



**COLLIERVILLE SCHOOLS**  
SCHOLARSHIP · INTEGRITY · SERVICE


# COLLIERVILLE SCHOOLS

## WORK SESSION

**JANUARY 28, 2014**


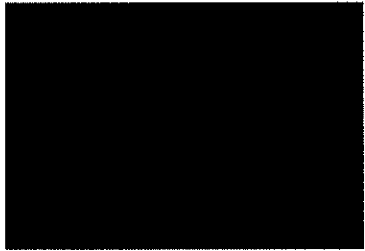
### AGENDA

- I. Call to Order
- II. Roll Call
- III. Staff Items




### III. STAFF ITEMS

- A. Proposed New Policy #1.802, Section 504 and ADA Grievance Procedures
- B. Proposed New Policy #5.104, Equal Opportunity Employment
- C. Enrollment/Capacity Presentation
- D. Update on RFSOQ





## Enrollment/Capacity

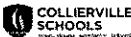
A report on the impact of student enrollment to our facilities capacity



## Enrollment/Capacity




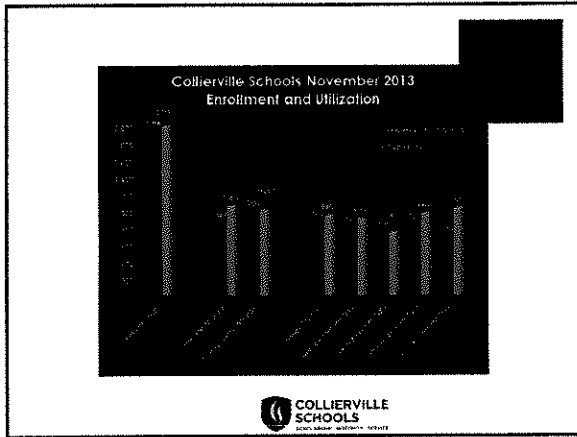
- We will take a high level view of the enrollment and capacity at each school in the system
- Capacity is calculated for elementary and high schools as 20 students per classroom space and middle schools at 25 students per classroom space
- Examine the impacts on capacity as we move forward
- Discuss factors that could impact the district's ability to provide for students and parents in future years



## Current Enrollment/Capacity

Location	Enrollment (11/2013)	Capacity	% Utilization
Collierville High	1,947	2000	97.4%
Collierville Middle	849	1050	80.9%
Schilling Farms Middle	988	1000	98.8%
Bailey Station Elementary	883	940	94.0%
Collierville Elementary	791	900	87.9%
Crosswind Elementary	718	740	97.0%
Sycamore Elementary	821	960	85.5%
Tate Oaks Elementary	675	1020	66.2%
<b>Total</b>	<b>7,332</b>	<b>8,410</b>	





### High School Enrollment Capacity 2014/2015 and Beyond

- Collierville High has the following number of students living in the municipality of Collierville that can be projected to move up next school year:
  - 10<sup>th</sup> Grade 489
  - 11<sup>th</sup> Grade 496
  - 12<sup>th</sup> Grade 499

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### High School Enrollment Capacity 2014/2015 and Beyond

- Collierville Middle, Schilling Farms, and Houston Middle have the following number of students living in the municipality of Collierville that can be projected to move up next school year as Freshmen at Collierville High:
  - Schilling Farms 8<sup>th</sup> Grade 322
  - Collierville Md. 8<sup>th</sup> Grade 267
  - Houston Md. 8<sup>th</sup> Grade 60
- Total 8<sup>th</sup> Grade Move Up 649

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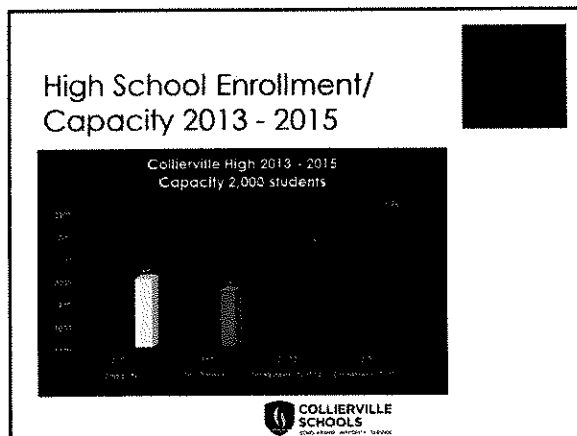
### High School Enrollment Capacity 2014/2015 and Beyond

- Collierville High Possible Enrollment for the 2014/2015 School Year:
 

9 <sup>th</sup> Grade	649
10 <sup>th</sup> Grade	489
11 <sup>th</sup> Grade	496
12 <sup>th</sup> Grade	499
<b>Total</b>	<b>*2,133</b>

\*Reflects current students living in the municipality of Collierville. Does not include possible growth, open enrollment, transfer students, etc.

