

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date:
		Rescinds:	Issued:

1 School buses shall be maintained and operated in accordance with state law and State Board Rules and
2 Regulations.¹

3 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall replace a
4 certain number of buses each year on a rotating basis. The use of an outside contractor may eliminate
5 this need.

6 The school transportation program shall be monitored daily by the principals and the manager of
7 transportation and subjected to periodic evaluations by them as necessary.

8 All accidents, regardless of the damage involved, must be reported to the transportation manager,
9 including incidents in which any part of the bus rubs, scrapes or touches any other object or vehicle.

10 The Director of Schools shall develop procedures for the operation of the student transportation
11 program.

12 Failure by a student to comply with the rules and regulations for student transportation may result in
13 suspension from the bus by a school administrator.

Legal References

1. TCA 49-6-2109

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Scheduling and Routing</h2>	Descriptor Code: <h3 style="text-align: center;">3.401</h3>	Issued Date:
		Rescinds:	Issued:

- 1 All school bus routes shall be arranged in such a way as to travel the shortest safest possible distance from the
- 2 time the first student is picked up until the trip is complete.

- 3 The transportation supervisor will be responsible for surveying all bus routes and scheduling bus transportation,
- 4 including the determination of bus stops and the assignment of students. Deleting or establishing new bus routes
- 5 is the responsibility of the Board.¹

- 6 Appeals of transportation decisions shall be made to the Director of Schools.

- 7 Students shall not be in transit to and from school more than one and one-half hours each way.²

- 8 Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not
- 9 to stop at stores (or make any non-designated stops except for emergencies) when transporting students.

- 10 Students who ride school buses shall attend the school designated for that bus route. If a parent chooses to send
- 11 his/her child to another school in the system, the parent must provide transportation to and from that school.

- 12 A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student
- 13 refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's
- 14 destination for that trip.³

Legal References

1. TCA 49-6-2106; TCA 49-6-2102(a)-(c)
2. TCA 49-6-2105
3. TCA 49-6-2118

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date:
		Rescinds:	Issued:

- 1 All standard rules of student and driver conduct shall apply to all extracurricular trips.
- 2 System-owned buses may be used by athletic teams and other school groups, provided such trips are
- 3 recommended by the principal.
- 4 The principal will make all transportation arrangements with the Director of Transportation.
- 5 The Board shall be reimbursed by the individual school for the use of buses for extracurricular activities.
- 6 However, the Board may establish special rates for extended trips or in special cases. Forms for reporting
- 7 extra use of buses will be furnished to each school principal.
- 8 Only qualified bus drivers duly elected by the Board may drive school buses for extracurricular activity
- 9 trips during the regular school year.
- 10 School buses may be used only for the transportation of school personnel on authorized school business.
- 11 No other individual or group may rent a school bus without written request to the Director of Schools'
- 12 office.
- 13

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Instructional Goals</h2>	Descriptor Code: <h3 style="text-align: center;">4.100</h3>	Issued Date:
		Rescinds:	Issued:

1 The Board approves the following instructional goals for students:

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

Cross References

School District Goals 1.700

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Curriculum Development</h2>	Descriptor Code: <h3 style="text-align: center;">4.200</h3>	Issued Date:
		Rescinds:	Issued:

1 Under the leadership of the Director of Curriculum & Accountability, a unified curriculum shall be
 2 developed for the school system in each subject area for grades K-12 and presented to the Board for
 3 adoption.^{1,2}

4 Teachers in each school shall participate in the system wide development of the curriculum in their
 5 appropriate subject areas.

6 The curriculum will be revised and updated regularly through in-service programs and curriculum
 7 planning sessions, with changes subject to approval by the Board.

8 All grade level/content area curriculum guides will be available for online access.

9 Experimentation with newer concepts of curriculum design, scheduling, and instructional techniques is
 10 encouraged but must have prior approval of the principal. An experimental program requires the
 11 approval of the Director of Schools, the Board, the Commissioner of Education and the State Board of
 12 Education.²

13 A course may become a permanent part of the school program after three (3) years of operation upon
 14 approval of the State Board of Education.²

15 IMPLEMENTATION

16 The primary responsibility for ensuring the effective operation of the curricular programs and activities
 17 shall be delegated to the Director of Schools.

18 The school principals shall be responsible for administering the established instructional programs of
 19 their respective schools.

Legal References

1. TCA 49-1-302(a);(1);(2);(3);(8)
2. TRR/MS 0520-1-3-.05(1)(a); TRR/MS 0520-01-03-.05(2)

Cross References

In-Service & Staff Development Opportunities 5.113

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Basic Program</h2>	Descriptor Code: <h3 style="text-align: center;">4.201</h3>	Issued Date:
		Rescinds:	Issued:

1 The Board shall not discriminate on the basis of sex, race, national origin, creed, age, or marital status
 2 in its educational programs or activities.

3 Educational materials that are utilized shall reflect the cultural and racial diversity which is present in
 4 the United States as well as the variety of careers, roles and life-styles open to women and men. One of
 5 the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate
 6 bias on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and
 7 appreciation of the cultural diversity found in our country and an awareness of the rights, duties and
 8 responsibilities of each individual as a member of a pluralistic society.¹

9 The course of study shall include those subjects and topics required by state and federal laws and
 10 regulations.²

11 The Board reserves the right to add additional courses and to amend the content of prescribed courses
 12 as needed.

Legal References

1. 42 U.S.C. 12101; 34 CFR § 106.34
2. TCA 49-6-1001 through 49-6-1205; TCA 49-6-1301

Cross References

- Student Goals 6.100
 Complaints and Grievances 6.305

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Special Education</h2>	Descriptor Code: <h3 style="text-align: center;">4.202</h3>	Issued Date:
		Rescinds:	Issued:

1 The Board shall provide access to a free appropriate public education to all Students With Disabilities (SWD)
 2 ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of
 3 appropriate instruction and special education services shall be in accordance with the current *Rules, Regulations,*
 4 *and Minimum Standards* of the State Board of Education,¹ and state² and federal³ law.

5 The Board shall develop and periodically update a local plan for providing special education services for Students
 6 With Disabilities. Specifically, the Board shall ensure the following:

- 7 1. All Students With Disabilities living within the school system receive a free and appropriate public
 8 education and the services to meet their unique needs; and
- 9 2. The rights of Students With Disabilities and their parents are protected.

10 The plan shall seek to accomplish the following objectives:

- 11 1. To carry out a comprehensive screening and assessment plan emphasizing the early identification and
 12 evaluation of Students With Disabilities.
- 13 2. To use the Individual Education Program Team (IEP-Team) for reviewing assessment, formulating
 14 programming, and determining placement for every student with a disability, including review of
 15 proposed suspensions when appropriate, in accordance with the State Board of Education *Rules,*
 16 *Regulations, and Minimum Standards;*
- 17 3. To ensure that placements are made to educate Students With Disabilities with non-disabled peers to the
 18 extent appropriate and with age-appropriate peers;
- 19 4. To provide each student with a disability with an individual educational program (IEP) specifically
 20 designed to meet his unique needs;
- 21 5. To provide continuing evaluation of the progress of each student with a disability, including at least annual
 22 review of each IEP and re-evaluation at least every three (3) years;
- 23 6. To ensure that procedural safeguards required by state and federal laws are adhered to; and
- 24 7. To involve parents of Students With Disabilities in a meaningful dialogue with school personnel which
 25 will begin with an initial referral and continue throughout the student's educational career.
- 26 8. The Individual Education Program Team (IEP-Team) will determine if Extended School Year (ESY) is
 27 required to provide a free and appropriate public education.

Legal References

1. TRR/MS 0520-01-03-.09
2. TCA 49-10-101 et. seq.
3. Education of Individuals with Disabilities 20 U.S. C. Sections 1400-1485. Section 504 of the Rehabilitation Act of 1973. (Note: 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to include individuals with contagious diseases to be handicapped.)

Cross References

Special Education Students 6.500

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Advanced College Placement	Descriptor Code: 4.203	Issued Date:
		Rescinds:	Issued:

- 1 An academically gifted high school student may complete the twelfth grade through enrollment in an
2 institution of higher education or the participation in the course of an institution of higher education.
3 Upon completing college level courses, the student shall earn credit for the corresponding courses of
4 his/her senior year of high school.¹
- 5 The Director of Schools shall develop procedures and guidelines for approval to ensure that building
6 principals and guidance counselors are aware of this policy and are promoting the educational
7 opportunities it provides.

