



**COLLIERVILLE
SCHOOLS**
SCHOLARSHIP · INTEGRITY · SERVICE

**2017-2018
STUDENT-PARENT
HANDBOOK**

John S. Aitken
Superintendent
146 College St.
Collierville, TN 38017

Phone: 901-861-7000

Visit us on the web at www.colliervilleschools.org

Collierville Schools offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age, or disability and adheres to the provisions of the Family Education Rights and Privacy Act (FERPA).

SCHOOL STAFF WILL DISCUSS THE CONTENTS OF THIS
HANDBOOK WITH THEIR STUDENTS.

COLLIERVILLE SCHOOLS RESPECTFULLY REQUESTS PARENTS ALSO REVIEW THE INFORMATION
CONTAINED IN THIS HANDBOOK WITH THEIR CHILDREN.

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To view the policy manual for Collierville Schools, please visit our web page at www.colliervilleschools.org
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Collierville Schools Board of Education

Mark Hansen - Position 3, Chairman

Kevin Vaughan - Position 1

Wanda Chism - Position 2

Cathy Messerly - Position 4

Wright Cox - Position 5

2017-2018 Board Meeting Dates

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AUGUST 2017

8 Business Meeting
22 Work Session

OCTOBER 2017

17 Business Meeting
24 Work Session

DECEMBER 2017

12 Board Meeting
Work Session (Cancelled)

FEBRUARY 2018

Please check the website

APRIL 2018

Please check the website

JUNE 2018

Please check the website

SEPTEMBER 2017

12 Business Meeting
26 Work Session

NOVEMBER 2017

14 Business Meeting
28 Work Session

JANUARY 2018

Please check the website

MARCH 2018

Please check the website

MAY 2018

Please check the website

JULY 2018

Please check the website

NOTE: UNLESS OTHERWISE NOTED, BOARD MEETINGS WILL BE HELD THE 2ND TUESDAY OF THE MONTH AT 6:00 P.M. IN THE TOWN HALL CHAMBER. WORK SESSIONS WILL BE HELD 4TH TUESDAY OF THE MONTH AT 6:00 P.M. IN THE TOWN HALL CHAMBER. IF CONFLICTS ARISE THAT WOULD RESULT IN CHANGES IN MEETING DATES, NOTIFICATION WILL BE GIVEN TO THE LOCAL MEDIA AND CHANGES WILL BE POSTED ON OUR WEBSITE.

2017-2018

COLLIERVILLE SCHOOLS CALENDAR

First Semester

Second Semester

First Day of School.....August 7

First Day Second Semester.....January 4

Labor Day..... September 4

Dr. M.L. King's Birthday.....January 15

Parent Conferences (3-6 p.m. & 4-7 p.m.)..... September 14

Parent Conferences (3-6 p.m. & 4-7 p.m.).....February 15

Professional Development Day..... September 15

Professional Development Day.....February 16

End of 1st 9 weeks.....October 6

President's Day.....February 19

Fall Break.....October 9-13

Spring Break.....March 13 - 17

Thanksgiving.....November 22 - 24

Good Friday.....March 30

Semester Exams.....December 18 -20

Semester Exams.....May 22 - 24

End of 2nd Quarter.....December 20

Last Day of School (half day Students).....May 24

Last Day for Students (half day).....December 20

Winter Break.....December 21 - January 3

NON-DISCRIMINATION (Policies #5.104, #6.304)

Be advised that all classroom instructional and extracurricular activities and opportunities in the Collierville Schools are offered without regard to race, color, creed, national origin, religion, sex, age, or disability, or for any other reason not related to a student's individual capabilities. Policies 5.104 and 6.304 provide guidelines. Students and/or their parents/guardians as well as employees may present complaints regarding discrimination as set forth in the following statutes to the designated Federal Rights Coordinator:

Title VI of the Civil Rights Act of 1964;
Title IX of the Education Amendments of 1972;
Section 504 of the Rehabilitation Act of 1973;
Age Discrimination Act of 1975;
Title II of the Americans With Disabilities Act of 1990.

Federal Rights Coordinator for students:
Herchel Burton
146 College St.
Collierville, TN 38017
901-286-6393 or
hburton@colliervilleschool.org

Federal Rights Coordinator for employees: Jeff Jones
146 College St.
Collierville, TN 38017
901-286-6364 or
jjones@colliervilleschools.org

VISITORS TO SCHOOLS (Policy #1.501)

Except on occasions such as school programs, athletic events, open house and similar events at which the general public is invited, all persons with the exception of school district personnel and students entering the school buildings or school grounds at which they are enrolled are prohibited from entering any school building or school grounds unless they have first reported to the school office and been granted permission to enter the school building or school grounds by the school Principal or his/her designee. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the staff or students on the premises, or on the premises for the purpose of committing an illegal act.

All visitors will present photo identification verifying the identity of the visitor, and scanned into the Collierville Schools Visitor Management System. The system requires that all visitors provide a valid Tennessee driver's license or other state authorized identification which will be scanned and cross referenced with a nationwide sex offender data base.

ADMISSION AND ENROLLMENT (Policy #6.203)

STUDENTS ELIGIBLE TO ATTEND COLLIERVILLE SCHOOLS

Residence: Pupils are required to attend school between the ages of six (6) and seventeen (17), both inclusive, unless withdrawn in accordance with legal requirements. (T.C.A. §49-6-3001). Educational services will be provided for homeless students in accordance with local, state and federal guidelines.

NOTE: A homeless child (defined in McKinney-Vento Homeless Assistance Act) lacks fixed, regular and adequate residence or has a primary residence in a supervised publicly or privately-operated shelter for temporary accommodations, a public or private place not designated for use as regular sleeping accommodations for humans (Policy #6.503). For further information please contact the Homeless Liaison, Andy Field, Supervisor, Student Services, at 286-6398.

Collierville Schools' policy prohibits the enrollment of any child in Collierville Schools unless they are living with a parent/legal guardian who resides in the area served by the Collierville School System. Proof of official residence will be required at registration and will be checked randomly as well as when there is a reasonable question regarding the location of the current residence.

Parents interested in enrolling a child at a school other than that which is zoned for their home address may review the Collierville Schools Student Transfer Policies (#6.204, #6.206) at www.colliervilleschools.org. Parents who move from the address provided at registration must submit an Eligible Circumstance Request for Transfer form. Approval must be obtained through Student Services for continued enrollment.

PROOF OF RESIDENCE (Policy #6.203)

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

General Proof of Residency

The parents/legal guardians/custodians having lawful control of the student must provide two (2) of the following items listed below:

1. Most recent MLGW or municipal water bill of the owner, renter or lessee of the home in which the student will reside during the current school year;
2. Mortgage statement or deed of the owner of the home in which the student will reside during the current school year;
3. Lease of the lessee of the home in which the student will reside during the current school year;
4. Rental Agreement of the renter of the home in which the student will reside during the current school year;
5. Real Estate tax receipt;
6. Public assistance/government benefits check, card, or papers;
7. In the event that two (2) of the items listed 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.
8. Driver License

Shared Residency Requirements

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

(The parents/guardians must provide a Notarized Shared Residence Affidavit.)

- A. Unless otherwise approved by the department responsible for verifying residency, the homeowner of the home in which the student resides must accompany the parents/legal guardians/custodians to registration and provide two (2) of the items listed in the General Proof of Residency Section above; and
- B. The parents/legal guardians/custodians having lawful control of the student claiming shared residency must provide two (2) of the following items listed below:
 1. Car registration 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;
 2. Voter registration 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;
 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 purpose 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 purpose 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 if 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.

