Participating Employer for its Employees effective _____, _____ **(insert effective date of this Agreement)**.
2. This is an amendment to be effective as of _____, _____, to the current Agreement previously adopted by the Participating Employer, which was originally effective _____, _____, as follows **(please specify type below)**:
 - a. This is an amendment to change one or more of the Participating Employer's contribution elections in the existing Participating Employer Agreement.
 - b. Other **(must specify elective provisions in this Agreement that are being changed)**:

3. This is an amendment and restatement of another 457(b) deferred compensation plan of the Participating Employer, the effective date of which shall be June 1 _____, 2025 **(insert effective date of this Agreement)**. This Agreement is intended to replace and serve as an amendment and restatement of the Participating Employer's preexisting plan, which became effective on July 1 _____, 2014 **(insert original effective date of preexisting plan)**. The Participating Employer understands that it is the Participating Employer's responsibility to ensure that the preexisting plan met all applicable state and federal requirements.

- C. PLAN YEAR.** Plan Year shall mean the calendar year.
- D. CUSTODY OF ASSETS.** Code § 457(g) shall be satisfied by setting aside Plan assets for the exclusive benefit of Participants and Beneficiaries, in a Trust pursuant to the provisions of Article VII of the Plan. The Trustees for the Plan are also the Trustees for the separate accounts for each participating employer.
- E. ELIGIBLE EMPLOYEES.**
1. "Employee" shall mean, for purposes of making **Elective Deferrals**, any person, whether appointed, elected or under contract wherein an employee-employer relationship is established, providing services to the Participating Employer for which Compensation is paid by the Participating Employer. Any other individual who is a subcontractor, contractor, or employed by a subcontractor or contractor, or is under any other similar arrangement wherein an employer-employee relationship is not established will not be treated as an Employee. An Employee is immediately eligible to make Elective Deferrals under the Plan.

2. a. "Employee" shall mean for purposes of **Matching Contributions as described in Section I of this Agreement:** *(Check and complete each box that applies. If no Matching Contributions will be made, do not complete.)*

i. any full-time employee, which is an employee who renders _____ or more Hours of Service per week, as defined in Section G below

ii. any permanent part-time employee, which is an employee who is not a full-time employee and who renders _____ or more Hours of Service per week, as defined in Section G below

iii. any seasonal, temporary or similar part-time employee

iv. any elected or appointed official

v. any employee in the following class(es) of employees:

who meets the definition in Section E.1 above, regardless of the Employee's age or the number of years of service the Employee has rendered to the Employer. All Matching Contributions made on behalf of such Employees are 100% vested immediately, except as provided in Section F.2.b below.

b. "Employee" shall mean for purposes of **Non-Matching Contributions as described in Section K of this Agreement:** *(Check and complete each box that applies. If no Non-Matching Contributions will be made, do not complete.)*

i. any full-time employee, which is an employee who renders _____ or more Hours of Service per week, as defined in Section G below

ii. any permanent part-time employee, which is an employee who is not a full-time employee and who renders _____ or more Hours of Service per week, as defined in Section G below

iii. any seasonal, temporary or similar part-time employee

iv. any elected or appointed official

v. any employee in the following class(es) of employees:

-
- vi. any employee listed or otherwise described in Schedule 1 attached to this Agreement

who meets the definition in Section E.1 above, regardless of the Employee's age or the number of years of service the Employee has rendered to the Employer. All Non-Matching Contributions made on behalf of such Employees are 100% vested immediately.

F. AUTOMATIC ENROLLMENT. (Check and complete box 1 OR box 2.)

1. The Participating Employer DOES NOT elect automatic enrollment.
2. The Participating Employer DOES elect automatic enrollment, which will be effective for Plan Years beginning on and after January 1, _____ as follows:
- a. Employees covered under the automatic enrollment are: ***(If this Section F (Automatic Enrollment) is elected, check one option below. Otherwise, do not complete.)***
- i. All Employees.
- ii. All Employees who become Employees on or after the date set forth in Section F.2. above and who do not have an affirmative election in effect.
- b. The default percentage contributed to the Plan on behalf of the Participant will be a deferral of 2% of the Participant's Compensation. The 2% default percentage will be subject to a percentage annual increase thereafter if provided for in the Plan Document. Any deferral percentage increase will take effect annually on the first day of the Plan Year. Participants' default deferrals will remain at the same percentage for at least twelve (12) months before their automatic deferral percentages will be increased automatically.

The automatic deferrals will be contributed on a pre-tax basis and will continue until the Participant affirmatively elects otherwise.

An Employee who affirmatively declines coverage after the first automatic enrollment contribution was made, may make an election to withdraw his or her entire automatic enrollment contribution. This election must be submitted no later than 90 days after the payroll date in which the first automatic enrollment contribution is made on behalf of the Participant. The amount of the distribution will be the value of the automatic enrollment contributions plus or minus investment gains or losses as of the date the distribution is processed. Automatic enrollment contributions made after such date remain in the Plan and are subject to the Plan's regular distribution rules. Further, an Employee who has made an election to withdraw who leaves employment and is then rehired by the Participating Employer before a 12-continuous-month absence may not make another election to withdraw his or her automatic enrollment contribution. Any Employer Matching Contributions attributable to the distribution of the automatic enrollment contributions will be forfeited and used for the purposes set forth in Section O below.

c. An Employee who leaves employment and is rehired by the Participating Employer before a 12-continuous-month absence has occurred will be treated as subject to the automatic contribution schedule. An Employee who leaves employment and is rehired by the Participating Employer after a 12-continuous-month absence: **(Check one option below.)**

i. will be treated as a new Employee, or

ii. will not be treated as a new Employee

for purposes of determining the Employee's contribution rate in Section F.2.b above.

G. HOURS OF SERVICE. Hours of Service shall be determined on the actual hours for which an Employee is paid or entitled to payment.

H. COMPENSATION DEFINITION. Compensation means all cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses and overtime pay, that is includible in the Employee's gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includible in the Employee's gross income for the calendar year but for a compensation reduction election under Code §§ 125, 132(f), 401(k), 403(b), or 457(b) (including an election to defer compensation under Article III of the Plan). If elected below and to the extent permitted by the Treasury regulations or other similar guidance (including, without limitation, the requirements contained in Treasury Regulations §§ 1.457-4(d)(1) and 1.415-2(e)(3)(i)), "compensation" also means accrued bona fide sick, vacation or other leave payable after severance from employment so long as the Participant would have been able to use the leave if employment had continued and it is paid within the longer of two and one-half (2½) months after the Participant severs employment with the Employer or the end of the calendar year in which the Participant severs employment with the Employer.

The Participating Employer:

1. SHALL allow the deferral of leave provision described above.

2. SHALL NOT allow the deferral of leave provision described above.

I. MATCHING CONTRIBUTIONS. **(Check and complete box 1 OR box 2 OR box 3 OR box 4.)**
[NOTE: Any Matching Contribution will reduce, dollar for dollar, the amount a Participant can contribute.]

The Participating Employer shall:

1. NOT make Matching Contributions.

2. match ___% of Participant elective deferrals of up to ___% of Compensation.

3. match ___% of the first \$_____ of Participant elective deferrals.

4. match the percentage of Participant elective deferrals that the Employer determines in its discretion for the respective Plan Year.

If the Participating Employer elects Automatic Enrollment under Section F.2., Matching Contributions related to the distributed permissible withdrawal election will be placed in a forfeiture account and used in the manner provided in Section O below. Matching Contributions will not be made if a permissible withdrawal is taken before the date the Matching Contribution is allocated.

J. ALLOCATION OF MATCHING CONTRIBUTIONS. If Matching Contributions will be made, allocations will be made to each Participant who satisfies the requirements of Section E.2.a. of this Participating Employer Agreement.

K. NON-MATCHING CONTRIBUTIONS. *(If non-matching contributions will be made, check box 1 OR box 2.)* [NOTE: Any Non-Matching Contribution will reduce, dollar for dollar, the amount a Participant can contribute.]

1. The Participating Employer shall NOT make Non-Matching Contributions.

2. The Participating Employer shall contribute: *(Check and complete one box.)*

a. an amount fixed by appropriate action of the Employer.

b. ___% of Compensation of Participants for the Plan Year.

c. \$___ per Participant.

d. an amount pursuant to Schedule 1 attached to this Agreement and which is referenced in Section E.2.b above.

e. a contribution matching the Participant's contribution to the Employer's § 457(b) plan as follows: (Specify rate of match and time of allocation, e.g., payroll by payroll, monthly, last day of Plan Year.)

L. ALLOCATION OF NON-MATCHING CONTRIBUTIONS. If Non-Matching Contributions will be made, allocations will be made to each Participant who satisfies the requirements of Section E.2.b of this Participating Employer Agreement.

M. ROTH CONTRIBUTIONS. Participant Roth Contributions SHALL NOT BE allowed.

N. AFTER-TAX CONTRIBUTIONS. Participant After-tax Contributions are not permitted in a 457(b) Plan and, accordingly, SHALL NOT BE allowed.

O. FORFEITURES. Forfeitures of Matching Contributions, as provided in Section F.2.b, will be used first to reduce the Employer's Matching Contributions (if any), then to reduce the Non-Matching Contributions (if any), and then to offset Plan expenses.

P. NORMAL RETIREMENT AGE. Normal Retirement Age shall mean age 70½.

Q. ROLLOVERS. Rollovers from eligible Code § 457(b) plans, qualified plans under Code §§ 401(a), 403(a) and 403(b), Individual Retirement Accounts and Annuities described in Code §§ 408(a) and (b) SHALL BE allowed pursuant to Section 6.01 of the Plan. However, a direct rollover from an eligible plan under Code § 457(b), 401(k) or 403(b) shall exclude any portion of a designated Roth account. A rollover contribution that is a Participant rollover from an eligible plan under Code Section 457(b), 401(k), or 403(b) shall exclude distributions of a designated Roth account.

R. TRANSFERS. Transfers from other 457(b) plans SHALL BE allowed. If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in Code § 414(d)) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account Balance transferred to the defined benefit governmental plan. A transfer under this Section R may be made before the Participant has had a Severance from Employment as defined in Section W below.

A transfer may be made under this Section if the transfer is either for the purchase of permissive service credit (as defined in Code § 415(n)(3)(A)) under the receiving defined benefit governmental plan or a repayment to which Code § 415 does not apply by reason of Code § 415(k)(3) or as otherwise allowed by the IRS.

S. UNFORESEEABLE EMERGENCY WITHDRAWALS. In the case of an unforeseeable emergency, the Administrator SHALL allow distributions in accordance with Section 5.05 of the Plan. An unforeseeable emergency is a severe financial hardship resulting from a sudden illness, disability or accidental property loss, subject to strict IRS guidelines.

T. PARTICIPANT LOANS. The Administrator has directed the Trustee NOT to make Participant loans in accordance with Article IV of the Plan.

U. QUALIFIED DOMESTIC RELATIONS ORDERS. The Plan shall accept qualified domestic relations orders as provided in Section 13.02 of the Plan.

V. PAYMENT OPTIONS. The forms of payment that will be allowed under the Plan, to the extent consistent with the limitations of Code § 401(a)(9) and proposed or final Treasury regulations thereunder, include a single lump-sum payment; installment payments for a period of years; partial lump-sum payment of a designated amount, with the balance payable in installment payments for a period of years; annuity payments (payable on a monthly, quarterly, or annual basis) for the lifetime of the Participant or for the lifetimes of the Participant and Beneficiary; and such other forms of installment payments as may be approved by the Administrator, which is not inconsistent with the Plan.

W. DISTRIBUTIONS. A Participant may request distributions as follows:

1. A Participant may request a distribution at any time upon Severance from Employment. "Severance from Employment" means the complete severance of the employer/employee relationship with any and all employers participating in the Plan, including retirement or death. Thus, a Severance from Employment would not occur if a Participant transfers employment (i) from one local government that participates in the Plan to another local government that participates in the Plan, or (ii) from the State to a local government that participates in the Plan, or (iii) from a local government that participates in the Plan to the State.

2. A Participant may request a distribution prior to Severance from Employment during the calendar year in which he or she reaches age 70½ or, thereafter, or, if earlier, upon death. A Participant may also request a distribution prior to Severance from Employment upon incurring an approved Unforeseeable Emergency.
3. A Participant may request a distribution from a Rollover Contribution Account at any time.

X. ADMINISTRATIVE INFORMATION.

The Participating Employer further understands and acknowledges that:

- This Participating Employer Agreement has not been approved by the Internal Revenue Service. Obtaining such approval, if desired by the Employer, is solely the responsibility of the Employer.
- The Chair of the Tennessee Consolidated Retirement System ("Chair") and the Participating Employers are not responsible for providing tax or legal advice to Participants.
- The Participating Employer has consulted, to the extent necessary, with its own legal and tax advisors.
- All capitalized terms which are used herein but not defined herein shall have the meanings set forth in the Plan Document.
- The Participating Employer will electronically remit in a timely manner, all employee and employer contributions to the Plan in a manner acceptable with the Plan's Third Party Administrator. The Employer's payroll administrator is responsible for reconciliation of all contributions to the Plan and shall provide the Plan Administrator with required contribution reconciliation reports. Each Employer is required to use the Plan Service Center to administer their employee contributions, indicative data, and enrollment information. If the Participating Employer fails to remit the requisite contributions in a timely manner, the Chair reserves the right, at the Chair's sole discretion, to terminate the Employer's participation in the Plan. In such event, the Chair shall notify the Employer of the effective termination date, and the Employer shall immediately notify all its Employees participating in the Plan of the termination and the effective date thereof. Notwithstanding the foregoing, the Employer acknowledges that it is the sole responsibility of the Employer to remit the requisite reports and contributions to the Plan and that neither the State, the Chair, the Trustees, its employees or agents shall have any responsibility or liability for ensuring or otherwise monitoring that this is done.
- Participating Employers are required to use the investment options made available under the Plan. From time to time those investment options may be changed. If an investment option is eliminated, the Administrator may automatically reinvest the money in the eliminated investment option into a new investment option. After any appropriate black-out period, the affected Participants may re-direct money in the new investment option to any other available investment option. The Participants shall have no right to require the Administrator to select or retain any investment option. Any change with respect to investment options made by the Plan (on the Plan level) or a Participant (on the individual level), however, shall be subject to the terms and conditions (including any rules or procedural requirements) of the affected investment options.

This Participating Employer Agreement is duly executed on behalf of the Participating Employer by the undersigned authorized signatories.

PARTICIPATING EMPLOYER’S AUTHORIZED SIGNATORIES:

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____

ACCEPTANCE OF PARTICIPATING EMPLOYER'S PARTICIPATION IN THE TENNESSEE STATE DEFERRED COMPENSATION PLAN AND TRUST BY THE TREASURER, STATE OF TENNESSEE, CHAIR OF THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM.

By: _____
David H. Lillard, Jr.

Title: Treasurer, State of Tennessee, Chair of the Tennessee Consolidated Retirement System

Date: _____

SCHEDULE 1

TENNESSEE STATE

DEFERRED COMPENSATION PLAN AND TRUST- 457(b)

PARTICIPATING EMPLOYER AGREEMENT

Participating Employer Name: _____

Classes of Eligible Employees

Contribution Amount

PARKING LOT RESURFACING FOR COLLIERVILLE MIDDLE BID #FY25007

<u>VENDOR</u>	<u>POLLAN PAVING</u>	<u>FOSSETT PAVING</u>	<u>GRINDER TABER GRINDER</u>	<u>STANDARD CONST</u>	<u>GIBSON PAVING</u>
Terms:	NET 30	30 DAYS		NET 30	NET 30
Delivery: Days A.R.O.	30	Per Specs		30	30
COST	210,994.00	188,796.40	230,200.00	229,528.00	233,929.00
Unit Pricing					
Sub-surface Repair per square yard	40.89	45.00	52.26	66.00	40.00
Curb/Gutter Replacement per linear foot installed (to match existing)	80.00	65.00	75.00	72.00	60.00
Bond Cost Per \$1,000	\$ 15.00	5.45	9.00	4.50	12.00
PROJECTED COMPLETION DATE	6/27/2025	Per Specs	6/24/2025	6/27/2025	30 Days
Total Bid Price for all items	210,994.00	188,796.40	230,200.00	229,528.00	233,929.00

KITCHEN QUIPMENT (Provide & Install) FOR WCMS BID #FY25008

VENDOR	<u>SINGER EQUIPMENT-H&R As Specified</u>	<u>SINGER EQUIPMENT-H&R Alternate</u>	<u>FEDERAL EQUIPMENT-H&R As Specified</u>	<u>FEDERAL EQUIPMENT-H&R Alternate</u>	<u>MEMPHIS ICE MACHINE (Items 20,52 &78)</u>
Terms:	NET 30	NET 30	NET 30	NET 30	Net 30
Delivery: Days A.R.O.	8 Weeks	8 Weeks	60 Days	60 Days	
COST	382,225.00	370,246.00	391,479.18	356,852.90	28,509.00
Bond Cost Per \$1,000	\$ 2,580.02	2,499.16	0.005	0.005	
PROJECTED COMPLETION DATE	8 Weeks	8 Weeks	60-75 Days	60-75 Days	
Total Bid Price for all items	382,225.00	370,246.00	391,479.18	356,852.90	28,509.00

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Goals	Descriptor Code: 6.100	Issued Date: 04/29/25
		Rescinds: 6.100	Issued: 03/14/14

1

2 In order to establish an environment that is conducive to learning, the Board establishes the following
3 goals:

- 4 1. To assure all students the same educational opportunities regardless of race, color, creed,
5 religion, ethnic origin, sex or disabilities. ¹
- 6
- 7 2. To protect and observe the legal rights of students;
- 8
- 9 3. To ~~educate students with respect and encouragement~~ enhance each student's sense of worth and
10 respect by providing a learning environment that promotes positive encouragement and
11 frequent success;
- 12
- 13 4. To provide an environment where students can learn personal and civic responsibility for their
14 actions through meaningful experiences;
- 15
- 16 5. To discipline students in a fair and constructive manner;
- 17
- 18 6. To provide for the safety, health and welfare of students; and
- 19
- 20 7. To promote faithful attendance and diligent effort.

Legal Reference:

1. 20 U.S.C. § 1703; TCA 49-6-3109

Discrimination/Harassment 6.304

Cross References:

School District Goals 1.700

Instructional Goals 4.100

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="margin: 0;">Attendance</h2>	Descriptor Code: 6.200	Issued Date: 04/29/25
		Rescinds: 6.200	Issued: 07/18/23 07/26/22 08/24/21 11/09/19 08/22/18 06/28/18 09/08/15 02/10/15 07/07/14

1

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

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

- 6 1. All accounting and reporting procedures and their dissemination;
- 7
- 8 2. Alternative program options for students who severely fail to meet minimum attendance
 9 requirements;
- 10
- 11 3. Ensuring that all school age children attend school;
- 12
- 13 4. Providing documentation of enrollment status upon request for students applying for new or
 14 reinstatement of driver's permit or license; and
- 15
- 16 5. Notifying the Department of Safety whenever a student with a driver's permit or license
 17 withdraws from school.²

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

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

- 23 1. Personal illness/injury;
- 24
- 25 2. Illness of immediate family member;
- 26
- 27 3. Death in the family;
- 28

- 1 4. Extreme weather conditions;
- 2
- 3 5. Religious observances;⁵
- 4
- 5 6. Pregnancy;
- 6
- 7 7. School endorsed activities
- 8
- 9 8. Summons, subpoena, or court order; or
- 10
- 11 9. Circumstances **which that**, in the judgment of the principal, create emergencies over which the
- 12 student has no control.

13 The principal shall be responsible for ensuring that:⁶

- 14
- 15 1. Attendance is checked and reported daily for each class;
- 16
- 17 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
- 18 the majority of the day;
- 19
- 20 3. All student absences are verified;
- 21
- 22 4. Written excuses are submitted for absences and tardiness;
- 23
- 24 5. System-wide procedures for accounting and reporting are followed.
- 25

26 **TRUANCY**

27 *General*

28

29 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that

30 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled

31 school day in order to be counted present. Students may attend part-time days, alternating days, or for a

32 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be

33 considered present for school attendance purposes.⁶ If a student is required to participate in a remedial

34 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)

35 and the school system provides transportation, unexcused absences from these programs shall be

36 reported in the same manner.⁷

37 A student who is absent five (5) days without adequate excuse shall be reported to the Director of

38 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's

39 absence. If a parent/**guardian** does not provide documentation within adequate time excusing those

40 absences, or request an attendance hearing, then the Director of Schools shall implement the

41 progressive truancy intervention plan described below prior to referral to juvenile court.

1 *Progressive Truancy Intervention Plan*⁸

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

4 **Tier I**

5 Tier I of the progressive truancy plan shall apply to all students within the district and include
6 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall
7 include, but are not limited to, providing parents and students information and guidance on the value of
8 student attendance; providing student with various incentives for good attendance; and providing
9 parents with regular notification of their student's attendance.

10 **Tier II**

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

- 13 1. A conference with the student and the student's parent(s)/guardian(s);
14
15 2. An attendance contract, based on the conference, signed by the student, the
16 parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
17
18 a. A specific description of the school's attendance expectations for the student;
19 b. The period for which the contract is effective; and
20 c. Penalties for additional absences and alleged school offenses, including additional
21 disciplinary action and potential referral to juvenile court.
22
23 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
24
25 4. A school/district employee shall conduct an individualized assessment detailing the reasons a
26 student has been absent from school. The employee may refer the student to counseling,
27 community-based services, or other services to address the student's attendance problems.

28 **Tier III**

29 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III may
30 consist of the following interventions: school-based community services; participation in a school-
31 based restorative justice program; Saturday or after-school courses designed to improve attendance and
32 behavior; and/or a district level attendance review conference with the student and/or the student's
33 parent(s)/guardian(s). The interventions shall address students' needs in an age-appropriate manner.
34 Finalized plans shall be approved by the Director of Schools/designee.

1 CREDIT/PROMOTION DENIAL

2 Credit/promotion denial determinations may include student attendance; however, student attendance
3 may not be the sole criterion.¹¹ However, If attendance is a factor, prior to credit/promotion denial, the
4 following shall occur:

5 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to
6 excessive absenteeism.

7 2. Procedures in due process are available to the student when credit or promotion is denied.

8 NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

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

- 15 1. Student's name and personal identification number;
- 16 2. Student's grade;
- 17 3. The dates of the student's absence;
- 18 4. The reason for the student's absence; and
- 19 5. The signatures of the student and parent/guardian.

20 In the case of sibling absences, requests must be submitted to each sibling's individual school.

21 RELEASED TIME COURSE¹⁰

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

25 The student shall submit a written consent form signed by the student's parent/guardian prior to
26 participation in the released time course. The principal/designee shall document the approval in
27 writing. The student shall provide documentation to the principal/designee as proof of the student's
28 participation in the released time course.

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

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

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

1 STATE-MANDATED ASSESSMENT

- 2 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
3 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive
4 an excused absence. Students who have excused absences will be allowed to take a make-up exam.
5 Excused students will receive an incomplete in the course until they have taken the EOC exam.
- 6 Students who have an unexcused absence shall receive a failing grade on the EOC exam, which shall
7 be averaged into their final grade.

8 DRIVER'S LICENSE REVOCATION²

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

11 ATTENDANCE HEARING¹²

- 12 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion
13 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
14 principal. If the student chooses to appeal, the student or their parent/guardian shall be provided
15 written or actual notice of the appeal hearing and shall be given the opportunity to address the
16 committee. The committee will conduct a hearing to determine if any extenuating circumstances exist
17 or to determine if the student has met attendance requirements that will allow his/her to pass the course
18 or be promoted. Upon notification of the attendance committee decision, the principal shall send
19 written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of
20 any action taken regarding the excessive unexcused absences. The notification shall advise
21 parents/guardian(s) of their right to appeal such action within two (2) school days to the Director of
22 Schools/designee.
- 23 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 24 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
25 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
26 Following the review, the Board may affirm or overturn the decision of the Director of
27 Schools/designee. The action of the Board shall be final.
- 28 The Director of Schools/designee shall ensure that this policy is posted in each school building and
29 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 49-2-203(b)(7); TCA 49-6-3002(b);
Public Acts of 2023, Chapter No, 130
12. 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
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

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Attendance During Postsecondary Visits</h2>	Descriptor Code: 6.2001	Issued Date: 04/29/25
		Rescinds: 6.2001	Issued: 08/22/18

1

2 While postsecondary school visits are not required, any high school student wishing to participate in a
 3 postsecondary school visit during the school year shall submit to the principal/designee prior notice
 4 from the his/her parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the
 5 student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety
 6 of the student during the visit.¹

7 The principal/designee shall count a student present for no more than three (3) days each school year
 8 for students participating in a postsecondary school visit. The student shall be counted present for the
 9 date of the postsecondary school visit and shall not be counted present during any travel days.

10 In order to be counted present for the school day missed, the student shall submit to the
 11 principal/designee a signed letter or form from a campus official verifying that the visit to the
 12 postsecondary school occurred.

13 The student shall complete any school work missed due to the student participating in a postsecondary
 14 school visit.

Legal References

1. State Board of Education Policy 4.100

Cross References

Attendance 6.200

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Compulsory Attendance Ages	Descriptor Code: 6.201	Issued Date: 04/29/25
		Rescinds: 6.201	Issued: 10/24/23 09/28/21 03/04/14

1

2 Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or
3 private school.¹ A parent/guardian or legal custodian who believes that their child is not ready to
4 attend school at the designated age of mandatory attendance may make application to the principal of
5 the public school which the child would attend for a one (1) semester or one year deferral in required
6 attendance. Any such deferral shall be reported to the ~~superintendent~~ **Director of Schools** by the
7 principal.² Under certain circumstances, the Board may temporarily excuse students from complying
8 with the provisions of the compulsory attendance law.³

9 Any child residing within the state who ~~is or~~ will be five (5) years of age on or before August 15, may
10 enter at the beginning of the term the public school designated by the local school board of education
11 ~~having appropriate jurisdiction~~, provided the child enters within thirty (30) days after the opening day
12 of the term.⁴

13 Children entering kindergarten shall be five (5) years of age on or before August 15.⁴

14 No child shall be eligible to enter first grade without having attended an approved kindergarten
15 program.⁵

16 A child entering a special education program shall be no less than three (3) years of age.⁶

17 A person eighteen (18) years of age or older who applies for admission must have the application
18 approved by the principal ~~and superintendent~~ when:

- 19 1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
- 20 2. He/she has dropped out of school and wants to re-enter.