Legal References

1. TRR/MS 0520-01-03-.06(5)

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer School	Descriptor Code: 4.204	Issued Date: ~
		Rescinds:	Issued:

- 1 Summer schools shall be organized and operated as a part of the public school program and shall comply
- 2 with rules and regulations of the State Board of Education.¹

- 3 On an annual basis, the Director of Schools shall recommend a summer school program which must be
- 4 approved by the Board. This recommendation shall consist of the courses to be offered, those students
- 5 who are eligible to attend, attendance requirements, and other relevant information of the program.

- 6 The Board may adopt tuition rates for those students attending a summer school program.²

Legal References

1. TRR/MS 0520-1-3-.03(7)(a)
2. TCA 49-6-3003

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date:
		Rescinds:	Issued:

- 1 Students in the 11th or 12th grades who are in good standing may earn high school credit by enrolling
- 2 in college level courses which are conducted at times other than the regular school day at an institution
- 3 of higher education.¹ Written approval by the principal shall be required before enrollment.

- 4 Credit may only be earned for courses which are not offered at the student's school.

- 5 Grades earned in such college level courses will not be used to determine class rank, grade point average,
- 6 and class valedictorian or salutatorian.

- 7 The Board shall not be responsible for transportation to and from the college or for payment of tuition.
- 8

Legal References

1. TRR/MS 0520-1-3-.06(5)(b)

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Programs	Descriptor Code: 4.206	Issued Date:
		Rescinds:	Issued:

1 **REMEDIAL INSTRUCTION**

2 The remedial program shall concentrate mainly on improvement of reading and math skills for the most
3 educationally needy students. Various materials shall be used to supplement the work being done in the classroom.

4 Instructional assistants may assist students in reading and math and work under the direction of the classroom
5 teacher.

6 **HOMEBOUND INSTRUCTION**

7 The Homebound Instruction Program is for students who, because of health impairments, are unable to attend the
8 regular instructional program.

9 To qualify for the Homebound Program, a student must have a health impairment of sufficient seriousness to
10 anticipate that the student will be absent for a minimum of ten (10) consecutive school days. The student must be
11 certified by a physician as being health-impaired and unable to attend the regular instructional program. The
12 services provided to the homebound student shall be determined by the homebound instructor after consultation
13 with appropriate professional staff of the student's assigned school.

14 **HOMEBOUND PROGRAM FOR PREGNANT STUDENTS ¹**

15 The homebound instruction program for pregnant students shall consist of three (3) hours of instruction per week
16 for a period of six (6) weeks.²

17 The student's physician shall recommend, in writing, the six-week period for which the student shall be eligible
18 for homebound instruction.

19 A homebound instruction program for longer than the six (6) week period shall only be provided to a student who
20 is certified in writing by her physician as having health complications arising from the pregnancy that prevent her
21 from returning to regular classes.

Legal References

1. TCA 49-10-1102
2. TRR/MS 0520-1-2-.10

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Special Programs	Descriptor Code: 4.206	Issued Date:
		Rescinds:	Issued:

1 **REMEDIAL INSTRUCTION**

2 The remedial program shall concentrate mainly on improvement of reading and math skills for the most
3 educationally needy students. Various materials shall be used to supplement the work being done in the classroom.

4 Instructional assistants may assist students in reading and math and work under the direction of the classroom
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20 is certified in writing by her physician as having health complications arising from the pregnancy that prevent her
21 from returning to regular classes.

Legal References

1. TCA 49-10-1102
2. TRR/MS 0520-1-2-.10

Collierville Schools Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Limited English Proficiency / Language Minority Students	Descriptor Code: 4.207	Issued Date:
		Rescinds:	Issued:

1 The Board recognizes the need to provide equal educational opportunities for all students in the district.
 2 Therefore, if the inability to speak and understand the English language excludes a student from effective
 3 participation in the educational programs offered by the district, the district shall take reasonable actions
 4 to rectify the English language deficiency in order to provide the student equal access to its programs.
 5 Students in a language minority (LM) or who have limited English proficiency (LEP) shall be identified,
 6 assessed and provided appropriate services. No child shall be admitted to or excluded from any program
 7 based solely on surname or LM status.¹

8 **DEFINITIONS**

9 *Language Minority (LM):* Refers to a student whose linguistic background, such as country of birth or
 10 home environment, includes language other than English. Language minority is based solely on the
 11 student's language background and not on proficiency.

12 *Limited English Proficiency (LEP):* Refers to an LM student whose proficiency in reading, writing,
 13 listening and/or speaking English is below that of grade- and age-level peers. Limited English
 14 proficiency is based on the assessment of a student.

15 *English for Speakers of Other Languages (ESOL):* An instructional approach that can include structured
 16 ESOL immersion, content-based ESOL and pull-out ESOL instruction.

- 17 1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
- 18 2. Content-based ESOL allows the student to remain in the regular classroom and focuses on
 19 delivering content in an adapted English format.
- 20 3. Pull-out ESOL periodically removes students from the regular classroom for instruction in
 21 English.

22 *Child:* Any individual age 3-21.

23 *Parent:* Parent, legal guardian or person otherwise responsible for the child.

24 *Language Instruction Education Program:* An instructional course in which an LEP child is placed for
 25 the purpose of developing and attaining English proficiency while meeting challenging state academic
 26 standards as required by law. The program may make instructional use of both English and a child's
 27 native language and may include the participation of English proficient children if such course is
 28 designed to enable all participating children to become proficient in English and a second language.

29

1 LANGUAGE INSTRUCTION PROGRAM

2 The Board directs the administration to develop and implement language instruction programs that:²

- 3 1. Appropriately identify language minority students through the use of a Student Home Language
4 Survey. The building administrator shall develop procedures to ensure that all new and currently
5 enrolled students complete the Home Language Survey.
- 6 2. Appropriately identify students with limited English proficiency.
- 7 3. Determine the appropriate instructional environment for LEP students.
- 8 4. Annually assess the English proficiency of LEP students and monitor the progress of students
9 receiving ESOL in order to determine their readiness for the mainstream classroom environment.
- 10 5. Provide parents with notice of and information regarding the instructional program as required
11 by law. Parental involvement will be encouraged and parents will be regularly apprised of their
12 child's progress.³

Legal References

1. No Child Left Behind, Part A § 3102
2. No Child Left Behind, Part A § 3116
3. No Child Left Behind, Part A § 1112 (g) & (4)

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Adult Education Program	Descriptor Code: 4.208	Issued Date:
		Rescinds:	Issued:

- 1 An Adult Education Program shall be provided to enable students and out-of-school youth who are
- 2 seventeen (17) years of age and over to meet high school graduation requirements and receive a high
- 3 school diploma.^{1,2}
- 4 The Director of Schools shall appoint a member of the staff to coordinate, plan and develop the program.
- 5 Written parental permission and the approval of the coordinator is required for those students under 18
- 6 years of age.

Legal References

1. TCA 49-6-409; TRR/MS 0520-01-02-.05

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Alternative Credit Options	Descriptor Code: 4.209	Issued Date:
		Rescinds:	Issued:

1 CORRESPONDENCE/VIRTUAL/ONLINE COURSES¹

2 High school students may earn, through correspondence, a maximum of three (3) units of academic credit to be
3 applied toward graduation requirements. Only two (2) units may be earned during any one (1) school year. Only
4 courses offered by agencies and institutions recognized by the Board shall be accepted. The approval of the
5 principal/designee shall be obtained before the course is taken. The principal/designee and the student shall agree
6 on a reasonable date for completion of the correspondence course(s). The student shall not receive credit if the
7 course is not completed by the agreed date. An official record of the final grade must be received by the school
8 before a diploma may be issued to the student. Students and/or their parents/guardians will pay for approved
9 correspondence courses the student chooses to take.