CUSTODY ISSUES (Policy #6.209)

Only the residence of the parent with legal custody may be used for registration. (T.C.A. §49-6-3103) In cases where parents have joint custody, only the address of the parent named as the primary residential parent may be used for registration. The parent whose residence qualifies the child to be registered is the parent the school personnel will consider as the *custodial parent*. The noncustodial parent may receive school records when a written request is given to the school principal in compliance with T.C.A. §49-6-902 or T.C.A. §36-6-104. Reference Policy #6.209

POWER OF ATTORNEY FOR CHILDCARE (T.C.A. §34-6-302)

A child whose care, custody and support has been assigned to a resident of the District by power of attorney or order of the court shall be enrolled in school, provided appropriate documentation is reviewed and approved by the District and one or more of the following circumstances exist: a) The serious illness or incarceration of a parent or legal guardian; b) The physical or mental condition of the parent or legal guardian is such that care and supervision cannot be provided; c) The loss of the child's home or the home rendered uninhabitable as the result of a natural disaster. The Superintendent may consider additional hardships on a case-by-case basis.

STUDENT ENROLLMENT

Entrance Age

A child must be five (5) years of age on or before August 15 for the 2017-2018 school year to be admitted to kindergarten.

A child must be six (6) years of age on or before September 30 of the current school term to be admitted to the first grade. After July 1, 1993, all children entering the first grade must have attended an approved kindergarten.

Any transfer student legally enrolled as a first-grade student in another state who will be six (6) years of age no later than December 31 of the current school year, making application for admission, shall be enrolled in Collierville Schools.

Any child legally enrolled in an approved kindergarten in another state during the preceding school year and who could have enrolled in the first grade in that state in the current school year, making application for admission, shall be enrolled in the first grade in the Collierville Schools provided he is six (6) years of age on or before December 31 of the current year.

Parents or guardians of children entering school for the first time shall present a certified birth certificate or satisfactory proof of age upon entrance into the Collierville Schools.

Children with disabilities may be enrolled in the Collierville Schools provided the eligibility requirements as determined by the State of Tennessee have been met.

Cut Off Date for Entering Kindergarten

Parents/legal guardian/custodians are encouraged to enroll students who are of legal age in kindergarten at the beginning of the school year. Students who have not been enrolled previously in kindergarten will not be accepted after the first thirty (30) days of the school year. Students who have been enrolled previously in an approved kindergarten will be accepted at any time.

Students enrolling in kindergarten who have not previously enrolled in any school will furnish the following:

1. **Certified Birth Certificate:** other evidence of age is acceptable only if the certificate is not available, such as a foreign-born student, and only if approved by the Department of Student Services.
2. **Proof of Immunization:** please see the preceding section entitled "Immunization (New State Immunization Rules and Certificate)"
3. **Physicals:** Physical examinations are a requirement for entry into Kindergarten or new students entering a TN school for the first time (within the last 12 months is acceptable).

Out-of-State physicals for entering students in Kindergarten or a Tennessee School for the first time are acceptable; however, documentation on the Tennessee Immunization Certificate is necessary for submission to the school along with all immunizations transferred to the TN Dept. of Health Immunization Certificate. Proof of physical exam is required.

4. Social Security Card: students who cannot provide a social security number will be assigned a personal identification number. Attendance operators are provided instruction as to procedure to assign PIN numbers at their in-service. Students cannot be denied admission to public schools because they did not provide a social security number at registration.

Students entering school for the first time who have not met the requirements of the preceding requirements (numbers 1 and 2) shall not be permitted to enroll. Principals shall notify the Department of Student Services for assistance in meeting the requirements 1 and 3. For specific issues with immunization verification, notify the Office of Coordinated School Health at 901-286-6398.

A Temporary Tennessee Certificate of Immunization may be submitted, if the physical examination has been completed and immunizations have been started. The student may attend school as long as the immunizations are completed according to schedule. The temporary certificate expires after the next dosage due date. Compliance with completion will be monitored. Parents will receive notification of actions to be taken if vaccination schedule is not followed.

HOME SCHOOLS (Policy #6.202)

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

HOMEBOUND (Policy #6.711)

It is the policy of the Collierville Schools Board of Education to provide homebound instruction as a service available to all K-12 students who are unable to attend school for a physical and/or mental health condition for at least a minimum of ten (10) consecutive school days or longer as diagnosed by a licensed doctor of medicine, such as a physician or a psychiatrist. Contact Student Services for more information.

PHYSICAL EXAMINATION AND IMMUNIZATION (Policy #6.402)

Physical Examinations

The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time;
2. Participation as a member of any athletic team or in any other strenuous physical activity program.

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. Screening tests for vision, hearing, scoliosis and lice will be conducted. 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.

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.

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. 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 in which the student is to attend.

Waiver of Immunization Requirements

State law (T.C.A. §49-6-5001) provides waiver of immunization requirements under the following conditions.

1. Absent epidemic or threat of epidemic, parents may object in writing, when immunization conflicts with the teachings and practice of a well-recognized religious denomination to which the parents adhere. However, if an epidemic or threat of epidemic occurs, objections on the behalf of religious teaching are invalid.
2. Certificate in writing from a physician stating that such immunization would be harmful to the child involved is provided to the school for the student's permanent file.

*Please contact Coordinated School Health at 901-286-6398 for questions related to exemption documentation requirements.

ATTENDANCE, ABSENCES, TRUANCY, AND WITHDRAWAL (REFERENCE Policies #6.200, #6.201, #6.207, #6.208)

Attendance

The Tennessee State Compulsory Attendance Law (T.C.A. §49-6-3001 and T.C.A. §49-6-2007) requires that pupils of legal age attend school (ages of six and seventeen years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance. This also applies to five (5) year old students who have attended school for six (6) weeks. By state law, the student's school year shall consist of a minimum of 180 teaching days exclusive of all vacations, as approved by the Board of Education. (T.C.A. §49-6-3004) The annual calendar is divided into two semesters. A copy of this calendar is included at the front of this handbook.

Tardiness

Students are expected to be at school and in all classes on time. School time missed due to tardiness will be considered cumulatively. Students who are tardy are subject to disciplinary action in accordance with each individual school's rules concerning tardiness and when excessive, can result in a child being reported as truant. Students arriving on campus after school has started are required to check in at the attendance office, and students will be required to be accompanied by their parent or present a valid written notification stating the reason for the tardiness. Failure to follow these procedures can result in the student being marked absent for the entire day or the tardy being marked unexcused.

Student Attendance Accounting

A student must be in attendance the majority of the seven (7) hour school day in order to be counted *present* on attendance records for that day (not to be confused with Perfect Attendance). Any student arriving after school has begun must report to the attendance office immediately to check in and receive an *Admit Slip* before going to class. Students leaving school during the school day must check out through the attendance office. Teachers, principals, and other school administrators should exercise extreme caution in releasing students from school. Students will not be released until all excuses are carefully checked. A student shall not be permitted to leave school during the school day without written request from the parent/guardian and approval of the principal.

FAILURE TO CHECK IN THROUGH THE ATTENDANCE OFFICE MAY RESULT IN THE STUDENT BEING INCORRECTLY MARKED ABSENT OR TRUANT.

Absences and Excuses (Policy #6.200)

The Collierville Board of Education believes that regular attendance is a necessary requirement of all students. All Students are expected to attend school each day that school is officially in session. Only the following reasons will be considered for excused absences:

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

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. College visits;
7. Pregnancy;
8. School sponsored or school endorsed activities;
9. Legal court summons not as a result of the student's misconduct. (Reference T.C.A. §49-6-3002;)
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

A written statement within two (2) school days of the student's return to school shall be required from the parent or guardian explaining the reason for each absence. If necessary, verification is required from an official source to justify absences. All absences other than those outlined above shall be considered unexcused.

The District may require a parent conference and or physician verification to justify absences after the accumulation of ten (10) days of absence during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.

PLEASE NOTE: The principal has the right to verify that an absence meets the criteria as an excused absence. Students must bring a note regarding the absence to the Attendance Office when returning to school. Failure to bring the note by the end of second day of school will result in the absence being considered unexcused.

Truancy (Policy #6.200)

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools who will, in turn, provide written notice to the parents/guardians of the student's absence. The director of schools shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

Release During School Hours (Policy #6.208)

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

No student shall leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students shall be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).

No student shall be sent from the school during school hours to perform an errand or act as a messenger.

When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request or personally call for dismissal.

High school students may be released for jobs and approved training at centers according to the requirements of state law and regulations.