21

22 The principal ~~or his/her~~ designee should initiate a conference with the parent/guardian of any student
23 that has passed the compulsory attendance age and has demonstrated poor academic, attendance,
24 and/or discipline behavior that might affect the student and/or the learning environment.

25 A person that has passed the compulsory attendance age may be dropped from the rolls when:

- 26 1. He/she has accumulated four (4) consecutive unexcused absences or an aggregate of five (5)
27 unexcused absences from class or school.
- 28 2. He/she is not making academic progress.
- 29 3. His/her behavior is causing a disruption to the learning environment.

30 The compulsory attendance law shall not apply to the following:⁷

- 1 1. A student who has received a diploma or other certificate of graduation;
- 2 2. A student who is enrolled and making satisfactory progress in a course leading to a GED;
- 3 3. A student who is six (6) years or younger and whose parent or guardian has filed notice of
- 4 intent to conduct home school with the ~~superintendent~~ Director of Schools; or
- 5 4. A student enrolled in a home school who has reached the age of seventeen (17).

Legal References:

1. TCA 49-6-3001 (c)(1)
2. TCA 49-6-3001 (c)(5)
3. TCA 49-6-3005
4. TCA 49-6-201 (b)(3); TCA 49-6-3001 (b)(1)
5. TCA 49-6-201 (8)(d)
6. ~~20 U.S.C. Sec 5-1400-1485~~ 20 USCA § 1401(3)(B)
7. TCA 49-6-3001 (c)(2)(A)-(D)

Cross References:

Special Education Program 4.202
Adult Education Program 4.208
Home Schools 6.202
Special Education Students 6.500

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Voluntary Pre-K Attendance	Descriptor Code: 6.2011	Issued Date: 04/29/25
		Rescinds: 6.2011	Issued: 09/26/17

1

2 The Board may establish an early childhood education program to address the educational
3 needs of eligible four-year old children. The program will provide educational services in
4 accordance with state law and the policies, rules, and regulations of the State Board of
5 Education and the Department of Education.¹

6 While enrollment in an approved pre-kindergarten program is voluntary², attendance is a key
7 factor in student achievement; therefore, students are expected to be present each day
8 school is in session.

9 EXCUSED ABSENCES

10 Absences shall be classified as either excused or unexcused as determined by the site-level
11 administrator. Excused absences shall include, but not be limited to:

- 12 1. The child has a personal illness or injury;
- 13 14 2. The child has other ongoing health related ailments ~~which~~ that temporarily prevent
15 attendance;
- 16 17 3. The child contracts a communicable disease (virus or flu);
- 18 19 4. Religious observances;
- 20 21 5. Death in the family; and
- 22 23 6. Limited medical/dental/therapy appointments.

24 UNEXCUSED ABSENCES

25 Students who have four (4) or more unexcused absences within one (1) month shall be
26 reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of
27 the student and determine the child's participation status in the program. The site-level
28 administrator shall document all communication attempts to contact the parent(s)/guardian(s)
29 and the outcomes of those attempts.

30 Students who have five (5) or more unexcused absences in a three (3) month period shall be
31 reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of

1 the student and develop an attendance plan with the help of the parent(s)/guardian(s) and
2 other appropriate school personnel. The attendance plan shall:

- 3 1. Identify the reasons for the absences;
- 4 2. Include a specific plan and date for establishing regular attendance or alternative
5 services that meet the student's educational goals; and
- 6
- 7 3. Include the documentation of services and student outcomes to determine the
8 effectiveness of the attendance plan.

9 **DISMISSAL**

10 Students who are absent five (5) days or more within one (1) month or ten (10) days in one
11 (1) year without adequate excuse may be terminated from the program. The site-level
12 administrator shall submit dismissal documentation to the Department of Education's
13 Voluntary Pre-K director for approval.

14 The district shall not dismiss a student without first implementing an attendance plan, unless
15 there are special circumstances approved by the state VPK director.

16 Once dismissal is approved, a waiting list applicant who meets eligibility determinations may
17 fill the vacant position.

18 The student may re-enter the program after a 30-day waiting period and a parent conference
19 if there are any available vacancies.

20 **DISTRICT VOLUNTARY PRE-K CONTACT**

21 Name: Shelly O'Daniel
22 Title: Curriculum ~~Specialist~~ Supervisor
23 Contact Information: sodaniel@collierville.k12.tn.us

Legal References

1. TCA 49-6-101 et seq.; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

Cross References

Attendance 6.200

24

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 04/29/25
		Rescinds: 6.202	Issued: 05/13/14

1

2 A "home school" is a school conducted or directed by a parent or parents or legal guardian or
3 guardians for their own children. Home schools ~~which~~ **that** teach K-12 where the parents are
4 associated with an organization that conducts church-related schools (as defined by
5 §49-50-801) are exempt from the following provisions, but must follow procedures issued by
6 the State Department of Education.

7 A parent/**guardian** wishing to conduct a home school shall meet the following requirements:¹

- 8 1. Provide annual notice to the **D**irector of **S**chools before the commencement of each
9 school year of the intent to conduct a home school;
- 10 2. Submit to the **D**irector of **S**chools the name, number, age, grade level of children
11 involved, location of the school, curriculum to be offered, proposed hours of instruction,
12 qualifications of the parent/teacher;
- 13 3. Maintain attendance records, subject to inspection of the local **D**irector of **S**chools;
- 14 4. Submit attendance records to the **D**irector of **S**chools at the end of each school year;
- 15 5. Provide instruction for at least four (4) hours per day for the same number of instructional
16 days as are required by state law for public schools;²
- 17 6. Possess a high school diploma, ~~or~~ **GED, HiSET, or high school equivalency credential**
18 **approved by the State Board of Education;**³
- 19 7. Cooperate in the administration to home school students of appropriate tests by the
20 Commissioner of Education, his/her designee, or by a professional testing service in
21 grades five (5), seven (7), and nine (9);
- 22 8. Take actions according to state law if **a** home school student falls behind appropriate
23 grade level;
- 24 9. Submit proof to the **D**irector of **S**chools that the home school student has been
25 vaccinated as required by law;
- 26 10. Submit proof to the **D**irector of **S**chools that other health services and examinations as
27 required by law have been received by the home school student; and

1 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specifi
2 c subject, employ a tutor having the same qualifications as required of parent/teacher.

3 If one or more of these requirements are not met, the Board authorizes the Director of
4 Schools to take formal action to bring the child into compliance with the compulsory
5 attendance law (until the child has reached age 17), either in the home school or in a public,
6 private or church-related school.

7 **FACILITIES USE**

8 It shall be the policy of this Board that public school facilities shall be available for home
9 school instruction only when all of the following conditions exist:

- 10 1. Special needs courses are being taught, which require services unavailable to the
11 home school student;
- 12 2. These services cannot be provided through any means other than the public schools;
- 13 3. Requests for services are made known by the home school parent when notice is
14 given to the Director of Schools of the intent to conduct a home school;
- 15 4. The Director of Schools investigates the request and makes recommendations to the
16 Board;
- 17 5. No overcrowding, additional expenses, including providing transportation, or other
18 special situations ~~which~~ that interfere with the normal operation of the school system
19 shall be incurred; and
- 20 6. Approval by the Board is on a case-by-case basis.

21 The Director of Schools, through the Attendance Supervisor, shall have the attendance
22 records of the home school inspected at least two (2) times each school year in order to
23 provide assistance in implementing the Compulsory Attendance Law.

24 If a home school student falls more than one (1) year behind his appropriate grade level in
25 his/her comprehensive test score for two (2) consecutive tests, and if a certified teacher who
26 would have taught the child at his/her grade level determines through appropriate means that
27 the student is not learning disabled, the Director of Schools shall require the parents to enroll
28 the child in a public, private or church-related school.

Legal References

1. TCA 49-6-3050(b)
2. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
3. TCA 59-6-3050(b)(4); Public Acts of 2023,
Chapter No. 114

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 04/29/25
		Rescinds: 6.203	Issued: 07/16/24 08/23/22 02/10/15 03/04/14

2 Any student entering ~~school~~ **Collierville Schools** for the first time must present:

- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
- 4 2. Evidence of a current medical examination.² There shall be a complete medical examination of
- 5 every student entering school for the first time; **and**
- 6 3. Evidence of state-required immunizations or **exemption as authorized by state law;**³
- 7 **4. Proof of residency, as outlined below; and**
- 8 **5. Proof of custody, as applicable.**

9 The name used on the records of a student entering school ~~must~~ **shall** be the same as that shown on the
10 birth certificate unless evidence is presented that such name has been legally changed through a court
11 as prescribed by law. If the parent/**guardian** does not have or cannot obtain a birth certificate, then the
12 name used on the records of such student will be the same as that shown on documents ~~which~~ **that** are
13 acceptable to the school principal as proof of date of birth.⁴

14 A child whose care, custody and support have been assigned to a resident of the district by a power of
15 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
16 filed with the district office.⁵

17 A student may transfer into the school ~~system~~ **district** at any time during the year if his/her parent(s) or
18 legal guardian moves his/her residence into the school ~~system~~ **district**.

19 ~~If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b),~~
20 ~~the parents/guardians and a school administrator of any school having previously received similar~~
21 ~~notice from the juvenile court or another source, shall provide to the school principal/designee, the~~
22 ~~abstract⁶ provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information when~~
23 ~~any such student:~~

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

27 ~~This information shall be shared only with school employees who have responsibility for classroom~~
28 ~~instruction of the student and the school counselor, social worker or psychologist who is developing a~~
29 ~~plan for the child while in the school, and the school resource officer. Such information is otherwise~~

~~1 confidential and shall not be released to others, and the written notification shall not become a part of~~
~~2 the student's record.⁷~~

3 **PROOF OF RESIDENCY**

4 Unless otherwise prohibited by law, parents/legal guardians/custodians having lawful control of
5 students (proof of legal custody shall be required) must provide the following proof of residence in
6 order to enroll a child in ~~the~~ Collierville Schools **System**.

7 **GENERAL PROOF OF RESIDENCY**

8 The parents/ legal guardians/custodians having lawful control of the student must provide two (2) of
9 the following items listed below: (Collierville Schools reserves the right to request additional proofs of
10 residency.)

- 11 1. Most recent MLGW or municipal water bill of the owner, renter or lessee of the home in which
12 the student will reside during the current school year;
- 13 2. Mortgage statement or deed of the owner of the home in which the student will reside during
14 the current school year;
- 15 3. Lease of the lessee of the home in which the student will reside during the current school year;
- 16 4. Rental **a**greement of the renter of the home in which the student will reside during the current
17 school year;
- 18 5. Real **e**state tax receipt;
- 19 6. Public assistance/government benefits check, card, or papers;
- 20 7. In the event that two (2) of the items listed above cannot be provided, residency may be
21 established by submitting other documentation deemed to be appropriate proof of residence by
22 the department responsible for verifying residency.

23 **SHARED RESIDENCY REQUIREMENTS**

24 Unless otherwise prohibited by law, in the case in which a student resides with his/her parents/legal
25 guardians/custodians having lawful control of the student in the home of someone else, the following
26 proof of shared residency must be provided in order to enroll a child in ~~the~~ Collierville Schools
27 **System**:

- 28 A. Unless otherwise approved by the department responsible for verifying residency, the
29 homeowner of the home in which the student resides must accompany the parents/legal
30 guardians/custodians to registration and provide two (2) of the items listed in the General Proof
31 of Residency **s**ection above; and
- 32 B. The parents/legal guardians/custodians having lawful control of the student claiming shared
33 residency must provide two (2) of the following items listed below:
 - 34 1. Car registration of the parent/legal guardian/custodians having lawful control of the
35 student bearing the address at which the student will be residing during the current
36 school year;
 - 37 2. Voter registration of the parent/legal guardian/custodians having lawful control of the
38 student bearing the address at which the student will be residing during the current
39 school year;
 - 40

3. Payroll stub of the parent/legal guardian/custodians having lawful control of the student bearing the address at which the student will be residing during the current school year;
4. Three (3) significant pieces of mail with a forwarding sticker bearing the address at which the student will be residing during the current school year;
5. Government assistance communication directed to the parent/legal/guardian/custodians having lawful control of the student bearing the address at which the student will be residing during the current school year.
6. In the event that two (2) of the items listed directly above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence by the department responsible for verifying residency. The parents/legal guardians/custodians of homeless students shall not be subject to the provisions outlined in the Shared Residency Requirements section above.

C. Any parent, guardian or other legal custodian who enrolls an out-of-district student in a school district and fraudulently represents the address for the domicile of the student for enrollment purposes is liable for restitution to the school district for an amount equal to the local per pupil expenditure identified by the Tennessee Department of Education for the district in which the student is fraudulently enrolled.

D. Any parent, guardian or other legal custodian who enrolls an out-of-state student in a school district and fraudulently represents the address for the domicile of the student for enrollment purposes is liable for restitution to the school district for an amount equal to the state and local per pupil expenditure identified by the Tennessee Department of Education for the district in which the student is fraudulently enrolled.

E. Restitution shall be cumulative for each year the child has been fraudulently enrolled in the system. The restitution shall be payable to the school district and, when litigation is necessary to recover restitution, the parent, guardian or other legal custodian shall be liable for costs and fees, including reasonable attorneys' fees, incurred by the school district.

F. An action for restitution shall be brought by or on behalf of the district in the circuit or chancery court in which the district is located within one (1) year of the date the fraudulent representation occurred or was discovered, whichever is later. In no event shall the action be brought more than six (6) years after the date on which the fraudulent enrollment occurred.

ADJUDICATED DELINQUENT STUDENT⁸⁶

A principal or principal's designee may ask a parent/guardian in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student first enrolling in the school and when any such student:

1. Initially enrolls in the school district;
2. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
3. Changes schools within this state.

If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051, the parents/guardians and a school administrator of any school having previously received similar notice from the juvenile court or another source, shall provide to the school principal/designee, the abstract provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information.

1 This information shall be shared only with school employees who have responsibility for classroom
 2 instruction of the student, the school counselor, social worker, or psychologist who is developing a
 3 plan for the student while in the school, and the school resource officer. Such information is otherwise
 4 confidential and shall not be released to others, and the written notification shall not become a part of
 5 the student's record.⁹⁷

6

Legal References

1. [TCA 49-6-3008\(b\)](#)
2. [TRR/MS 0520-01-13-.01\(1\)\(a\); 20 USCA § 1232h\(c\)](#)
3. [TCA 49-6-5001\(c\)](#)
4. [TCA 49-6-5106](#)
5. [TCA 49-6-3001\(c\)\(6\)](#)
6. [TCA 37-1-153\(e\), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721](#)
7. [TCA 49-6-3051\(d\)](#)
- ~~8. [TCA 49-6-3051](#)~~
- ~~9. [TCA 37-1-153\(e\), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721](#)~~
10. ~~[TCA 49-6-3051\(d\)](#)~~

Cross References

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

7

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Attendance of Non-Resident Students</h2>	Descriptor Code: 6.204	Issued Date: 04/29/25
		Rescinds: 6.204	Issued: 06/27/23 06/28/22

A. General Transfer Provisions. Students residing outside the boundaries of the Collierville Municipal School **District** (hereinafter “Collierville Schools” or the “District”) ~~system~~ may attend schools within the ~~system~~ **district** under the following conditions:

1. Non-resident student applications must be approved by the ~~Superintendent~~ **Director of Schools/designee**.¹
2. Non-resident students must provide transportation to and from school. There shall be no obligation for Collierville Schools to provide transportation to non-resident students.²
3. Non-resident students must apply during Collierville Schools’ open enrollment period each year.³
4. Non-resident students must apply in accordance with applicable state law and Collierville **Schools** Board of Education policy.³

B. Tuition.

1. Non-resident students residing in Shelby County outside the boundaries of Collierville Schools—except the children of **full-time** employees of Collierville Schools—shall be charged an annual tuition. Such tuition shall not exceed per pupil, per annum, an amount equal to the amount of funds actually raised and used for school purposes from the Town of Collierville, including tuition and fees, divided by the number of pupils in average daily attendance in the public schools of the ~~city town~~ or district during the preceding school year.⁴
2. Non-resident, out-of-county applications shall be considered on a case-by-case basis, and such out-of-county students—except the children of **full-time** employees of Collierville Schools with an established and verifiable residence in Tennessee, but outside of Shelby County, as of May 25, 2021—must pay tuition at a rate established annually by the Board, which may not exceed per student, per annum, an amount equal to the amount of funds actually raised and used for school purposes by the Town of Collierville and Shelby County for the benefit of the Collierville Schools, divided by the number of students in average daily attendance in Collierville Schools during the preceding school year.⁵ Any per student tuition payment shall be reduced by any amount of funds transferred by the transferring pupil’s county of residence under state law.
3. Out-of-state, non-resident applications shall not be considered, except those received for the children of **full-time** employees of Collierville Schools.⁶ **Full-time** employees with an established and verifiable residence outside of Tennessee as of May 25, 2021, may enroll their children in Collierville Schools at no tuition charge.⁷ **Full-time** employees who are hired and/or establish residency outside of Tennessee after May 25, 2021, however, may enroll their children in

- 1 Collierville Schools only by paying tuition at an employee rate established annually by the Board.
2 Tuition shall be payable in advance or through regular payroll deductions.
- 3 4. Students who become residents of the District shall be refunded any unused portion of tuition on a
4 pro-rata basis. When payment is not made on all or any part of the required tuition for a previous
5 year, the student(s) shall be excluded from future attendance until all prior and current tuition is
6 paid.
- 7 5. The Director of Schools may waive **employee** tuition requirements for **the purpose of** recruitment of
8 hard to fill positions on an as-needed basis. Once a year, the Director of Schools will present a
9 summary report to the Board noting the number, school locations, counties, and states of residence
10 for all out-of-district students.

11
12 **C. *Priorities.*** Non-Residents students will be considered for attendance in Collierville Schools based
13 on the following priorities:

14 Priority 1. Non-resident students who are children of employees of Collierville Schools.

15
16 Priority 2. Non-resident students currently enrolled in one of the Collierville schools.

17
18 Priority 3. Non-resident students whose siblings are currently enrolled in one of the Collierville
19 schools.
20

21 Priority 4. Non-resident students who reside in an area that was previously served by schools
22 located
23 in the district.
24

25 Priority 5. Non-resident students residing within Shelby County.
26

27 Priority 6. Non-resident students residing outside Shelby County but within the State of
28 Tennessee.
29

30
31 **D. *Criteria.*** The feasibility of approving non-resident applications for admission shall consider, but not
32 be
33 limited to, educational capacity, staffing, and general program offerings. Failure **of a student** to
34 provide and maintain a satisfactory academic, discipline, and attendance record may result in the
35 denial of a non-resident application for admission.

36
37 **E. *Re-Enrollment.*** Acceptance for a given year does not guarantee continued acceptance in
38 subsequent years,
39 and applications must be filed and approved annually. The Board shall establish a deadline by
40 which it will
41 provide notice of eligibility and approval **a** for re-enrollment to non-resident students and shall
42 communicate
43 that date to the public annually. Notwithstanding the transfer priorities stated above, a non-resident
44 transfer
45 student's failure to maintain a satisfactory academic, discipline, and attendance record with
46 Collierville Schools

1 may result in the denial of a non-resident application for ~~a~~ re-enrollment.⁸ The ~~superintendent~~
2 **Director of Schools** or designee will create and establish procedures for the implementation and
3 application of this policy.

4

Legal References

1. TCA 49-6-3104; ~~TCA 49-6-3105; TRP/MS 0520-1-2-03(11) (f-i)~~
2. TCA 49-6-~~310~~**42101(b)**
3. TCA 49-6-310**2(e)5**
4. TCA 49-6-3003(a)
5. TCA 49-6-3003(b)
6. TCA 49-6-3113
7. TCA 49-6-403(f)
8. TCA 49-6-3105

Cross References

Revenues 2.400
Students from Military Families 6.506

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: School Attendance Zones	Descriptor Code: 6.2041	Issued Date: 04/29/25
		Rescinds: 6.2041	Issued: 07/18/23 10/14/14

The Board shall designate school attendance zones and periodically review boundary adjustments. The ~~Superintendent~~ **Director of Schools** shall enforce these areas as designated by the Board.¹

Establishing School Attendance Zones

The primary considerations governing the establishment of a school attendance zone shall be:

1. The educational opportunity afforded students;
2. The capacity of each school;
3. The geographic location of each school in relationship to the surrounding student population.

Periodic Review of School Attendance Zones

The ~~Superintendent~~ **Director of Schools** or his/her designee will conduct an annual review of student data, facility conditions, and programmatic utilization to ascertain the need for new or modified school attendance zones.

If the annual review justifies rezoning, the ~~Superintendent~~ **Director of Schools** shall recommend to the Board an initiation of the rezoning process. If, by majority vote, the Board recommends rezoning, the Board shall direct the ~~Superintendent~~ **Director of Schools** to commence the rezoning planning process.

Rezoning

Rezoning may be implemented for reasons including, but not limited to, the need to equalize enrollment when overcrowding exists, to plan for anticipated student population growth or decline, to modify school feeder patterns, or to promote the efficient use of transportation services.

After Board direction to commence the rezoning planning process, the ~~Superintendent~~ **Director of Schools** may appoint a Zoning Committee to review rezoning proposal(s) for consideration. Any such Committee may consist of representatives from the following: Town of Collierville Development Department, Collierville Schools Board of Education, ~~Collierville Schools Planning Department,~~ Curriculum and Accountability, Transportation, Student Services, ~~and~~ Operations, a principal from each affected grade structure, a parent representative from each affected grade structure, and any additional appointee(s) as the ~~Superintendent~~ **Director of Schools** deems necessary.

The ~~Superintendent~~ **Director of Schools** shall hold a public meeting to discuss any rezoning proposal(s)

1 and provide an opportunity for public input.

2 The Board shall take action on the ~~Superintendent's~~ Director of Schools' recommendation as soon as
3 possible but in any event no later than the spring prior to the school year the rezoning is to be effective.

4 Changes approved to school attendance zones during a current school year shall become effective
5 beginning with the commencement of the following school year unless extenuating circumstances
6 require emergency rezoning action.

7 Extenuating Circumstances

8 Should the ~~Superintendent~~ Director of Schools and the Board determine extenuating circumstances
9 necessitate an emergency rezoning action, the Board shall direct the ~~Superintendent~~ Director of
10 Schools to initiate the rezoning process ~~less~~ sooner than annually.

11 Notice

12 Prior to implementing changes to any attendance zone, parents or guardians shall be provided prior
13 notice of the rezoning plan adopted by the Board. Notice to parents or guardians may include, but is
14 not limited to, rapid notice, electronic communication, and posted notice on the Collierville Schools
15 website.

Legal References

1. T.C.A. 49-6-403(c)

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date: 04/29/25
		Rescinds: 6.205	Issued: 07/14/15 03/04/14

1

2 TO SCHOOLS

3 Attendance at Collierville Schools shall be open to all students domiciled in the Town of
4 Collierville. A child shall be considered domiciled only if his/her parents are residents of the
5 Town of Collierville or the child has been placed in the legal custody of a resident of the Town
6 of Collierville.

7 Students, including those in kindergarten, shall attend the school to which they are assigned
8 by virtue of their residence.¹ Exceptions may be made in order to comply with state or federal
9 law.

10 Parents who are dissatisfied with the assignment of their children may, within ten (10) days
11 after the assignment, make application to the Board for a hearing requesting a transfer to
12 another school.²

13 TO CLASSES

14 The principal shall be responsible for assigning all students to classes.

15 Students who enter the system from another school system or state-approved private school
16 are to be placed by the principal in the grade and/or level as indicated by records from the
17 former school. If the student's placement is inappropriate in the grade or level assigned,
18 he/she may be reassigned by the principal to another grade level. Parents shall be kept
19 advised. Students who enter from home schools or non-approved private school programs
20 shall be administered appropriate tests to determine the appropriate grade or level.

21 The principal shall separate an alleged victim of child sexual abuse from an alleged
22 perpetrator if the abuse allegedly occurred while the child was under the supervision or care
23 of the school. If available and appropriate, a child shall be reassigned if a request is made by
24 the child's parent or custodian and the perpetrator has been: (1) substantiated by the
25 Department of Children's Services; (2) adjudicated by a juvenile court to have committed the
26 child sexual abuse; or (3) criminally charged.³

27

28

Legal References

1. TCA 49-6-3102, 3103
2. TCA 49-6-3201
3. ~~Public Acts of 2015, Chapter No. 286~~ TCA
49-6-3102(h), (i)

1

Collierville Schools Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Transfers Within the System	Descriptor Code: 6.206	Issued Date: 04/29/25
		Rescinds: 6.206	Issued: 12/12/17 05/10/16

1

2 **During Collierville Schools' open enrollment period each year, a resident** parent/guardian
 3 may **submit a** request that his/her child attend a school within the system other than the one
 4 to which the child is zoned. ~~Resident students must apply during Collierville Schools' open~~
 5 ~~enrollment period each year.~~ The ~~superintendent~~ **Director of Schools** or his/her designee
 6 shall review such requests and, if adequate space is available, grant such transfers unless a
 7 transfer would be adverse to the best interests of the child or the school ~~system~~ **district**. If
 8 space is available, priority will be given to residents of the Town of Collierville who have been
 9 impacted by rezoning. If granted, the student must provide his/her own transportation to and
 10 from the school.¹ ~~(For the 2018-19 and 2019-20 school years only, approved sibling~~
 11 ~~transfers of resident middle school students in rezoned areas will be permitted to utilize~~
 12 ~~district provided transportation if space is available.)~~ Failure to provide and maintain a
 13 satisfactory academic, discipline, and attendance record may result in the denial or
 14 revocation of a resident application for transfer.