10 Credit from these correspondence, virtual, or online courses may be earned only in the following circumstances:

- 11 1. The course is not offered at the high school or although the course is offered at the high school, the student
12 has an unavoidable scheduling conflict;
- 13 2. The course will serve as a supplement to extend homebound instruction;
- 14 3. The student has been expelled from a regular school setting, but educational services are to be continued;
15 or
- 16 4. Grades earned in such correspondence, virtual, or online courses will not be used to determine
17 class rank, grade point average, and class valedictorian or salutatorian.
- 18 5. The express approval of the principal/designee must be obtained before a student enrolls in a
19 correspondence, virtual, or online course. The school must receive an official record of the final grade
20 before credit toward graduation will be recognized.
21
22

23

Legal References

1. TRR/MS 0520-1-3-.03(8)

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Extracurricular Activities</h2>	Descriptor Code: <h3 style="text-align: center;">4.300</h3>	Issued Date:
		Rescinds: 	Issued:

- 1 The following guidelines shall be followed in administering school-sponsored extracurricular
 2 activities:
- 3 1. The Board shall initially approve each extracurricular activity to ensure proper support and
 4 supervision.
 - 5 2. Each student activity must be under the guidance and direction of a school employee.
 - 6 3. All extracurricular activities and clubs must have the approval of the principal.
 - 7 4. Student activities occurring before or after regularly scheduled school hours must be under the
 8 supervision of the principal or his/her designee.
 - 9 5. Secret organizations shall not be operated in any school.
 - 10 6. A student shall not be required to attend an extracurricular activity that is scheduled at a time
 11 which conflicts with his/her religious practices.
 - 12 7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled
 13 athletic programs and major events which cannot be scheduled otherwise.
 - 14 8. Student groups shall not participate in state or national activities which are not listed as
 15 approved activities by a regional accrediting association or the state and national principals'
 16 associations without the approval of the Director of Schools.
 - 17 9. A student on out-of-school suspension shall not be permitted to participate in extracurricular
 18 activities.
 - 19 10. Activities which restrict participation because of race, color, religion, sex, disabilities, or
 20 national origin are strictly forbidden.¹

Legal References

1. 20 U.S.C. § 1703

Cross References

- Interscholastic Athletics 4.301
 Field Trips and Excursions 4.302
 Student Clubs and Organizations 6.702

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date:
		Rescinds:	Issued:

- 1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated
2 differently from another person or otherwise be discriminated against in any athletic program of the school. Equal
3 athletic opportunities shall be provided for members of both sexes.¹
- 4 Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's
5 responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable.
6 Athletic schedules shall be filed in each school principal's office. The principal or his/ her designee must
7 accompany an athletic team on trips.
- 8 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of
9 athletics.²
- 10 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must provide
11 proof of independently secured catastrophic coverage and liability coverage, with the school system as a named
12 insured, of not less than the limits set forth in TCA § 29-20-403.
- 13 Prior to participation in interscholastic athletics, every student must complete an annual physical examination.³
14 The parents/guardians of each student shall be responsible for covering the cost of the examination, and these
15 records shall be on file in school office. It shall be the responsibility of the parent(s) or guardian to provide health
16 and hospitalization insurance for all students participating in interscholastic athletics.
- 17 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of
18 students for the purpose of attending the practice of any interscholastic sport during the school day without written
19 permission from the Director of Schools. This does not prevent the inclusion of regular physical training lessons
20 in the daily school program.⁴
- 21 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or tolerate
22 hazing activities.⁵
23

Legal References

1. Title IX, Education Amendment of 1972,
20 U.S.C. § 1681, et seq. ; 34 CFR § 106.41
2. TRR/MS 0520-01-02-.08(1)
3. TRR/MS 0520-01-03-.08(2)(b)
4. TCA 49-6-1002
5. TCA 49-2-120

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips / Excursions / Competitions	Descriptor Code: 4.302	Issued Date:
		Rescinds:	Issued:

- 1 The Board encourages field trips and excursions when the experiences are an integral part of the school
- 2 curriculum, including Community-Based Instruction and Work-Based Learning, and contributes to the
- 3 Board's desired educational goals.

- 4 The Director of Schools shall develop forms and procedures for submitting, reviewing, and approving
- 5 requests for field trips. Any request for a field trip, excursion, or competition which requires students to
- 6 travel out of state or stay overnight requires prior Director of Schools approval.

Cross References

Attendance 6.200

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date:
		Rescinds:	Issued:

- 1 All classrooms and learning centers shall be equipped with the instructional materials needed to provide
2 quality learning experiences for students.
- 3 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
4 generate critical thinking, and support the educational programs. The Director of Schools shall develop
5 procedures to review and reconsider instructional materials that are allegedly inappropriate.
- 6 A list of instructional materials shall be revised annually by building administrators under the direction
7 of the Director of Schools.
- 8 Upon request, parents/guardians shall have the ability to inspect the following items: instructional
9 materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by
10 their child's teacher. The Director of Schools shall develop procedures for the inspection of materials
11 and distribute these procedures to each principal.¹

Legal References

1. 20 USCA § 1232h(a); TCA 49-6-7003

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbooks	Descriptor Code: 4.401	Issued Date:
		Rescinds:	Issued:

1 **SELECTION¹**

2 The selection of textbooks shall be completed according to the laws and policies required by the State
 3 of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with
 4 the local textbook selection committees subject to approval by the Board. The Director of Schools shall
 5 establish a procedure for providing citizens of the community with an opportunity to examine proposed
 6 textbooks prior to their final adoption,² including public notice of time and location at which textbooks
 7 may be examined. Once the proposed textbooks have been approved by the Board, the Director of
 8 Schools shall post the list of all approved textbooks and instructional materials on the school system's
 9 website and send a copy of the list to the commissioner of education.

10 **COMPLAINTS & RECONSIDERATION**

11 The Director of Schools shall develop forms and procedures to enable citizens to file complaints
 12 regarding the selection or content of approved textbooks. Following the conclusion of this administrative
 13 process, a complainant may appeal an outcome to the Board.

14 **DISTRIBUTION**

15 The Director of Schools shall designate an employee to be responsible for the purchase and distribution
 16 of textbooks in each school. The principal shall be responsible for seeing that each student receives the
 17 required textbooks at no cost to the student.

18 **CARE OF TEXTBOOKS**

19 Textbooks are property of the Board and must be returned at the end of the school year, upon completion
 20 of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they
 21 shall be responsible for the textbooks received and used by students.

22 The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed
 23 books:

	Age of Book	Amount Collected
25	1 - 2 years	100% of replacement cost
26	3 - 4 years	75% of replacement cost
27	5 or more years	50% of replacement cost

28 The Board shall approve and periodically review a schedule of fines for damaged books. In cases where
 29 the book is damaged to the extent it is no longer useable, the amount collected shall conform to the

1 reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent
2 damages, loses or defaces the textbook either through willful intent or neglect.⁴

3 Following an interview with parties and an investigation, if needed, the principal may assess the
4 appropriate fine and notify the parents in writing.

5 The principal may include with the notice a provision stating that failure to pay the fine imposed
6 within a reasonable time may result in the imposition of one of the following sanctions:³

7

8 1. Refusal to issue any additional textbooks until restitution is made;

9 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until
10 restitution is made;

11 3. Not allowing the pupil to take interim or final examinations or to earn course credit in
12 the course for which the textbook is prescribed until restitution is made; or

13 4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1)
14 letter grade or ten (10) percentage points until restitution is made.

15 The principal may waive the assessment of fines when in his/her judgment the student is the victim of
16 uncontrollable circumstances and not responsible for the damages.

17 INSPECTION

18 A list textbooks used by the schools shall be revised annually by building administrators under the
19 direction of the Director of Schools. Textbooks shall be available for inspection by parents/guardians
20 upon request, and the Director of Schools shall develop procedures for the inspection of materials and
21 distribute these procedures to each principal.⁵

Legal References

1. TCA 49-6-2207(c)(f); TCA 49-6-2202(d)
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B)
4. TCA 49-3-310(1)(C)
5. 20 USCA § 1232h(a); TCA 49-6-7003

Cross References

Personal Property Sales 2.403
 Reconsideration of Instructional Materials 4.403
 Controversial Materials 4.801
 Student Fees and Fines 6.709

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Supplies	Descriptor Code: 4.402	Issued Date:
		Rescinds:	Issued:

1 **INSTRUCTIONAL SUPPLIES**

2 Each year, principals will appoint teachers within his/her school to serve on an Instructional Supplies
3 Committee, which will work collaboratively to designate no more than fifty percent (50%) of the total
4 funds to be pooled. This Committee shall determine how to spend the pooled dollars that have been
5 allocated for instructional supplies. The purpose of this pool is to purchase items or equipment for the
6 benefit of all teachers at the school and the enhancement of the instructional program. The pool must
7 not be used for basic building needs such as HVAC, carpets, furniture, items or equipment for the
8 teachers' lounge, or the like.¹

Legal References

1. TCA 49-3-359

Cross References

Controversial Materials 4.801

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Reconsideration of Instructional Materials and Textbooks</h2>	Descriptor Code: <h3 style="text-align: center;">4,403</h3>	Issued Date:
		Rescinds:	Issued:

- 1 The Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the
- 2 United States¹ and expressed in the Library Bill of Rights of the American Library Association.