Attendance Provisions for Students of Military Parents (Policy #6.200)

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

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

Credit/Promotion Denial

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

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

Driver's License or Permit (T.C.A. §49-6-3017)

To obtain a driver's license or permit to drive in Tennessee, the Department of Safety requires each person between the ages of fifteen (15) and seventeen (17) inclusive to:

1. Obtain a Certificate of Compulsory Attendance, and
2. Pass a Driver's Education class OR have a learner's permit (for at least three months)

The Certificate of Compulsory Attendance is provided by the high school attendance office to students who meet the legal requirements of compulsory attendance, in addition to currently passing three (3) full unit subjects or the equivalency. To maintain the driver's permit or certificate, the student must continue to meet the legal requirement of compulsory attendance and the academic requirement of currently passing three (3) full unit subjects or the equivalency. (T.C.A. §49-6-3017(c))

Driver's License Revocation (Policy #6.200)

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

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

Withdrawal (Policy #6.207)

The director of schools shall develop procedures and forms to ensure adequate notification and subsequent documentation of the withdrawal of students from school.

STUDENT TRANSFERS (Policies #6.204, #6.206)

Student Transfers within the System (Policy #6.206)

A parent/guardian may request that his/her child attend a school within the system other than the one to which the child is zoned. Resident students must apply during Collierville Schools' open enrollment period in the spring of each year. The Superintendent or his/her designee shall review such requests and, if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests of the child or the school system. If granted, the student must provide his/her own transportation to and from the school.

Eligible Circumstance Request for Transfer (Policy #6.206) (Collierville Residents Only)

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

Student Transfers for Non-Resident Students (Policy #6.204)**A. General Transfer Provisions.**

Students residing outside the boundaries of the Collierville Municipal School (hereinafter "Collierville Schools" or the "District") system may attend schools within the system under the following conditions:

1. Non-resident student applications must be approved by the Superintendent.
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.
3. Non-resident students must apply during Collierville Schools' open enrollment period in the spring of each year.
4. Non-resident students must apply in accordance with applicable state law and Collierville Board of Education policy.

B. Tuition.

1. Non-resident students residing in Shelby County shall not pay tuition to attend Collierville Schools.
2. Non-resident, out-of-county applications shall be considered on a case-by-case basis, and such out-of-county students 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 Collierville Schools, divided by the number of students in average daily attendance in Collierville Schools during the preceding school year. 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.
4. Students who become residents of the District shall be refunded any unused portion of tuition on a pro-rata basis. When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid.

C. Priorities. Non-Resident students will be considered for attendance in Collierville Schools based on the following priorities:

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

Priority 2. Non-resident students currently enrolled in one of the eight (8) Collierville schools.

Priority 3. Non-resident students whose siblings are currently enrolled in one of the eight (8) Collierville schools.

Priority 4. Non-resident students residing within Shelby County

Priority 5. Non-resident students residing outside Shelby County but within the State of Tennessee.

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

E. Re-Enrollment. Acceptance for a given year does not guarantee continued acceptance in subsequent years, and applications must be filed annually. The Board shall establish a deadline by which it will provide notice of eligibility for re-enrollment to non-resident students and shall communicate that date to the public annually. Notwithstanding the transfer priorities stated above, a non-resident transfer students' failure to maintain a satisfactory academic, discipline, and attendance record with Collierville Schools may result in the denial of a non-resident application for re-enrollment.

Victims of Violent Crimes

A student has the right to transfer to another school within the district if he/she is the victim of a violent crime at school.

STUDENT ASSIGNMENT AND EVALUATION OF PUPIL PROGRESS

Assignment of Students to Classes (Policy # 6.205)

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

Student who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned

by the principal to another grade level. Parents shall be kept advised.

2017-2018 Grading Period Schedule

Nine Week Grading Periods

First grading period
Second grading period
Third grading period
Fourth grading period

Period Ends

October 6, 2017
December 20, 2017
March 9, 2018
May 24, 2018

Report cards will be issued soon after the ending date of each grading period.

GRADING SYSTEM (Policy #4.600)

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board-adopted content standards for grades K-12.¹ The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.²

The Director of Schools shall submit a copy of the grading, reporting, and assessment systems to the Board before the system is implemented.³ These guidelines shall be communicated annually to students and parents/guardians.¹

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

A student's academic grade is solely intended to reflect the student's acquired knowledge, ability, and/or skills in the designated subject. Therefore, academic credit/points may not be awarded or deducted for any purpose that is not directly related to the student's academic performance. For example, academic credit/points may not be awarded as an incentive to participate or achieve a certain goal in a school fund-raising event.

KINDERGARTEN

The kindergarten report card shows progress toward the state standards. The grade level standards are set by the state and indicate what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by mastery (M) or non-mastery (X) for each skill.

Social Expectations and Art, Music, and PE. will be represented with "S" for satisfactory and "N" for needs improvement.

Report Cards are issued at the end of each nine-week period. Parents must be notified within a report card period when a student is not doing acceptable work.

GRADES 1-5

Student conduct is graded as "E", "S", "N" and is to be reported at each grading period on the report card.

The basic grading system for knowledge/subject area is expressed by the letters "A", "B", "C", "D", and "F" according to the numerical values listed under the Grading Scale.

Grades 1-2

- During the first 9-weeks a minimum of six (6) grades should be given for Language Arts and Math.
 - During the second through fourth 9-weeks a minimum of nine (9) grades should be given in Language Arts and Math.
- First (1st) and second (2nd) grade science and social studies will be expressed by the letter grades "S" or "N".

Grades 3-5

- During the first 9-weeks a minimum of six (6) grades should be given for Language Arts, Math, Science, and Social Studies.
- During the second through fourth 9-weeks a minimum of six (6) grades should be given in Science and Social Studies, while a minimum of nine (9) grades should be given in Language Arts and Math.

Grading Scale

A.....	93-100
B.....	85-92
C.....	75-84
D.....	70-74
F.....	Below 70

Plus and minus evaluations are not to be added to letter grades.
The numerical values listed are for teacher use only.

Semester Grades

Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms. Semester exams are **not** given in grades 1-5.

Final Grades

Final grades are determined by averaging the two semester grades.

State Standardized Assessments

For students in grades 3-5, scores on the state standardized assessments shall comprise 15 percent (in the subject areas of mathematics, reading/language arts, science, and social studies) of the students' final grade for the spring semester. (TCA 49-617)

Report cards are issued at the end of each nine-week period. Parents must be notified within a report card period when a student is not doing acceptable work.

GRADES 6-8

Collierville Schools Board of Education policy in accordance with the Tennessee Uniform Grading System establishes the grading system for grades 6-12.

Report cards are issues at the end of each nine-week period. Parents must be notified within a report card period when a student is not doing acceptable work.

In all schools, students' conduct is graded as "E", "S", "N" and is to be reported at each grading period on the report card.

Grades will be reported on report cards and transcript records using numerical values as indicated below:

Grading Scale

A.....	93-100
B.....	85-92
C.....	75-84
D.....	70-74
F.....	Below 70

Grades given at the end of each nine-week period will be determined by the average of daily work, oral and written assignments, and tests. A minimum of twelve grades for the nine-week period should be recorded for each subject. Fifty percent of the twelve grades should be earned and recorded by the interim of the nine-week term. This gives the teachers the basis for the grades at the end of the grading period.

Grades for homework assignments should be given with care. Homework assignments are of value in affording students needed practice, and such assignments should be made within practicable limits.

Semester Exams

Semester exams are given in all honors courses in grades 6-8.

State Standardized Assessments (TCAP)

For students in grades 6-8, scores on the state standardized assessments shall comprise 15 percent (in the subject areas of mathematics, reading/language arts, science, and social studies) of the students' final grade for the spring semester. If Collierville Schools does not receive its students' state mandated test scores at least five (5) instructional days before the end of the school year. The state mandated test scores will not be included in the Collierville Schools students' grades in the subject areas of mathematics, language arts, science and social studies. (TCA 49-617)

High School Level Course in Middle School

Students who successfully complete a high school course in the middle school will earn high school elective credits. Semester grades earned in high school courses will be recorded on the high school transcript. Student's receiving a "B" or better in the course will receive elective credit toward high school graduation but this grade will **not** factor into the student's GPA or class rank at the high school level.