15 Except within the first ten (10) days of a school year where a parent/guardian may appeal the
 16 assignment of a student to Collierville Schools,² after a student has enrolled in one (1) school
 17 within the ~~system~~ **district**, he/she shall not be permitted to transfer to another unless there is a
 18 change in residence of the student's parents or guardian outside the area in which the
 19 student enrolled. Any exception to this policy must be brought before the ~~superintendent~~
 20 **Director of Schools** for evaluation and decision.

21 Principals shall allow credit for work transferred from other schools only when substantiated
 22 by official transcripts or successful completion of comprehensive written examinations
 23 approved, administered and graded by the principal or his/her designated representative.³

24 **Eligible Circumstance Request for Transfer:**

25 A request for transfer may be made at any time throughout the school year for only the
 26 following eligible circumstances: death of parent/guardian/custodian, divorce of
 27 parent/guardian/custodian, change of residence within the Collierville Schools zone,
 28 Collierville Schools employee, and/or victim of a violent crime on campus.

Legal References

1. TCA 49-2-128
2. TCA 49-6-3201

Cross References

Student Assignments 6.205

29

- 1 3. TRR/MS 0520-01-03-.03(11)(a)—(e)

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Withdrawals	Descriptor Code: 6.207	Issued Date: 04/29/25
		Rescinds: 6.207	Issued: 05/13/14

1

2 **Parents/guardians shall notify the principal when it is known that a student will be withdrawn**
3 **from school.**

4 The **D**irector of **S**chools shall develop procedures and forms to ensure adequate notification
5 and subse- quent documentation of the withdrawal of students from school.

Cross References

6

Student Records 6.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Release During School Hours	Descriptor Code: 6.208	Issued Date: 04/29/25
		Rescinds: 6.208	Issued: 05/13/14

1
2 The following procedure will be observed with regard to dismissal of students:

- 3 1. No student shall leave school prior to regular dismissal hours, except with the approval
4 of the principal and parent/guardian. Elementary students shall be permitted to leave
5 school prior to regular dismissal time only in the company of a parent, legal guardian,
6 school employee, police officer, court officer, or a person designated in writing by the
7 parent(s)/guardian(s).
- 8 2. No student shall be sent from the school during school hours to perform an errand or
9 act as a messenger.
- 10 3. When dental and medical appointments cannot be scheduled outside school hours,
11 parent(s)/guardian(s) must send a written request or personally call for dismissal.
- 12 4. High school students may be released for jobs and approved training at centers
13 ~~according the requirements of~~ per state law and regulations.¹

Legal References

- 14 1. TRR/MS 0520-01-03-.03(9)

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Child Custody / Parental Access	Descriptor Code: 6.209	Issued Date: 04/29/25
		Rescinds: 6.209	Issued: 05/13/14

1

2 The Board presumes that the person who enrolls a student in school is the student's custodial
3 parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one
4 whom the school district holds responsible for the education and welfare of that child.

5 Parents or guardians shall have the right to receive information contained in school records
6 concerning their minor child.¹ The Board, unless informed otherwise, assumes there are no
7 restrictions regarding the non-custodial parent's right to be kept informed of the student's
8 progress and activities. If restrictions are made relative to the rights of the non-custodial
9 parent, the custodial parent shall submit a certified copy of the court order ~~which~~ that curtails
10 these specific rights.

11 Unless there are specific court-imposed restrictions, the non-custodial parent, upon request,
12 shall ~~receive a copy of the child's report card, notice of school attendance, names of~~
13 ~~teachers, class schedules, standardized test scores and any other records customarily~~
14 ~~available to parents~~ be given access to all of the student's educational records including, but
15 not limited to, the student's cumulative records and the student's special education file, if
16 applicable.²

17 No school official shall permit a change in the physical custody of a child at school unless:

- 18 1. The person seeking custody of the child presents the school official with a certified
19 copy of a valid court order from a Tennessee court designating the person who has
20 custody of the child; and
- 21 2. The person seeking custody shall give the school official reasonable advance notice of
22 his/her intent to take custody of the child at school.³

Legal References

1. 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
2. TCA 49-6-902
3. TCA 36-6-105

Cross References

Student Records 6.600-604

23

~~Collierville Schools Board of Education~~

Monitoring: Review:— Annually, in— September	Descriptor Term: Code of Behavior and Discipline	Descriptor Code: 6.300	Issued Date: 09/24/19
		Revises: 6.300	Issued: 05/13/14

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~~The Board delegates to the director of schools the responsibility of developing specific codes of behavior and discipline which are appropriate for each level of school. The development of each code shall involve principals and faculty members of each level and shall be consistent with the relevant policies as adopted by the Board.~~

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Rights and Responsibilities of Students	Descriptor Code: 6.301	Issued Date: 04/29/25
		Rescinds: 6.301	Issued: 05/13/14

1

2 The Board expects all employees, students and parents to assume the responsibility for appropriate
3 behaviors in the school.

4 Each student has the right to:

- 5 1. Have the opportunity for a free education in the most appropriate learning environment;
6 2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
7 3. ~~Be educated in a~~ Expect that school will be a safe and secure environment place;
8 4. Have an appropriate ~~resources and opportunities for~~ environment conducive to learning;
9 5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or
10 disabilities¹; and
11 6. Be fully informed of school rules and regulations.

12 Each student has the responsibility to:²

- 13 1. Know and adhere to reasonable rules and regulations established by the Board and school offi
14 cials;
15 2. Respect the human dignity and worth of every other individual;
16 3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
17 4. Study and maintain the best possible level of academic achievement;
18 5. Be punctual and present in the regular school program;
19 6. Dress and groom in a manner that meets reasonable standards of health, cleanliness,
20 modesty and safety;
21 7. Maintain and/or improve the school environment, preserve school and private property, and
22 exercise care while using school facilities;
23 8. Refrain from behavior ~~which~~ that would lead to physical or emotional harm or disrupts the
24 educational process;
25 9. Respect the authority of school administrators, teachers and other authorized personnel in
26 maintaining discipline in the school and at school-sponsored activities;
27 10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and
28 other unauthorized substances or materials; and
29 11. Possess on school grounds only those materials ~~which~~ that are acceptable under the law and
30 accept the consequences for articles ~~stored~~ in one's locker possession.

Legal References

1. 20 U.S.C. § 1703
2. TCA 49-6-3401

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Procedural Due Process	Descriptor Code: 6.302	Issued Date: 04/29/25
		Rescinds: 6.302	Issued: 05/13/14

1

2 Before school authorities administer disciplinary measures, reasonable inquiry shall be made
3 to determine the truth of what happened.¹ The nature of this inquiry will vary in degree with
4 the seriousness of the offense and the consequence attached thereto.²

5 For minor offenses where corrective measures are taken by the classroom teacher, no formal
6 procedure is required. An inquiry into the incident should be conducted to ensure that the
7 offender is accurately identified, that he/she understands the nature of the offense, and that
8 he/she knew the consequences of the offense for which he/she is accused.

9 In case of severe offenses where there is a possibility of suspension, the student shall be
10 advised of the nature of his/her misconduct, questioned about it, and allowed to give an
11 explanation.

12 If the principal determines that the offense is of such nature that the student's continued
13 presence would be detrimental to the school or persons within the school, he/she shall refer
14 the case to the Disciplinary Hearing Authority (DHA).³

Legal References

1. *Ingraham v. Wright*, 430 U.S. 651 (1977)
2. *Goss v. Lopez*, 410 U.S. 565, (1975)
3. TCA 49-6-3401(c)(4)(A)

Cross References

Interrogations and Searches 6.303
Discipline Procedures 6.313
Disciplinary Hearing Authority 6.317

15

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 04/29/25
		Rescinds: 6.303	Issued: 05/13/14

1

2 INTERROGATIONS BY SCHOOL PERSONNEL

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

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

10 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

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

18 POLICE-INITIATED INTERROGATIONS

19 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
20 crimes committed outside of school hours, the police department shall first contact the principal
21 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
22 principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless
23 circumstances require otherwise. The interrogation may proceed without attendance of the
24 parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.¹

25 SEARCHES BY SCHOOL PERSONNEL

26 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
27 procedures regarding the searching of students, lockers, vehicles, and containers ~~which~~ that are
28 consistent with state and federal law ~~and regulations~~. The Director of Schools shall develop additional
29 procedures to ensure compliance with all of the provisions of the School Security Act of 1981.²

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4201-4219

Cross References

- Procedural Due Process 6.302
Child Abuse and Neglect 6.409

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Student Discrimination, Harassment, Bullying, Cyberbullying and Intimidation</h2>	Descriptor Code: 6.304	Issued Date: 04/29/25
		Rescinds: 6.304	Issued: 07/12/16 05/13/14

1
 2 The Collierville Schools Board of Education has determined that a safe, civil, and supportive
 3 environment in school is necessary for students to learn and achieve high academic standards. In
 4 order to maintain that environment, acts of bullying, cyberbullying, discrimination, harassment, hazing
 5 or any other victimization of students, based on any actual or perceived traits or characteristics, are
 6 prohibited.¹

7 This policy shall cover behaviors of students and employees while on school property, at any school-
 8 sponsored activity, on school-provided equipment or transportation, or **at** any official school bus stop.
 9 If the act takes place off school property or outside of a school-sponsored activity, this policy is in
 10 effect if the conduct is directed specifically at a student or students and has the effect of creating a
 11 hostile educational environment or otherwise creating a substantial disruption to the education
 12 environment or learning process.

13 **This policy shall be disseminated annually to all school, staff, students, and parent(s)/guardian(s).²**

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

16 **The Director of Schools/designee shall develop forms and procedures to ensure compliance with the**
 17 **requirements of this policy and state/federal laws.**

18 **DEFINITIONS⁴**

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

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

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

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

5 Hazing - An intentional or reckless act by a student or group of students that is directed against any
6 other student(s) that endangers the mental or physical health or safety of the student(s) or that
7 induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and
8 other employees of the school district shall not encourage, permit, condone or tolerate hazing
9 activities.²⁵

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

13 **REPORTING COMPLAINTS**

14 Any student that believes that he/she is the subject of or has witnessed an act of harassment,
15 intimidation, bullying or cyberbullying shall report the conduct immediately to a teacher, school
16 counselor or school administrator.²⁶

17 Any parent/guardian of a student ~~that~~ who believes that his/her child is the subject of or has witnessed
18 an act of harassment, intimidation, bullying or cyberbullying shall report the conduct to any teacher,
19 school counselor, or school administrator.

20 Any Collierville Schools employee or other member of the Collierville Schools community, including
21 students, parents, volunteers, and visitors, that witnesses an act of harassment, intimidation, bullying
22 or cyberbullying shall report the conduct to a school building level principal/designee.

23 Reports of harassment, intimidation, bullying and/or cyberbullying may be made anonymously to any
24 school teacher, school counselor, school administrator or Collierville Schools Student Services
25 representative. All such reports will be immediately reported to the school principal. While reports
26 may be made anonymously, an individual's need for confidentiality must be balanced with obligations
27 to cooperate with police investigations or legal proceedings, to provide due process to the accused, to
28 conduct a thorough investigation or to take necessary actions to resolve a complaint. The identities of
29 parties and witnesses, therefore, may be disclosed in appropriate circumstances to individuals with a
30 need to know.

31 False accusations accusing another person of having committed an act ~~prohibited~~ addressed under
32 this policy are prohibited. Any student or employee found to have falsely accused someone of having
33 committed an act of harassment or intimidation, bullying or cyberbullying, as a means of harassment,
34 intimidation, bullying or cyberbullying, shall be disciplined in accordance with Collierville Schools
35 disciplinary policies and procedures.

36 **INVESTIGATIONS**

37 The principal/designee at each school shall be responsible for investigating and resolving all reports
38 of harassment, intimidation, bullying and/or cyberbullying. Once a report is received, the
39 principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report,
40 unless the need for more time is appropriately documented.⁷

1 After the principal/designee has determined that a student was involved in an act of harassment,
2 intimidation, bullying or cyberbullying, the principal/designee shall inform the parent/guardian of the
3 student's involvement in act of harassment, intimidation, bullying or cyberbullying and provide
4 information relative to the availability of counseling and/or support services by school counseling
5 personnel or other resources, when needed or necessary.⁸

6 All investigations shall be completed and appropriate intervention taken within twenty (20) calendar
7 days from the receipt of the initial report.⁴ Within the parameters of the federal Family Educational
8 Rights and Privacy Act (FERPA)⁹, a written report of the findings of the investigations will be delivered
9 to all parties involved and to the Director of Schools.¹⁰ When a complaint is filed alleging a violation of
10 this policy where there is physical harm or the threat of physical harm to a student or a student's
11 property, the principal/designee shall report the findings and any disciplinary actions taken to the
12 Director of Schools and the Chair of the Board of Education.

13 **CONSEQUENCES¹¹**

14 School administrators shall consider the nature and circumstance of the incident, the age of the
15 violator, the degree of harm, previous incidences or patterns of behavior, and any other appropriate
16 factors, to respond properly to each situation.

17 Any substantiated charge against a student ~~or employee that commits an act~~ of harassment,
18 intimidation, bullying and/or cyberbullying toward another student shall ~~be disciplined~~ result in
19 corrective or disciplinary action up to and including suspension in accordance with Collierville Schools
20 disciplinary policies and procedures.

21 Any substantiated charge against an employee of harassment, intimidation, bullying and/or
22 cyberbullying toward a student shall result in disciplinary action up to and including termination.

23 Any employee disciplined for violation of this policy may appeal the decision by contacting the
24 Collierville Schools Federal Rights Coordinator. Any student disciplined for violation of this policy may
25 appeal the decision in accordance with Collierville Schools disciplinary policies and procedures.

26 **RETALIATION**

27 Retaliation or reprisal against any person who reports or assists in any investigation of an act alleged
28 in this policy is prohibited. The administrator shall determine the consequences and appropriate
29 remedial action for a person who engages in retaliation or reprisal, after consideration of the nature,
30 severity, and circumstances of the act and in accordance with Collierville Schools disciplinary policies
31 and procedures.^{12,13}

32 **~~TRAINING~~**

33 ~~The Collierville Schools Federal Rights Coordinator/designee is responsible for ensuring the~~
34 ~~education and/or training of school staff and students annually as to the definition, prevention,~~
35 ~~intervention, and recognition of harassment, intimidation, bullying, and cyberbullying.~~

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686
2. ~~20 USCA §§ 1681 to 1686~~ 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(d)(3)
11. TCA 49-6-4503(b)(4), (7)-(8)
12. TCA 49-6-4503(b)(9)
13. TCA 49-6-4503(b)(10)

Cross References

Appeals To and Appearances Before the Board 1.608
Staff-Student Relations 5.610
Student Complaints and Grievances 6.305
Discipline Procedures 6.313

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 04/29/25
		Rescinds: 6.3041	Issued: 08/24/21 01/26/21

2 *General*

3 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
4 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
5 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
6 on school-provided equipment or transportation, or at any official school bus stop in accordance with
7 federal law. This policy shall be disseminated annually to all school staff, students, and
8 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
9 grievance process shall not have a conflict of interest against any party of the complaint.³ These
10 individuals shall receive training as to how to promptly and equitably resolve student and employee
11 complaints.³

12 All employees shall receive training on complying with this policy and federal law.⁴

13 **TITLE IX COORDINATOR**⁵

14 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
15 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations
16 and shall provide input on an ongoing basis as appropriate.

17 Any individual may contact the Title IX Coordinator at any time using the information below:

18 **Name:** Mr. Eric Linsy, Student Services Supervisor

19 **Mailing address:** 145 West Poplar Avenue, Collierville, TN 38017

20 **Phone number:** 901-861-7000

21 **Email:** elinsy@colliervilleschools.org

22 **DEFINITIONS**⁴

23 "Complainant" is an individual who is alleged to be the victim of conduct that could constitute
24 sexual harassment.

25 "Respondent" is an individual who is reported to be the perpetrator of conduct that could
26 constitute sexual harassment.

1 "Sexual harassment" is conduct on the basis of sex that satisfies one or more of the
2 following:³

- 3 1. A school district employee conditioning an aid, benefit, or service of an education
4 program or activity on an individual's participation in unwelcome sexual conduct;
- 5
6 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
7 objectively offensive that it effectively denies a person equal access to the education program
8 or activity; or
- 9 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and
10 federal law.

11 Behaviors that constitute sexual harassment may include, but are not limited to:

- 12 1. Sexually suggestive remarks;
- 13
14 2. Verbal harassment or abuse;
- 15
16 3. Sexually suggestive pictures;
- 17
18 4. Sexually suggestive gesturing;
- 19
20 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 21
22 6. Subtle or direct propositions for sexual favors; and
- 23
24 7. Touching of a sexual nature.

25 Sexual harassment may be directed against a particular person or persons, or a group,
26 whether of the opposite sex or the same sex.

27 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be
28 offered to the complainant and the respondent, as appropriate. These measures may include,
29 but are not limited to, the following:

- 30 1. Counseling;
- 31
32 2. Course modifications;
- 33
34 3. Schedule changes; and
- 35
36 4. Increased monitoring or supervision.

1 The measures offered to the complainant and the respondent shall remain confidential to the
2 extent that maintaining such confidentiality would not impair the ability of the school district to
3 provide the supportive measures.

4 **GRIEVANCE PROCESS**

5 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
6 Title IX Coordinator shall:

- 7 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 8
9 2. Consider the complainant's wishes with respect to supportive measures;
- 10
11 3. Inform the complainant of the availability of supportive measures; and
- 12
13 4. Explain the process for filing a formal complaint.¹⁰

14 While the school district will respect the confidentiality of the complainant and the respondent as much
15 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
16 be consistent with the school district's legal obligations and the necessity to investigate allegations of
17 harassment and take disciplinary action.

18 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
19 process has been completed. Unless there is an immediate threat to the physical health or safety of any
20 student arising from the allegation of sexual harassment that justifies removal, the respondent's
21 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
22 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
23 keep the Director of Schools informed of any employee respondents so that he/she can make any
24 necessary reports to the State Board of Education in compliance with state law.¹³

25 **Complaints**

26 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
27 immediately report such information to the Title IX Coordinator, however, nothing in this policy
28 requires a complainant to either report or file a formal complaint within a certain timeframe. If the
29 complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

30 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
31 notification shall be made per the board policy on reporting child abuse.

32 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 33 1. Provide written notice of the allegations, and the grievance process to all known parties to give
34 the respondent time to prepare a response before an initial interview;
- 35
36 2. Inform the parties of the prohibition against making false statement or knowingly submitting
37 false information;

38

- 1 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 2
- 3 4. Offer supportive measures in an equitable manner to both parties.

4 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,
5 shall be provided to both parties simultaneously.¹⁵

6 **Investigations**¹⁶

7 The Title IX Coordinator or other designee of the Director of Schools shall serve as the investigator
8 and be responsible for investigating complaints in an equitable manner that involves an objective
9 evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a
10 determination regarding responsibility rests on the school district and not the complainant or
11 respondent.

12 Once a complaint is received, the Title IX Coordinator (or other designated investigator) shall initiate
13 an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not
14 initiated within forty-eight (48) hours, the Title IX Coordinator (or other designated investigator) shall
15 document the reasons why the investigation was not initiated within the required timeframe.

16 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
17 complaint. If the investigation is not complete within twenty (20) calendar days, the Title IX
18 Coordinator (or other designated investigator) shall document the reasons why the investigation has
19 not been completed.

20 All investigations shall:

- 21 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 22
- 23 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
24 and present relevant evidence;
- 25
- 26 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
27 seek disclosure of information protected under a legally recognized privilege unless such
28 privilege has been waived;¹⁷
- 29
- 30 4. Provide the parties with the same opportunities to have others present during any grievance
31 proceeding;
- 32
- 33 5. Provide to parties whose participation is requested written notice of the date, time, location,
34 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
35 for the party to prepare to participate;
- 36
- 37 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
38 the allegations in the formal complaint; and
- 39
- 40 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
- 41

1 a. Prior to the completion of the investigative report, the investigator shall send to each
2 party the evidence subject to inspection and review. All parties shall have at least ten
3 (10) days to submit a written response which shall be taken into consideration in
4 creating the final report.

5 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
6 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
7 process. At the close of the investigation, a written final report on the investigation will be delivered to
8 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
9 Director of Schools.

10 **Determination of Responsibility**¹⁹

11 The respondent is presumed not responsible for the alleged conduct until a determination regarding
12 responsibility is made at the conclusion of the grievance process.²⁰ The preponderance of the evidence
13 standard shall be used in making this determination.²¹

14 The Assistant Superintendent shall act as the decision-maker. He/she shall receive the final report of
15 the investigation and allow each party the opportunity to submit written questions that he/she wants
16 asked of any party or witness prior to the determining responsibility.

17 The decision-maker shall make a determination regarding responsibility and provide the written
18 determination to the parties simultaneously along with information about how to file an appeal.

19 A substantiated charge against a student may result in corrective or disciplinary action up to and
20 including expulsion. A substantiated charge against an employee shall result in disciplinary action up
21 to and including termination.

22 After a determination of responsibility is made, the Title IX Coordinator shall work with the
23 complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall
24 also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

25 **APPEALS**²²

26 Either party may appeal from a determination of responsibility based on a procedural irregularity that
27 affected the outcome, new evidence that was not reasonably available at the time of the determination
28 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator
29 or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
30 Coordinator within ten (10) days of a determination of responsibility.

31 Upon receipt of an appeal, the Title IX Coordinator shall:

- 32 1. Notify the Director of Schools within five (5) days of receipt of the appeal; and
- 33 2. Notify the parties in writing.

35 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
36 statements. Within ten (10) calendar days, the Director of Schools shall issue a written decision

- 1 describing the result of the appeal and the rationale for the result. The written decision shall be
 2 provided simultaneously to both parties.

3 **RETALIATION**²³

- 4 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
 5 participate in any investigation of an act alleged in this policy is prohibited.

6

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

- Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Complaints and Grievances 5.501
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Student Concerns 6.305
 Reporting Child Abuse 6.409

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Concerns, Complaints and Grievances	Descriptor Code: 6.305	Issued Date: 04/29/25
		Rescinds: 6.305	Issued: 05/13/14

1

2 STUDENT CONCERNS AND COMPLAINTS

3 Decisions made by school personnel — such as ~~aides~~ educational assistants, teachers, or
4 assistant principals — ~~which~~ that students believe are unfair or in violation of pertinent
5 policies of the Board or individual school rules may be appealed to the school principal or a
6 designated representative. To appeal, students will contact the principal's office in their
7 school and provide their name, the issue and the reason for their appeal on a printed form
8 available at the school office within two days. The appeal shall be decided confidentially and
9 promptly, ideally within five (5) school days.

10 If the principal does not make a decision within five (5) school days following the date of
11 complaint, the student or his/her parent(s)/guardian(s) may appeal at that time by contacting
12 the Director of Schools' office. The student's name, the name of the school, and a description
13 of the complaint shall be provided.

14 An investigation and decision will be made within two (2) school days. A written copy of the
15 decision will be sent to both the student and the principal.

Cross References

Appeals To & Appearances Before the Board 1.404

16

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interference/Disruption of School Activities	Descriptor Code: 6.306	Issued Date: 04/29/25
		Rescinds: 6.306	Issued: 02/22/22 05/13/14

1

2 *General*

3 A student shall not engage in conduct ~~which~~ **that** causes the disruption or interference with the
4 operation of the school while on school property, in school vehicles or buses, or at school-sponsored
5 events, whether on or off campus. The student shall not urge other students to engage in such conduct.

6 Employees are authorized to take reasonable measures to establish appropriate school behavior and
7 have the authority to control the conduct of any student while under the supervision of the school
8 district.¹

9 A student may receive disciplinary action ranging from verbal reprimand to suspension and/or
10 expulsion depending on the severity of the offense and the student's prior record.²

11 **REMOVAL OF STUDENT³**

12 If a student repeatedly or substantially interferes with the learning environment, the teacher
13 may submit a written request to the principal/designee to remove the student from the
14 teacher's classroom. The written request shall include documentation to demonstrate that the
15 teacher has previously:

- 16 1. Taken action to address the student's disruptive behavior;
- 17 18 2. Provided consequences for the student's disruptive behavior;
- 19 20 3. Conducted an oral conference, either by a documented telephone conversation or an in-person
21 discussion, with the student's parent/guardian regarding the student's disruptive behavior;
- 22 23 4. Provided an opportunity for school counseling or other support services deemed appropriate to
24 address the student's disruptive behavior;
- 25 26 5. Developed and implemented a plan to improve the student's behavior in a conference with the
27 student; and
- 28 29 6. Issued a disciplinary referral to the principal/designee to address the student's disruptive
30 behavior.

31 The student will be given notice of the rationale for the request as well as the opportunity to offer an
32 explanation.

- 1 The principal/designee will investigate the request and make a decision regarding the student's
- 2 placement. The principal will notify the teacher as to his/her decision.

- 3 If a teacher abuses or overuses the student removal process, the principal/designee shall address the
- 4 abuse or overuse with the teacher and may require the teacher to complete additional professional
- 5 development to improve the teacher's classroom management skills.

- 6 *Appeal Process*

- 7 If the teacher's request for removal is denied, he/she may file an appeal with the Director of
- 8 Schools/designee. He/she will review the teacher's request for removal as well as the decision of the
- 9 principal/designee and make a determination as to the student's placement.