- 3 Because opinions differ, there may be questions concerning some instructional and library materials despite the
- 4 quality of the selection process. If a complaint is made, the following procedure is to be followed:

- 5 1. Inform the complainant of the selection procedures and make no commitments.
- 6 2. Request the complainant to submit a formal Request for Reconsideration of Instructional Materials.
- 7 3. Inform the principal (and other appropriate personnel).
- 8 4. Keep challenged materials available for use during the reconsideration process.

- 9 5. Upon receipt of the completed form, the Director of Schools requests review of the challenged materials by an
- 10 ad hoc materials review committee within fifteen (15) working days, and notifies the appropriate supervisor and
- 11 the director of schools that such review is being done. The review committee be determined by the Director of
- 12 Schools and shall includes central office personnel, certified library media specialist, representatives from
- 13 classroom teachers, one or more parents, and may include one or more students.

- 14 6. The review committee shall take the following steps after receiving the challenged materials:

- 15 a. Read, view or listen to the material in its entirety;
- 16 b. Check general acceptance of the material by reading recognized and evaluative reviews;
- 17 c. Determine the extent to which the material supports the curriculum;
- 18 d. Complete the appropriate Checklist for Reconsideration of Instructional Materials, judging the
- 19 material for its strength and value; and
- 20
- 21 e. Present recommendation to Director of Schools for further action.
- 22
- 23 7. If the complainant desires further action after receiving the recommendation of the committee and the
- 24 decision of the Director of Schools, an appeal may be made to the Board.
- 25

Legal References

Island Trees/Union Free School District v. Pico, 457 U.S.
853, 102 S. Ct. 2799 (1982)

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Copyrighted Materials	Descriptor Code: 4.404	Issued Date:
		Rescinds:	Issued:

- 1 In order to define the fair and reasonable use of copyrighted work for educational purposes without the
 2 permission of the copyright owner and to reduce the risk of copyright infringement, the Board shall
 3 require the following:
- 4 1. All employees shall adhere to the provisions of the United States Code regarding the copying
 5 and/or the use of copyrighted materials;¹
 - 6 2. In the case of computer software, the ethical and practical problems caused by computer
 7 software piracy shall be taught in all computer courses;
 - 8 3. The Director of Schools shall establish specific regulations regarding the copying, distribution
 9 and use of copyrighted materials for instructional purposes; and
 - 10 4. The principal of each school shall establish practices which will enforce this policy at the
 11 school level.

Legal References

1. 17 U.S.C. § 106, 107, 110

Cross References

- Web Pages 4.407
 Use of Multimedia 4.408

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Employee-Developed Materials	Descriptor Code: 4.405	Issued Date:
		Rescinds:	Issued:

- 1 Intellectual property and materials that are developed by an employee as part of regular employment
- 2 are the properties of the school system.
- 3 The Director of Schools shall ensure that employment contracts reference the provisions of this policy.
- 4

Cross References

Web Pages 4.407

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date:
		Rescinds:	Issued:

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

4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign
6 a written agreement, developed by the director/designee that sets out the terms and conditions of such
7 use. Any employee who accesses the district's computer system for any purpose agrees to be bound by
8 the terms of that agreement, even if no signed written agreement is on file.

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

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of Internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 14 4. Prohibited and illegal activities, including but not limited to the following:
 - 15 • Sending or displaying offensive messages or pictures
 - 16 • Using obscene language
 - 17 • Harassing, insulting, defaming or attacking others
 - 18 • Damaging computers, computer systems or computer networks
 - 19 • Hacking or attempting unauthorized access to any computer
 - 20 • Violation of copyright laws
 - 21 • Trespassing in another's folders, work or files
 - 22 • Intentional misuse of resources
 - 23 • Using another's password or other identifier (impersonation)
 - 24 • Use of the network for commercial or political purposes
 - 25 • Buying or selling on the Internet
 - 26 • Allowing unauthorized access to confidential information

27 **Students**

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

- 30 1. General rules and ethics of Internet use.
- 31 2. Prohibited or illegal activities, including, but not limited to:
 - 32 • Sending or displaying offensive messages or pictures

- 1 • Using obscene language
- 2 • Harassing, insulting, defaming or attacking others
- 3 • Damaging computers, computer systems or computer networks
- 4 • Hacking or attempting unauthorized access
- 5 • Violation of copyright laws
- 6 • Trespassing in another's folders, work or files
- 7 • Intentional misuse of resources
- 8 • Using another's password or other identifier (impersonation)
- 9 • Use of the network for commercial purposes
- 10 • Buying or selling on the Internet
- 11 • Using electronic resources for any purpose inconsistent with the system's discipline
- 12 policies or code of conduct.

13 INTERNET SAFETY MEASURES³

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

- 15 • Controlling access by students to inappropriate matter on the Internet and World Wide
- 16 Web
- 17 • Safety and security of students when they are using electronic mail, chat rooms, and
- 18 other forms of direct electronic communications
- 19 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 20 students on-line
- 21 • Unauthorized disclosure, use and dissemination of personal information regarding
- 22 students
- 23 • Restricting students' access to materials harmful to them

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

- 27 • Utilizing technology that blocks or filters Internet access (for both students and adults)
- 28 to material that is obscene, child pornography or harmful to students
- 29 • Maintaining and securing a usage log
- 30 • Monitoring on-line activities of students

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

33 A written parental consent shall be required prior to the student being granted access to electronic
34 media involving district technological resources.

35 E-MAIL

36 Users with network access shall not utilize district resources to establish electronic mail accounts
37 through third-party providers or any other nonstandard electronic mail system. All data including e-
38 mail communications stored or transmitted on school system computers shall be monitored.

1 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
2 may be a public record under the public records law and may be subject to public inspection.²

3 **INTERNET SAFETY INSTRUCTION⁴**

4 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
5 computer resources. The director shall provide adequate in-service instruction on internet safety.
6 Parents and students will be provided with material to raise awareness of the dangers posed by the
7 internet and ways in which the internet may be used safely.

8 **SOCIAL NETWORKING**

- 9 1. District staff who have a presence on social networking websites are prohibited from posting
10 data, documents, photographs or inappropriate information that is likely to create a material and
11 substantial disruption of classroom activity.
- 12 2. District staff are prohibited from accessing personal social networking sites on school
13 computers or during school hours except for legitimate instructional purposes.
- 14 3. The Board discourages district staff from socializing with students on social networking
15 websites. The same relationship, exchange, interaction, information, or behavior that would be
16 unacceptable in a non-technological medium is unacceptable when done through the use of
17 technology.

18 **VIOLATIONS**

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

Legal References

1. TCA 39-14-602
2. TCA 10-7-512
3. Children's Internet Protection Act (Public Law 106-554)
4. TCA 49-1-221

Cross References

Use of Electronic Mail (e-mail) 1.805
Web Pages 4.407

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: School and System Websites	Descriptor Code: 4.407	Issued Date:
		Rescinds:	Issued:

1 CONTENT STANDARDS

2 The Board authorizes the creation of school and/or district web pages on the Internet. Only those web
3 pages maintained in accordance with Board policy and established procedures shall be recognized as
4 official representations of the district or individual schools. All information on a school or district web
5 page must accurately reflect the mission, goals, policies, program, and activities of the school and
6 district. The web page must have a purpose which falls within at least one of three categories:

- 7 1. Support of curriculum and instruction — intended to provide links to Internet resources for
8 students, parents, and staff in the district;
- 9 2. Public information —intended to communicate information about the schools and district to
10 students, staff, parents, community and the world at large; and
- 11 3. District technology support —intended to provide and respond to instructional and administrative
12 technology needs of students and staff.

13 All material on a school website shall be either original to the school, in the public domain, or posted
14 with the express permission of its rightful owner. This includes, but is not limited to, text, graphics,
15 pictures, video, sounds, music, characters, logos, and trademarks. Web page publications shall follow all
16 applicable copyright laws and guidelines.

17 Websites developed under contract for the school district or within the scope of employment by district
18 employees are the property of the school district.

19 PRIVACY STANDARDS

- 20 1. Because Internet publications are available to the entire world, special care shall be taken to
21 protect the privacy of students and staff. Web pages may not include personal identifying
22 information regarding a student— such as: telephone numbers, addresses, names of other family
23 members, names of friends, e-mail addresses, specific location of a student at any given time,
24 grades or any other academic information. No confidential information shall be published on or
25 linked to the web site.
- 26 2. Student work may be published on web pages only with written consent of the student's parent/
27 guardian or the eligible student before each incident of publication.
- 28 3. Links to student e-mail accounts are prohibited.
- 29 4. Pictures of students may be included only under the following conditions:²

- 1 • Individual student pictures may be published on the web site only with written consent of the
2 student's parent/guardian or eligible student.
3 • Pictures of groups of students involved in a school-related activity may be published without
4 consent; however, the students shall only be identified by the group name.
5 • Students shall not be individually identified in pictures unless there is a special reason for
6 doing so, such as recognition for receiving an award. In such cases, the student's
7 parent/guardian or eligible student must give written consent.