• Tennessee State Mandated EOC(End of Course) Exam

- For courses which have a Tennessee State mandated EOC (End of Course) exam required during second semester the semester grades are determined as follows:
- The weight of the EOC examination on the student's final average shall be fifteen percent (15%) of the year.
- If Collierville Schools does not receive its students' EOC scores at least five (5) instructional days before the end of the school year, the exam scores will not be included in the Collierville Schools students' grade in the subject areas of mathematics, language arts, science and social studies.

Students who meet only the minimum requirements should be given minimum passing grades. No student should fail for the semester or year if the only failing grade is that of the semester examination.

Credits will be awarded in a .5 increments upon successful completion of a semester.

Additionally, a student will receive one full credit in the course if he/she receives a passing yearly grade in the course.

GRADES 9-12

Collierville Schools Board of Education policy in accordance with the Tennessee Uniform Grading System establishes the grading system for grades 9-12.

Report cards are issued at the end of each nine-week period. Parents must be notified within a report card period when a student is not doing acceptable work.

In all schools, students' conduct is graded as "E", "S", "N" and is to be reported at each grading period on the report card.

Grades will be reported on report cards and transcript records using numerical values as indicated below:

<u>Grading Scale</u>	
A.....	93-100
B.....	85-92
C.....	75-84
D.....	70-74
F.....	Below 70

Grades given at the end of each nine-week period will be determined by the average of daily work, oral and written assignments, and tests. A minimum of twelve grades for the nine-week period should be recorded for each subject. Fifty percent of the twelve grades should be earned and recorded by the interim of the nine-week term. This gives the teachers the basis for the grades at the end of the grading period.

Students who meet only the minimum requirements should be given minimum passing grades. No student should fail for the semester or year if the only failing grade is that of the semester examination. Credits will be awarded in a .5 increments upon successful completion of a semester.

Additionally, a student will receive one full credit in the course if he/she receives a passing yearly grade in the course.

For courses which have no Tennessee State mandated EOC exam required during a given semester, semester grades are determined by counting the two quarter grades as 80% and the semester examination, or a comparable evaluation, as 20%.

For courses which have a Tennessee State mandated EOC exam required during second semester, the semester grades are determined as follows:

- First semester grades are determined by counting the two quarter grades as 80%, the semester examination, or comparable evaluation, as 20%
- A course with an EOC exam, will not have a school final exam given. Second semester grades are determined by counting the two quarter grades as 50%.
The weight of the EOC examination on the student's final yearly average shall be fifteen percent (15%).
- If Collierville Schools does not receive its students' state mandated test scores at least five (5) instructional days before the end of the school year, the state mandated test scores will not be included in the Collierville Schools students' grades in the subject areas mathematics, language arts, science and social studies.

For Dual Enrollment and Advanced Placement courses, the semester grades are determined as follows:

- Advanced Placement: Each semester, the grades will be determined by counting 50% for each quarter.
- Dual Enrollment: The dual enrollment courses will follow the university's grading system for that specific course.

A student having a 90 or higher average for the two terms in a specific course, and having three (3) or fewer excused absences in that same courses will be exempted from the semester exam if the student desires. When a student is exempted from the examination, the semester's average will be the average of the two term grades and any state-mandated exam as outlined above. Any unexcused absence in the course will disqualify the student from all exemptions. Exemptions apply only to the teacher-made semester examinations. All students in high school courses who meet the above requirements are eligible for exemption from exams in both semesters.

Calculation for High School Course GPA

Grade	Percentage Range	Standard	Honors / National Industry Certification	Statewide Dual Credit	Dual Enrollment and Advanced Placement
A	93-100	4.0	4.5	4.75	5.0
B	85-92	3.0	3.5	3.75	4.0
C	75-84	2.0	2.5	2.75	3.0
D	70-74	1.0	1.5	1.75	2.0
F	Below 70	0.0	0.0	0.0	0.0

Uniform Grading System – <i>Weighting for Advanced Coursework</i>						
Grade	Percentage Range		Honors Courses	Local and Statewide Dual Credit Courses, Capstone Industry Certification- Aligned Courses, and Dual Enrollment Courses	Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses	
A	93	100	Shall include the addition of 3 percentage points to the grades used to calculate the semester average.	Shall include the addition of 4 percentage points to the grades used to calculate the semester average.	Shall include the addition of 5 percentage points to the grades used to calculate the semester average.	
B	85	92				
C	75	84				
D	70	74				
F	0	69				

GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS ⁴

Local education agencies may allow students to participate in credit recovery programs as outlined in the State Board of Education’s High School Policy 2.103. Students passing credit recovery courses shall receive a grade of seventy percent (70%). The original failing grade shall not be considered in the HOPE Scholarship Eligibility Grade Point Average calculation.

The GPA used to determine eligibility for the HOPE Scholarship shall be reported on the student’s transcript as the “Hope Scholarship GPA.”

TESTING PROGRAMS (REFERENCE Policy #4.700)

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

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

For additional information please reference the assessment section on the Collierville Schools website.

STUDENT RECORDS (Policy #6.600)

Accumulative Records

A confidential accumulative record of educational history and progress is maintained in a secured file for each student enrolled in the school system. This accumulative record contains all courses taken, grades received, credits earned, as well as results of achievement tests taken and suspensions/expulsions. Records are copied/transferred by school officials upon formal request from the receiving school. Reference (Policy #6.600)

Special Education Records

Special education records are maintained for students currently served by an IEP (Individual Educational Plan) and receiving services such as speech, APEX, Functional Skills, etc. The psychological and other relevant records are kept in individual schools in separate folders. These confidential folders are maintained in a locked file cabinet or a locked room. The psychological reports are maintained at the Department of Exceptional Children. When special services are discontinued or the student withdraws from the District, the Special Education student record is forwarded to the Department of Exceptional Children. A request for these records along with a Confidential Release of Information must be signed by the parent/guardian or student, if of legal age, and must specifically request "Special Education Records" and must be forwarded to the Department of Exceptional Children. Records will not be released to outside agencies without a signed release from the parent/guardian or student of legal age, with the exception of release to other school districts as permitted under FERPA (Family Educational Rights and Privacy Act; Buckley Amendment) Public Law 93-380) In these circumstances, records will not be released to another school district without notifying the parent/guardian.

Access and Content / FERPA

In 1974 the Family Educational Rights and Privacy Act (Buckley Amendment) Public Law 93-380, §438, was passed to ensure confidentiality of student records. Reference (Policy #6.600)

Parents (custodial and noncustodial) and legal guardians have the right to inspect and review the accumulative and special education records of their child by making a written request to the official having custody of the records. The official shall have a reasonable time, not to exceed 45 days, to produce the records.

If the parent or guardian objects to the inclusion of any item or document in the record, a written statement identifying the specific item or document objected to and the basis of the objection must be filed with the custodian of the records. The custodian of records in the school is the principal. A conference with the custodian or his designated representative may then be scheduled in an attempt to resolve the matter informally. If not satisfied with results of this informal resolution, the parent or guardian may make a written appeal to the Superintendent or his designated representative. A hearing shall be scheduled within 30 days of the receipt of the written appeal. A full and fair opportunity to present relevant evidence will be granted.

Military Recruiters

Parents have the right to request in writing that their child's name, address and telephone number not be released to a military recruiter without prior written consent. This request shall be presented to the school principal at the beginning of each school year.

Media Release (Policy #6.604)

Throughout the school year, the media may visit your school to cover special events. Collierville Schools may also wish to use your child's photograph, likeness, voice or student work for promotional and educational reason, such as in publications, posters, brochures and newsletter; on the district website, radio station or Cable TV channel; or at community fairs or other special events.