Legal References

1. TCA 49-6-4002
2. TCA 49-6-3401
3. TCA 49-6-2804

Cross References

Code of Conduct 6.300
Suspension 6.316
Safe Relocation of Students 6.4081

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Drug-Free Schools	Descriptor Code: 6.307	Issued Date: 04/29/25
		Rescinds: 6.307	Issued: 05/13/14

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In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, the Board’s plan for dealing with alcohol and drugs¹ shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other appropriate sources of assistance;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of state guidelines the **D**irector of **S**chools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act² ;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students shall not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds.³ This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. Such sanctions shall be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.⁴ Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

Legal References

1. TRR/MS 0520-1-3-.08(2)(d)
 2. 20 USCA § 7116; 34 CFR § 86.200.
 3. TCA 39-17-417, TCA 39-17-715
 4. TCA 49-6-4209; TCA 49-6-3401
- April 10, 2025

Cross References

- Drug-Free Workplace 1.804
Zero Tolerance Offenses 6.309
Suspension/Expulsion/Remand 6.316
Version Date:

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Bus Safety and Conduct	Descriptor Code: 6.308	Issued Date: 04/29/25
		Rescinds: 6.308	Issued: 08/27/19 06/10/14

1

2 In order to maintain conditions and atmosphere suitable for learning, no person shall enter
3 onto a school bus except students assigned to that bus, **parents of students, or other persons**
4 **with lawful and valid business on the bus.**¹

5 The school bus is an extension of school activity; therefore, students shall conduct
6 themselves on the bus in a manner consistent with the established standards for safety and
7 classroom behavior.

8 Students are under the supervision and control of the bus driver **and/or bus monitor(s)** while
9 on ~~his/her~~ the bus, and all reasonable directions given by ~~him/her~~ them shall be followed. **A**
10 **driver may remove a student in the event that the driver finds it necessary for the safety of the**
11 **other student passengers or the driver, provided that the driver secures the safety of the**
12 **ejected student for the uncompleted trip. A driver shall report to school authorities as soon as**
13 **possible, but no later than the end of the route, any student refusing to obey the driver or**
14 **exiting the bus without the driver's permission at a point other than the student's destination**
15 **for that trip.**²

16 The principal of the student transported shall be informed by the bus driver of any serious
17 discipline problem and may be called upon to assist if necessary. A student may be denied
18 the privilege of riding the bus if the principal determines that his/her behavior is such as to
19 cause disruption on the bus, or if he/she disobeys state or local rules and regulations
20 pertaining to student transportation.

21 The suspension of a student from riding the school bus shall follow the same procedures as
22 for any other school suspension.

23 Students must ride their bus determined by the student's address of record. Additionally,
24 students are not permitted to exit at a point other than the student's regular bus stop, unless
25 they have been granted a waiver.²

26 **USE OF VIDEO CAMERAS**

27 Video cameras may be used to monitor student behavior on vehicles transporting students to
28 and from school or extracurricular activities.

29 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance
30 with established Board policy and regulations governing student conduct and discipline.

1 The District shall keep all video recording of students confidential and shall comply with all
2 applicable state and federal laws related to video recordings when such recordings are
3 considered as part of the student's education and behavioral record as determined by the
4 district and in accordance with the law.³

5 Notwithstanding the foregoing, the District contracts with an independent third party to provide
6 transportation services to its students and does not directly own or operate school buses. The District's
7 transportation contractor has agreed to have video cameras on their buses and to make video captured
8 on these buses available to the District at the District's request. Accordingly, to the extent that the
9 District has possession of video from its transportation contractor, it will make that video available for
10 parents of a student to view pursuant to and consistent with the terms of TCA 49-6-2119, and other
11 applicable laws and regulations. The District will keep any such video recordings in its possession for
12 at least 10 days from its receipt of same.⁴

13 Video surveillance shall be used only to promote the order, safety and security of students,
14 staff and property.

15 The Director of Schools is directed to develop procedures governing the use of video
16 cameras in accordance with the provisions of the law and established Board policies.

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. ~~Public Acts of 2019, Chapter No. 256~~ TCA
49-6-2119

1

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 04/29/25
		Rescinds: 6.309	Issued: 06/25/24 07/18/23

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

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

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

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.⁸

Legal References

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

Cross References

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

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 04/29/25
		Rescinds: 6.310	Issued: 06/09/15 05/13/14

1
2 Students shall dress and groom in a clean, neat and modest manner so as not to distract or
3 interfere with the operation of the school.

4
5 More specific guidelines appropriate for each level of school (elementary, middle, ~~junior-~~
6 ~~high and senior~~ and high) shall be developed by the Director of Schools.¹

7
8 When a student is dressed in a manner which is likely to cause disruption or interference with
9 the operation of the school, or in a manner that violates the developed guidelines, the
10 principal shall take appropriate action, which may include suspension.

11 ELEMENTARY SCHOOL DRESS CODE

- 13 • Pants must be worn at the waist, be appropriately sized, and of a safe length.
- 14 • Head apparel (such as hoods, hats, etc.) must not be worn inside the school building,
15 except for religious or medical.
- 16 • Footwear is required and must be safe and appropriate for indoor or outdoor physical
17 activity.
- 18 • Clothing or accessories may not display offensive, vulgar language or images, nor
19 promote inappropriate and/or illegal products such as alcohol, tobacco, and illegal
20 drugs.
- 21 • For students in Grades 3-5, "Short shorts", mini-skirts, and skin-tight outer material
22 such as spandex are inappropriate attire. No shorts or skirts shorter than four (4)
23 inches above the knee are allowed.
- 24 • Shirts, blouses, and dresses must completely cover the abdomen, back, and
25 shoulders. Shirts or tops must be no longer than wrist-length and must cover the
26 waistband of pants, shorts, or skirts with no midriff visible.
- 27 • Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets
28 can be worn inside school for warmth.
- 29

30
31 The school administration reserves the right to determine whether a student's attire and
32 appearance are within the limits of decency, modesty, and safety. In matters of opinion, the
33 judgment of the principal/designee shall prevail. The principal may allow exceptions for
34 school-wide programs or special classroom activities. The school administration will
35 administer appropriate consequences for policy infractions.

36 MIDDLE AND HIGH SCHOOL DRESS CODE

- 1 • Pants must be worn at the waist, be appropriately sized, and of a safe length.
- 2 • Shirts, blouses and dresses must have sleeves and must completely cover the
- 3 abdomen, back, shoulders. Shirts or tops must cover the waistband of pants, shorts,
- 4 or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops,
- 5 tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops
- 6 must be no longer than wrist-length.
- 7 • Head apparel (such as hoods, hats, etc.) must not be worn inside the school building,
- 8 except for religious or medical reasons.
- 9 • Footwear is required and must be safe and appropriate for indoor and outdoor physical
- 10 activity.
- 11 • Clothing and accessories such as backpacks, patches, jewelry, and notebooks may
- 12 not display (1) racial or ethnic slurs/symbols; (2) gang affiliations; (3) vulgar,
- 13 subversive, or sexually suggestive language or images; nor promote inappropriate
- 14 and/or illegal products such as alcohol, tobacco, and illegal drugs.
- 15 • Skirts, dresses and shorts must be no shorter than four (4) inches above the knee.
- 16 • Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets
- 17 can be worn inside school for warmth.
- 18 • Prohibited items include: (1) large, long and/or heavy chains; (2) studded or chained
- 19 accessories; (3) sunglasses, except for health purposes; (4) sleepwear, pajamas,
- 20 and/or blankets; (5) skin-tight outer materials such as spandex; (6) facial jewelry
- 21 (including tongue piercing).

22
23 The school administration reserves the right to determine whether the student's attire is within
24 the limits of decency, modesty, and safety.

25
26 The principal may allow exceptions in special circumstances, or for occasions such as
27 holidays and special performances. The principal may further prescribe dress in certain
28 classes such as physical education, vocational education, and science labs.

29
30 Any student not attired in accordance with the policy shall be directed to correct the violation
31 or spend the remainder of the day in in-school suspension (ISS). Repeat offenders shall be
32 subject to additional measures which include parent conferences, in-school suspension, and
33 out-of-school suspensions as described in the district-wide discipline policy.

Legal Reference:
1. TCA 49-6-4215; TCA 49-1-302(j)

Cross References:
Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Care of School Property	Descriptor Code: 6.311	Issued Date: 04/29/25
		Rescinds: 6.311	Issued: 05/13/14

1

2 Students shall help maintain the school environment, preserve school property and exercise
3 care while using school facilities. School property is defined as buildings, books, furniture,
4 equipment, records, instructional materials, and any other item under the jurisdiction of the
5 Board.

6 All district employees shall report all damage or loss of school property to the principal or
7 designee immediately after such damage or loss is discovered. The principal or designee
8 shall make a full and complete investigation of any instance of damage or loss of school
9 property. The investigation shall be carried out in cooperation with law enforcement officials
10 when appropriate.

11 When the person causing damage or loss has been identified and the costs of repair or
12 replacement have been determined, the Director of Schools shall take steps to recover these
13 costs. This may include recommending the filing of a civil complaint in court to recover
14 damages. If the responsible person is a minor, recovery will be sought from the minor's
15 parent or guardian.¹

16 In addition, the district may withhold the grades, diploma, and/or transcript of the student
17 responsible for vandalism or theft or otherwise incurring any debt to a school until the student
18 or the student's parent/ guardian has paid for the damages.² If a student and/or his/her parent
19 dispute damages or the amount of damages, the Director of Schools shall meet with them to
20 discuss the matter. Within five (5) days of the meeting, the Director of Schools shall notify the
21 student and his/her parent of the final decision.

22 When the minor and parent are unable to pay for the damages, the Director of Schools may
23 meet with the parent in an attempt to reach an agreement. Upon payment or completion of an
24 agreement between the Director and a parent, the student's grades, diploma, and/or
25 transcripts shall be released. Such sanctions shall not be imposed if the student is not at
26 fault.

Legal References

1. TCA 37-10-101-103
2. TRR/MS ~~0520-1-3-03(15)~~ 0520-01-020.16(2)(b)

Cross References

- Visitors to the School 1.501
Security 3.205
Student Fees and Fines 6.709

27

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Use of Personal Communication Devices and Electronic Devices	Descriptor Code: 6.312	Issued Date: 04/29/25
		Rescinds: 6.312	Issued: 05/11/15 07/07/14

DEFINITIONS

A “personal communication device” (PCD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A “personal electronic device” is a device that can be used as a camera, a recorder, a video/sound player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

PCDs and personal electronic devices include, but are not limited to, cell phones, tablets, gaming devices, laptops, mp3 players, cameras, wearable technology such as eyeglasses, rings or watches that can record, live stream or interact with wireless technology on school property.

“Use” means interacting, displaying, engaging with, holding, or operating a PCD and/or personal electronic device. Use shall include the device ringing, vibrating, beeping, or causing any type of disruption. Use shall also include passively recording, filming, streaming, broadcasting, or AirDropping, or Quick Sharing.

PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES

Students may possess personal communication devices and personal electronic devices, including but not limited to cell phones, laptops, tablets, mp3 players, and cameras, on school property so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

While students, with permission, may use a personal device for instructional purposes, they shall not connect the personal device to the Collierville Schools network. In limited cases, student access to the network will be considered, with final approval of the Collierville Schools Technology Department. Students shall not share network access information, nor allow others to use their log-in credentials. Those students who are granted access to Collierville Schools network will be held to Board Policy #4.406, Use of the Internet.

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

- 1 subject to disciplinary action.
- 2

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Student Responsible Use</h2>	Descriptor Code: 6.3122	Issued Date: 04/29/25
		Rescinds: 6.3122	Issued: 03/26/24 06/28/22 12/08/20 03/21/17

2 Filtered Internet access is available for all students only as an educational resource.

- 3 • I will not go to websites that are not appropriate for learning.
- 4 • I will inform a teacher immediately if any inappropriate sites are accessed while I am online.
- 5 • I will not attempt to bypass the Internet filter to access a blocked website.
- 6 • I will not remotely access computers outside the system’s network.
- 7 • While in Kindergarten – Second grade, I will only go to websites the teacher provides for me.

8 *This policy also applies to all district-issued devices regardless of physical location or network
 9 connection.

10 The devices (computer, and iPad), software, and network are available for all students only as an
 11 educational resource.

- 12 • I will treat all devices, and hardware with respect and not cause damage to them.
- 13 • I will not share my usernames and passwords with anyone nor will I use another student’s
 14 username and password.
- 15 • I will not share my device, charger, or other school-issued equipment with others.
- 16 • I will not access, alter, or delete another person’s information/files on any device.
- 17 • I will follow copyright law in my projects and give credit to my resources (authors and/or
 18 websites).
- 19 • I understand that teachers and administrators may monitor all student activities on the network
 20 and devices, on and off campus.
- 21 • I may be assigned individual email and network accounts and must use only those accounts on
 22 district devices. All account activity should be for educational use only.
- 23 • I will not use the device to illegally distribute, install, or reproduce copyrighted materials.
- 24 • I will not use the device to facilitate any illegal activity or use it for commercial or for-profit
 25 use.
- 26 • I will not use the network to attempt to gain unauthorized or unlawful access to other devices,
 27 systems, or accounts.
- 28 • I will not utilize school district or individual school names, logos, or trademarks without
 29 permission.
- 30 • I understand that students are responsible for storing and backing up their own data.

1 School-issued devices are set-up and the software programs are selected for all students only as an
2 education resource.

- 3 • I will not download, install, or remove software/apps or media ~~without permission and~~
4 ~~direction from a teacher.~~
- 5 • I will not personalize the external appearance of my school-issued device.
- 6 • I will not change the district settings on my device.
- 7 • I will immediately notify my teacher, the building level technology coordinator, or designee if I
8 identify a security problem or other issue on a technological resource, and I will not
9 demonstrate the problem to others.

10 **Good Digital Citizenship should be practiced on and off campus.**

- 11 • I will only use online communication (email, instant messaging, chat rooms, blogs, wikis, etc.)
12 for educational purposes on school-issued devices.
- 13 • I understand that all school-issued email communications are stored and may be accessed and
14 examined by teachers and administrators at any time.
- 15 • There is no expectation of privacy for the device or email.
- 16 • I will always use proper and appropriate language and my best writing skills (including
17 adhering to copyright policies).
- 18 • I will never give or post personal information (my name, address, telephone number, etc.) to
19 someone online.
- 20 • I will never use online communication to harass or bully anyone.
- 21 • I will not engage in creating, intentionally viewing, accessing, downloading, storing, printing,
22 or transmitting content that is obscene, profane, pornographic, harassing, abusive, or considered
23 harmful to minors.
- 24 • I understand that I should not share or post pictures or recordings of other individuals without
25 their consent (or parental consent for minors).

26 **If I don't follow the Responsible Use Policy (RUP):**

- 27 • I may lose the privilege of using computers, iPads, and/or the Internet at school.
- 28 • I may lose the privilege of taking a device off-campus, if applicable.
- 29 • I understand that I will be held financially responsible for any deliberate or negligent damage to
30 equipment and for loss or theft of the equipment while in my possession or when I am charged
31 with its care (see below).

- 32 • I understand that if a device under my care is broken twice within a school year, I will be held
33 financially responsible for the total replacement value or repair of the device, warranty and
34 case, for any subsequent damage.

- 35 • I understand that the administration will determine disciplinary consequences for Responsible
36 Use Policy (RUP) violations.

- 1 • I understand that certain willful misuse may result in criminal prosecution under applicable
2 state and federal law.

3 **Digital Resource Guide:**

4 Additional information, details, and examples regarding the RUP and Collierville Schools technology
5 resources and guidelines are found in the Digital Resource Guide on our district website. Parents and
6 students are responsible for the content of the Digital Resource Guide in addition to the RUP. Families
7 may request a hard copy of the Guide at any time.

8 **RUP AND WEB APPLICATIONS GUIDE SIGNATURE PAGE**

9 Legal ownership of the device belongs to Collierville Schools (CS). The student’s right to use and
10 possess the device is terminated upon withdrawal from Collierville Schools. The failure to timely
11 return the property and the continued use of it for non-school purposes without the school system’s
12 consent will be considered unlawful appropriation or theft of the school system’s property.

13 Loss or theft of the device must be reported to the CS District immediately. In the event CS has to
14 resort to legal action to recover an electronic device, the undersigned parent or guardian agrees to pay
15 the reasonable attorney’s fees and costs of CS incurred in such effort.

16 As the parent/guardian, my signature indicates I agree to abide by the conditions listed in the CS
17 Responsible Use Policy (RUP) as well as the content provided in the Resource Guide. Failure to honor
18 the terms of this Policy may result in the denial of Internet and other electronic media accessibility.
19 Furthermore, the student may be subject to disciplinary action, and, if applicable, the device may be
20 recalled. I give my permission for my child to have access to the described electronic resources and
21 have access to the Internet, including an email account.

22 I understand that some objectionable materials may be accessed even with District content filtering in
23 place. I understand that individuals and families may be held liable for violations. I will accept
24 responsibility for guidance of Internet use by setting and conveying standards for my son/daughter to
25 follow when exploring on-line information and media on an independent basis. Collierville Schools
26 cannot be responsible for ideas and concepts that my child may gain by his or her inappropriate use of
27 the Internet.

28 I understand and accept the conditions stated and agree to release, indemnify, and hold harmless,
29 Collierville, Collierville Board of Education, and/or their employees or agents from any and all claims
30 and liability associated with or arising from the above student’s independent use and/or access to the
31 Internet.

32 Parent/Guardian Name (please print): _____ Date: _____

33 Parent/Guardian Signature: _____

34 As the student, my signature indicates that I have received, read, and agree to follow the CS
35 Responsible Use Policy and have been made aware of and intend to follow the full Resource Guide. I

1 agree to the terms and conditions outlined and in return will have conditional access to the described
2 electronic resources, including an email account.

3 Student Name (please print): _____ Date: _____

4 Student Signature: _____

5 MEDIA RELEASE PERMISSION

6 ~~In compliance with the federal Family Educational Rights and Privacy Act (FERPA,~~
7 ~~<http://www.ed.gov/policy/gen/guid/fpeo/ferpa/index.html>), Collierville Schools notifies parents~~
8 ~~annually about release of student information (Parent/Student Handbooks, District Website, and/or~~
9 ~~this RUP). The following applies to release of information to the media or other publicly available~~
10 ~~information sources:~~

11 ~~1. GENERAL MEDIA RELEASE: The school or district may feature my child's likeness~~
12 ~~(photograph, video, etc.) and/or work on Collierville Schools' online resources, in~~
13 ~~publications, or other public media. No last names or other personal demographic information~~
14 ~~will appear with any student likeness or work except as set forth below.~~

15 ~~2. EXCEPTION for HONORS and AWARDS: For the purpose of publicly recognizing students~~
16 ~~for honor and awards, the school district will assume implied consent to release student~~
17 ~~information (including first and last name) unless a parent or guardian notifies Collierville~~
18 ~~Schools within ten (10) calendar days after the first day of school (or the first day of~~
19 ~~enrollment). Student information related to honors and awards may appear in broadcast, print~~
20 ~~or digital media, in both district and non-district information sources.~~

21 ~~3. PARENTAL APPROVAL for UNIQUE SITUATIONS: Should the school or school district~~
22 ~~wish to use a student's name, image or work for purposes other than as noted above, school~~
23 ~~officials will seek parental approval in advance.~~

24 ~~As the parent or legal guardian of the minor student signing above or as a student 18 years of age or~~
25 ~~older, I have read the *Responsible Use Policy* and Media Coverage. I grant permission for this student.~~

Dear Parent/Guardian:

Throughout the school year, the media may visit your school to cover special events. Collierville Schools may also wish to use your child's name, photograph, likeness, voice, or student work for promotional or educational reasons, such as in publication, posters, brochures, and newsletters; on the district website, radio station, or cable TV channel; or at community fairs, special district events, or on district-sponsored social media. Before your child's name, photograph, likeness, voice, or student work can be used by the media or by the school district, you must give permission. Please sign and return this form to your child's school, indicating your preference. Thank you for your cooperation.

I give my permission for my child to be filmed/photographed/interviewed by the media during school events and for the district to use my child's name/photograph/work/voice for promotional and educational purposes.

1 Parent/Guardian Signature: _____ Date: _____

I do not give my permission for my child to be filmed/photographed/interviewed by the media during school events and for the district to use my child's name/photograph/work/voice for promotional and educational purposes.

2 Parent/Guardian Signature: _____ Date: _____

3 If you have questions about this form, please contact the respective school office.

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="margin: 0;">Code of Conduct</h2>	Descriptor Code: 6.313	Issued Date: 04/29/25
		Rescinds: 6.313	Issued: 07/16/24 07/26/22 08/24/21 09/24/19 04/12/16 05/13/14

1

2 The Board delegates to the Director of Schools the responsibility of developing specific codes of
 3 conduct **which that** are appropriate for each level of school.¹ Codes of conduct for students in pre-
 4 kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices,
 5 RTI²B, multi-tiered system of supports, **and/or** behavior intervention plans. Exclusionary discipline
 6 shall only be used as a measure of last resort.² The development of each code shall involve principals
 7 and staff members of each level and shall be consistent with the relevant policies as adopted by the
 8 Board.³

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

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

22 In order to ensure that these goals are accomplished, the school district shall utilize the following
 23 trauma-informed discipline practices: restorative practices, RTI²B, multi-tiered system of supports,
 24 **and/or** behavior intervention plans.

25 MISBEHAVIORS: LEVEL I

26 This level includes minor misbehavior on the part of the student which impedes orderly classroom
 27 guidelines or interferes with the orderly operation of the school, but which can usually be handled by
 28 an individual staff member.

29 *Examples (not an exclusive listing)*

- 1 • Classroom disturbances
- 2 • Classroom tardiness
- 3 • Cheating and lying
- 4 • Abusive language
- 5 • Failure to do assignments or carry out directions
- 6 • Wearing, while on the grounds of a public school during the regular school day,
- 7 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 8 learning environment⁶

9 *Disciplinary Procedures (not an exclusive listing)*

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

18 *Disciplinary Options (not an exclusive listing)*

- 19 • Verbal reprimand
- 20 • Special assignment
- 21 • Restricting activities
- 22 • Counseling
- 23 • Withdrawal of privileges
- 24 • Strict supervised study
- 25 • Detention
- 26 • In-school suspension
- 27 • The parent(s)/guardian(s) are notified.
- 28 • Conference with parent(s)/guardian(s) and student.
- 29 • Refer the concern to the child's IEP team if appropriate.
- 30 • Restorative practices, RTI²B, multi-tiered system of support, behavior intervention
- 31 plans

32 **MISBEHAVIORS: LEVEL II**

33 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of
34 the school. These misbehaviors do not represent a direct threat to the health and safety of others but
35 have educational consequences serious enough to require corrective action on the part of
36 administrative personnel.

37 *Examples (not an exclusive listing)*

- 38 • Continuation of unmodified Level I misbehaviors

- 1 • Using forged notes or excuses
- 2 • Disruptive classroom behavior

3 *Disciplinary Procedures (not an exclusive listing)*

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

12 *Disciplinary Options (not an exclusive listing)*

- 13 • Teacher/schedule change
- 14 • Counseling
- 15 • Referral to outside agency
- 16 • In-school suspension
- 17 • Transfer
- 18 • Detention
- 19 • Suspension from school-sponsored activities or from riding school bus
- 20 • Out-of-school suspension
- 21 • The parent(s)/guardian(s) are notified.
- 22 • Administrative conference with parent(s)/guardian(s) and student.
- 23 • Refer the concern to the child's IEP team if appropriate.
- 24 • Restorative practices, RTI²B, multi-tiered system of support, behavior intervention
- 25 plans

26 **MISBEHAVIORS: LEVEL III**

27 This level includes acts directly against persons or property but whose consequences do not seriously

28 endanger the health or safety of others in the school.

29 *Examples (not an exclusive listing)*

- 30 • Continuation of unmodified Level I and II misbehaviors
- 31 • Fighting
- 32 • Vandalism (minor)
- 33 • Use, possession, sale, distribution, and/or being under the influence of tobacco or
- 34 alcohol
- 35 • Use, possession, sale, or distribution of drug paraphernalia or any substance under guise
- 36 of it being a controlled substance or prescription drug and/or medical preparation
- 37 without proper medical authorization
- 38 • Stealing

- 1 • Verbal, written, or electronic threats to others
- 2 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 3 cyber-bullying, and/or hazing)

4 *Disciplinary Procedures (not an exclusive listing)*

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

12 *Disciplinary Options (not an exclusive listing)*

- 13 • In-school suspension
- 14 • Detention
- 15 • Counseling
- 16 • Restitution from loss, damage, or stolen property
- 17 • Out-of-school suspension
- 18 • Transfer
- 19 • The parent(s)/guardian(s) are notified.
- 20 • Administrative conference with parent(s)/guardian(s) and student.
- 21 • Refer the concern to the child's IEP team if appropriate.
- 22 • Restorative practices, RTI²B, multi-tiered system of support, behavior intervention
- 23 plans

24 **MISBEHAVIORS: LEVEL IV**

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

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

32 *Examples (not an exclusive listing)⁸*

- 33 • Continuation of unmodified Level I, II, and III misbehaviors
- 34 • Death threat
- 35 • Credible threat of mass violence on school property or at a school-related activity*
- 36 • Extortion
- 37 • Bomb threat*

- 1 • Possession of a firearm on school property*
- 2 • Possession, use, and/or transfer of dangerous weapons
- 3 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 4 employee of the school, or a school resource officer*
- 5 • Aggravated assault*
- 6 • Vandalism
- 7 • Theft, possession, and/or sale of stolen property
- 8 • Arson
- 9 • Possession of unauthorized substances (e.g., any controlled substance, controlled
- 10 substance analogue, or legend drug) *
- 11 • Use, possession, sale, distribution, and/or being under the influence of any edible, vape,
- 12 or other product containing THC or THC like substance, including products containing
- 13 Delta 8.
- 14 • Use or transfer of unauthorized substances
- 15 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 16 cyber-bullying, and/or hazing)
- 17 • Electronic threat to cause bodily injury or death to another student or school employee

18 *Disciplinary Procedures (not an exclusive listing)*

- 19 • Law enforcement officials and the Director of Schools are immediately contacted, if
- 20 applicable.⁹
- 21 • The principal/designee confers with appropriate staff members and with the student.
- 22 • The principal/designee hears the accusations and allows the student the opportunity to
- 23 explain his/her conduct.
- 24 • The parent(s)/guardian(s) are notified.
- 25 • Counseling
- 26 • Refer the concern to the child's IEP team if appropriate.
- 27 • The incident is reported, and recommendations are made to the principal.
- 28 • If the student's placement is to be changed, adequate notice of the charges shall be
- 29 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 30 hearing.