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### Options To Address Future Overcrowding at Collierville High

- Utilize floating instructors
- Increase the number of portable buildings to increase instructional spaces
- Expand the current building with a classroom addition
- Examine building a separate Freshman Academy
- Build an additional high school for the Collierville community
- Inter-local agreements with other Municipal School Districts

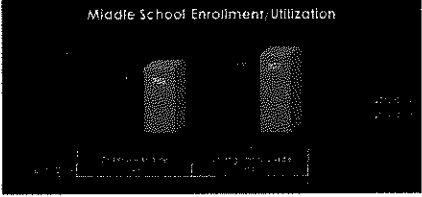

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### Middle School Enrollment/Capacity

- There are approximately 783 students living in the Municipality of Collierville projected to move up at Collierville Middle for the 2014/2015 school year
- There are approximately 937 students living in the Municipality of Collierville projected to move up at Schilling Farms Middle for the 2014/2015 school year
- There are approximately 180 middle school students living in the Municipality of Collierville projected to move up at Houston Middle for the 2014/2015 school year




### Middle School Enrollment/Capacity


### Options To Address Future Overcrowding at Middle Schools

- Increase the number of portable buildings to increase instructional spaces
- Expand the current building with a classroom addition
- Rezone both middle schools to accommodate the addition of 180 students to ensure neither school is over capacity. A rezoning policy would need to be adopted.
- Inter-local agreements with other Municipal School Districts



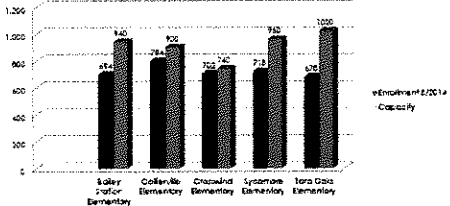
### Elementary School Enrollment/ Capacity

- The following represents students living in the Municipality of Collierville projected to move up at elementary schools for the 2014/2015 school year:
  - Bailey Station Elementary 694 students
  - Collierville Elementary 794 students
  - Crosswind Elementary 702 students
  - Sycamore Elementary 718 students
  - Tara Oaks Elementary 602 students
- Approximately 57 students living in the municipal boundaries of Collierville attending Dogwood Elementary




### Elementary School Enrollment/Capacity

**Elementary Enrollment 8/2014 and Capacity**




School	Enrollment 8/2014	Capacity
Bailey Station Elementary	694	700
Collierville Elementary	794	800
Crosswind Elementary	702	700
Sycamore Elementary	718	720
Tara Oaks Elementary	602	600



### Options To Address Future Overcrowding at Elementary Schools

- Rezone or assign approximately 57 students
- Inter-local agreements with other Municipal School Districts



**IV. SUPERINTENDENT'S UPDATE**



**V. BOARD ITEMS**



**VI. ADJOURNMENT**



# Tennessee School Boards Association

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Section 504 and ADA Grievance Procedures</b>	Descriptor Code: <b>1.802</b>	Issued Date:
		Rescinds:	Issued:

1 The Board is committed to maintaining equitable employment/educational practices, services, programs  
2 and activities that are accessible and usable by qualified individuals with disabilities.

## 3 4 **DEFINITION**

5  
6 *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with  
7 handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation  
8 in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving  
9 federal financial assistance.<sup>1</sup>

10  
11 *Title II of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual with  
12 a disability shall be discriminated against in regard to job application procedures, the hiring, advance-  
13 ment, or discharge of employees, employee compensation, job training and other terms, conditions and  
14 privileges of employment.<sup>2</sup>

## 15 16 **COORDINATOR<sup>3</sup>**

17  
18 The Board shall designate at least one employee to coordinate its efforts to comply with and carry out  
19 its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any  
20 investigation of any complaint alleging non-compliance with the Acts or alleging any actions that  
21 would be prohibited by the Acts.

## 22 23 **NOTICE<sup>4</sup>**

24  
25 The Board shall make available the name, office address and telephone number of the ADA/Section  
26 504 coordinator.

27  
28 Methods of initial and continuing notification may include the posting of notices, publication in newspapers  
29 and student and employee handbooks and distribution of memoranda or other written communications.

## 30 31 **COMPLAINT PROCEDURE<sup>5</sup>**

32  
33 The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in  
34 writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints  
35 alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to  
36 all complaints within twenty (20) days with a written response as well as information on further grievance  
37 procedures that may be followed if the complaining party is not satisfied with the coordinator's  
38 proposed resolution.

1  
2 **DUE PROCESS HEARING PROCEDURES**  
3

4 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a  
5 parent wishes to contest any action of the school system with regard to a child's identification, evalua-  
6 tion, and placement under Section 504.<sup>6</sup> If a parent/guardian requests a Section 504 hearing, the parent/  
7 guardian has the right to personally participate and to be represented at the hearing by an attorney or  
8 advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504  
9 hearing should involve identification, evaluation, or placement issues involving a child who has or is  
10 believed to have a disability.