Student Equal Access (Limited Public Forum) (REFERENCE Policy #4.802)

Schools may allow students to form clubs or groups that meet before, during and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

STUDENT FEES AND FINES (Policy #6.709)

Fees

School fees are defined as follows:

1. Fees for activities that occur during regular school hours;
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 band, if taken for credit;

4. Fees for a copy of the student's records; and
5. 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;
6. Costs to participate in not-for credit extracurricular activities, including interscholastic athletics and band; and
7. 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. Fee 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-priced school lunches. The application for determining eligibility for free or reduced-price lunches or a form supplied by the State Department of Education shall be used to verify student eligibility for fee waivers.

At the beginning of the school year, each Principal shall be responsible for providing to all students and their parents or guardians written notice of the required student fees and the process for fee waiver for students who receive free or reduced-price lunches. The parent or guardian of an eligible student must sign the appropriate application for free or reduced-price lunches and the waiver of school fees, but may pay for all or a portion of the school fees.

Written notice of approval or denial of request for fee waivers shall be provided to all parents or guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent or guardian to meet with appropriate school personnel.

No later than the July Meeting of the Board, the Board upon the recommendation of the Principals and Superintendent of Schools, shall approve all student fees for the upcoming school year. Additional fees may be approved during the year as needed.

The Superintendent of Schools shall be responsible for maintaining copies of all correspondence relating to this program.

No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.

Fines

The Principal shall be responsible for notifying students of any unpaid fines prior to the end of the semester or graduation.

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

The grades, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. When the student and parent are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parents(s) will accept full responsibility for the proper care, preservations, return, or replacement of textbooks issued to the student(s). The condition of each book and book number shall be recorded by the teacher issuing it.

The life of the book is considered to be six (6) years. Charges for lost books will be the remaining life of the book. Damage fines will be based on the wear beyond that normally expected for one year. For one year's wear, there will be no charge. Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

Collierville Schools Meal Charge Procedure (Reference Policy #3.500)

General

Collierville Schools provides the opportunity for parents to apply for meal benefits through the National School Lunch Program. Lunch applications are made available at the beginning of school year. Collierville Schools also provides online services for meal applications and checking balances on lunch accounts. Should children not qualify for meal benefits Collierville schools provides an online payment system, and we also accept checks and cash during meal service. Even with these services made available there may be situations when a student does not have funds to cover the meal cost. If that should occur students will be allowed to charge a breakfast and/or lunch. They will receive a full meal and their account will be charged. When payments are made to the student's account, all meal charges are paid first and any additional funds will be available for purchases.

Checks should be written to Collierville Schools Nutrition Department and include a telephone number. Online payments can be made at www.mypaymentsplus.com.

Charge limits

Students in all grades are allowed to charge up to \$15.00. Once the allowable charge limit has been reached, an *alternate meal* will be given to the student. No ala carte items will be charged.

Charges may be discontinued at a designated date in May to allow for the collection of the unpaid debts. This date will be announced on Collierville's website at www.colliervilleschools.org.

Alternate meals

Alternate meals will be provided after the child's negative balance reaches the allowable charges. Alternate meals will be provided for breakfast and/or lunch.

The alternate meal will include the following:

Breakfast: Entree item and beverage

Lunch: Entree item and a beverage

Household Notification

Low balance notification letters will be sent weekly at the elementary level. Low balance notification can be set within the online payment system also. Elementary and middle students will be handed a low funds document at time of sale. High school students will be notified verbally at point of sale.

Negative balance notification: Letters will be sent home weekly with elementary and middle students. High school students will receive verbal notification and a call to the parents. Parents can also check balances through our online payment system.

Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The household's debt will be considered delinquent the last day of class for the school year.

Bad Debt

Bad debt is determined to be uncollectable, and further collection efforts for delinquent debt deemed useless or too costly. Delinquent debt will be considered as bad debt after June 15.

- Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable.

- Bad debt must be written off as an operating loss by June 30. The nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. These funds may come from the school district's general fund, school or community organizations, or any other non-federal sources).
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

Additional Resources

Families may find assistance with applying for free or reduced-price school's meals by contacting Marsha Landstreet at 901.286.6371 or by email at mlandstreet@collierville.k12.tn.us

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

USE OF INTERNET (Policy #4.406)

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

Students

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or another identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet
 - Using electronic resources for any purpose inconsistent with the system's discipline policies or code of conduct.

E-mail

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

Violations

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

DEPARTMENT OF EXCEPTIONAL CHILDREN REFERENCE (Policy #6.500)

Collierville Schools offers a wide range of services to meet the needs of students with disabilities. Eligible students from ages three through twenty-one are served in all schools. A full continuum of services, including related services of Speech/Language Therapy, Occupational Therapy, and Physical Therapy are available in every school. Specialists are available to work with visually impaired, hearing impaired, and students with behavior problems. Detailed information regarding special education programs may be obtained by calling 901-286-6381.

Student Referral

If parents are concerned about their child's learning or behavior in school they may call or write their child's teacher or school administrator expressing these concerns. The school administrator may explain the student intervention and referral process if parents are requesting an evaluation for special education services. Parents may also contact the Supervisor of the Department of Exceptional Children regarding the referral process.

The district does not discriminate in evaluation or programming on the basis of race, color, creed, national origin, religion, sex, age, or disability. Parents, teachers, or administrators may refer students for screening to its gifted services program. As with all students with disabilities a continuum of services is offered for gifted students. They may range from consultation to subject or grade acceleration. Parents interested in a gifted screening should contact the school principal for a review of student data or other program information. Further requests regarding student referrals may also be forwarded to the school administration or the Department of Exceptional Children.

Per Tennessee Public Chapter 585 (T.C.A. §49-2-203 (b)), the following information is provided for parent and student use. Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced>.

SECTION 504 GRIEVANCE AND PROCESS PROCEDURES REFERENCE (Policy #6.712)

The Rehabilitation Act of 1973 (Act), commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Notice of Parents and Student Rights under the Act, as required by law, shall be provided in the Student Handbook located on the District's website at www.colliervilleschools.org or at a school.

Parents shall have a right to challenge the actions of the Section 504 Committee with regard to their child's identification, evaluation, or educational placement through any **one (1) or all** of the following in accordance with this policy.

1. Informal Grievance Procedures;
2. Formal Grievance Procedures; and/or
3. Impartial Due Process Hearing

SCHOOL CLOSING PROCEDURES

Emergency Closing

In making the decision to close schools, the superintendent or his or her designee shall consider many factors, including the following one's relative to the fundamental concern for the safety and health of children:

- Weather conditions, both existing and predicted;
- Driving, traffic and parking conditions, affecting public and private transportation facilities;
- Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous
- Inability of teaching personnel to report for duty which might result in inadequate supervision of students. In the event schools are closed due to inclement weather or other calamity, all extracurricular activities scheduled for those days will be canceled or postponed.

HEALTH SERVICES

Hospitalization

If your child has experienced hospitalization related to accident/injury, or chronic illness, please notify the Student Services to assist with health accommodations. This will allow for smoother transition and seamless re-entry to school.

Acute and Chronic Health Issues

- Acute Health Issue may be defined as: An illness, disease, condition or issue that occurs suddenly, is of short duration and will require accommodation for school attendance.
- Chronic Health Issue may be defined as: An illness, disease, condition or issue considered stable or unstable that lasts over a long period and will require accommodation for school attendance.

Parents/guardians of students attending Collierville Schools need to complete a Confidential Student Health Information Form annually.

Parents/guardians of students with a disease, illness, condition or issue of an acute or chronic nature need to contact the Student Services at 901-286-6398 for assistance and referral to a school nurse.

Based on individual student health information, the school nurse will develop an Individualized Health Care Plan, Specific Action Plan or Fact Sheet and communicate with school personnel to implement an appropriate plan.

"Students with Life Threatening Food Allergies" and Diabetes are managed in the school setting in accordance with the T.C.A. §49-5-415. Contact Student Services for more information 901-286-6398.

Administering Medicines to Students

It is the policy of the Collierville Schools that all children's medication be administered by a parent at home. Under exceptional circumstances medication may be administered by school personnel under the appropriate administrative regulations.