8 **ADVERTISING/SPONSORSHIPS**

9 Any use of advertising or sponsorships that appears on a school web site must be approved by the school
10 web administrator, the principal or the director of schools/designee. Guidelines for approval shall be
11 established by the director of schools/designee and must be consistent with the board's policies and
12 guidelines used in other school and district publications.

13 **ADMINISTRATIVE PROCEDURES**

14 The Director of Schools shall develop administrative procedures for development of web pages including
15 content, quality and consistency standards and shall designate an individual(s) to be responsible for
16 maintaining the official district web page and monitoring all district web page activity. A building
17 principal shall make such designation for an individual school. Schools or departments who wish to
18 publish a web page must identify the webmaster's name, e-mail address and phone number on the web
19 page.

20 **CONCERNS/COMPLAINTS**

21 As with any instructional materials or publication used by or representing the school or district, the
22 building principal or Director of Schools, respectively, is ultimately responsible for accuracy and
23 appropriateness of the information made available on the web site. Concern about the content of any
24 page(s) created by students or staff should be directed to the building principal or the Director of Schools'
25 office when related to the district web site. If the concern is not resolved, persons who wish to file a
26 formal complaint shall submit a written request for reconsideration of instructional material.

Legal References

1. 20 U.S.C.A. 1232 g (a)(5)(A)(B)
2. ESEA (20 U.S.C. 7908) Sect. 9528; 10 U.S.C. 503

Cross References

Reconsideration of Instructional Materials 4.403
Use of Copyrighted Materials 4.4
Employee-Developed Materials 4.405

Collierville Schools Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Use of Multimedia	Descriptor Code: 4.408	Issued Date:
		Rescinds:	Issued:

- 1 All multimedia used in the classroom must either be provided by the school or have the prior approval
- 2 of the principal for use in the classroom for education purposes only. No movie, song or other multimedia
- 3 will be used for entertainment purposes.

Cross References

Use of Copyrighted Materials 4.404

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Community Instructional Resources	Descriptor Code: 4.500	Issued Date:
		Rescinds:	Issued:

1 **COMMUNITY RESOURCE GUIDES**

2 An inventory of community resource people, agencies and establishments which have potential to
3 enhance teaching and learning shall be maintained for each school to assist in instructional planning.

4 **USE OF COMMUNITY RESOURCE PERSONS**

5 The Board recognizes the value of community resource persons in the educational program and
6 authorizes the use of such persons with approval of the principal and the Director of Schools.

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: School Volunteers	Descriptor Code: 4.501	Issued Date:
		Rescinds:	Issued:

- 1 All volunteers must be approved by the principal and shall serve under the supervision and direction of
- 2 the professional personnel of the school to which they are assigned. Volunteers shall assist professional
- 3 personnel in the performance of their teaching and administrative responsibilities. They may not teach,
- 4 but they may reinforce skills taught by the professional staff.

- 5 The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and
- 6 conducting orientation programs and regular in-service training sessions.

- 7 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage
- 8 in the performance of their duties. ¹

- 9 The principal shall ensure that appropriate recognition of volunteer services is made annually.

Legal References

1. TCA 29-20-310 (e)

Cross References

Visitors to the School 1.501

Collierville Schools Board of Education

Monitoring: Review: Annually, in June	Descriptor Term: Parental and Family Involvement	Descriptor Code: 4.502	Issued Date:
		Rescinds:	Issued:

1 GENERAL EXPECTATIONS FOR PARENTAL INVOLVEMENT

2 The Board is committed to increasing and ensuring the involvement of parents and other family members in the
3 education of students.

4 The Board shall implement the following as required by federal or state laws or regulations:¹

- 5 • The school district shall annually work with parents in evaluating and potentially revising the provisions
6 of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers
7 to greater participation by parents (with particular attention to parents who are economically
8 disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial
9 or ethnic minority background).
- 10 • The school district shall provide the coordination, technical assistance, and other necessary support to
11 assist individual schools with planning and implementing parental involvement activities.
- 12 • The school district shall involve parents with the development of required educational or improvement
13 plans.
- 14 • The school district shall coordinate and integrate parental involvement strategies with those associated
15 with other federal or state programs.
- 16 • The school district shall put into operation activities and procedures for the involvement of parents in all
17 of its schools.² Those programs, activities and procedures will be planned and operated with meaningful
18 consultation with parents.
- 19 • The school district shall ensure that activities and strategies are implemented to support this policy and
20 included in the Tennessee Comprehensive System-wide Planning Process (TCSPP).
- 21 • The TCSPP shall include strategies for parental participation in the district's schools which are designed
22 to improve parent and teacher cooperation in such areas as homework, attendance, discipline and higher
23 education opportunities for students.
- 24 • The TCSPP shall include procedures to enable parents to learn about the course of study of their
25 children and have access to all learning materials.
- 26 • The TCSPP shall identify opportunities for parents to participate in and support classroom instruction in
27 the school. Such opportunities include, but are not limited to, organizing fundraising activities,
28 volunteering as a field trip chaperone, assisting in the library, computer lab, or on the playground,
29 offering after-school clubs, and recycling clothes.

1 • If the school district's TCSPP is not satisfactory to parents, the school district shall submit parental
2 comments regarding the plan to the State Department of Education as required.

3 • The school district shall ensure Title I schools are in compliance with the *No Child Left Behind Act*.

4 The director shall develop and implement any procedures necessary to accomplish the goals of this policy.

5 **SCHOOL LEVEL POLICY**

6 Each school shall submit to the director and Board, for review and comment, its Title I school parent
7 involvement policy, which must meet state and federal requirements, including a school-parent compact. This
8 school level policy shall be developed jointly with and distributed to parents of participating students. A copy of
9 these documents shall be retained in the district office and made available on the school's (if applicable) and
10 school system's website.

11 **SUPPORT FOR PROGRAM**

12 If the Title I allocation is \$500,000 or more to the school system, then not less than one per cent (1%) nor more
13 than five percent (5%) of that allocation shall be reserved for the purpose of promoting parent involvement.
14 Parents of students participating in the Title I programs shall be consulted on the use of these funds.

15 **FAMILY-SCHOOL PARTNERSHIPS**

16 Families and community members should be engaged in the education of students based on the following
17 standards:

- 18 • Families are welcomed into the school community;
 - 19 • Families and school staff should engage in regular and meaningful communication about student
20 learning;
 - 21 • Families and school staff work together to support student learning and development;
 - 22 • Families are informed and encouraged to be advocates for students;
 - 23 • Families are full partners in the decisions that affect children and families; and
 - 24 • Community, civic, and business resources are made available to strengthen school programs, family
25 practices, and student learning.
- 26

Legal References

1. No Child Left Behind Act of 2001, Title 1, Part A, Sect. 1118; TCA 49-6-7001; State Board of Education - Tennessee Parent/Family Involvement Policy 4.207; Tenn. Code Ann. § 49-2-305
2. TCA 49-6-7001

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date:
		Rescinds:	Issued:

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

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

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

12 **KINDERGARTEN – GRADE FIVE GRADING**

13
 14 **Report Cards and Interim Reports**

15 Two (2) report cards are used in grades K-5; (1) for kindergarten; (1) for grades 1 – 5. Teachers should
 16 refer to the appropriate card for an explanation of the grading system for each level. Report cards are
 17 sent to parents at the end of each nine-week period. Parents must be notified within a report card period
 18 when a student is not doing acceptable work. At the midpoint of the nine weeks, parents will be notified
 19 of students' progress; all students will receive an interim report.

20 **Kindergarten**

21 The kindergarten report card shows progress toward the state standards. The grade level standards are
 22 set by the state and indicate what a student should know and be able to do. Students are evaluated based
 23 on their progress toward meeting benchmarks for each standard. This is indicated by mastery (M) or
 24 non-mastery (X) for each skill. Additionally, the letter grades of "E", "G", "S", "N" or "U" will be used
 25 to express basic grading for art, music, and physical education (P.E.).

26
 27
 28

1 **Grades 1-5**2 **Conduct Grades**

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

5 **Academic Grades**

6 The basic grading system for knowledge/subject area is expressed by the letters "A", "B", "C", "D", and
7 "F" according to the numerical values listed under the Grading Scale. First (1st) and second (2nd) grade
8 science and social studies will be expressed by the letter grades "S" or "N".