31 *Disciplinary Options (not an exclusive listing)*

- 32 • Out of school suspension
- 33 • Restorative practices, RTI²B, multi-tiered system of support, behavior intervention
- 34 plans

35 * Designates zero tolerance offenses.

36 **ADDITIONAL GUIDELINES**

- 37 1. A student shall not be suspended solely because charges are pending against
- 38 him/her in juvenile or other court.
- 39 2. A principal shall not impose successive short-term suspensions that cumulatively

- 1 exceed ten (10) days for the same offense.
- 2 3. A teacher or other school official shall not reduce or authorize the reduction of a
- 3 student's grade because of discipline problems except in department or
- 4 citizenship.

Legal References

1. [TCA 49-6-4005](#)
2. [TCA 49-6-3024](#)
3. [TCA 49-6-2801](#)
4. [TCA 49-6-4002](#)
5. [TCA 49-6-4109](#)
6. [TCA 49-6-4009](#)
7. [TCA 49-6-2802](#)
8. [TCA 39-16-517; TCA 49-6-3401\(g\); Public Acts of 2024, Chapter No. 882; Public Acts of 2024, Chapter No. 915](#)
9. [Public Acts of 2024, Chapter No. 882](#)

Cross References

Security 3.205
Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Interference/Disruption of School Activities 6.306
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Corporal Punishment 6.314
Detention 6.315
Suspension 6.316
Safe Relocation of Students 6.4081

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Corporal Punishment	Descriptor Code: 6.314	Issued Date: 04/29/25
		Rescinds: 6.314	Issued: 05/13/14

1

2 Corporal punishment shall not be used as a disciplinary measure in any school.¹

3 The **D**irector of **S**chools shall be responsible for developing and implementing in-service
4 training pro- grams for teachers and staff in the use of alternative, positive measures of
5 discipline.

Legal References

1. TCA 49-6-410~~3~~**4**

6

Cross References

Discipline Procedures 6.313
Student Records 6.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Detention	Descriptor Code: 6.315	Issued Date: 04/29/25
		Rescinds: 6.315	Issued: 05/13/14

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2 Students may be detained before or after the school day as a means of disciplinary action.

3 The following guidelines shall be followed:

- 4 1. The student shall be given at least one (1) day of notice before detention;
- 5 2. Parents shall be informed **by phone, letter, or e-mail** before detention takes place;
- 6 3. Students in detention shall be under the supervision of school personnel;
- 7 4. Detention shall not exceed one (1) hour after the official closing of the school day but
- 8 may be administered several days in succession; and
- 9 5. Teachers must ~~have the approval of~~ **notify** the principal before detaining a student.

Cross References
Discipline Procedures 6.313

10

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 04/29/25
		Rescinds: 6.316	Issued: 07/16/24 05/13/14

~~DEFINITIONS:~~¹

~~**Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.~~

~~**Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.~~

~~**Remand:** assignment to an alternative school.~~

~~REASONS FOR SUSPENSION/EXPULSION:~~

~~Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:~~

Any principal or assistant principal may suspend a student from:

- Attendance at school;
- Attendance at any school-related activity, on or off campus;
- Attendance at a specific class or classes (in-school suspension); and/or
- Riding a school bus.

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

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;

- 1 6. Marking, defacing, or destroying school property;
 - 2 7. Possession of a pistol, gun, or firearm on school property;^{3,2}
 - 3 8. Possession of a knife, or other weapon(s), as defined in ~~TCA 39-17-1309~~ state law, on school
4 property;³
 - 5 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,
6 obscene or threatening language;
 - 7 10. Unlawful use or possession of barbitol or legend drugs, as defined in state law;⁴.
 - 8 11. Engaging in behavior ~~which~~ that disrupts a class or school-sponsored activity;
 - 9 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
10 explosive or destructive device including chemical weapons on school property or at a school
11 sponsored event, or an invalid threat of mass violence;⁵.
 - 12 13. One (1) or more students initiating a physical attack on an individual student on school property
13 or at a school activity, including travel to and from school;
 - 14 14. Assault against a school employee as defined in state law;⁶
 - 15 15. Off-campus criminal behavior resulting in felony charges; when the behavior poses a danger to
16 persons or property or disrupts the educational process; and
 - 17 16. Any other conduct prejudicial to good order or discipline in any school.
- 18 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense
19 under a reasonable belief that the student, or another to whom the student was coming to the defense,
20 may have been facing the threat of imminent danger of death or serious bodily injury, then, the student
21 may not face any disciplinary action.⁷

22 **IN-SCHOOL SUSPENSION (ISS):⁸**

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

- 25 1. Students given an in-school suspension in excess of one (1) day from classes shall attend ~~either~~
26 special classes attended only by students guilty of misconduct ~~or be placed in an isolated area~~
27 ~~appropriate for study~~; and
- 28 2. Personnel responsible for in-school suspension will see that each student is supervised at all
29 times and has textbooks and classwork assignments from his/her regular teachers. Students
30 given in-school suspension shall be required to complete academic assignments and shall
31 receive credit for work completed.

32 ~~**PROCEDURES FOR OUT OF SCHOOL SUSPENSION (OSS) AND EXPULSION:**~~⁹

- 1 1. Unless the student's continued presence in the school, class or school-related activity presents
2 an immediate danger to the student or other persons or property, no principal **or assistant**
3 **principal** shall suspend/~~expel~~ any student until that student has been advised of the nature of
4 his/her misconduct, questioned about it, and allowed to give an explanation.
- 5 2. Upon suspension/~~expulsion~~ of any student (in-school suspension in excess of one (1) day), the
6 principal **or assistant principal** shall make an immediate attempt to contact the parent or
7 guardian to inform them of the suspension/~~expulsion~~. The student shall not be sent home before
8 the end of the school day unless the parent or guardian has been contacted.
- 9 3. The principal **or assistant principal** shall notify the parent or guardian and the **D**irector of
10 **S**chools or designee in writing:
 - 11 a. Of the suspension/~~expulsion~~ and the cause for it; and
 - 12 b. A request for a meeting with the parent or guardian, student and principal, to be held as
13 soon as possible, but no later than five (5) days following the suspension/~~expulsion~~.
- 14 4. Immediately following the scheduled meeting, whether or not attended by the parent or
15 guardian or student, the principal **or assistant principal** shall determine the length of the
16 suspension/~~expulsion~~ and set conditions for readmission. If the principal **or assistant principal**
17 determines the length of the suspension to be between six (6) and the maximum of ten (10)
18 days, the principal **or assistant principal** shall develop and implement a plan for correcting the
19 behavior when the student returns to school.
- 20 5. If at the time of the suspension the principal **or assistant principal** determines that an offense
21 has been committed ~~which~~ **that**, in the judgment of the principal **or assistant principal** would
22 justify a suspension/expulsion for more than ten (10) days, he/she may suspend/~~expel/remand~~
23 the student unconditionally for a specified period of time or upon such terms and conditions as
24 are deemed reasonable.
- 25 6. The principal **or assistant principal** shall immediately give written or actual notice to the parent
26 or guardian and the student of the right to appeal the decision to suspend/~~expel/remand~~ for
27 more than ten (10) days. The notice shall include a statement that, unless the student's parent or
28 guardian requests an open hearing in writing within five (5) days of receipt of the notice, any
29 hearing will be closed to the public. All appeals must be filed, orally or in writing, within five
30 (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any
31 person holding a teaching license who is employed by the school system if requested by the
32 student.
- 33 7. The appeal from this decision shall be ~~to the Board or~~ to a disciplinary hearing authority
34 appointed by the Board.
- 35 8. If the suspension/~~expulsion~~ occurs during the last ten (10) days of any term or semester, the
36 student shall be permitted to take such final examinations or submit such required work as
37 necessary to complete the course of instruction for that semester, subject to conditions
38 prescribed by the principal **or assistant principal**.

1

2 SUSPENSION FROM SCHOOL-SPONSORED EVENTS⁶

3 If a student assaults an employee, he/she shall be suspended from participation in and/or
4 attendance at all school-sponsored events not directly related to the student's grade in a
5 course of instruction for a period of one (1) calendar year, unless modified by the Director of
6 Schools.

Legal References

1. [TCA 49-6-3007\(h\)](#); [TCA 49-2-203\(a\)\(7\)](#); [TCA 49-6-3401\(a\)](#)
2. [TCA 39-17-1309\(b\)](#)
3. [TCA 39-17-1309](#)
4. [TCA 53-10-101](#); [TCA 39-17-454](#)
5. [Public Acts of 2024, Chapter No. 882](#)
6. [Public Acts of 2024, Chapter No. 915](#); [TCA 39-13-101](#)
7. [TCA 49-6-3401\(i\)](#)
8. [TCA 49-6-3401\(b\)](#)
9. [TCA 49-6-3401\(a\)-\(c\)](#); [Goss v. Lopez, 419 U.S. 565 \(1975\)](#); [20 USCA § 1415](#)

Cross References

Procedural Due Process 6.302
Interference/Disruption of School Activities 6.306
[Drug-Free Schools 6.307](#)
Bus Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
[Code of Conduct 6.313](#)
Disciplinary Hearing Authority 6.317

7

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 04/29/25
		Rescinds: 6.317	Issued: 02/22/18 05/13/14

1
2 A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended
3 for more than ten (10) school days. ¹ The Board shall appoint members to the DHA, which shall
4 consist of three (3) members, (maximum number must not exceed total membership of Board) at least
5 one (1) of whom shall be a licensed employee of the Board, and such appointments are for one (1)
6 year terms and subject to reappointment. Board members shall not serve on the DHA. **The Director of
7 Schools shall recommend members of the DHA annually to the Board.**

8 The ~~Superintendent~~ **Director of Schools** shall appoint a chairman of the DHA from the members
9 appointed by the Board. The chairman shall perform the following duties:

- 10 1. Set the time, place and date for each hearing;
- 11 2. **Assign DHA members to hear each case;**
- 12 3. Maintain order and structure during each hearing; and
- 13 4. Prepare, sign, ~~and~~ disseminate, **and preserve an official copy of** the minutes of each meeting.

14 Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide
15 written notification to the parent or guardian of the student, the student, and any other appropriate
16 person of the time, place and date of the hearing. The hearing must be held, **a decision must be
17 rendered, and notification of the decision must be provided to the parents and/or student and the
18 principal** no later than ten (10) days after the beginning of the suspension. ¹

19 The DHA may take the following disciplinary actions: ²

- 20 1. Affirm the decision of the school principal;
- 21 2. Order removal of the suspension unconditionally;
- 22 3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
- 23 4. Assign the student to **the** Impact program; or
- 24 5. Suspend the student for a specified period of time. **(Note: Zero-tolerance offenses set forth in
25 statute [e.g., possession of firearms or any other dangerous weapons, devices, or anything
26 that can be used as a weapon; drug possession; and battery upon a school employee] require
27 mandatory calendar year expulsion or assignment to alternative placement for a calendar year
28 unless modified by the ~~Superintendent~~ Director of Schools.)**

29 Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher or
30 assistant principal may request a review by the ~~Superintendent~~ **Director of Schools**, and the
31 ~~Superintendent~~ **Director of Schools** shall review the record. The ~~Superintendent~~ **Director of Schools**
32 may exercise any disciplinary authority granted to the DHA in responding to such an appeal. Within
33 five (5) days of the ~~Superintendent~~ **Director of Schools** rendering a decision, the student, principal,
34 principal-teacher, or assistant principal may request a review by the Board, and the Board shall review
35 the record. Following the review, the Board may affirm or overturn the decision of the DHA or grant an

- 1 appeal hearing. The Board shall not impose a more severe penalty than that imposed by the DHA
2 without first providing an opportunity for a hearing before the Board. ³
- 3 The notice of the hearing shall include a statement that, unless the student's parent or guardian
4 requests an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be
5 closed to the public. ³
- 6

Legal References

1. TCA 49-6-3401(c)(4)(A)(D)(10)
2. TCA 49-6-3401(c)(5)
3. TCA 49-6-3401(c)(6)

Cross References

- Procedural Due Process 6.302
Suspension/Expulsion/Remand 6.316

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Admission of Suspended or Expelled Students</h2>	Descriptor Code: 6.318	Issued Date: 04/29/25
		Rescinds: 6.318	Issued: 07/16/24 08/23/22 03/04/14

1

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

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

11 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

12 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
 13 suspended or expelled from the former school ~~system~~ district.²

Legal References

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

Cross References

- School Admissions 6.203
 Student Records 6.600

14

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Alternative School Programs	Descriptor Code: 6.319	Issued Date: 04/29/25
		Rescinds: 6.319	Issued: 07/18/23 06/28/18 09/26/17 03/04/14

The ~~Collierville School~~ Board shall operate an alternative school **and/or** program for students in grades ~~sixth~~ through ~~twelfth~~ **twelve** (6-12) who have been suspended ~~or expelled~~ from regular school programs.¹

The alternative school program is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended.

The alternative school and/or program shall be operated in accordance with state laws and the rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional program at the student's regular school. The Director of Schools shall develop procedures that provide appropriate educational opportunities for all students assigned to the alternative school or program. These educational opportunities shall adhere to Tennessee's academic standards.²

ASSIGNMENT

Students who have been suspended for more than ten (10) days or expelled shall be assigned to the alternative school or program if there is staff and space available.³ Availability of staff and space shall be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall make this determination by evaluating factors including, but not limited to, the following:

1. Level of supervision available;
2. Safety considerations; and
3. Type of infraction.

The Director of Schools/designee is not required to assign a student to the alternative school or program if the student committed one of the following:

1. A zero-tolerance offense;⁴ or
2. An offense of violence or threatened violence, or an offense that threatened the safety of other students at the school if the location of the alternative school or program is on the same grounds as the school from which the student was disciplined or assigning the student to that location would endanger the safety of the students or staff.⁵

1 Consideration to assign these students to the alternative school or program will be determined by the
2 Director of Schools/designee on a case-by-case basis.

3 Prior to the assignment of the student to the alternative school or program, the Director of
4 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the
5 student's placement.⁶

6 Placement in an alternative education setting shall be reserved for students who significantly disrupt
7 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
8 suspected of having a disability, all state and federal laws and rules and regulations related to special
9 education shall be followed. The Director of Schools/designee shall develop procedures regarding
10 placement of students in the program, taking into consideration the impact of exclusionary discipline
11 practices.⁷

12 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each
13 student enrolled in the alternative school or program.

14 **REMOVAL**⁸

15 A student may be removed from the alternative school or program if:

- 16 1. He/she violates the rules of the alternative school or program; or
- 17 2. He/she is not benefitting from the assignment and all interventions have been exhausted
18 unsuccessfully.
19

20 **ADDITIONAL OFFENSES**⁹

21 Any new disciplinary offense committed during a student's original suspension or expulsion period
22 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
23 original suspension or expulsion.

24 Students attending an alternative school or program shall provide their own transportation.

25 Teachers in the alternative school or programs shall be certified by the state and shall be
26 selected on the basis of interest and ability to work in alternative situations.

27 The student shall be subject to all rules of the alternative school or program and school
28 district. Violations of such rules may result in the student's removal from the alternative
29 setting for the duration of the original intended suspension or expulsion. Violation of rules
30 shall not constitute grounds for extension of time spent in the alternative program. The final
31 decision on such removal shall be made by the administrator of the alternative program and
32 the Director of Schools.

33 **TRANSITION PLANS**¹⁰

- 1 The Director of Schools/designee shall develop procedures regarding the implementation of
- 2 transition plans for the integration of students entering and exiting the alternative school or
- 3 program.

Legal References

1. TCA 49-6-3402; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(c)(1)(C); Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
- 4 10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

Special Education 4.202
Virtual Education Program 4.212
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Promoting Student Welfare	Descriptor Code: 6.400	Issued Date: 04/29/25
		Rescinds: 6.400	Issued: 05/13/14

1

2 The **D**irector **of Schools** shall develop procedures, programs and plans to promote and
3 protect the health and welfare of students. These should provide, at a minimum, for the
4 following: ⁺

- 5 1. A student guidance program;¹
- 6 2. Student health services, including the administration of medications;
- 7 3. Student psychological services;
- 8 4. Student wellness plans;² and
- 9 5. Student social **work** services.

10 The development of these programs and the scope of the services provided shall be
11 consistent with state law and regulations.

Legal References

1. ~~TRR/MS 0520-1-3-.08(1)(b)~~ TCA 49-6-303
2. TCA 49-6-1022; SBE Policy No. 4204

Cross References

- Advanced College Placement 4.203
Enrollment in College Level Courses 4.205
Graduation Requirements 4.605

12

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 04/29/25
		Rescinds: 6.4001	Issued: 11/19/19 07/17/14 05/13/14

1

2 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board
3 when the project is viewed as contributory to a greater understanding of the teaching-learning
4 process, the project does not violate the goals of the Board, and the disruption of the regular
5 school program is minimal. The Director of Schools shall develop administrative procedures
6 for approving requests for conducting surveys, analyses, or evaluation by agencies,
7 organizations, or individuals. The requests shall outline what is to be done, who is to be
8 involved, and how the results will be used and distributed.¹

9 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians
10 shall be notified of their ability to review the materials. Such notification shall include
11 information indicating the purpose of the survey, analysis, or evaluation as well as who will
12 have access to the results. The survey, analysis, or evaluation shall only be administered to
13 students under the age of eighteen (18) whose parent(s)/guardian(s) provide written,
14 informed, and voluntary signed consent. A student who is eighteen (18) years of age or older
15 may participate after he/she provides written, informed, and voluntary signed consent.
16 ~~Following such notification and prior to the administration of the survey, analysis, or~~
17 ~~evaluation, parents/guardians may opt their child out of participation.~~ The Director of Schools
18 shall develop procedures for granting such parental requests and to implement the other
19 provisions of this policy.¹

20 Without the prior consent of the student (if the student is an adult or emancipated minor), or
21 in the case of an unemancipated minor, without the prior consent of the parent/guardian, no
22 student shall be required, as part of any program, to submit to a survey, analysis, or
23 evaluation that reveals information concerning: ^{1,2}

- 24 1. Mental or psychological problems of the student or the student's family;
- 25 2. Sexual behavior or attitudes;
- 26 3. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 27 4. Critical appraisals of other individuals with whom respondents have close family
28 relationships;
- 29 5. Legally privileged relationships;
- 30 6. Income; or

1 7. The collection of student biometric data involving the analysis of facial
2 expressions, EEG
3 brain wave patterns, skin conductance, galvanic skin response, heart-rate
4 variability, pulse,
5 blood volume, posture, and eye-tracking.³

6 The collection of the following data is strictly prohibited:⁴

- 7 1. Political affiliation or voting history;
- 8 2. Religious practices; and
- 9 3. Firearm ownership.

10 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING⁵**

11 In general, the district will not collect, disclose, or use personal student information for the
12 purpose of marketing or selling that information or otherwise providing that information to
13 others for that purpose.

14 If any collected information is to be marketed or sold, parents will be directly notified at least
15 annually at the beginning of the school year of the specific or approximate dates when such
16 information will be collected. Parents, upon request, may inspect any instrument used to
17 collect personal information for the purpose of marketing or selling that information before the
18 instrument is administered or distributed to the student. All parents and students of
19 appropriate age may decline to provide the information requested.

20 This portion of the policy does not apply to the collection, disclosure, or use of personal
21 information collected from students for the exclusive purpose of developing, evaluating, or
22 providing educational products or services for or to students or educational institutions to the
23 extent allowed by law, such as the following: ⁴⁵

24 1. College or other postsecondary education recruitment or military recruitment.

25 2. Book clubs, magazines, and programs providing access to low-cost literary
26 products.

27 3. Tests and assessments used by elementary schools and secondary schools to
28 provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement
29 information about students (or to generate other statistically useful data for the purpose of securing
30 such tests and assessments) and the subsequent analysis and public release of the
31 aggregate data from such tests and assessments.
32 such tests and assessments.

33 4. The sale by students of products or services to raise funds for school-related or
34 education related activities.
35 related activities.

1 5. Student recognition programs.

Legal References

1. TCA 49-2-211
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1), (4) ~~20 USCA § 1232h(e)(4)~~

Cross References

Testing Programs 4.700

2

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 04/29/25
		Rescinds: 6.402	Issued: 05/13/14

PHYSICAL EXAMINATIONS¹

The principal shall ensure that there is a complete physical examination of each student prior to²:

1. Entering school for the first time;¹ and
2. Participation as a member of any athletic team or in any other strenuous physical activity program.²

The cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in the principal's office.³

Screening tests—such as those for vision, hearing, ~~scolio~~sis and lice—will be conducted as recommended by the Tennessee Department of Education and the Department of Health. Parents/Guardians will receive written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress. Parents/guardians may excuse their student from participating in health screenings that are part of a coordinated school health program by submitting a request in writing to the school nurse, instructor, school counselor, or principal.³

~~In general, the school district will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question.⁴~~

IMMUNIZATIONS

No students entering school, including those entering kindergarten or first grade, those from out-of-state, and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health unless circumstances outlined in state or federal law prevent a student from producing such records.^{1,5} It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school which the student is to attend.⁴

Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities:

1. A signed, written statement that such measures conflict with his/her religious tenets and practices⁵ or
2. A written statement from his/her doctor excusing him/her from such immunization due to medical reasons.⁶

Proof of exceptions will be in writing and filed in the same manner as other immunization records.

- 1 A list of transfer students shall be kept at each school in order that their records may be monitored by
- 2 the Department of Health.
- 3 The Director of Schools/designee shall ensure that appropriate immunization records are maintained
- 4 for each student.

5

Legal References

1. ~~TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(e)(1)~~ 20 USCA § 1232h(c)
2. TRR/MS 0520-1-3-.08(2)(b)-01-13-.01(1)(a)
3. ~~TCA 49-6-5001(b)(1)~~ TCA 49-1-1002(b)(2);
Tennessee School Health Screening Guidelines 2022; 20 USCA § 1232h(c)(2)(C)
4. ~~No Child Left Behind, Part F § 1061(1)(D); (2)(B) & (4)(B)~~ TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(a)(b)(2)-(3)
6. TCA 49-6-5001(b)(2)

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Student Communicable Diseases</h2>	Descriptor Code: 6.403	Issued Date: 04/29/25
		Rescinds: 6.403	Issued: 05/13/14

1

2 No student shall be denied an education solely because of a communicable disease, and his/her
 3 educational program shall be restricted only to the extent necessary to minimize the risk of
 4 transmitting the disease.

5 Parents or guardians of infected students shall inform appropriate school officials of the infection so
 6 that proper precautions for the protection of other students, employees, and the infected student shall
 7 be taken.

8 No student with a communicable disease ~~which~~ **that** may endanger the health of either himself/herself
 9 or other individuals shall enter or remain in the regular school setting.^{1,2} If a school principal has
 10 reason to believe a student has a communicable disease which may endanger the health of either
 11 himself/herself or other individuals in the regular school setting, the principal shall:

- 12 1. Assign the student to a setting which will protect other students, employees and the student
 13 himself; or
- 14 2. Exclude the student from school until certification is obtained from a physician or the County
 15 Health Department by either the parent or principal stating that the disease is no longer
 16 communicable.

17 If the principal has reason to believe that the student has a long-term communicable disease, the
 18 principal must require confirmation from a physician or the County Health Department as to the
 19 student's condition. If the student is confirmed to have a long-term communicable disease the
 20 principal shall refer the student for special education services.¹

21 The principal may request that further examinations be conducted by a physician or County Health
 22 Department and may request periodic re-examinations after the student has been readmitted to the
 23 school.² Expenses incurred from examinations requested by school officials shall be paid by the
 24 Board.

25 The names of all students excluded from school under this policy shall be forwarded to the office of
 26 the director of schools.

Legal References

1. TRR/MS 0520-1-3-.08(2)(c)
2. TCA 49-2-203(b)(2)

Cross References

- Special Education 4.202
 Special Programs 4.206

27

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Pediculosis (Head Lice)	Descriptor Code: 6.4031	Issued Date: 04/29/25
		Rescinds: 6.4031	Issued: 07/12/16 05/13/14

1

2 No student shall be denied an education solely by reason of head lice infestation and his/her
3 educational program shall be restricted only to the extent necessary to minimize the risk of
4 transmitting the infestation.

5 It shall be the responsibility of the principal or school nurse to notify the parents in the event a
6 child has pediculosis (head lice). The child shall be sent home at the time of confirmation of
7 lice, and a letter shall be sent home with the child to explain the condition, requirements for
8 readmission and deadlines for satisfactory completion of the treatment.

9 Prior to readmission, satisfactory evidence must be submitted to school personnel that the
10 student has been treated for pediculosis (head lice). This evidence shall include but not be
11 limited to:

- 12 (1) proof of treatment with a pediculicide product (head lice shampoo), and
13 (2) satisfactory examination by a school health official

14 Treatment and prevention procedures shall be developed by the **D**irector of **S**chools in
15 consultation with the school nurse and distributed to all classroom teachers. These
16 procedures shall also be distributed to the parent/guardian of any child that has pediculosis.