Medication in Schools

If, under exceptional circumstances, a child is required to receive medication during school hours and the parents cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. **The Medication** (only if absolutely necessary) - Only medicines which absolutely MUST be given during the school hours should be brought by parent or guardian to school for dispensing at school. Please make arrangements for all other medicines to be given at home, either before or after school time. Most medications, which need to be given one, two, or three times a day, can be given during the hours outside of school hours. Your child's health care provider can give you guidance about whether or not a dosage schedule can be changed. All medication will be brought to school by the parent or guardian, unless other arrangements have been approved by the school principal, but under no circumstance shall a student bring the medication to school by himself/herself. All medication must be brought in its original container whether it is a prescription or non-prescription medication.
2. **Bring only enough medication to school for a TWO-WEEK period.** This is particularly important for medications that might be stolen or that have a street value.

3. **Over-the-counter medicines**-usually MAY NOT be given at school. There may be some exceptions, but arrangements need to be made with the principal and/or school nurse.
4. **Original Containers**- All medicines must be in their original containers and correctly labeled. Prescription medicines must have a pharmacy label or a label from the doctor's office or health care facility which includes the child's name, name of the medicine, and strength of each unit of medicine, dosage amount, and time as well as the doctor's name. Over-the-counter medicines must be labeled with the child's name in a manner, which does not cover up the original container label.
5. **Parent Authorization**- All medicines must have a Parent Authorization form completed, and the medicine container information must match the Parent Authorization. (A copy of this form is in the back of this handbook. Extra copies are available in the school office.)

Communicable Diseases (Policy #6.403)

The Board recognizes its responsibility to protect the health of its students as well as to uphold their individual rights.

Communicable Diseases Requiring Exclusion from School

Students may be excluded from school to prevent the spread of contagious disease. The principal or designee may exclude a student, but no child shall be sent home from school without first informing the parents. The student must be isolated until he/she goes home. A student suspected of having, or being able to transmit, a contagious disease shall be excluded from school, and a report made to the State Department of Public Health for those diseases requiring mandatory reporting. The Board will follow guidelines and recommendations from Memphis-Shelby County Health Department regarding communicable disease handling.

Contagious diseases include, but are not limited to: red measles, German measles, chicken pox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, pediculosis (head lice), or other disease diagnosed as contagious.

Readmission

If the suspected condition is found not to exist, the principal or designee may readmit the student. In the case of communicable disease, the student may be readmitted on presentation of a written statement from the family physician, and/or completion of the period of exclusion required by the State Department of Public Health.

In the case of ringworm, impetigo, or scabies the student may be readmitted once treatment has begun and proof of treatment is presented to the principal or designee.

In the case of pediculosis (head lice) a student may be readmitted for inspection following treatment. If proof of treatment is presented to the principal or designee and no nits are present, the student may return to class.

Acquired Immune Deficiency System (Students)

Mandatory screening for communicable diseases not spread by casual, everyday contact, such as HIV infection, will not be a condition for school entry or attendance. For detailed information regarding this policy please visit the Collierville Schools Policy Manual located on the Collierville website at www.colliervilleschools.org.

STUDENT WELLNESS (Policy #6.411)

This policy applies to Collierville Schools' commitment to providing a school environment that enhances learning and the development of lifelong wellness practices. This policy will be reviewed and updated annually.

The Superintendent, or his designee, will be responsible for overseeing the school district's compliance with the Wellness Policy.

To accomplish these goals:

1. School Nutrition Programs shall comply with federal, state and local requirements.
2. School Nutrition Programs are accessible to all children.
3. Interdisciplinary nutrition education is provided and promoted.
4. Patterns of meaningful physical activity connect to student's lives outside of physical education.
5. All school-based activities are consistent with local wellness policy goals.
6. All foods made available on campus follow applicable federal and state regulations.

7. The school environment is safe, comfortable, pleasing, and allows adequate time and space for eating meals.
8. The public will be made aware of results of the assessment via the Collierville Schools website.

COORDINATED SCHOOL HEALTH

Collierville Schools is committed to ensure that:

1. The Center for Disease Control’s (CDC’s) Coordinated School Health approach is implemented to managing new and existing wellness-related programs and services at all schools. Such programs shall be implemented in accordance with State Law and State Board of Education Coordinated School Health (CSH) Standards and Guidelines.
2. Each school will complete the CDC’s School Health Index annually and base school goals on the results.
3. Each school will have a Healthy School Team consisting of teachers, students, parents and administrators and will be required to hold Healthy School Team meetings four (4) times during the school year.
4. An advisory council is established that shall serve as a resource to school sites for implementing policies and procedures.
 - a. The School Health Advisory Council shall consist of individuals representing the school and community. The primary responsibilities of the council include but are not limited to:
 1. Developing recommendations as to physical activity and nutrition policies.
 - b. Collierville Schools will consider the recommendation of the Health Advisory Council in making any policy changes that affect a healthy learning environment

PHYSICAL ACTIVITY

The Collierville Schools Board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program. Physical Education classes shall be offered with moderate to vigorous physical activity being an integral part of the class. In addition to the district’s physical education program, non-structured physical activity periods shall be offered in grades K-6. Non-structured physical activity will consist of a temporary withdrawal or cessation from usual school work or sedentary activities.⁷

The following opportunities for physical activity shall be provided;⁷

1. Grades K-1: a minimum of three (3) fifteen-minute periods of non-structured physical activity per day;
2. Grades 2-6: a minimum of two (2) twenty-minute periods of non-structured physical activity at least four (4) days per week; and
3. Grades 7-12: a minimum of ninety (90) minutes of physical activity per week.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment. (i.e. withholding recess, push-ups, running laps)

CURRICULUM

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

EVALUATION OF EFFECTIVENESS OF NUTRITION PROGRAM

Collierville Schools Board of Education shall monitor the effectiveness of the school nutrition program within a wide-range of student constituency groups. Factors to be considered may include, but are not limited to:

1. Participation rates in school meal programs;
2. Student satisfaction surveys to monitor the taste and quality of food and the effects of consumption of healthy snacks on children’s health, behavior, and school performance and to monitor satisfaction with snack choices;
3. Parent satisfaction surveys to monitor the effects of consumption of healthy snacks on children’s health, behavior, and school performance and to monitor satisfaction with snack choices;
4. Frequency and types of health problems noted on school nurse logs;
5. Frequency and types of mental health and behavioral problems noted on counselor logs;
6. Incidence of student behavior infractions;
7. Teacher surveys of student’s classroom behavior, attention span, and memory;
8. Test scores.

STUDENT DRESS CODE (Policy #6.310)

The standards for Collierville Schools dress reflect “common sense” and a concern for each child’s comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel and appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. To that end, Collierville Schools establishes a basic dress code to ensure appropriate and modest dress.

Elementary School Dress Code

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Elementary Schools in Collierville:

- Pants must be worn at the waist and must be appropriately sized and at a safe length.
- Head apparel (such as hoods, hats, etc.), except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Clothing or accessories must not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
- For students in Grades 3-5, “short shorts”, mini-skirts, and skin-tight outer material such as spandex are inappropriate attire. No shorts or skirt shorter than 4 inches above the knee are allowed.
- Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and skirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible and must be no longer than wrist-length.
- Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn inside school for warmth.

The school administration reserves the right to determine whether the student’s attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The principal may allow exceptions for school-wide programs or special classroom activities. The school administration will administer appropriate consequences for policy infractions.

This policy does not preclude individual schools from piloting alternative dress policies or standards with permission from the Superintendent and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the Superintendent/Designee for review and recommendation to the Board of Education following Collierville Schools Policies and Procedures for Voluntary School Standardized Dress Guidelines.