9 **Grading Scale**

10	A.....93-100
11	B.....85-92
12	C.....75-84
13	D.....70-74
14	F.....Below 70

15 Plus and minus evaluations are not to be added to letter grades.

16 The numerical values listed are for teacher use only.

17 **Semester Grades**

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

20 **Final Grades**

21 Final grades are determined by averaging the two semester grade

22 **Grading Restrictions**

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

28

1 State Standardized Assessments

2 For students in grades 3-5, scores on state standardized assessments shall comprise a percentage of the
3 **GRADING SYSTEM** students' final grade for the spring (second) semester. (TCA 49-1-617)

4 **GRADES TWELVE GRADING SIX**

5 **FOR GRADES 6 - 12**
6 Shelby County Board of Education policy in accordance with the Tennessee Uniform Grading System
7 establishes the grading system for grades 6-12.

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

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

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

14 Grading Scale

15	A.....93-100
16	B.....85-92
17	C.....75-84
18	D.....70-74
19	F.....Below 70

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

25
26 Grades for homework assignments should be given with care, since the student himself may not always
27 complete homework. Homework assignments are of value in affording students needed practice, and
28 such assignments should be made within practicable limits. □ □

29
30 A student's academic grade is solely intended to reflect the student's acquired knowledge, ability,
31 and/or skills in the designated subject. Therefore, academic credit/points may not be awarded or
32 deducted for any purpose that is not directly related to the student's academic performance. For
33 example, academic credit/points may not be awarded as an incentive to participate or achieve a certain
34 goal in a school fundraising event. Academic credit/points may not be deducted for failure to purchase

1 certain brands or types of school supplies.
2
3

4 Semester exams are not given in grades 6-8 with the exception of high school level courses. Students
5 who successfully complete a high school course will earn high school credit. Semester grades earned in
6 high school courses mentioned above will be recorded on the high school transcript. The grades earned
7 will not be included in the high school GPA. □
8

9 State Standardized Assessments

10 For students in grades 6-12, scores on state standardized assessments shall comprise a percentage of the
11 students' final grade for the spring (second) semester. (TCA 49-1-617)

12 Students who meet only the minimum requirements should be given minimum passing grades. No
13 student should fail for the semester or year if the only failing grade is that of the semester examination.
14

15 Credits will be awarded in .5 increments upon successful completion of a semester. □ □
16

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

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

- 23 • First semester grades are determined by counting the two quarter grades as 80%, the semester
24 examination, or comparable evaluation, as 20 %,
- 25 • Second semester grades are determined by counting the two quarter grades as 65%, the
26 semester examination, or comparable evaluation, as 10%, and the state mandated exam as 25%.
- 27 • A course with an EOC exam, will not have a school final exam given. Second semester grades
28 are determined by counting the two quarter grades as 75% and the EOC exam as 25%.

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

- 30 • Dual Enrollment: The dual enrollment courses will follow the university's grading system for
31 that specific course.
- 32 • Advanced Placement: Each semester, the grades will be determined by counting 50% for each
33 quarter.
34

35 In all Advanced Placement courses at the secondary level five (5) points shall be added to each quarter
36 numerical grade and each semester exam grade. The two 9 week grades and the semester exam grade,
37 with the points included, will be used to calculate the semester average. □ □ □
38

39 In all grades for Honors courses at the secondary level three (3) points shall be added to each quarter
40 numerical grade, and each semester exam grade. The two 9 week grades, the semester exam grade,
41 with the added Honors course points included, will be used to calculate the semester average. □
42

43 A student having a 90 or higher average for the two terms in a specific course, and having three (3) or
44 fewer excused absences in that same course will be exempted from the semester exam if the student

1 desires. When a student is exempted from the examination, the semester average will be the average of
2 the two term grades and any state-mandated exam as outlined above. ANY UNEXCUSED ABSENCE
3 IN THE COURSE WILL DISQUALIFY THE STUDENT FROM ALL EXEMPTIONS.
4 EXEMPTIONS APPLY ONLY TO TEACHER-MADE SEMESTER EXAMINATIONS. Twelfth
5 grade students are eligible for exam exemption during both semesters. All other students in high school
6 courses who meet the above requirements may be exempted for only the second semester exam.

7 **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS** ⁴

8 Schools teaching grades nine through twelve shall use the uniform grading system established by the
9 State Board of Education. Using the uniform grading system, students' grades shall be reported for the
10 purposes of application for post secondary financial assistance administered by the Tennessee Student
11 Assistance Corporation.¹

12 Each school counselor shall provide incoming freshman with information on college core courses
13 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,
14 etc.) that must be met in order to receive a scholarship.

15 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
16 Student Aid (FAFSA). The FAFSA is available at the guidance office or on-line at www.fafsa.ed.gov.
17 The priority date for FAFSA completion is May 1.

18 Elementary school counselors should explain the HOPE Scholarship and its requirements to their
19 students and impress upon them the benefits of making good grades.

20 **LOTTERY SCHOLARSHIP DAY**

21 Each school year, prior to scheduling courses for the following school year, schools teaching students in
22 grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁵

Legal References

1. TRR/MS 0520-1-3-.05(3)
2. TCA 49-1-302(e)(2)(g)
3. TCA 49-2-203(b)(7)
4. TCA 49-4-904-907
5. TCA 49-4-932(f)

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date:
		Rescinds:	Issued:

1 REPORT CARDS

- 2 Student report cards will be provided once every nine weeks during the school year. The reporting procedure shall
3 be in writing and shall be uniform for all reporting periods during each school year.¹
- 4 Student report cards shall indicate the students' conduct and include information on attendance, academic progress
5 and other information necessary to communicate effectively with the parents.
- 6 In addition to the regular report cards, principals and teachers are encouraged to confer with parents on the
7 educational progress of their children. Teachers shall consult with parents of students who are working at an
8 unsatisfactory level or whose performance shows a sudden deterioration. Parents shall be notified by the teacher
9 as early in the school year as possible if the retention of a student is being considered.

10 PARENT CONFERENCES

- 11 At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may
12 discuss any pertinent problems or other matters of concern regarding the development and education of each
13 student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction.² The
14 Director of Schools shall be responsible for scheduling and coordinating system-wide conferences.
- 15 Conferences shall be physically accessible to all students, parents and/or guardians.³

16 REPORTS OF WITHDRAWALS

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

Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. TCA 49-6-7002
3. 28 CFR § 36.201-2
4. TCA 49-6-3017

Cross References

- School Calendar 1.800
- Section 504 & ADA Grievance Procedures 1.802
- Grading System 4.600
- Staff Time Schedules 5.602
- Attendance 6.200

Collierville Schools Board of Education			
Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	Honor Roll, Awards, & Class Ranking	4.602	
		Rescinds:	Issued:

1 **HONOR ROLL (GRADES 6-12)**

2 Honor roll students shall be determined by standards recommended and approved by the Director of
3 Schools.

4 **AWARDS AND CONTESTS**

5 Prior to a school department or club presenting honors or awards or conducting contests, the school's
6 principal shall approve such honor, award, or contest.

7 **CLASS RANKING**

8 All grades earned in grades 10, 11, and the first semester of grade 12 shall be counted toward the grade
9 point average and the rank in class.

10 To become valedictorian or salutatorian, a student must be enrolled in the high school at least three (3)
11 of the five (5) semesters preceding the final semester. The final semester shall not be used in determining
12 class standing.

Cross References

Grading System 4.600
Graduation Requirements 4.605

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date:
		Rescinds:	Issued:

PROMOTION AND RETENTION

Promotion shall be considered on the basis of what is best for the child in terms of school success. Special consideration for promotion and/or retention shall be given to students with special academic, social, and emotional needs. In the case of failing work being done by the child, the parents shall be informed early so that the school and home may cooperate in helping him/her improve.

Retention is used to help students improve their knowledge base by providing an additional year of instruction thus addressing the frustration and failure often associated with inadequate skills mastery.

Retention will be considered on an individual basis. Assessment of the student in the context of the total learning situation and its attendant circumstances should be used to determine what is best for the student. If a student's ability to succeed at the next grade level is highly questionable, consideration shall be given to conditional promotion and/or assignment to transitional classes if such classes exist.

Factors to be considered in deciding what is best for the student should include:

1. current skill level;
2. the student's age;
3. achievement potential;
4. previous potential;
5. evaluative data;
6. chances for success with more difficult material when current skills are inadequate;
7. attendance;
8. maturity level and most importantly;
9. what benefits can be accomplished by retention;
10. previous retention.