17 Any subsequent incidents of head lice for a student during the school year shall require
18 submission of satisfactory evidence of treatment for head lice and be found free of lice by a
19 school health official.

20 A student shall be expected to have met all requirements for treatment and return to school
21 no later than two (2) days following dismissal from school for head lice. All days in excess of
22 the allowable period shall be marked as unexcused absences and referred to the attendance
23 supervisor at the proper time.

24

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Acquired Immune Deficiency Syndrome	Descriptor Code: 6.404	Issued Date: 04/29/25
		Rescinds: 6.404	Issued: 05/13/14

1

2 **LIABILITY AND NON-DISCRIMINATION**

3 Students infected with HIV shall not be denied enrollment in school. The Board shall not
4 prevent an HIV infected student from participating in the continuation of his/her education on
5 the sole basis of HIV infection. To the extent practical with medical and educational needs,
6 the student shall be subject to the same rules for class assignment, privileges and
7 participation in any school-sponsored activities **(including school athletic programs)** as all
8 other students. The Board shall strive to maintain a respectful school climate for HIV infected
9 students.

10 Mandatory screening for communicable diseases not spread by casual everyday contact,
11 such as HIV infection, shall not be a condition for school entry or attendance.¹

12 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

13 If a student's parents/guardians choose to disclose the child's HIV status, all matters
14 pertaining to that student shall be directed by procedures initiated by the **D**irector of **S**chools.

15 The **D**irector of **S**chools shall be responsible for requesting medical records from the
16 parent/guardian and a statement from the student's physician regarding health status of the
17 student reported to have HIV/ AIDS. In addition, the **D**irector of **S**chools shall gather
18 information regarding the student's cumulative school record.

19 **CONFIDENTIALITY**

20 No information concerning an HIV infected student shall be divulged, directly or indirectly, to
21 any other individual or group without the written consent of the parent/guardian. All medical
22 information and written documentation of discussions, telephone conversations, proceedings
23 and meetings shall be kept by the **D**irector of **S**chools in a locked file. If the HIV infected
24 student is under the age of eighteen (18), access to this file shall be granted only to those
25 persons who have the written consent of the infected student's parents/guardians.

26 Under no circumstances shall information identifying a student with AIDS be released to the
27 public.^{2, 3}

28 **APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS**

29 In determining the educational placement of a student known to be infected with HIV, school
30 authorities shall follow established policies and procedures for students with disabilities.

1 School authorities shall reassess placement if there is a change in the student's need for
2 accommodations or services.

3 **HIV PREVENTION EDUCATION/CURRICULUM**^{1,4}

4 The **D**irector of **S**chools shall be responsible for developing instructional objectives to
5 address each terminal objective in the state AIDS curriculum framework and provide each
6 teacher responsible for teaching AIDS education with these objectives. Students shall further
7 be taught universal precautions through the K-8 Healthful Living and Lifetime Wellness
8 curricula and through the ~~Board's~~ **district's** HIV prevention education program.

9 The state AIDS curriculum and related instructional objectives shall be used in grades K-12.
10 Parents and guardians shall have convenient opportunities to preview all HIV prevention
11 curricula and materials in accordance with the provisions of the ~~Family Life Curriculum~~ **Family**
12 **Education Law of 1989**.

13 Students shall have access to voluntary and confidential counseling about matters related to
14 HIV. Administrators shall maintain a list of counseling and testing resources for student use.

15 **INFECTION CONTROL**

16 The Director of Schools shall develop an Occupational Safety and Health Administration
17 (OSHA)-based infection control plan in which each school will provide for:

- 18 1) Well-maintained and easily accessible materials necessary to follow universal
19 precautions, and
- 20 2) Designated **d** first responders responsible for implementing infection control guidelines,
21 including investigating, correcting, and reporting on instances of exposure.

22 All schools shall further follow the most current Centers for Disease Control and Prevention
23 (CDC) Universal Precautions for Prevention of Transmission of Human Immunodeficiency
24 Virus, Hepatitis B Virus, and Other Blood borne Pathogens in Health Care Settings and the
25 OSHA blood borne pathogens standard.⁴

26 ~~The director of schools shall develop procedures to implement this policy as well as the~~
27 ~~State Board of Education HIV/AIDS Policy for Employees and Students of Tennessee~~
28 ~~Public Schools.~~⁵

Legal References

1. TRR/MS 0502-~~1-3-08(2)(g)~~01-13-.02
2. TCA 68-10-113
3. 20 USCA § 1232(g); 34 CFR § ~~3622-623~~
300.622, 623
4. ~~TRR/MS-0520-1-3-05(1)(e)~~ State Board of
Education Policy No. 5.300; ~~HIV/AIDS Policy~~

Cross References

- Section 504 & ADA Grievance Procedures 1.802
Special Education 4.202
Special Programs 4.206
Student Records 6.600

29

~~for Employees and Students of Tennessee –
Public Schools Revised, August 18, 2005~~ 29
CFR 1910.103(c)(1)(i)

1

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 04/29/25
		Rescinds: 6.405	Issued: 07/26/18 06/27/17

1

2 **No school official or teacher will routinely dispense medication to students except in unique**
3 **situations in which a child's health is dependent upon medical aid.** If, under exceptional
4 circumstances, a child is required to take non-prescription or prescription medication during school
5 hours and the parent cannot be at school to administer the medication, only the school nurse or the
6 principal's designee will assist in self-administration of the medication—if the student is competent to
7 self-administer medicine with assistance—in compliance with the following regulations:¹

8 Written **Tennessee** physician's orders will be required and will include:

- 9 1. Child's name;
- 10 2. Name of medication and reason for administration;
- 11 3. Name of **Tennessee** physician;
- 12 4. Time to be self-administered;
- 13 5. Dosage and directions for self-administration (non-prescription medicines must have label
14 direction);
- 15 6. Possible side effects, if known; **and**
- 16 7. Termination date for self-administration of the medication; **and**
- 17 8. Signature of **both** physician and parent.

18 *Students may not possess, store, or transport any medication.* The medication must be delivered to the
19 main office in person by the parent or guardian of the student unless the *physician advises that* the
20 medication must be retained by the student for immediate self-administration to treat a life-threatening
21 condition (i.e. students with asthma).

22 The nurse/designee will:

- 23 1. Inform appropriate school personnel of the medication to be self-administered;
- 24 2. Keep physician's order for medication in student's record;
- 25 3. Keep an accurate record of the self-administration of the medication;
- 26 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
27 order;
- 28 5. Return unused prescription to the parent or guardian only; and
- 29 6. Ensure that all guidelines developed by the Department of Health and the Department of
30 Education are followed.

31 The parent or guardian is responsible for informing the designated official of any change in the
32 student's health or change in medication.

33 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term
34 administration of medication.

- 1 It is recommended that medicines scheduled less than 3 times daily be administered at home.
2 Exceptions to this rule may be considered on an individual basis

3 **BLOOD GLUCOSE SELF-CHECKS²**

4 Upon written request of a parent or guardian, and if included in the student's medical management plan
5 and in the **Individual Healthcare Plan** (IHP), a student with diabetes shall be permitted to perform a
6 blood glucose check or administer insulin using any necessary diabetes monitoring and treatment
7 supplies, including sharps. The student shall be permitted to perform the testing in any area of the
8 school or school grounds at any time necessary, in keeping with the guidelines set forth by the
9 Tennessee Occupational Safety and Health Administration (TOSHA).

10 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
11 such sharps is appropriate.

12 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
13 Occupational Safety and Health Administration (TOSHA).²³

14 ~~School personnel, who volunteer, under no duress or pressure and have been properly trained by a
15 registered nurse, are permitted to administer glucagon in emergency situations to a student based on
16 physician's orders and/or the student's Individual Health Plan (IHP). If the school nurse is on site
17 and available to assist, the nurse must provide the service to the student.³~~

18 ~~The school nurse shall be responsible for updating and maintaining each IHP. There must be a
19 parent/guardian signature on file giving permission prior to training school personnel to administer
20 glucagon.~~

21 ~~DEFINITION OF GLUCAGON~~

22 ~~Glucagon is a hormone that helps the liver release sugar, thus increasing the level of sugar in the
23 blood. It must be injected with a syringe into the body like insulin.~~

24 ~~WHEN TO USE GLUCAGON~~

25 ~~Glucagon is administered when the student has low blood sugar and is unable to take liquid or food
26 by mouth because of unconsciousness or seizure activity as per a medical provider's written
27 instructions.~~

28 ~~TRAINING~~

- 29 ~~1. Review physicians' orders for glucagon and parent/guardian permission on file.~~
30
31 ~~2. The volunteer must complete an initial in-depth diabetes-related training recognizing signs
32 and symptoms of hypoglycemia and respond with student-specific interventions.~~
33
34 ~~3. The volunteer trainee must be able to state glucagon's action and the need for its use.~~
35

- ~~4. The volunteer trainee must be able to state how glucagon should be prepared, the dosage, and side effects as well as follow-up care after the administration of glucagon.~~
- ~~5. The volunteer trainee must be able to identify where glucagon will be stored (must be kept in a secure location away from heat and direct light) and readily available to the student.~~
- ~~6. The volunteer trainee will notify or delegate notification of EMS/911 personnel, parents/guardian, and the school nurse any time glucagon is administered to any student.~~
- ~~7. The volunteer trainee must document observations, administration of glucagon, and follow-up care on the appropriate diabetic and medication forms.~~
- ~~8. Training will be provided until competency is demonstrated, and retraining shall be completed on a yearly basis. Training will be documented twice a year and include a skills checklist, instructor's name, trainee's name, date of training, and documentation of competency of trainee to administer glucagon. A copy of the trainee's competency training form will be kept in the employee's personnel file.~~

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The **D**irector of **S**chools shall develop procedures for the development of an IHP for every student that wishes to self-administer.

STUDENTS WITH ADRENAL INSUFFICIENCY⁵

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following procedure:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication.
2. The district shall maintain a record of all school personnel who have completed this training.
3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The **D**irector of **S**chools shall develop procedures on the administration of medications that treat adrenal insufficiency and recordkeeping per rules set forth by the State Board of Education.

Legal References

1. TCA 49-50-1602; TRR/MS 05220-01-13-.03
2. TCA 49-50-1602(d)(7)
3. ~~TCA 49-50-1601~~; State Board of Education Policy 4.205
4. TCA 49-50-1601
5. TRR/MS 0520-01-13-.04; State Board of Education Policy 4.205

Cross References

Promoting Student Welfare 6.400
~~Zero Tolerance Offenses 6.309~~

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Glucagon and Emergency Anti- Seizure Medications	Descriptor Code: 6.4051	Issued Date: 04/29/25
		Rescinds:	Issued:

School personnel, who volunteer, under no duress or pressure and have been properly trained by a registered nurse employed or contracted by the district, may administer glucagon in emergency situations to a student based on physician's orders and/or the student's Individual Health Plan (IHP). If the school nurse is on site and available to assist, the nurse must provide the service to the student.¹

The school nurse shall be responsible for updating and maintaining each IHP. There must be a parent/guardian signature on file giving permission prior to training school personnel to administer glucagon.

DEFINITION OF GLUCAGON

Glucagon is a hormone that helps the liver release sugar, thus increasing the level of sugar in the blood. It must be injected with a syringe into the body like insulin.

WHEN TO USE GLUCAGON

Glucagon is administered when the student has low blood sugar and is unable to take liquid or food by mouth because of unconsciousness or seizure activity as per a medical provider's written instructions.

TRAINING

1. Review physicians' orders for glucagon and parent/guardian permission on file.
2. The volunteer must complete an initial in-depth diabetes-related training recognizing signs and symptoms of hypoglycemia and respond with student-specific interventions.
3. The volunteer trainee must be able to state glucagon's action and the need for its use.
4. The volunteer trainee must be able to state how glucagon should be prepared, the dosage, and side effects as well as follow-up care after the administration of glucagon.
5. The volunteer trainee must be able to identify where glucagon will be stored (must be kept in a secure location away from heat and direct light) and readily available to the student.
6. The volunteer trainee will notify or delegate notification of EMS/911 personnel, parents/guardian, and the school nurse any time glucagon is administered to any student.

1 7. The volunteer trainee must document observations, administration of glucagon, and follow-up
2 care on the appropriate diabetic and medication forms.

3
4 8. Training will be provided until competency is demonstrated, and retraining shall be completed
5 on a yearly basis. Training will be documented twice a year and include a skills checklist,
6 instructor's name, trainee's name, date of training, and documentation of competency of trainee
7 to administer glucagon. A copy of the trainee's competency training form will be kept in the
8 employee's personnel file.

9 **DEFINITION OF EMERGENCY ANTI-SEIZURE MEDICATION²**

10 These medications work to stop seizure activity by acting on brain cell interactions that inhabit the
11 seizure discharges.

12 School personnel, who volunteer, under no duress or pressure and have been properly trained by a
13 registered nurse employed or contracted by the district, may administer anti-seizure medications,
14 including diazepam gel, to a student in emergency situations to a student based on physician's orders
15 and/or the student's Individual Healthcare Plan (IHP). If the school nurse is on site and available to
16 assist within the time limit for administration specified in the IHP, the nurse shall provide the service
17 to the student.

18 **WHEN TO USE**

19 Upon the decision of a trained volunteer to administer emergency anti-seizure medications, school
20 officials shall immediately summon local emergency medical services to the school to provide
21 necessary monitoring of transport to safeguard the health and condition of the student.

22 Trained volunteer school personnel administering anti-seizure medications, any registered nurse who
23 provides training to administer such medications, and any local Board of Education shall not be liable
24 in any court of law for injury resulting from the reasonable and prudent assistance in the administration
25 of such medications, if performed pursuant to the policies and guidelines developed by the
26 Departments of Health and Education and approved by applicable regulatory or governing boards or
27 agencies.

28 A student's parent/guardian, who has given the student's school written authorization to administer
29 anti-seizure medication, shall, in accordance with the student's IHP, notify the school principal or
30 school nurse if anti-seizure medication or prescription or over-the-counter medicines are administered
31 at a time at which the student is not present at school. The student's IHP shall set forth with specificity
32 the requirement of reporting administration of the medication and for the dissemination of such
33 information to volunteer school personnel trained to administer anti-seizure medication. Such
34 notification shall be given after administration of medication before or at the beginning of the next
35 school day in which the student is in attendance.

36 **REQUIREMENTS**

Prior to administration of an anti-seizure medication to a student by volunteer school
personnel or a school nurse in an emergency situation, the student's parent/guardian shall
provide the school:

1. A written authorization to administer the medication at school;
2. A written statement from the student's health care practitioner, which shall contain the student's name, the name and purpose of the medication, the prescribed dosage, the route of administration, the frequency of administration, and the circumstances under which the medication may be administered; and
3. The unexpired, prescribed medication in its unopened, sealed package with the intact label affixed by the dispensing pharmacy.

Legal References

1. TCA 49-50-1602(b)
2. TCA 49-50-1602(g)

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date: 04/29/25
		Rescinds: 6.4052	Issued: 06/25/24

2 *General*

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

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

13 **PARENTAL NOTIFICATION**

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

16 **PROCEDURES**

17 The Director of Schools/**designee** shall develop procedures for the maintenance and usage of opioid
18 antagonists, as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Supervision of Students	Descriptor Code: 6.408	Issued Date: 04/29/25
		Rescinds:	Issued:

1

2 Students shall be under the supervision of school personnel, either certified or non-certified,
3 at all times during the school day (including activity periods and lunch periods) and during all
4 extracurricular activities.

5 The principal may assign educational assistants and other school personnel to ensure proper
6 supervision.¹

7 The teacher/designee shall file a written report with the principal for any accident occurring on
8 school property or at any extracurricular event.

Legal References

1. TCA 49-2-303

9

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Safe Relocation of Students	Descriptor Code: 6.4081	Issued Date: 04/29/25
		Rescinds: 6.4081	Issued: 05/13/14

1

2 ~~Employees~~ Teachers who are directly responsible for a student's education or other
3 employees who ~~otherwise~~ interact with students within the scope of their assigned duties may
4 relocate a student from the student's present location to another location when such
5 relocation is necessary for the student's safety or the safety of others.¹ If relocation is
6 necessary, the process will comply with all special education laws. Such employees may also
7 intervene in a physical altercation between two or more students or between a student and
8 an LEA employee. Reasonable or justifiable force may be used to physically relocate or
9 intervene in a conflict if a student is unwilling to cooperate.²

10 If an employee is unable to resolve the matter with the use of reasonable or justifiable force
11 as required, the student shall be allowed to remain in place until such a time as local law
12 enforcement officers or school resource officers can be summoned to relocate the student or
13 take the student into custody until such a time as a parent or guardian can retrieve the
14 student.

15 In the event that physical relocation becomes necessary, the teacher shall immediately file a
16 brief report of the incident with the building principal. If the student's behavior constitutes a
17 violation of the Board's zero tolerance policy, then the report shall be placed in the student's
18 permanent record. Otherwise, the report shall be kept in the student's discipline record, and
19 not become a part of that student's permanent record. The principal or the principal's
20 designee shall notify the ~~teacher~~ employee involved of the actions taken to address the
21 behavior of the relocated student.¹

22 The Director of Schools shall ~~create~~ develop administrative procedures to implement this
23 policy consistent with State law. Each building principal shall fully support the employees'
24 authority under this policy and fully implement the policy and procedures of the system.

Legal References

1. ~~Tenn. Code Ann. § 49-6-4018~~ TCA 49-6-2802
2. ~~Tenn. Code Ann. § TCA 39-11-603, 609-614,~~
~~621-622~~

25

Collierville Schools Board of Education

Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 04/29/25
		Rescinds: 6.409	Issued: 06/25/24 08/23/22 01/26/21 09/13/16

1

2 *General*

3 The Director of Schools shall:¹

- 4 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
5 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school
6 and submit this information to the Department of Children's Services;
- 7
8 2. Require that the Coordinator and the Alternate receive appropriate training;
- 9
10 3. Supply the Coordinator with all necessary resources;
- 11
12 4. Ensure that all employees working directly with students annually complete the child abuse
13 training program required by state law.²

14 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
15 child abuse or child sexual abuse.

16 **REPORTING**

17 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
18 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
19 immediately with the Coordinator, the Department of Children's Services (DCS), and law
20 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or
21 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement
22 prior to notifying the Coordinator.⁵

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

- 24 1. The name, address, telephone number, and age of the child;
- 25
26 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 27
28 3. The nature and extent of the abuse or neglect; and
- 29
30 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
31 abuse or neglect.

1 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
2 abuse and neglect, and shall disseminate the procedures to all school personnel.

3 **CONFIDENTIALITY**

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

6 **INVESTIGATIONS**

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

Legal References

1. [TCA 49-6-1601; Public Acts of 2024, Chapter No. 571](#)
2. [TCA 37-1-408](#)
3. [TCA 37-1-403\(a\)\(1\); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605\(a\)\(4\)](#)
4. [TCA 37-1-403\(a\)\(2\); TCA 49-6-1601](#)
5. [TCA 49-6-1601\(d\)\(1\)\(B\)\(v\)](#)
6. [TCA 37-1-403\(b\)](#)
7. [TCA 37-1-611\(b\)](#)
8. [Tenn. Op. Atty. Gen. No. 87-101 \(June 9, 1987\)](#)

Cross References

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

13

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Emergency Contact Information	Descriptor Code: 6.410	Issued Date: 04/29/25
		Rescinds: 6.410	Issued: 05/13/14

2 Parent(s)/Guardian(s) of all students shall provide the schools with emergency contact
3 information, which shall contain the following information:

- 4 1. Parents' location and phone numbers during the school day;
- 5 2. The name, address, and phone number of the student's physician(s);
- 6 3. Directions in the event that medical treatment is needed;
- 7 4. Information concerning a student's particular physical disability or medical condition.

8 This information shall be required annually and shall be kept on file in the principal's office.

9 If a student suffers an injury or becomes ill, the staff member in charge shall have the
10 responsibility to render first-aid or ensure that it is rendered.

11 In the event of serious injury or illness to a student, the parent(s)/guardian(s) shall be notified
12 as whether to pick up the child at school or meet the child at the hospital. If the
13 parent(s)/guardian(s) cannot be reached, the student shall be transported to the hospital
14 emergency room and the physician identified by the parent(s)/guardian(s) on the emergency
15 medical authorization form shall be notified of the accident. Efforts to notify the
16 parent(s)/guardian(s) shall continue until they are reached.

17 Principals shall inform the Director of Schools immediately of any serious injuries suffered by
18 students while under the jurisdiction of the school.

19 Parents who object to the procedures contained in this policy shall submit to the principal a
20 written emergency plan for his/her approval.

21 The Director of Schools shall develop forms and procedures to implement this policy.

22

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 04/29/25
		Rescinds: 6.411	Issued: 07/16/24 05/23/17 07/12/16

1

2 This policy ~~applies to~~ **reflects and affirms** Collierville Schools' commitment to providing a
3 school environment that enhances learning and the development of lifelong wellness
4 practices. This policy will be reviewed and updated annually.

5 The ~~Superintendent~~ **Director of Schools**, or his designee, will be responsible for overseeing
6 the school district's compliance with the Wellness **policy**.¹

7 To accomplish these goals:

- 8 1. School Nutrition Programs shall comply with federal, state and local requirements.^{2,3,4}
- 9 2. School Nutrition Programs are accessible to all children—both through reimbursable
10 school meals and other foods available throughout the school campus—in accordance
11 with Federal and State Nutrition Standards.
- 12 3. Comprehensive Health Education shall be provided and promoted at all grade levels,
13 which ~~that~~ will help students learn and practice healthful behaviors throughout their
14 lifetime.
- 15 4. Students shall have opportunities to be physically active before, during and after
16 school.
- 17 5. All school-based activities are consistent with local wellness policy goals.
- 18 6. The school environment is safe, comfortable, pleasing, and allows adequate time and
19 space for eating meals.
- 20 7. School staff shall be encouraged and supported to practice healthy nutrition and
21 physical activity behaviors in and out of school.
- 22 8. The District shall establish and maintain an infrastructure for management, oversight,
23 implementation, communication about and monitoring of the policy and it's established
24 goals and objectives.

25 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

26 Collierville Schools is committed to ~~ensure~~ **ensuring** that the Center for Disease Control's
27 (CDC's) Coordinated School Health approach is implemented to ~~managing~~ **manage** new and
28 existing wellness-related programs and services at all schools. Such programs shall be
29 implemented in accordance with State Law and State Board of Education Coordinated
30 School Health (CSH) Standards and Guidelines.

1 Each school will complete the CDC's School Health Index annually and base school goals on
2 the results.⁵

3 SCHOOL HEALTH ADVISORY COUNCIL

4 A District School Health Advisory Council ~~is~~ shall be established that shall serve as a
5 resource to school sites for implementing policies and procedures.^{6,7} The ~~School Health-~~
6 ~~Advisory Council~~ council shall consist of individuals representing the school and community.
7 The primary responsibilities of the council include, but are not limited to:

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

15 Collierville Schools will consider the recommendation of the School Health Advisory Council
16 in making any policy changes that affect a healthy learning environment.

17 Additionally, each school will have a Healthy School Team consisting of teachers, students,
18 parents and administrators and will be required to hold Healthy School Team meetings four
19 (4) times during the school year to assess needs and oversee planning an implementation of
20 school health efforts.

21 COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁸

22 Collierville Schools recognizes that physical activity is extremely important to the overall
23 health of a child. Schools shall support and promote physical activity. Physical activity may be
24 integrated into any area of the school program. ~~by ensuring the following, at a minimum:~~

- 25 ~~• All elementary students receive 130 minutes of physical activity each full school~~
26 ~~week with at least one period of physical activity that is at least 15 minutes each day.~~
- 27 ~~• All middle and high school students will receive 90 minutes of physical activity each~~
28 ~~full school week.~~
- 29 ~~• Physical activity may include walking, jumping rope, playing volleyball, or other forms~~
30 ~~of physical activity that promote fitness and well-being.~~
- 31 ~~• Recess and free play activities may be used to meet the requirements.~~
- 32 ~~• Recess should be offered daily to all elementary students.~~
- 33 ~~• Physical Education classes may be counted as physical activity, but physical activity~~
34 ~~may not take the place of Physical Education Classes.~~
- 35 ~~• Walking between classes during passing period is not considered physical activity.~~
- 36 ~~• Physical activity shall not be withheld from a student as a punishment.~~

1 Physical education classes shall be offered as part of a standards based program designed
2 to provide developmentally appropriate, moderate to vigorous physical activity as a integral
3 part of the class. All physical education classes shall comply with the State Board of
4 Education's Physical Education Standards. In addition to the district's physical education
5 program, non-structured physical activity periods shall be offered as required by law. Schools
6 shall strive to offer after school sports and activities.

7 Physical activity shall neither be assigned nor withheld as a form of discipline or punishment
8 in any school.

9 **COMMITMENT TO NUTRITION GUIDELINES**

10 Collierville Schools will promote healthy nutrition through various activites, including nutrition
11 related newsletters, informational links on the district website, healthy eating posters and
12 bulletin boards in dining areas, and informational booths at various community functions.
13 Nutrition education will be offered as part of a standards based program designed to provide
14 students with the knowledge and skills needed to promote and protect their health as outlined
15 in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition
16 education will discourage teachers from using foods high in fat, sugar, and sodium as
17 rewards and encourage students to start each day with a healthy breakfast.

18 The nutrition guidelines for all foods and beverages offered for sale to students are as
19 follows:

- 20 • Will be consistent with the meal pattern requirements and nutrition standards for
21 competitive foods developed by USDA Smart Snacks in School nutrition standards.
- 22 • For other non-sold foods and beverages made available on the school campus during
23 the school day, each school principal shall monitor all such foods and beverages to
24 ensure that non-sold food and beverages comply as much as possible with USDA
25 Smart Snack in School national standards. However, it shall be the responsibility of
26 each school principal to ensure that non-sold food items that do not comply with the
27 Smart Snacks guidelines are kept to a minimum.