Middle and High School Dress Code

The following exceptions for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

The following standards will be observed at Collierville Middle, Schilling Farms Middle and Collierville High School:

- Pants must be worn at the waist and be appropriately sized and at a safe length.
- Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and must have sleeves. Shirts or tops must cover the waist of pants, shorts, or skirts with no midriff visible. Low cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops must be no longer than wrist-length.
- Head apparel (such as hoods, hats, etc.), except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display
 - (1) racial or ethnic slurs/symbols,
 - (2) gang affiliation,
 - (3) vulgar, subversive, or sexually suggestive images; nor should they promote products which students may not legally buy; Such as alcohol, tobacco, and illegal drugs.
- Skirts, dresses, and shorts must be no more than 4 inches above the knee.
- Sleepwear, pajamas, and/or blankets cannot be worn in school.
- Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn inside school for warmth.
- Prohibited items include
 - (1) large, long and/or heavy chains,
 - (2) studded or chained accessories,
 - (3) sunglasses, except for health purposes,
 - (4) sleepwear and

- (5) skin-tight outer materials such as spandex;
- (6) facial jewelry (including tongue piercing).

The administration reserves the right to determine whether the student's attire is within the limits of decency, modesty, and safety. The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student not attired in accordance with the policy shall be subject to the following consequences:

- Correct the violation or spend the remainder of the day in in-school suspension (ISS).
- Repeat offenders shall be subject to additional measures, which include parent conferences, in-school suspension, and out-of-school suspension as described in the district wide discipline policy.

This policy does not preclude individual schools from piloting alternative dress policies or standards with permission from the Superintendent and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the Superintendent/Designee for review and recommendation to the Board of Education following Collierville Schools Policies and Procedures for Voluntary School Standardized Dress Guidelines.

TRANSPORTATION SERVICES FOR STUDENTS (Policy #6.308)

Transportation Services for Students

Collierville Schools is authorized to provide transportation services to and from school at no cost for eligible students. The provision of such services, although not required for student's other than those receiving special education services as determined by a child's individualized education program (IEP), is provided as a service to the general population in accordance with applicable laws. Criteria for bus ridership eligibility for the general population are determined by the District. Student use of transportation provided by the District is privilege and continued eligibility to use District transportation services may be suspended and/or revoked for violation of applicable policies and rules.

Eligibility

Collierville Schools Students enrolled in schools that **reside one and one-half (1 1/2) miles or more** from their assigned school shall be eligible for transportation services. Students attending a school on a general transfer request are not eligible for transportation services (Reference Policy #6.308).

All students riding special transportation and students riding a regular bus who have physical/medical needs must have a completed Student Information Form on file at the school and the Transportation Office. The form can be obtained at the student's school office and must be updated twice yearly. A copy of the Student Information Form will be provided to the bus driver.

NOTE: Students attending school due to a transfer request granted by Student Services are not eligible for transportation services. This includes students attending special education classes.

Bus Conduct

A bus is an extension of the classroom, and **students** must conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The rules of conduct have been developed to provide a safe and pleasant environment for students while being transported. A **student** who violates bus rules which impact the safety of others may have their **transportation** privileges suspended by the principal. The bus driver is authorized to assign seats on the bus.

STUDENT CODE OF CONDUCT AND DISCIPLINE (Policies #6.300 & #6.313)

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.

The following categories of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

(Offenses and Penalties by Category)

The infractions of school discipline in Collierville Schools listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all-inclusive. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

Category A – State Zero Tolerance Offenses

1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, Or any other school employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;
3. Unauthorized possession of a firearm on school property or at a school sponsored activity.
4. Electronic threats; In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on case-by-case basis.

Penalty for Category A Offenses:

- Expulsion/Suspension for 180 days

Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent.

Category B

1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;
2. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. Gang Activities-Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
5. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization.
6. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity.
7. Assault upon any student, teacher, principal, administrator, school resource officer, or any other school employee.
8. Continuous and/or severe Category C Offenses

Penalty for Category B Offenses:

- Out of-School Suspension
- Expulsion (11-180 days)

When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.

Category C

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
2. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;
3. Smoking and or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event; This also includes electronic cigarettes and/ or vapors;
4. Gang activities-any gang related activity not specified in Category B;
5. One (1) or more students initiating a physical attack or an individual student on school property or at a school-sponsored activity;
6. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;
7. Stealing or misappropriation of school or personal property (regardless of intent to return);

8. Immoral or disreputable conduct.
9. Continuous and/or severe Category D Offenses.

Penalty for Category C Offenses:

- In-School Suspension
- Out-of School Suspension

When appropriate, notification will be made to law enforcement authorities.

Category D

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property unless in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;
6. Possession of mace or disabling sprays;
7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instance messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;
8. Sexual, racial, ethnic, or religious harassment/discrimination;
9. Bullying, intimidation, and harassment;
10. Refusal to produce an object identified by metal detectors;
11. Inciting, advising or counseling of others to engage in any acts in Categories A, B, or C.
12. Continuous and/or severe Category E Offenses

Penalty for Category D Offenses:

- Parent-Principal Conference
- Before/After School Detention/Saturday School
- In-School Suspension
- Out-of School Suspension

Category E

1. Habitual and/or excessive tardiness;
2. Class cutting;
3. Intentional disturbance of class, cafeteria or school activities;
4. Leaving school grounds without permission;
5. Being in an unauthorized area with permission;
6. Tampering with grades or report cards;
7. Possession of lighters or matches;
8. Unauthorized use of cellular phones or other electronic communication devices during school hours;
9. Inciting, advising or counseling others to engage in any acts in Category D;
10. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

Penalty for Category E Offenses:

- Parent-Principal Conference
- Before/After School Detention/Saturday School
- In-School Suspension

Additional Guidelines

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.

5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. pay any activity fee;
 - b. pay a library or other school fine; or
 - c. make restitution for lost or damaged school property.

Cell Phones/Personal Communication Devices (Policy #6.312)

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 backpack, purses or personal carry-all's. 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 login 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 subject to disciplinary action.

PENALTIES
SUSPENSION/EXPULSION/REMAND OF
STUDENTS/APPEALS/INTERROGATIONS
(Policy #6.302, #6.303, #6.309, #6.316, #6.317, #6.319)

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.

In School Suspension (Policy #6.316)

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

Out of School Suspension (Policy #6.316)

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
 - A. Of the suspension/expulsion and the cause for it; and
 - B. A request for a meeting with the parent or guardian, student and principal, to be held as possible, but no later than five days following the suspension/ expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.

5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. The notice shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.
8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

Appeals Related to Student Disciplinary Hearing (Policy #6.317)

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. The Board shall appoint members to the DHA, which shall consist of three (3) members, (maximum number must not exceed total membership of Board) at least one (1) of whom shall be a licensed employee of the board, and such appointments are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Set the time, place and date for each hearing;
2. Maintain order and structure during each hearing; and
3. Prepare, sign, and disseminate the minutes of each meeting.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension.

The DHA may take the following disciplinary actions:

1. Affirm the decision of the school principal;
2. Order removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
4. Assign the student to alternative program; or
5. Suspend the student for a specified period of time. *

Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher or assistant principal may request a review by the Board, and the Board shall review the record. Following the review, the Board may grant or deny the request for a hearing or affirm or overturn the decision of the DHA with or without a hearing. The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board. The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the public.

*** Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.**

Zero Tolerance (Policy #6.309)

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

Weapons & Dangerous Instruments

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Drugs

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Assault

In accordance with state law, any student who commits aggravated assault as defined in T.S.A. § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Electronic Threats

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Notification

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.

Due Process Procedures (Policy # 6.302)

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

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

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

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall refer the case to the disciplinary hearing authority.

Gangs

The Board prohibits the activities of criminal gangs on school property and at school sponsored events and should be subject to disciplinary actions.

Alternative School Programs (Policy #6.319)

The Board shall operate an alternative school program for students in grades 6 -12 who have been suspended or expelled from regular school programs. Attendance in alternative school programs shall be mandatory, and students attending an alternative school located outside of the school district shall provide their own transportation. Alternative school programs 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 programs at the student's home school.

The superintendent is authorized to develop appropriate procedures to implement this policy and to ensure compliance with relevant state laws and regulations.

Interrogations and Searches (Policy #6.303)

Interrogations by School Personnel

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances, which will avoid unnecessary

embarrassment to the student. Any student answering falsely, or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

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

Interrogations by Police (at Administrator's Request)

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

Police-Initiated Interrogations

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

Searches by School Personnel

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

STUDENTS WITH DISABILITIES

Students with disabilities are included in all Collierville Schools. Schools are expected to initiate actions that enable students with disabilities to become an accepted part of the student body and are treated with the same respect as regular students. Consequences for offenses directed toward students with disabilities should reflect the severity or repetition of the offense.