11  
12 *Request for Hearing*  
13

14 A parent/guardian who wishes to challenge an action or omission with regard to the identification,  
15 evaluation, or placement of a student who has or is believed to have a disability as defined by Section  
16 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator.  
17 The request shall be submitted on or reduced to writing on a form provided through the Central Office.  
18

19 *Impartial Hearing Officer*  
20

21 The director of schools or his/her designee shall appoint an impartial hearing officer to preside over  
22 the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date  
23 of receipt of a request for a due process hearing. The hearing officer will be hired as an independent  
24 contractor at no expense to the parent. The hearing officer that is appointed shall not be a current em-  
25 ployee of the school system and shall not be related to any member of the Board of Education. The  
26 hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and  
27 the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may  
28 not be presented as an issue at the due process hearing since such an issue would not relate to the iden-  
29 tification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes  
30 the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing  
31 officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.  
32

33 Office for Civil Rights  
34 U.S. Department of Education  
35 61 Forsyth St. S.W., Suite 19T10  
36 Atlanta, GA 30303-8927  
37 Telephone: 404-974-9406; TDD: 877-521-2172  
38 Email: OCR.Atlanta@ed.gov  
39

40 *Scheduling of Hearing*  
41

42 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appoint-  
43 ment and provide this information in writing to the parent/guardian and the Section 504 coordinator.  
44 The hearing shall take place at a mutually agreeable time and place.  
45  
46  
47  
48  
49

1 *Continuances*

2  
3 Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the  
4 hearing date and set a new hearing date.

5  
6 *Legal Representation at Hearing*

7  
8 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform  
9 the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7)  
10 calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request.

11  
12 *Pre-Hearing Conference*

13  
14 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her  
15 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Confer-  
16 ence will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties'  
17 questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in  
18 person depending on the hearing officer's decision based on the convenience to both parties.

19  
20 *Dismissals*

21  
22 If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges  
23 and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504  
24 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for  
25 such finding.

26  
27 *Hearing*

28  
29 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed  
30 to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably  
31 limit testimony and introduction of exhibits for reasons or relevance.

32  
33 *Recording*

34  
35 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will  
36 be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon  
37 request. In order for an accurate recording to be made, the parties and witnesses shall introduce them-  
38 selves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing  
39 officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the  
40 hearing to be offered to the court as an exhibit.

41  
42 *Witnesses*

43  
44 Witnesses will present their information in narrative form, without the traditional question and answer  
45 format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request  
46 that the hearing officer, at his/her discretion, ask a witness a certain question.

1 *Format of Presentation*

2  
3 Each side will have an equal amount of time to present their positions as determined by the hearing  
4 officer. The parent/guardian will present his/her case first by making an opening statement outlining the  
5 issues, calling witnesses, and making a closing argument. The school system will present its side next.  
6 At the end of the school system's presentation, the parent/guardian may offer a short response. Each  
7 side may present personally or through their representatives.  
8

9 *Submission of Exhibits*

10  
11 As part of their presentations and at the discretion of the hearing officer, the parties may submit any  
12 reports, evaluations, correspondence, notes, or any other documents that may support their positions.  
13 Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in  
14 the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her  
15 review, as well as the number of witnesses and the length and/or scope of their presentations or statements.  
16

17 *Closing Arguments*

18  
19 The hearing officer may allow or request written closing arguments summarizing and characterizing the  
20 information presented at the hearing.  
21

22 *Decision*

23  
24 The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under  
25 advisement and issue a written opinion. Such decision shall address all of the issues raised by the par-  
26 ent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim  
27 raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be  
28 deemed to have been denied. The decision must be issued within forty-five (45) days after the date  
29 the Request for a Due Process Hearing is received by the district. The hearing officer may not award  
30 attorneys' fees as a part of the relief granted to a parent/guardian or the district.  
31

32 *Review Procedure/Appeal*

33  
34 If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of  
35 the decision in a court of competent jurisdiction.  
36  
37  
38  
39  
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41 

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*Legal Reference:*

- 42  
43 1. 34 CFR § 104.4(a)  
44 2. 42 USCA §12112(a)  
45 3. 28 CFR § 35.107  
46 4. 28 CFR § 35.106; 34 CFR § 104.8  
47 5. 28 CFR § 35.170;172  
48 6. 34 CFR §104.36  
49



# Tennessee School Boards Association

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Equal Opportunity Employment</b>	Descriptor Code:  <b>5.104</b>	Issued Date:
		Rescinds:	Issued:

1 Opportunity for employment, as well as continuation and advancement in employment, shall be afforded  
 2 equally to members of all races, creeds, colors, genders, religions, ages, national origins, and individuals  
 3 with disabilities or veteran status with regard only for qualifications for the positions involved.<sup>1</sup>  
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33 \_\_\_\_\_  
 34 Legal References:

35 I. U.S. Constitution, Amendment XIV; Title VII,  
 36 Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964;  
 37 Title IX, Education Amendments of 1972;  
 38 Age Discrimination Act of 1967; Section 504 of the  
 39 Rehabilitation Act of 1973; and 42 USC § 12101-12213  
 40  
 41

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 Cross References:

Section 504 & ADA Grievance Procedures 1.802  
 Discrimination/Harassment 5.500  
 Complaints and Grievances 5.501