A student in the third grade shall not be promoted to the next grade level unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. However, such student may be promoted if the student participates in a Collierville Schools approved research-based intervention prior to the beginning of the next school year. This provision shall not apply to students who have IEPs pursuant to 20 U.S.C. § 1400 *et seq.*

Deficiencies in several of the above areas indicate that retention shall be considered. Retention, however, should not be used as a punitive measure or as a way to hold a student back because of

- 1 parental wishes when a student's performance does not warrant it or when the school feels retention is
- 2 inappropriate.

- 3 Parents who disagree with the decision of the teacher(s) and principal regarding the promotion or
- 4 retention of a student may appeal the decision to the Superintendent or his designee. The decision of
- 5 the Director of Schools or his designee shall be final.

Legal References

1. Tenn. Code Ann. § 49-6-3115
2. TRR/MS 0520-1-3-.05(3)(b)

Cross References

Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Credit for Prior Courses	Descriptor Code: 4.604	Issued Date:
		Rescinds:	Issued:

1 Students enrolled in grades 9-12 who have taken the equivalent of a high school level course in middle
2 school may earn high school credit for graduation, except in American History, under the following
3 guidelines:^{1,2}

- 4 1. Students shall be given the same comprehensive examination for the course as required for
5 students in grades nine (9) through twelve (12) who earn credit for graduation;
- 6 2. The examination shall provide evidence that a student has mastered all of the terminal objectives
7 in the applicable curriculum framework adopted by the State Board of Education and shall be
8 scored and graded on the same scale as for students who are enrolled in the course;
- 9 3. Students must have earned a grade of “B” or better in the course in order to qualify to take the
10 examination; and
- 11 4. Requirements for students entering the 8th grade during the 2015-16 school year must score a
12 “B” or better on the examination in order to receive credit toward high school graduation, yet
13 this grade will not factor into the student’s GPA or class rank.

14 The Director of Schools shall develop procedures for:

- 15 1. Making application for credit;
- 16 2. Administering and scoring the examination; and
- 17 3. Record keeping to ensure that proper credit is given.

Legal References

1. TRR/MS 0520-01-03-.06(2)(b)(2)
2. TCA 49-6-1202

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date:
		Rescinds:	Issued:

1 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject
 2 matter record which covers a planned program of education, and such record shall be kept on file in the high
 3 school.

4 The program of studies shall include areas and content in these areas within State Board of Education Regulations
 5 and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for
 6 more effective student adjustment.

7 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall be in
 8 accordance with the Rules and Regulations of the State Board of Education and the Board of Education.

9 **Requirements for students entering the 9th grade during the 2009-2010 school year forward:¹**

10 Before graduation, every student shall [1] achieve the specified 22 units of credit; [2] take the required end of
 11 course exams;⁵ [3] have satisfactory records of attendance and conduct, and [4] take a series of three (3)
 12 examinations, administered each at the 8th, 10th and 11th grades.²

13 *Special Education Students^{1, 4}*

14 Special education students who successfully complete their Individualized Educational Program (IEP), pass the
 15 required state standardized assessments and have satisfactory records of attendance and conduct shall be awarded
 16 a regular diploma. A special education diploma shall be awarded to students who have satisfactorily completed
 17 their IEP and who have satisfactory records of attendance and conduct, but who have not met the proficiency
 18 testing requirements.

19 **STUDENT LOAD**

20 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum of five
 21 units of credit for graduation per year. Students with hardships and gifted students may appeal this requirement to
 22 the Director of Schools and then to the Board.⁴

Legal References

1. TRR/MS 0520-01-03-.06(1)
2. TCA 49-6-6001
3. TCA 49-6-6005
4. TRR/MS 0520-01-03-.03(6)
5. State Board of Education Policy 2.103

Cross References

- Basic Curriculum Program 4.201
- Class Ranking 4.602

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Graduation Activities</h2>	Descriptor Code: <h3 style="text-align: center;">4.606</h3>	Issued Date:
		Rescinds: 	Issued:

- 1 Students who have met all graduation requirements may participate in graduation activities. If
- 2 extenuating circumstances exist at any school, the matter shall be presented to the director of schools
- 3 prior to graduation activities.

- 4 Students are expected to participate in all graduation activities, and graduation apparel shall be
- 5 determined by the administration of each school and shall be the personal expense of each student. Any
- 6 fees required for graduation ceremonies shall be waived for students who are eligible to receive free or
- 7 reduced price lunches, and in such cases, the school shall assume responsibility for payment of fees.²

- 8 Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and
- 9 other interested citizens.³

- 10 The ceremony and all activities included shall not be religious in nature.⁴ The content of any students'
- 11 speeches shall not reflect the endorsement, sponsorship, position, or expression of the school, employees,
- 12 or Board.

- 13 Principals shall ensure that students graduating with distinction and state honors are recognized at
- 14 graduation.⁵

Legal References

1. TCA 49-6-405
2. TCA 49-2-114
3. 28 CFR § 36.201-2
4. *Lee v. Weisman*, 505 U.S. 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)
5. TRR/MS 0520-01-03-.06(2)(c)(2); State Board of Education Policy 2.103

Cross References

- Section 504 & ADA Grievance Procedures 1.802
 Student Fees and Fines 6.709

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Waivers of Rules and Regulations	Descriptor Code: 4.607	Issued Date:
		Rescinds:	Issued:

- 1 If the Board finds that a state board rule or regulation inhibits or hinders district's ability to implement
2 innovative programs designed to improve student achievement, it may apply for a waiver from such rule
3 or regulation to the commissioner of education.¹ However, the Board shall not seek a waiver from those
4 rules and regulations that are specifically excluded by state law.
- 5 In the event of a natural disaster that results in the enrollment of displaced students, the Board may
6 request a waiver from maximum class sizes.²

Legal References

1. TCA 49-1-201(d)(1)
2. TCA 49-1-104(f)

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date:
		Rescinds:	Issued:

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

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

12 The Director of Schools shall be responsible for planning and implementing the program, which
13 includes:

- 14 1. Determining specific purposes for each test;
- 15 2. Selecting the appropriate test to be given;
- 16 3. Establishing procedures for administering the tests;
- 17 4. Making provision for interpreting and disseminating the results;
- 18 5. Maintaining testing information in a consistent and confidential manner; and
- 19 6. Ensuring that results are obtained as quickly as possible, especially when placement in a
20 special learning program might be necessary.

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

1 Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8)
2 shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject
3 areas of mathematics, reading/language arts, science and social studies.⁴

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

7 Results of all group tests shall be recorded on the students' permanent records and shall be made
8 available to appropriate personnel in accordance with established procedures.⁵

9 No later than July 31 of each year, the Board shall publish on its website information related to state
10 and board mandated tests that will be administered during the school year. The information shall
11 include:⁶

- 12 1. The name of the test:
- 13 2. The purpose and use of the test:
- 14 3. The grade or class in which the test will be administered;
- 15 4. The tentative date or dates that the test will be administered; and
- 16 5. The time and manner in which parents and students will be notified of the results of the
17 test.

18
19 Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall
20 also be placed in student handbooks or other school publications that are provided to parents on an
21 annual basis.

Legal References

1. Tenn. Code Ann. § 49-10-108
2. 20 USCA 1232 g
3. TRR/MS 0520-1-3-.03(9)
4. Tenn. Code Ann. § 49-1-617
5. Tenn. Code Ann. § 10-7-504

Cross References

- Student Psychological Services 6.406
Student Records 6.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Maintaining Test Security	Descriptor Code: 4.701	Issued Date:
		Rescinds:	Issued:

1 Annually, the Board of Education shall designate a system testing coordinator who shall be responsible
 2 for administering, monitoring and maintaining security of all tests to be administered within the school
 3 system. The principal of each school shall serve as or designate a building testing coordinator who
 4 shall be responsible for the administering, monitoring and maintaining security of all tests given in his
 5 / her school.

6 Test security procedures shall adhere to guidelines issued by the State Department of Education.¹ Any
 7 employee found to have not followed security guidelines shall be placed on immediate suspension, and
 8 such actions shall be grounds for dismissal, and such actions shall be grounds for revocation of state
 9 license.²

10 The Director of Schools shall report a breach of security to the State Department of Education's Office
 11 of Accountability and any testing irregularity to the Division of State Testing within 24 hours of such
 12 events. In any class, grade, and/or school where a security breach is strongly suspected or verified,
 13 central office staff shall be present during subsequent tests for a period of two years.