Students with disabilities have special protections provided through law against unilateral suspension. While certain levels of behavior are expected of special education students, disabling conditions may impact the student's amnesty. It is imperative that school personnel be aware of which students are classified as disabled under either IDEA or Section 504. A student with a disability shall not be unilaterally removed from school for more than ten days before a Manifestation Determination is convened to determine whether the student's offense was caused by his/her disability.

At the initial IEP team meeting or annual review, plans are established which address behavior management as well as academic and vocational skills. The student's IEP reflects expected behaviors, objectives to modify behavior, and pre-established consequences when appropriate. A written record is kept of all discussions and disciplinary actions taken. Whenever possible, suspension or expulsion is the last action used. It is recommended that lesser consequences such as time out, detention, supervised study, on-site intervention, etc. be used before resorting to suspensions. It is important that the team includes an instructional component designed to teach the student skills such as anger management, conflict resolution, showing respect to others, and effective communication designed to prevent future misbehavior. When there is no relationship between a child's behavior and his/her disability, the student can be suspended or expelled according to normal school board policy; however, educational services are continued to the extent required.

Suspending Students with Disabilities

PROTOCOL

- I. Student has demonstrated some type of rule infraction.
- II. Procedural safeguards in regard to due process are followed (*Goss v. Lopez*)
 - 1) Student must be given oral or written notice of the charges against him/her.
 - 2) If charges are denied, an explanation of evidence the authorities have must be presented.
 - 3) Student must be given the opportunity to present his/her side of the story.
 - 4) Allow no delay between the time "notice" is given and the time of the hearing.
 - 5) Provide notice and hold a hearing prior to the removal of the student from school in most cases.

- III. IEP Team meets and determines if the behavior is a manifestation of the student's disability:
- 1) The IEP Team must review all relevant information including evaluation results, observations of the child, other relevant information supplied by the parents of the child, the child's IEP and placement and determine:
 - a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
 - b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.
 - 2) Is the student a danger to himself and/or others? If "Yes", reach an agreement with parents through IEP Team meeting or seek an injunction from the federal district court.
 - 3) School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability in cases where a child:
 - a. Carries or possesses a weapon to or at school, on school premises, or to or at a school function
 - b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or a school function
 - c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. The Department of Exceptional Children provides a form for use by the IEP Team when convening to determine if a behavior is manifestation of the student's disability.
 - d. Electronic threats; In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

IF A DISAGREEMENT ARISES AND A DUE PROCESS HEARING IS REQUESTED, THE "STAY PUT" PROVISION DOES NOT APPLY. THE STUDENT SHALL REMAIN IN THE INTERIM ALTERNATIVE SETTING PENDING THE DECISION OF THE HEARING OFFICER OR UNTIL THE EXPIRATION OF THE SUSPENSION, WHICHEVER COMES FIRST UNLESS THE PARENT AND SCHOOL AGREE OTHERWISE.

- IV. If the IEP Team determines that the offense is a manifestation of the student's disability, the student may not be suspended.
- 1) The student could be placed in a setting, which more appropriately accommodates his/her needs.
 - 2) The behavior problems should be addressed through the goals and objectives of the IEP and/or behavior plan.
- V. If the IEP Team determines that the offense is not a manifestation of the student's disability, the student may be suspended. The school may suspend, but educational services must continue. (Kael in 4th and Turlington in 5th Circuit)
- 1) If not a change of placement (i.e. longer than 10 consecutive days), the school authority in conjunction with the special education teacher may decide what services are needed. If a change of placement (longer than 10 days or significant change in IEP placement), the IEP Team must determine what services must be provided.
 - 2) If continued educational services are based on IEP goals/objectives, they are to be provided by the teacher endorsed in special education.
 - a. Alternative methods of providing services may include home tutoring, alternative school placement, in-school suspension, on-site intervention, or transfer to another school.

STUDENT DISCRIMINATION, HARASSMENT, BULLYING, CYBERBULLYING AND INTIMIDATION (Policy #6.304)

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

This policy shall cover behaviors of students and employees while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or any official school bus stop. If the act takes place off school property or outside of a

school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Definitions

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

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

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

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

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

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

Reporting Complaints

Any student that believes that he/she is the subject of or has witnessed an act of harassment, intimidation, bullying or cyberbullying shall report the conduct immediately to a teacher, school counselor or school administrator.²

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

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

Reports of harassment, intimidation, bullying and/or cyberbullying may be made anonymously to any school teacher, school counselor, school administrator or Collierville Schools Student Services representative. All such reports will be immediately reported to the school principal.

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

INVESTIGATIONS

The principal/designee at each school shall be responsible for investigating all reports of harassment, intimidation, bullying and/or cyberbullying. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report, unless the need for more time appropriately documented.⁴

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

All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

CONSEQUENCES

Any student or employee that commits an act of harassment, intimidation, bullying and/or cyberbullying to a student shall be disciplined in accordance with Collierville Schools disciplinary policies and procedures.

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

RETALIATION

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

TRAINING

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

Child Abuse and Neglect (Policy # 6.409) TCA 37-1-403

REPORTING

It is the law of the state of Tennessee that teachers or other persons employed in the public schools are required to report suspected child abuse and neglect.¹

All school personnel shall be alert for any evidence of child abuse or neglect.²

Child abuse is defined as any wound, injury, disability, or physical or mental condition which reasonably indicates that it has been caused by brutality, abuse, or neglect. School staff members having knowledge or suspicion of any child who is suffering from abuse and/or neglect shall report such harm immediately^{1,2} to the Department of Children's Services hotline. The hotline number is posted in multiple locations in each school building.⁴

The report shall include:

1. The name, address and age of the child;
2. The name and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may related to the cause or extent of the abuse or neglect.¹

The identity of the person reporting shall remain confidential except when the juvenile court determines otherwise.⁴

The director of schools/designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.⁵

INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance and information in child abuse investigations⁶ including permitting child abuse review teams to conduct interviews while the child is at school; the principal may control the time, place and circumstances of the interview; but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parents that the child is to be interviewed even if the suspected abuser is not a member of the child's household.⁷

All Tennessee citizens may report suspicions of abuse/neglect by calling the **Tennessee Child Abuse Hotline at 1-877-237-0004** or in non-emergency situations, there is an online form at the following: <https://apps.tn.gov/carat/>

Tennessee Department of Education PARENTAL NOTIFICATION Under the Elementary and Secondary Education Act (ESEA)

The Elementary and Secondary Education Act (ESEA) makes it clear that Congress expects Local Educational Agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

Written complaint procedures: LEAs disseminate free of charge to parents of students, and to appropriate private school officials or representatives, adequate information about the State Educational Agency's (SEA) written complaint procedures for resolving issues of violation(s) of a Federal statute or regulation that applies to Title I, Part A programs [34 CFR §200.11(d)] Please click [here](#) to access additional details, regarding written complaint procedures.

Teacher qualifications: At the beginning of each school year, a district that receives Title I funds must notify parents that they may request information regarding the professional qualifications of their children's classroom teachers. If a parent requests the information, it must include at least:

- ✓ whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught;
- ✓ whether the teacher is teaching under emergency or other provisional status;
- ✓ the baccalaureate degree major of the teacher; and
- ✓ any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.

The information must also disclose whether the child is provided services by paraprofessionals, and if so, their qualifications. [20 U.S.C. §6311(h)(6)]

Title III requires that each eligible entity receiving a subgrant under §3114 shall include in its plan a certification that all teachers in any language instruction educational program for limited English proficient children that is, or will be funded under this part are fluent in English and any other language used for instruction, including having written and oral communication skills. [ESEA Title III, Part A, §3116(c)]

Military recruiter access to student information: Parents of secondary school students have a right to request their child's name, address and telephone number not be released to a military recruiter without their prior written consent. [20 U.S.C. §7908(a)(2)] [ESEA §9528]