28 **CURRICULUM⁷**

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

30 **EVALUATION OF EFFECTIVENESS OF THE WELLNESS POLICY**

31 **The** Collierville Schools Board of Education shall monitor the effectiveness of the school
32 nutrition program within a wide-range of student constituency groups. Evaluation results will
33 be made public by posting results on the Collierville Schools Coordinated School Health
34 Webpage. Factors to be considered may include, but are not limited to:

- 35 1. Participation rates in school meal programs;

- 1 2. Student satisfaction surveys to monitor the taste and quality of food and the effects of
- 2 consumption of healthy snacks on children's health, behavior, and school performance
- 3 and to monitor satisfaction with snack choices;
- 4 3. Parent satisfaction surveys to monitor the effects of consumption of healthy snacks on
- 5 children's health, behavior, and school performance and to monitor satisfaction with
- 6 snack choices;
- 7 4. Frequency and types of health problems noted on school nurse logs;
- 8 5. Frequency and types of mental health and behavioral problems noted on counselor
- 9 logs;
- 10 6. Incidence of student behavior infractions;
7. Teacher surveys of student's classroom behavior, attention span, and memory;
8. Test scores.

Legal References

1. [TCA 49-6-1022](#)
2. [42 USCA § 1758b](#); [TRR/MS 0520-01-06-.04](#)
3. [TRR/MS 0520-01-06](#)
4. [7 CFR § 210](#); [7 CFR § 220](#)
5. [7 CFR § 210.31\(f\)](#)
6. [State Board of Education Policy 4.204](#)
7. [State Board of Education Policy 4.206](#)
8. [TCA 49-6-1021](#)

Cross References

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Emergency Allergy Response Plan	Descriptor Code: 6.412	Issued Date: 04/29/25
		Rescinds: 6.412	Issued: 05/13/14

1

2 The **D**irector of **S**chools shall develop and maintain an Emergency Allergy Response Plan
3 that meets state guidelines for managing students with life-threatening allergies. The Plan
4 shall include measures to reduce exposure to allergens and procedures to treat allergic
5 reactions. Components of the plan shall include, but are not limited to; education and training
6 of personnel, record keeping/documentation, development and reviews of the allergy action
7 plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure
8 to allergens.¹

9 Using the state food allergy guidelines plan as a guide, the **D**irector shall also develop a
10 process to identify all students with food allergies and develop and implement an
11 Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.²

Legal References

1. TCA ~~49-5-415 (f)(1) and (2)~~ **49-50-1602(f)**
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting, including Guidelines for Managing Life-Threatening Food Allergies in Tennessee – Schools* (Tennessee Department of Education and Tennessee Department of Health) ~~(2007)~~. **2023, p. 90**

Cross References

Medicines 6.405

12

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Prevention and Treatment of Sports Related Concussions	Descriptor Code: 6.413	Issued Date: 04/29/25
		Rescinds: 6.413	Issued: 05/13/14

1

2 A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or
3 body. In order to ensure the safety of students that participate in interscholastic athletics, it is
4 imperative that student athletes, coaches, and parents are educated about the nature and
5 treatment of sports related concussions. The Board recognizes that concussions can be a
6 serious health issue and should be treated as such.

7 The Board adopts the guidelines and other pertinent information and forms developed by the
8 Tennessee Department of Health to inform and educate coaches, school administrators,
9 student athletes, and parent(s)/guardian(s) of the nature, risk and symptoms of concussions
10 and head injuries. These guidelines and materials may be viewed on the Department of
11 Health's website and shall be made available to interested parties through the Central Office.

12 This policy shall govern all activities and those individuals involved in those activities which
13 constitute an organized athletic game or competition against another team or in practice or
14 preparation for an organized game or competition. It does not govern those activities or
15 individuals involved in those activities which are entered into for instructional purposes only or
16 those that are incidental to a nonathletic program or lesson.

17 **REQUIRED TRAINING** ¹

18 The **D**irector of **S**chools shall ensure that each school's athletic director and coaches,
19 employed or volunteer, annually complete the ***Concussion in Sports – What You Need to***
20 ***Know*** online course. This course may be accessed online at www.nfhslearn.com.

21 Prior to the annual initiation of practice or competition, the following persons must review and
22 sign a concussion and head injury information sheet approved by the Tennessee Department
23 of Health: the **D**irector of **S**chools, licensed healthcare professionals (if appointed), each
24 school athletic director, and each coach, employed or volunteer.

25 In addition, prior to the annual initiation of practice or competition, all student athletes and
26 their parent(s)/guardian(s) shall review the concussion and head injury information sheet
27 approved by the Tennessee Department of Health. A form confirming this review shall be
28 signed and ~~returned~~ **submitted** by the student athlete, if the athlete is eighteen (18) years of
29 age or older; or by the student athlete's parent(s)/guardian(s), for athletes younger than
30 eighteen (18) years of age.

1 All documentation of the completion of a concussion recognition and head injury safety
2 education course program and signed concussion and head injury information sheets shall be
3 maintained by the Director of Schools or his/her designee for a period of three (3) years.

4 **Removal from Athletics**⁺²

5 Any student athlete who shows signs, symptoms and/or behaviors consistent with a
6 concussion during an athletic activity or competition shall be immediately removed for
7 evaluation by a licensed healthcare professional, if available, and if not, by the coach or other
8 designated individuals.

9 No student athlete who has been removed from an athletic activity or competition due to a
10 concussion or suspected concussion shall be allowed to return to any supervised team
11 activities involving physical exertion, including games, competitions, or practices, until the
12 student athlete has been evaluated by and received written clearance on forms approved by
13 the Department of Health from a licensed health care provider for a full or graduated return.
14 "Health care provider" means a Tennessee licensed medical doctor (M.D.), osteopathic
15 physician (D.O.), or a clinical neuropsychologist with concussion training, or a physician's
16 assistant (P.A.) with concussion training who is a member of a health care team supervised
17 by a Tennessee licensed medical doctor or osteopathic physician.³

18 This requirement for clearance prior to a student athlete returning to an athletic activity shall
19 not apply if there is a legitimate explanation other than a concussion for the signs, symptoms,
20 and/or behaviors observed.

21 The Director of Schools or his/her designee shall ensure that all protocols approved by the
22 Tennessee Department of Health or required by law relative to the provisions of this policy
23 are followed and implemented within each school.

Legal References

1. TCA 68-55-502(b)(1)(B)
2. TCA 68-55-502(b)(1)(F)
3. TCA 68-55-501

24

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Prevention and Treatment of Sudden Cardiac Arrest	Descriptor Code: 6.414	Issued Date: 04/29/25
		Rescinds: 6.414	Issued: 02/09/16

1

2 Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and
3 unexpectedly, preventing blood flow to the brain, the heart, and the rest of the body. In order
4 to ensure the safety of students that participate in interscholastic athletics, it is imperative that
5 student athletes, coaches, and parents are educated about the nature and treatment of
6 sudden cardiac arrest. The Board recognizes that sudden cardiac arrest is a serious health
7 issue and should be treated as such.

8 The Board adopts the guidelines and other pertinent information and forms developed by the
9 Tennessee Department of Health to inform and educate coaches, school administrators,
10 student athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of sudden
11 cardiac arrest. These guidelines and materials may be viewed on the Department of Health's
12 website and shall be made available to interested parties through the Central Office.

13 This policy shall govern all activities and those individuals involved in those activities ~~which~~
14 **that** constitute an organized athletic game or competition against another team or in practice
15 or preparation for an organized game or competition. It does not govern those activities or
16 individuals involved in those activities which are entered into for instructional purposes only or
17 those that are incidental to a nonathletic program or lesson.

18 **REQUIRED TRAINING¹**

19 The **D**irector of **S**chools shall ensure that each school's athletic director and coaches,
20 employed or volunteer, annually complete the **National Federal of State High School**
21 **Associations Elective Course – Sudden Cardiac Arrest** online course. This course may
22 be accessed online at www.nfhslearn.com.

23 Prior to the annual initiation of practice or competition, the following persons must review and
24 sign a sudden cardiac arrest information sheet approved by the Tennessee Department of
25 Health: each school athletic director, licensed healthcare professionals (if appointed), and
26 each coach, employed or volunteer.

27 In addition, prior to the annual initiation of practice or competition, all student athletes and
28 their parent(s)/guardian(s) shall review the sudden cardiac arrest information sheet approved
29 by the Tennessee Department of Health. A form confirming this review shall be signed and
30 ~~returned~~ **submitted** by the student athlete, if the athlete is eighteen (18) years of age or older;
31 or by the student athlete's parent(s)/guardian(s), for athletes younger than eighteen (18)
32 years of age.

1 All documentation of the completion of a sudden cardiac arrest education course program
2 and signed sudden cardiac arrest information sheets shall be maintained by the **D**irector of
3 **S**chools or his/her designee for a period of three (3) years.

4 **Removal from Athletics¹**

5 Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden
6 cardiac arrest during or after an athletic activity or competition shall be immediately removed
7 for evaluation by a licensed healthcare professional, if available, and if not, by a coach or
8 other designated individuals. Signs, symptoms and/or behaviors include, but are not limited
9 to: passing out; fainting; unexplained shortness of breath; chest pains; dizziness; racing heart
10 rate; and extreme fatigue.

11 Student athletes who have been removed from an athletic activity or competition shall not
12 return to any supervised team activities involving physical exertion, including games,
13 competitions, or practices, until the student athlete has been evaluated by and received
14 written clearance on forms approved by the Department of Health from a licensed health care
15 provider for a full or graduated return.

Legal References

- 16 1. ~~Public Acts of 2015, Chapter No. 325~~ **TCA**
68-6-101

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415	Issued Date: 04/29/25
		Rescinds: 6.415	Issued: 07/12/16

1

2 The Collierville Schools Board of Education is committed to protecting the health and well-
3 being of all students and understands that physical, behavioral, and emotional health are
4 integral components of student achievement. This policy corresponds with and supports state and local
5 efforts to provide leadership in establishing prevention, intervention, and postvention procedures.

6 PREVENTION¹

7 All district employees shall attend either the annual in-service training in suicide prevention or
8 participate in other equivalent training approved by the Director of Schools. The training shall
9 include, but not be limited to, identification of risk factors, warning signs, intervention and
10 response procedures, referrals, and postvention.

11 The Director of Schools shall identify a district suicide prevention coordinator responsible for
12 planning and coordinating the implementation of this policy. Each school principal shall
13 designate a school suicide prevention coordinator to act as a point of contact in each school
14 and will assist in the support of suicide prevention, intervention, postvention, and policy
15 implementation.

16 Annual crisis training will be provided for designated school support staff by the district
17 suicide prevention coordinator in an effort to review procedures for at risk students, such as
18 determining levels of risk and making appropriate referrals.

19 Students will receive age appropriate lessons on safe and healthy choices. Students are
20 strongly encourage to report if they or a peer are in need of help or having suicidal thoughts
21 and will receive information and resources to assist them if necessary, including information
22 regarding The National Suicide Prevention Lifeline (988).

23 INTERVENTION¹

24 Any employee who has reason to believe that a student is at imminent risk of suicide shall
25 report such belief to the principal or designee. Belief that a student is at imminent risk of
26 suicide shall include, but not be limited to: a) the student's verbalization, writing, or drawing of
27 suicidal intentions; b) evidence of self-harm, or c) another referral source.

28 Any staff member who is originally made aware of any threat or witnesses any attempt
29 towards self-harm, that is written, drawn, spoken or threatened, will immediately notify the
30 principal or designee. Any threat in any form must be treated as real and dealt with
31 immediately.

1 Upon notification, the principal or designee shall ensure the student is placed under adult
2 supervision and seen by appropriate, crisis-trained, support staff within the same school day
3 to assess risk. The student shall remain under constant adult supervision until a
4 parent/guardian or other authorized individual accepts responsibility for the student's safety.
5 The principal or designee shall contact emergency medical services immediately in the event
6 of an in-school suicide attempt. The principal or designee shall contact the Director of
7 Schools or designee as soon as practicable.

8 ~~Notification will be made to the student's parent/guardian(s) and referral sources for outside-~~
9 ~~counseling will be provided, when needed, for further assistance.~~

10 Prior to contacting the student's parent/guardian, the Director of Schools or designee shall
11 determine if there could be further risk of harm resulting from parent/guardian notification. If
12 parent/guardian notification could result in further risk of harm or endanger the health or well-
13 being of the student, then local law enforcement and the Department of Children's Services
14 shall be contacted.²

15 If appropriate, the Director of Schools or designee shall contact the student's parent/guardian
16 and:

- 17 1. Inform the parent/guardian that there is reason to believe the student is at imminent
18 risk of suicide;
- 19 2. Assure the parent/guardian that the student is currently safe or inform the
20 parent/guardian that emergency medical services were contacted;
- 21 3. Ask the parent/guardian whether he/she is aware of the student's mental state;
- 22 4. Ask the parent/guardian whether he/she wishes to obtain information about mental
23 health counseling resources;
- 24 5. Ask the parent/guardian what mental health counseling the student has received; and
25 6. Provide the names of community mental health counseling resources, if appropriate.

26 The Director of Schools or designee shall seek parental permission to communicate with
27 outside mental health care providers regarding a student. If the student is under the age of
28 eighteen (18) and the parent/guardian refuses to seek appropriate assistance, the Director of
29 Schools or designee shall contact local law enforcement and the Department of Children's
30 Services.²

31 The Director of Schools or designee shall document the contact with the parent/guardian by
32 recording:

- 33 1. The time and date of the contact;
- 34 2. The name of the individual contacted;
- 35 3. The response of the parent/guardian; and
36 4. The anticipated follow-up.

37 **POSTVENTION¹**

1 ~~Upon~~ Prior to the student's returning to the school environment, a meeting ~~may~~ shall be held
 2 with the school principal/designee, the Director of Schools or designee, the student's
 3 parent(s)/guardian(s), and the student, if appropriate. ~~to address any problems with re-entry.~~
 4 During the meeting, a safety plan will be created by school staff, the parent/guardian(s), and
 5 the student to ensure the student's safety and provide additional support for the student at
 6 school. Additionally, the parent/guardian will be requested to provide documentation from a
 7 mental health care provider stating that the student is no longer a danger to self or others.

8 Immediately following any death resulting from suicide, the district level suicide prevention
 9 coordinator shall meet with the principal, the school ~~suicide prevention coordinator~~ counseling
 10 staff, and the ~~district level~~ Crisis Team to plan an appropriate response, based on the details
 11 of the death. At a minimum, the response shall address the following:

- 12 1. Verification of death;
- 13 2. Preparation of support services;
- 14 3. Informing faculty, staff and students of the death;
- 15 4. Providing additional resources to faculty, staff, students, and other stakeholders

16 The district suicide prevention coordinator will provide crisis training, postvention assistance,
 17 and consultation for each school ~~based Crisis Team, school administrator,~~ and offer extra
 18 support for crisis events through a district crisis response team.

19 The Director of Schools or designee shall be responsible for media inquiries.

Legal References

1. ~~Public Acts of 2016, Chapter No. 623~~ TCA
 49-6-1901 *et seq.*
2. T.C.A. 37-1-403

Cross References

News Releases, News Conferences and Interview
 1.503
 Crisis Management 3.203
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying and Intimidation 6.304
 Promoting Student Welfare 6.400
 Student Wellness 6.411

20

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date: 04/29/25
		Rescinds: 6.500	Issued: 06/27/17 03/04/14

~~Special education~~ Students with disabilities between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education. These students shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily.¹

Eligibility standards and options of service for special education services shall be based upon the criteria specified in the ~~state regulations~~ Rules, Regulation, and Minimum Standards of the Tennessee State Board of Education.²

To ensure that state and federal laws pertaining to student with disabilities are met, the following guidelines shall be followed:

1. Education placement decisions will be based on education needs;
2. Professional development for maintaining an inclusive classroom will be provided for general and special education students;
3. Planning session regarding students' Individual Education Plans (IEPs) will be held among regular and special education teachers and paraprofessionals;
4. Training on modification and accommodations to IEPS will be given for general education teachers;
5. All students in the general education classroom should have access to standard textbooks and instructional materials;
6. Resources, supports, supplemental aids, and materials will be provided to help students be successful in the general education classroom;
7. Training for paraprofessionals will be provided to assist students;
8. Technical assistance will be provided to general education teachers in order to address the needs of individual students; and
9. Students receiving special education services shall not be restrained, except as permitted by state law and regulations.^{3,4}

The Director of Schools shall develop administrative procedures to govern the following:

1. Personnel authorized to use isolation and restraint;
2. Training requirements for personnel working with special education students; and
3. Incident reporting procedures.⁴

Legal References

1. TCA 49-10-102; TCA 49-10-103(e) & (e)
2. TRR/MS 0520-1-9-.06 & .07
3. TCA 49-10-1301, *et seq.* TRR/MS 0520-1-9-.23
4. TRR/MS 0520-01-09-.23(4)

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Homeless Students	Descriptor Code: 6.503	Issued Date: 04/29/25
		Rescinds: 6.503	Issued: 06/27/17 03/04/14

1

2 A homeless student shall have equal access to the same free, appropriate public education
3 as provided to other children and youths.¹

4 Homeless students are individuals who lack a fixed, regular, and adequate nighttime
5 residence.² Homeless students include:²

- 6 1. Students sharing the housing of other persons due to loss of housing, economic
7 hardship, or similar reason; students living in motels, hotels, trailer parks, or
8 camping grounds due to the lack of alternative adequate accommodations; students
9 living in emergency or transitional shelters; or students abandoned in hospitals;
- 10 2. Students who have a primary nighttime residence that is a public or private place
11 not designed for or ordinarily used as a regular sleeping accommodations for
12 human beings;
- 13 3. Students living in cars, parks, public spaces, abandoned buildings, substandard
14 housing, bus or train stations, or similar settings; and
- 15 4. Migratory students who are living in circumstances described above.

16 ENROLLMENT

17 Homeless students shall be immediately enrolled, even if the student is unable to produce
18 records normally required for enrollment (i.e. academic records, immunization records, health
19 records, proof of residency), or missed the district's application or enrollment deadlines.³
20 Parents/guardians are required to submit contact information to the district's homeless
21 coordinator.³

22 PLACEMENT

23 For the purposes of this policy, school of origin shall mean the school that the student
24 attended when permanently housed or the school in which the student was last enrolled,
25 including a preschool/pre-k program.⁹ School of origin shall also include the designated
26 receiving school at the next grade level when the student completes the final grade level
27 served by the school or origin.⁹

28 Placement shall be determined based on the student's best interest.⁴ At all times, a strong
29 presumption that keeping the student in the school of origin is in the student's best interest
30 shall be maintained, unless doing so would be contrary to a request made by the student's
31 parent/guardian or the student in the case of an unaccompanied youth.⁵ When determining
32 placement, student-centered factors, including but not limited to impact of mobility on

1 achievement, education, health, and safety shall be considered.⁵ The choice regarding
2 placement shall be made regardless of whether the student lives with their homeless
3 parents/guardians or has been temporarily placed elsewhere.⁶

4 If it is not in the student's best interest to attend the school of origin, or the school requested
5 by the parent/guardian or unaccompanied youth, the Director of Schools or his/her designee
6 shall provide a written explanation of the reasons for the determination, in a manner and form
7 that is understandable to the parent/guardian or unaccompanied student. The written
8 explanation shall include a statement regarding the right to appeal the placement decision.⁵ If
9 the placement decision is appealed, the district shall refer the parent/guardian or
10 unaccompanied student to the homeless coordinator, who shall carry out the dispute
11 resolution process as expeditiously as possible and in accordance with the law.⁷ Upon notice
12 of an appeal, the Director of Schools shall immediately enroll the student in the school in
13 which enrollment was sought pending a final resolution of the dispute, including all available
14 appeals.⁷

15 RECORDS

16 Records ordinarily kept by the school shall be maintained for all homeless students.
17 Information regarding a homeless student's living situation shall be treated as a student
18 education record, and shall not be considered directory information.⁸

19 TRANSPORTATION

20 In the event that that it is in the best interest of the homeless student to attend the school of
21 origin, transportation to and from school shall be provided at the request of the
22 parent/guardian or, in the case of an unaccompanied student, the homeless coordinator. If
23 the student's temporary housing is outside the district of the school of origin, Collierville
24 Schools will work with the school of origin to agree on a method to apportion the
25 responsibility and costs for transporting the student. If an agreement cannot be reached, the
26 costs shall be shared equally.

27 SERVICES¹⁰

28 The Director of Schools shall ensure that each homeless student is provided services
29 comparable to those offered to other students within the district, including transportation,
30 special education services, programs in career and technical education (CTE), programs for
31 gifted and talented students, and school nutrition.

32 The Director of Schools shall designate a district homeless coordinator who shall ensure this
33 policy is implemented throughout the district. The homeless coordinator shall ensure:

- 34 1. Homeless students are quickly identified and have access to education and
35 support services, to include Head Start and district pre-k programs;
- 36 2. Coordination with local social service agencies and other entities providing services
37 to homeless students;

- 1 3. Coordination of transportation, transfer of records, and other inter-district activities
 2 with other school districts;
- 3 4. Coordination of transportation to the school of origin or choice for homeless
 4 students;
- 5 5. Referral of homeless students and their families to health care services, dental
 6 services, mental health and substance abuse services, and housing services;
- 7 6. Assistance of homeless students in obtaining immunizations, medical or
 8 immunization records, and any additional assistance that may be needed;
- 9 7. Public notice of the educational rights of homeless students ~~is disseminated~~ in
 10 places frequented by parents/guardian of homeless students, including schools,
 11 shelters, public libraries, and soup kitchens; and
- 12 8. Enrollment and notification of unaccompanied youth ~~are enrolled and informed~~ of
 13 their status as independent students.
- 14 The Director of Schools shall develop procedures to ensure that homeless students are
 15 recognized administratively and that the appropriate and available services are provided for
 16 these students. The Director of Schools shall ensure professional development is provided to
 17 school personnel providing services to homeless students.

 Legal References

1. 42 USCA §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, Part C, § 721; State Board of Education Policy 2.103
2. McKinney-Vento Act as amended by ESSA (Pub L. 114-95), § ~~725~~ 724a(2)
3. McKinney-Vento Act as amended by ESSA (Pub L. 114-95), § 722(g)(3)(C)(i), § 722(g)(3)(H)
4. McKinney-Vento Act as amended by ESSA (Pub L. 114-95), § 722(g)(3)(~~A~~ I)
5. McKinney-Vento Act as amended by ESSA (Pub L. 114-95), § 722(g)(3)(~~B~~ A)
6. McKinney-Vento Act as amended by ESSA (Pub L. 114-95), § 722(g)(3)(~~F~~ B)
7. McKinney-Vento Act as amended by ESSA (Pub L. 114-95), § 722(g)(3)(~~G~~ F)
8. McKinney-Vento Act as amended by ESSA (Pub L. 114-95), § 722(g)(3)(~~E~~ E)
9. McKinney-Vento Act as amended by ESSA (Pub L. 114-95), § 722(g)(3)(D)
10. McKinney-Vento Act as amended by ESSA (Pub L. 114-95), § 722(g)(4)-(6)

 Cross References

Student Transportation 3.400
 Parental Involvement 4.502
 Promotion and Retention 4.603
 School Admissions 6.203
 Migrant Students 6.504

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Migrant Students	Descriptor Code: 6.504	Issued Date: 04/29/25
		Rescinds: 6.504	Issued: 05/13/14

1

2 The Board directs the administration to identify migratory students in the district, as required
3 by law, and to develop written administrative procedures for ensuring that migrant students
4 receive services for which they are eligible.¹ In developing and implementing a program to
5 address the needs of migratory students the district will:⁺²

6 1. Identify migratory students and assess the educational and related health and social
7 needs of each student.

8 2. Provide a full range of services to migrant students including applicable Title I programs,
9 special education, gifted education, vocational education, language programs, counseling
10 programs, elective classes, fine arts classes, etc.

11 3. Provide migratory children with the opportunity to meet the same statewide assessment
12 standards that all students are expected to meet.

13 4. To the extent feasible, provide advocacy and outreach programs to migratory students
14 and their families and professional development for district staff.

15 5. Provide parents an opportunity to participate in the program.

16 If a migrant student is identified by the district, the **D**irector of **S**chools or designee shall notify
17 **the Director of Federal Programs in** the Tennessee Department of Education and request
18 assistance if needed.

Legal References

1. **State Board of Education Policy 2.103**
2. **20 USCA § 6318; 20 USCA § 6391; 20 USC § 6399**

Cross References

- School Admissions 6.203**
- Homeless Students 6.503**

19

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Students in Foster Care	Descriptor Code: 6.505	Issued Date: 04/29/25
		Rescinds: 6.505	Issued: 06/27/17

1

2 The Collierville Schools ~~System~~ district shall provide all students in foster care, ~~to include~~
3 including those awaiting foster care placement, with a free and appropriate public education.

4 ENROLLMENT

5 Students in foster care, ~~to include~~ including those awaiting foster care placement, shall be
6 immediately enrolled, even if the student is unable to produce records normally required for
7 enrollment (i.e. academic records, immunization records, health records, proof of residency),
8 or missed the district's application or enrollment deadlines.¹

9 PLACEMENT

10 The district and the child welfare agency shall determine whether placement in a particular
11 school is in a student's best interest. Other parties, including the student, foster parents, and
12 biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504
13 plan, then the relevant school staff members shall participate in the best interest decision
14 process. This determination shall be made as quickly as possible to prevent educational
15 disruption.