Legal References

1. TRR/MS 0520-01-03-.03(9)(c)
2. TCA 49-1-607

Cross References

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Evaluations of Instructional Programs	Descriptor Code: 4.702	Issued Date:
		Rescinds:	Issued:

1 Supervisors of the various instructional programs shall annually evaluate the instructional components
2 of their respective programs and submit such findings to the Board.

3 The purposes of these evaluations of instruction shall be:

- 4 1. To indicate instructional strengths and weaknesses;
- 5 2. To obtain information needed for future planning;
- 6 3. To gather data for public information; and
- 7 4. To link the instructional program to the school system's goals.

Cross References

School District Goals 1.700
Curriculum Development 4.200
Evaluation 5.109

Collierville Schools Board of Education			
Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	Controversial Issues	4.800	
		Rescinds:	Issued:

1 The discussion of issues in the classroom which are politically, philosophically or socially controversial
 2 shall be relevant to the subject matter being taught, related to educational objectives, appropriate for the
 3 age and maturity of students, and shall not materially or substantially disrupt or threaten to disrupt the
 4 discipline of the school.

5
 6 To ensure that controversial issues are presented and discussed fairly and objectively and with instruction
 7 as their goal, the following guidelines shall be observed:

- 8
- 9 1. All personnel will seek to create an atmosphere in which differences of opinion can be voiced
 10 without fear and hostility and with mutual respect for all viewpoints;
- 11
- 12 2. Teachers will encourage students to withhold judgment and to avoid making of conclusions until
 13 all relevant and significant facts have been assembled, critically examined, and checked for
 14 accuracy;
- 15
- 16 3. Teachers will seek to develop in students a sense of responsibility for their beliefs, opinions,
 17 attitudes and actions;
- 18
- 19 4. If the subject matter being taught involves conflicting opinions, theories, or schools of thought,
 20 the teacher will ensure that differing sides of an issue are explored in order to help students
 21 develop their own critical faculties.
- 22

Cross References
 Staff Rights and Responsibilities 5.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Controversial Materials	Descriptor Code: 4.801	Issued Date:
		Rescinds:	Issued:

1 Parent(s) may request that a student not be required to read a book, use certain materials, or participate
2 in an activity. If the request to the teacher is denied then a written request may be submitted on the
3 appropriate form to the principal.
4

5 No student who is granted such a request shall be penalized academically for his/her failure to participate
6 in an activity, read a book or use certain materials.
7

8 The final decision concerning the use of controversial materials shall rest with the Director of Schools.
9
10

Cross References

Textbook Selection, Distribution and Care 4.401
Selection of Instructional Materials 4.402
Reconsideration of Instructional Materials 4.403
Use of the Internet 4.406
Web Pages 4.407

Collierville Schools Board of Education			
Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	Student Equal Access (Limited Public Forum)	4.802	
		Rescinds:	Issued:

- 1 Before the beginning or after the end of a school day, students in grades 9 through 12 may initiate
2 noncurriculum related meetings regardless of the religious or political nature of the meetings.^{1,2,3}
- 3 No funds shall be expended by the school for any such meeting beyond the incidental costs associated
4 with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee
5 for compensating school personnel in the supervision of the activity.
- 6 No student may be compelled to attend or participate in a meeting under this policy.
- 7 A student or a group of students who wish to conduct a meeting under this policy must file an application
8 with the principal at least three days prior to the proposed date.
- 9 The principal shall approve the meeting if he/she determines that:
- 10 1. The meeting is voluntary and student-initiated;
 - 11 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
 - 12 3. The meeting will not materially and substantially interfere with the orderly conduct of the
13 school's educational activities or conflict with other previously scheduled meetings;
 - 14 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,
15 no employee shall be required to attend in this capacity if the content of the meeting is contrary
16 to the beliefs of the employee; and
 - 17 5. Non-school persons will not direct, control or regularly attend.

Legal References

1. 20 U.S.C.A § 4071
2. *Westside Community Schools v. Mergens*, 496 U.S.
226 (1990)
3. TCA 49-6-2904

Cross References

- Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <p style="text-align: center;">Recognition of Religious Beliefs, Customs & Holidays</p>	Descriptor Code: <p style="text-align: center;">4.803</p>	Issued Date:
		Rescinds: 	Issued:

- 1 No religious belief or nonbelief shall be promoted or belittled by the school system or its employees.
- 2 All students and staff members shall be tolerant of the views of others. Students and staff members
- 3 shall be excused from participating in practices which are contrary to their religious beliefs.¹

4 RELIGIOUS HOLIDAYS

5 Observance of religious holidays² shall be as follows:

- 6 1. The several holidays throughout the year which have both a religious and a secular basis may
- 7 be observed in the public schools;³
- 8 2. The historical and contemporary values and the origin of religious holidays may be explained
- 9 in an unbiased and objective manner without sectarian indoctrination;
- 10 3. Music, art, literature and drama having religious themes or basis are permitted as part of the
- 11 curriculum for school-sponsored activities and programs if presented in a prudent and objective
- 12 manner and as a traditional part of the cultural and religious heritage of the particular holiday;
- 13 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid
- 14 or resource, provided such symbols are displayed as an example of the cultural and religious
- 15 heritage of the holiday and are temporary in nature; and
- 16 5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with
- 17 religious holidays of all faiths.

Legal References

1. TCA 49-6-2901-2906; State Board of Education Guidelines-Recitation of the Pledge of Allegiance
2. Florey v. Sioux Falls, 619 F. 2d 1311 (1980); Washeggisic v. Bloomindale Public Schools 813 F. Supp. 559 (1993)
3. TCA 49-6-3016

Cross References

Student Equal Access 4.802
 Staff Rights and Responsibilities 5.600
 Attendance 6.200

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Religious Content of Courses</h2>	Descriptor Code: <p style="text-align: center;">4.804</p>	Issued Date:
		Rescinds: 	Issued:

1 Educational content which consists of religious themes shall be presented in a factual, objective, and
 2 respectful manner in accordance with the following guidelines:

- 3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs
 4 provided it is essential to the learning experience in the various fields of study and is presented
 5 objectively;

- 6 2. The emphasis on religious themes should be only as extensive as necessary for a balanced and
 7 comprehensive study of the curriculum. Such studies shall never foster any particular religious
 8 tenets or demean any religious beliefs; and

- 9 3. Student-initiated expressions to questions or assignments which reflect their beliefs or non-
 10 beliefs about a religious theme shall be accommodated. For example, students are free to express
 11 religious belief or non-belief in compositions, art forms, music, speech and debate.

Cross References

Basic Curriculum Program 4.20
 Staff Rights & Responsibilities 5.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Prayer and Period of Silence	Descriptor Code: 4.805	Issued Date:
		Rescinds:	Issued:

- 1 There shall be no school-sponsored or school-directed public prayer at any school-sponsored or school directed activity,¹ but a period of silence may be observed.²
- 2
- 3 The teacher of the first class of each day shall call the students to order to observe a moment of silence.
- 4 No other action shall be taken by a teacher other than to maintain silence during this time.

Legal References

1. Lee v. Weisman, 505 U.S. 577 (1992)
2. TCA 49-6-1004

Cross References

Student Equal Access 4.802

Collierville Schools Board of Education			
Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	Bus Safety and Conduct	6.308	
		Rescinds:	Issued:

- 1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school
2 bus except students assigned to that bus.¹
- 3 The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus
4 in a manner consistent with the established standards for safety and classroom behavior.
- 5 Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable
6 directions given by him/her shall be followed.²
- 7 The principal of the student transported shall be informed by the bus driver of any serious discipline
8 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding
9 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if
10 he/she disobeys state or local rules and regulations pertaining to student transportation.
- 11 The suspension of a student from riding the school bus shall follow the same procedures as for any other
12 school suspension.
- 13 Students must ride their bus determined by the student's address of record. Additionally, students are
14 not permitted to exit at a point other than the student's regular bus stop, unless they have been granted a
15 waiver.
- 16 **USE OF VIDEO CAMERAS**
- 17 Video cameras may be used to monitor student behavior on school vehicles transporting students to and
18 from school or extracurricular activities.
- 19 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with
20 established Board policy and regulations governing student conduct and discipline.
- 21 The District shall keep all video recording of students confidential and shall comply with all applicable
22 state and federal laws related to video recordings when such recordings are considered as part of the
23 student's education and behavioral record as determined by the district and in accordance with the law.
- 24 Video surveillance shall be used only to promote the order, safety and security of students, staff and
25 property.
- 26 The director of schools is directed to develop procedures governing the use of video cameras in
27 accordance with the provisions of the law and established Board policies.

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118