16 Placement shall be determined based on the student's best interest. At all times, a strong
17 presumption that keeping the student in the school of origin is in the student's best interest
18 shall be maintained.² For the purposes of this policy, school of origin shall mean the school in
19 which the student was enrolled, including a preschool/pre-k program, at the time of
20 placement in foster care or at the time of a placement change if the student is already placed
21 in foster care.³

22 When determining placement, student-centered factors including, but not limited to, the
23 following shall be considered:

- 24 1. Preferences of the student;
- 25 2. Preferences of the student's parent(s) or education decision maker(s);
- 26 3. The student's attachment to the school, including meaningful relationships with
27 staff and peers;
- 28 4. Placement of the student's siblings;
- 29 5. Influence of the school climate on the student, including safety;
- 30 6. The availability and quality of the services in the school to meet the student's
31 educational needs;

- 1 7. History of school transfers and how they have impacted the student;
 - 2 8. How the length of the commute would impact the student;
 - 3 9. Whether the student is receiving special education and related services, and if so,
 - 4 the availability of those required services in a school other than the school origin;
 - 5 and
 - 6 10. Whether the student is an EL and is receiving language services, and if so, the
 - 7 availability of those required services in a school other than the school of origin.
- 8 Transportation costs should not be considered when determining a student's best interest.

9 If it is not in the student's best interest to attend the school of origin, the **Director of Schools**
10 or his/her designee shall provide a written explanation of the reasons for the determination.
11 The written explanation shall include a statement regarding the right to appeal the placement
12 decision. If the placement decision is appealed, the district shall refer the student to the
13 district coordinator for children in foster care, who shall carry out the dispute resolution
14 process as expeditiously as possible and in accordance with the law.² Until the dispute is
15 resolved; to the extent feasible, the student shall remain in his/her school of origin.²

16 **TRANSPORTATION** ^{3,4}

17 The district shall collaborate with the local child welfare agency to develop and implement
18 clear and written procedures governing how transportation to a student's school ~~of~~ **of** origin
19 shall be provided, arranged, and funded. This transportation will be provided for the duration
20 of the student's time in foster care.

21 The **Director of Schools** shall develop administrative procedures to provide for transportation
22 of students in foster care.⁵ These procedures must ensure that:

- 23 1. Students in foster care needing transportation to their schools of origin will promptly
24 receive that transportation in a cost-effective manner and in accordance with
25 federal law; and
- 26 2. If there are additional costs incurred in providing transportation to the school of
27 origin, the district will provide such transportation if:
 - 28 a. the local child welfare agency agrees to reimburse the district for the cost of
29 such transportation;
 - 30 b. the district agrees to pay for the cost; or
 - 31 c. the district and local child welfare agency agree to share the cost.⁴

32 The district will ensure that a student in foster care, to include a student awaiting foster care
33 placement, remains in his/her school of origin while any disputes regarding transportation
34 costs are being resolved.

Legal References

1. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)(ii)-(iii); **State Board of Education Policy 2.103**
2. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)(i)-(iv)
3. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)
4. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1112(c)(5); § 475(4)(A) of the Social Security Act, 42 U.S.C. § 675 (4)(A)
5. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1112(c)(5)(B)(i)

Cross References

Attendance 6.200
School Admissions 6.203

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 04/29/25
		Rescinds: 6.506	Issued: 08/27/19

1

2 ***General***

3 The Director of Schools shall develop the necessary administrative procedures to ensure that students
4 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
5 services are provided for these students.¹

6 **RELOCATION OF MILITARY SERVICE MEMBER²**

7 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
8 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
9 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
10 the school district on relocation.

11 Within ~~30~~ **ten (10) business** days of enrollment, the parent(s)/guardian(s) of the student shall provide
12 proof of residency within the school district.

13 **ABSENCES**

14 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
15 one (1) day excused absence upon the return of a parent/guardian serving active military service.

16 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
17 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
18 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school-work
19 missed during these absences.³

Legal References

1. State Board of Education Policy 2.103
2. ~~Public Acts of 2019, Chapter No. 138~~ **TCA 49-6-3101**
3. TCA 49-6-3019

20

Cross References

- Attendance 6.200
School Admissions 6.203

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 04/29/25
		Rescinds: 6.600	Issued: 07/07/14 05/13/14

1

2 A cumulative record shall be kept for each student enrolled in school. The ~~folder~~ file(s) shall
3 contain a health record, an attendance record, ~~and~~ a scholarship record, and all other records
4 required by federal and state law and policy; shall be kept current; and shall accompany the
5 student through his/her school career.¹

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

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

14 When a student transfers to another school within the ~~system~~ district, the school shall send
15 the original records, including the student's disciplinary record, to the transfer school.

16 When a student transfers to a school outside the ~~system~~ district and his/her records are
17 requested, the school shall keep the original records and send copies of the student's
18 records, including the student's disciplinary record, to the transfer school.²

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

21 ~~ACCESS TO~~ CONFIDENTIALITY OF STUDENT RECORDS

22 Except as provided in this policy or to comply with a valid court order, student records shall
23 be confidential. Authorized school officials shall have access to and permit access to student
24 education records for legitimate educational purposes.²⁴ A "legitimate educational interest" is
25 the official's need to know information in order to:

- 26 1. Perform required administrative tasks;
- 27 2. Perform a supervisory or instructional task directly related to the student's education;
28 and/or

- 1 3. Perform a service or benefit for the student or the student's family such as health care,
2 counseling, student job placement, or student financial aid.

3 **RELEASE OF STUDENT RECORDS WITHOUT CONSENT**

4 Authorized school officials may release information from or permit access to a student's
5 education record without the **prior written consent** of the parent(s)/guardian(s) or eligible*
6 student ~~prior written consent~~ in the following instances:

- 7 1. To comply with a judicial order or lawfully issued subpoena. The ~~school-system~~ **district**
8 will make a reasonable effort to notify the student's parent(s)/**guardian(s)** or the eligible
9 student before making a disclosure;⁵
- 10 2. If the disclosure is an item of directory information;⁶
- 11 12
- 13 3. To comply with the requirements of child abuse reports to the extent known by the
14 school officials including the name, address, and age of the child; the name and
15 address of the person responsible for the care of the child, and the facts requiring the
16 report;³⁷
- 17
- 18 4. When certain federal and state officials need information in order to audit or enforce
19 legal conditions related to federally-supported education programs in the school
20 system;⁸
- 21
- 22 5. When the school system has entered into a contract or written agreement for an
23 organization to conduct scientific research on the system's behalf to develop tests or
24 improve instruction, provided that the studies are conducted in a manner ~~which~~ **that**
25 will not permit the personal identification of students and their parents/**guardians** by
26 individuals other than representatives of the organization and the information will be
27 destroyed when no longer needed for the purpose for which the study was conducted;⁹
- 28
- 29 6. To appropriate officials if the parent(s)/**guardian(s)** claim the student as a dependent
30 as defined by the Internal Revenue Code;¹⁰
- 31
- 32 7. To accrediting organizations to carry out their accrediting functions;¹¹
- 33
- 34 8. When a student seeks or intends to enroll in another school district or a post-
35 secondary school. Parent(s) of students or eligible students have a right to obtain
36 copies of records transferred under this provision;⁴¹²
- 37
- 38 9. To financial institutions or government agencies that provide or may provide financial
39 aid to a student in order to establish eligibility, to determine the amount of financial aid,

1 to establish conditions for the receipt of financial aid, and to enforce financial aid
2 agreements;¹³

3
4 10. To make the needed disclosure in a health or safety emergency when warranted by
5 the serious- ness of the threat to the student or other persons, when the information is
6 necessary and needed to meet the emergency, when time is an important and limiting
7 factor, and when the persons to whom the information is to be disclosed are qualified
8 and in a position to deal with the emergency;¹⁴

9
10 11. To the Attorney General or his designee for official purposes related to the
11 investigation or prosecution of an act of domestic or international terrorism. An
12 educational agency that, in good faith, produces education records in accordance with
13 an order issued under this Act shall not be liable to any person for that production.⁵¹⁵

14
15 12. To any agency caseworker or other representative of a state or local child welfare
16 agency or tribal organization authorized to access the student's educational records
17 when such agencies or organizations are legally responsible for the care and
18 protection of the student.⁶¹⁶

19 **RELEASE OF STUDENT RECORDS WITH CONSENT¹⁷**

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

- 23 1. A specification of the records to be released;
- 24 2. The reasons for the disclosure;
- 25 26
- 27 28 3. The person, organization, or class of persons or organizations to whom the disclosure
29 is to be made;
- 30 31 4. The signature of the parent(s)/guardian(s) or eligible* student;
- 32 33 5. The date of the consent and, if appropriate, a date when the consent is to be
34 terminated. The student's parent(s)/guardian(s) or the eligible student* may obtain a
35 copy of any records disclosed under this provision.

36 **RECORDKEEPING**

37 The ~~school-system~~ district will maintain an accurate record of all requests to disclose
38 information from or to permit access to a student's education records. The ~~system~~ district will
39 maintain an accurate record of information it discloses and access it permits. The ~~system~~
40 district will maintain this record as long as it maintains the student's education record.¹⁸

1 The record will include at least:

- 2 1. The name of the person or agency that makes the request;
- 3
- 4 2. The interest the person or agency has in the information;
- 5
- 6 3. The date the person or agency makes the request; and
- 7
- 8 4. Whether the request is granted and, if it is, the date access is permitted or the
- 9 disclosure is made.

10 * *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post*

11 *secondary school, at which time all of the above rights become the student's right.*¹⁹

Legal References

1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504
2. ~~TCA 10-7-504(a)(4); 20 USC 1232g~~ TCA 49-6-3001(c)(1)
3. TCA ~~37-1-403~~ 49-1-701; 20 USCA § 1232g
4. ~~TRR/MS 0520-13-03(11)(e)~~ TCA 10-7-504(a)(4); 20 USCA § 1232g
5. ~~USA Patriot Act of 2001 § 507~~ 20 USCA § 1232g(b)(2)(B); 20 USCA § 1232g(b)(1)(j)
6. ~~Uninterrupted Scholars Act of 2013~~ 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. 34 FCR § 99.30; 20 USCA § 1232g(b)(2)(A)
18. 34 FCR § 99.32(a)
19. 34 FCR § 99.3, § 99.5; TCA 49-1-704

Cross References

- School Board Records 1.407
- Promotion and Retention 4.603
- Attendance 6.200
- Withdrawals 6.207**
- Child Custody/Parental Access 6.209
- Disciplinary Hearing Authority 6.317
- Admission of Suspended/Expelled Students 6.318**
- Acquired Immune Deficiency Syndrome 6.404**
- Media Access to Students 6.604**

12

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Records Annual Notification of Rights	Descriptor Code: 6.601	Issued Date: 04/29/25
		Rescinds: 6.601	Issued: 05/13/14

1

2 Within the first three weeks of each school year, the school system shall notify parent(s) of
3 students and eligible* students of each student's privacy rights.¹ For students enrolling after
4 the above period, this information shall be given to the student's parent(s)/guardian(s) or the
5 eligible* student at the time of enrollment.² The notice shall include the right of the student's
6 parent(s)/guardian(s) or the eligible* student to:

- 7 1. Inspect and review the student's education records;
- 8 2. Seek correction of items in the record ~~which~~ **that** are believed to be inaccurate,
9 misleading or in violation of the student's rights, including the right to a hearing upon
10 request;
- 11 3. File a complaint with the appropriate state or federal officials when the school system
12 violates laws and regulations relative to student records;
- 13 4. Obtain a copy of this policy and a copy of the student's educational records;
- 14 5. Exercise control over other people's access to the records, except when prior written
15 consent is given, or under circumstances as provided by law or regulations, or where
16 the school ~~system~~ **district** has designated certain information as "directory information."
17 Parent(s) of students or eligible students have two weeks after notification to advise
18 the school system in writing of items they designate not to be used as directory
19 information. The records custodian shall mark the appropriate student records for
20 which directory information is to be limited, and this designation shall remain in effect
21 until it is modified by the written direction of the student's parent(s) or the eligible
22 student.

23 **DEFINITION AND USE OF DIRECTORY INFORMATION³**

24 "Directory information" is defined as information contained in or pulled from an education
25 record of a student that would not generally be considered harmful or an invasion of privacy if
26 disclosed. It includes, but is not limited to, the student's name, address, telephone number,
27 electronic mail address, photograph, dates of attendance, grade level, enrollment status,
28 participation in officially recognized activities and sports, weight and height of members of
29 athletic teams, degrees, honors and awards received, and the most recent educational
30 agency or institution attended. Directory information also includes the names, addresses,
31 telephone numbers, and electronic mail addresses of the student's parent(s)/guardian(s).

32 Pursuant to this policy, parents, guardians, and eligible* students have the right to exclude
33 any or all of the above reference items from the student's directory information. Except as
34 provided by law, federal regulation, or the terms of this policy, this information will not be
35 shared without consent.

Version Date:

1 Directory information is not considered public record. Nevertheless, school officials may
2 release directory information for the following reasons:

- 3 1. To publish student and/or alumni directories for the convenience of the school
4 community.
- 5 2. To publish programs for student events such as graduations, award ceremonies,
6 athletic events, plays, musicals, and other programs where students are being
7 recognized.
- 8 3. To recognize the accomplishments of one or more individuals as part of a media
9 release.
- 10 4. To facilitate certain limited commercial opportunities that might be of interest to the
11 school community, such as the purchase of school merchandise, student pictures,
12 class rings, yearbooks, etc.
- 13 5. To assist the flow of information pertaining to vocational, educational, and scholarship
14 opportunities available to students.
- 15 6. To comply with a request for information from an official recruiting representative of the
16 military forces of the State of Tennessee or the United States of America.⁴

17 ~~DIRECTORY INFORMATION~~

18 ~~"Directory information" means information contained in an education record of a student~~
19 ~~which would not generally be considered harmful or an invasion of privacy if disclosed. It~~
20 ~~includes, but is not limited to the student's name, address, telephone number, e-mail~~
21 ~~address, photograph, date and place of birth, dates of attendance, grade level, enrollment~~
22 ~~status, participation in officially recognized activities and sports, weight and height of~~
23 ~~members of athletic teams, degrees, honors and awards received, and the most recent~~
24 ~~educational agency or institution attended.³~~

25 ~~Student directory information for 11th and 12th graders shall be made available upon~~
26 ~~request to persons or groups which make students aware of occupational and educational~~
27 ~~options, including official recruiting representatives of the military forces of the State and~~
28 ~~the United States.⁴~~

29 *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-
30 secondary school, at which time all of the above rights become the student's rights.⁵

Legal References

1. 34 CFR § 99.4; § 99.7
2. 34 CFR § 99.7; TCA 10-7-504
3. 34 CFR § 99.3
4. TCA 49-6-406; 10 U.S.C. § 503(c)
5. 34 CFR § 99.3, § 99.5; TCA 49-1-704

Cross References

Student Records 6.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 04/29/25
		Rescinds: 6.602	Issued: 05/13/14

1

2 INSPECTION PROCEDURE

3 Parent(s)/guardian(s) of students and eligible* students may inspect and review the student's
4 education records upon written request.¹

5 Parent(s)/guardian(s) or eligible* students shall submit to the records custodian a request ~~which~~ that
6 identifies as precisely as possible the record(s) to inspect, and this inspection must be completed
7 within 45 days from the receipt of the request.

8 The right to inspect and review educational records includes the right to a response from school offi
9 cials concerning requests for explanation and interpretation of the data. School officials shall presume
10 that the parent/guardian has the authority to inspect and review records relating to his/her child unless
11 the school ~~system~~ district has been advised that the parent/guardian does not have the authority
12 under applicable state law governing guardianship, separation, and divorce.²

13 When a record contains information about students other than the parent's/guardian's child or the
14 eligible* student, the parent(s)/guardian(s) or eligible* student may not inspect and review that
15 information.²

16 FEES FOR COPIES

17 A reasonable fee for copies provided to parent(s)/guardian(s) or eligible* students shall be determined
18 by the Director of Schools. If the fee represents an unusual hardship, it may be waived in part or
19 entirely by the records custodian.³

20 CORRECTION PROCEDURES

21 Parent(s)/guardian(s) of students or eligible* students may seek to change any part of the student's
22 record they believe to be incorrect.⁴ The Director of Schools shall develop an acceptable procedure to
23 establish an orderly process to review and potentially correct an education record.

24 **The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-
25 secondary school, at which time all of the above rights become the student's rights.⁵*

Legal References

1. 34 CFR § 99.3, § 99.10; TCA 49-1-704
2. 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20; 21; 22
5. 34 CFR § 99.3, § 99.5; TCA 49-1-704

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Media Access to Students	Descriptor Code: 6.604	Issued Date: 04/29/25
		Rescinds: 6.604	Issued: 05/13/14

1
2 School administrators shall be authorized to grant permission and set parameters for media
3 access to students in their respective schools. Media representatives shall be required to
4 report to the administration for prior approval before accessing students involved in
5 instructional programs and activities not attended by the general public. The media may
6 interview and photograph students involved in instructional programs and school activities
7 including athletic events, but such media access shall not be unduly disruptive **and must**
8 **comply with Board policies.**

9 Each year parents/guardians shall be given the option to withhold permission for public news
10 media interviews or photographs of their child at school.

11 Specific parental/guardian permission must be obtained if the story or photograph covers
12 topics of a sensitive nature.

13 If any student is to be filmed or videotaped and will be identified or a primary subject of the fi
14 lming or videotaping, prior written consent/release/waiver shall be obtained from the student's
15 parent/guardian.

16 District employees may release student information to the media only in accordance with
17 applicable provisions of the education records law and Board policies governing directory
18 information and personally identifiable information.¹

19 Parents/**guardians** shall be advised of this policy at the time of the student's registration and
20 each fall in the student/parent handbook.

21 _____
22 _____

Legal References

1. USCA 20 § 1232g

1.503

Cross References

News Releases, News Conferences & Interviews

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Publications	Descriptor Code: 6.704	Issued Date: 04/29/25
		Rescinds: 6.704	Issued: 05/13/14

1

2 STUDENT RIGHTS

3 A student shall be allowed to responsibly express **himself/herself** and disseminate his/her views in
4 writing.

5 Any student may submit articles and editorials for school-sponsored publications. The procedure for
6 submission of materials shall be published and distributed to all students.

7 STANDARDS

8 School-sponsored publications shall adhere to commonly accepted community standards, and no
9 printed material may be distributed ~~which~~ **that**:

- 10 1. Is obscene
11 2. Is libelous
12 3. May create a material and substantial disruption of the normal school activity or appropriate
13 discipline in the school.

14 CONTROL AND SUPERVISION

15 Student publications shall be under the control of the principal. Each school shall have a faculty
16 sponsor who reviews all publications proposed to be distributed in the school by a student or school
17 group.

18 DISTRIBUTION

19 School authorities shall regulate the time, manner, place and duration for the distribution of
20 publications on school grounds.

21 APPEALS

22 If a request for distributing any portion of a student publication is denied by the faculty sponsor, the
23 decision may be appealed to the principal, then to the **D**irector of **S**chools, and ultimately to the Board.
24

Cross References

Use of Copyrighted Materials 4.404
Use of the Internet 4.406
Web Pages 4.407
Controversial Issues 4.800

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Fees and Fines	Descriptor Code: 6.709	Issued Date: 04/29/25
		Rescinds: 6.709	Issued: 04/12/16 05/13/14

FEES¹

The school shall not require any student to pay a fee to the school for any purpose, except as authorized by the Board.

School fees are defined as follows:

1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades;
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for a copy of the student's records; and
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

School fees are not:

1. Fines for overdue library books;
2. Fines for the abuse of school parking privileges and other school rules developed for the safe and efficient operation of the school;
3. Charges for lost, damaged, or destroyed textbooks, library books, workbooks, or other school property;
4. Charges for debts owed the school;
5. Refundable deposits for locks or other security devices required for protection of school property when used in not-for-credit extracurricular activities;
8. Costs to participate in not-for credit extracurricular activities, including interscholastic athletics and marching band; and
9. Tuition for non-resident students.

No fee described above will be charged any student as a condition of attending school, but students shall be responsible for normal school supplies, such as pencils and paper. Fees for voluntary programs occurring outside the regular instructional day during the school year may be charged as a condition of participation. These activities include but are not limited to graduation ceremonies and summer school.

School fees shall be waived for students who are eligible to receive free or reduced-price school lunches.¹ The application for determining eligibility for free or reduced-price lunches on a form

1 supplied by the State Department of Education shall be used to verify student eligibility for fee
2 waivers.

3 At the beginning of the school year, each principal shall be responsible for providing to all students
4 and their parents or guardians written notice of the required student fees and the process for fee
5 waiver for students who receive free or reduced-price lunches. The parent or guardian of an eligible
6 student must sign the appropriate application for free or reduced-price lunches and the waiver of
7 school fees, but may **elect to** pay for all or a portion of the school fees.

8 Written notice of approval or denial of request for fee waivers shall be provided to all parents or
9 guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent or
10 guardian to meet with appropriate school personnel.

11 No later than the July meeting of the Board, the Board, upon the recommendation of the principals
12 and ~~Superintendent~~ **Director** of Schools, shall approve all student fees for the upcoming school year.
13 Additional fees may be approved during the year as needed.

14 The ~~Superintendent~~ **Director** of Schools shall be responsible for maintaining copies of all
15 correspondence relating to this program.

16 No employee may charge a student for any service rendered on the school premises. Tutoring one's
17 own student for pay is prohibited.

18 **FINES²**

19 The principal shall be responsible for notifying students of any unpaid fines prior to the end of the
20 semester or graduation.

21 Students who destroy, damage, or lose school property, including but not limited to buildings, school
22 buses, books, equipment, and records, ~~will~~ **shall** be responsible for the actual cost of replacing or
23 repairing such materials or equipment.

24 The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft
25 or who has otherwise incurred a debt to a school may be held until the student or the student's
26 parent/guardian has paid for the damages. When the student and parent are unable to pay the debt,
27 the district shall provide a program of voluntary work for the minor. Upon completion of the work, the
28 student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if
29 the student is not at fault.

30 Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements
31 with the administration for payment may result in suspension of the student. If payment is not
32 remitted, the matter will be referred to the Board for final disposition.

33 Textbooks are available free to students as a loan. Parent(s)/**guardian(s)** will accept full responsibility
34 for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The
35 condition of each book and book number shall be recorded by the teacher issuing it.

- 1 The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life
- 2 of the book. Damage fines will be based on the wear beyond that normally expected for one year. For
- 3 one year's wear there will be no charge.

- 4 Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed
- 5 the current cost of replacing the book.

Legal References

1. TCA 49-2-114; TRR/MS 0520-01-~~03-03(14)~~02-
.16
2. TCA 37-10-101, 102; ~~TRR/MS 0520-01-03-~~
~~03(15)~~

Cross References

Revenues 2.400
Textbooks 4.401
Graduation Activities 4.606
Care of School Property 6.311

6

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Gifts	Descriptor Code: 6.710	Issued Date: 04/29/25
		Rescinds: 6.710	Issued: 05/13/14

1

2 No school funds may be used to purchase gifts, including, but not limited to, presents,
3 donations, memorials, and flowers.

4 The solicitation and/or collection of funds from students for the purpose of providing gifts for
5 school personnel is prohibited. Extreme discretion shall be exercised by teachers in
6 accepting student gifts.

7 Students shall be permitted, with the approval of the principal, to exchange gifts on special
8 occasions.

9 **The presentation by persons outside of the school system of any gift(s) to a student must**
10 **have the approval of the school principal.**

Cross References

Student Activity Funds Management 2.900
Staff Gifts & Solicitations 5.605

11

Collierville Schools Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Homebound Instruction	Descriptor Code: 6.711	Issued Date: 04/29/25
		Rescinds: 6.711	Issued: 12/10/19 02/10/15

1

2 It is the policy of the Collierville Schools Board of Education to provide homebound instruction as a
3 service available to all K-12 students who are unable to attend school for a physical and/or mental
4 health condition for at least a minimum of five (5) consecutive school days or longer as diagnosed by a
5 licensed doctor of medicine, such as a physician or a psychiatrist.

6 **ELIGIBILITY:**

- 7 • The student must be enrolled in the Collierville Municipal School District.
- 8 • The student must have a health impairment of sufficient seriousness as certified by a licensed
9 doctor of medicine, such as a physician or a psychiatrist.
- 10 • The licensed doctor of medicine, such as a physician or a psychiatrist, must complete
11 documentation stating the health impairment or seriousness for the homebound services.
- 12 • The student can receive instruction in a homebound placement without endangering the health
13 of personnel providing it.

14

15 All homebound placements shall be temporary. Homebound placements shall not exceed thirty (30)
16 school days duration, unless there is a substantive medical necessity that requires such extension of
17 services. In that case, a homebound placement shall be reviewed prior to the end of the thirty (30)
18 school days to ensure the appropriateness of continuation of services and the homebound placement.

19 Inquiry may be conducted to verify the seriousness and authenticity of requests. Modifications or
20 accommodations may be used in lieu of homebound services.

21 **STUDENTS UNDER IDEA:**

22 If a student has a disability pursuant to IDEA and state regulations, instruction will be provided by
23 qualified personnel, as based on these regulations.

24 An IEP containing a homebound placement shall be reviewed at intervals of thirty (30) school days by
25 the child's IEP team to ensure appropriateness of the provision of instruction and appropriateness of
26 continuing the homebound placement.

27 The frequency and duration of instruction necessary to provide a free appropriate public education
28 (FAPE) during a homebound placement will be determined by the IEP team. ¹

1 **HOMEBOUND PROGRAM FOR PREGNANT STUDENTS:**

2 The homebound instruction program for post-pregnancy student shall consist of three (3) hours of
3 instruction per week for a period of six (6) weeks.

4 The student's physician shall state, in writing, the student's condition for eligibility for homebound
5 instruction with an estimated date for delivery.

6 A homebound instruction program for longer than the six (6) week period shall only be provided to a
7 student who is certified in writing by her physician as having health complications arising from the
8 pregnancy that prevent her from returning to regular classes.^{2, 3}

Legal References

1. TRR/MS 0520-01-09-.07
2. TCA 49-10-1102
3. TRR/MS 0520-01-02-.10

9