

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in October</b>	<b>Descriptor Term:</b>  <h2 style="text-align: center;">Business Management Goals</h2>	<b>Descriptor Code:</b> <h3 style="text-align: center;">3.100</h3>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

- 1 The Board establishes these general goals for the conduct of its management program:
- 2     1. To develop a plan for the management of buildings and grounds which provides a safe, secure,
- 3         comfortable, and clean environment for instruction and administration;
- 4     2. To provide a building maintenance program which protects the taxpayer's investment in
- 5         facilities and ensures their continued use;
- 6     3. To provide sufficient supplies and equipment for effective teaching and learning;
- 7     4. To provide a student transportation system which meets state requirements;
- 8     5. To design and implement a program of food services which emphasizes nutritional needs of
- 9         children as the basis of growth and development of bodies and minds;
- 10    6. To collect and maintain data pertinent to educational planning; and
- 11    7. To provide a sound program of insurance protection for system employees, students, and
- 12         property.

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Cross References

School District Goals 1.700

# Collierville Schools Board of Education

<b>Monitoring:</b> <b>Review: Annually,</b> <b>in October</b>	<b>Descriptor Term:</b> <h2 style="text-align: center;">Building and Grounds Management</h2>	<b>Descriptor Code:</b> <h3 style="text-align: center;">3.200</h3>	<b>Issued Date:</b> 
		<b>Rescinds:</b>	<b>Issued:</b>

1 The director of schools shall develop and implement a program of maintenance of all district-owned  
 2 buildings and grounds which shall provide for the following:

- 3       1. Adequate custodial programs for all schools;
- 4       2. Improvement and maintenance of school buildings and grounds;
- 5       3. Repairs, including repairs of equipment, and painting; and
- 6       4. Determination of obsolete/surplus equipment.

7 The following are responsibilities of building principals:

- 8       1. Overseeing the operation of the school and requiring that the personnel assigned to the building  
 9       keep it in a clean, healthy, and pleasant condition;
- 10      2. Inspecting the premises of the school to prevent, identify, or remedy hazardous conditions
- 11      3. Requesting, in a timely manner, appropriate maintenance and repairs through the appropriate  
 12      channels.

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# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in October</b>	<b>Descriptor Term:</b>  <h2 style="margin: 0;">Safety</h2>	<b>Descriptor Code:</b> <b>3.201</b>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

- 1 In accordance with board policy, the principal of each school shall develop procedures for keeping
- 2 school facilities safe and free from hazards.
  
- 3 All staff members shall report current and potential hazards to their immediate supervisor(s).
  
- 4 Each principal is responsible for seeing that safety is a part of the instructional program of the school
- 5 as required by law.<sup>1</sup>
  
- 6 The safety program shall include:
  - 7 1. Fire prevention
  - 8 2. Accident prevention
  - 9 3. Warning systems
  - 10 4. Emergency drills
  - 11 5. Traffic safety
  - 12 6. Safety inspections
  - 13 7. First aid
  - 14 8. Disaster preparation
  
- 15 Only students assigned to the school, the staff of the school, parents of students, and other persons with
- 16 lawful and valid business shall enter onto the grounds or into the buildings of a school during the hours
- 17 of student instruction. All staff members shall report all persons appearing to be improperly on school
- 18 premises to the principal.<sup>2</sup>
  
- 19 The principal shall secure assistance from law enforcement officials when he/she deems it necessary in
- 20 order to maintain order or security.

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**Legal References**

1. TCA 49-6-1003
2. TCA 49-6-2008 (a) and (b)

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**Cross References**

- Visitors to the School 1.501  
 Care of School Property 6.31

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in October</b>	<b>Descriptor Term:</b> <h2 style="text-align: center;">Emergency Preparedness Plan</h2>	<b>Descriptor Code:</b> <h3 style="text-align: center;">3.202</h3>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval  
 2 of the district Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for bomb threats, civil  
 3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical  
 4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall  
 6 be approved by the director of schools. When appropriate, such drills shall be held in conjunction with  
 7 emergency response agencies. These procedures shall be in written form and distributed to all staff,  
 8 students and parents.

9 The principal shall be responsible for ensuring that one fire drill requiring full evacuation is given  
 10 every month during the school year with an additional fire drill to be conducted within the first fifteen  
 11 (15) days of school. He/she shall ensure that an intruder drill is conducted within the first thirty (30)  
 12 days of school.<sup>2</sup> He/she shall also ensure that three (3) additional safety drills are given during the  
 13 school year. These drills may cover inclement weather, earthquakes, armed intruders or other  
 14 emergency drills that do not require full evacuation. A record of all emergency drills including fire or  
 15 safety drills, including the time and date, shall be kept in each school's office.<sup>3</sup>

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

## 18 MEDICAL EMERGENCIES/PANDEMIC FLU

19 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
 20 and consult with the local and state health departments and other local emergency or healthcare  
 21 providers in protecting students and the community from further infection. The director of schools  
 22 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>4</sup>

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### Legal References

1. TRR/MS 0520-1-3-.03(18)
2. 2013 Public Chapter 188
3. TCA 49-5-201(a)(6) ; TCA 68-102-137 (b) and (f)
4. Tennessee Department of Health Pandemic Influenza Response Plan,  
[http://health.state.tn.us/ceds/PDFs/2006\\_PanFlu\\_Plan.pdf](http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf)

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### Cross References

- Emergency Closings 1.8011  
 Community Use of School Facilities 3.206

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Crisis Management</b>	Descriptor Code: <b>3.203</b>	Issued Date:
		Rescinds:	Issued:

- 1 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides,
- 2 shootings, and death of a student or faculty member. Within the development of such plan, the
- 3 principal shall appoint a Crisis Team which shall deal with specific situations, make decisions, and
- 4 disseminate information in the event of a crisis. Members of the Team shall consist of the principal,
- 5 school counselor, and at least two other staff members designated by the principal.
  
- 6 In the event of a crisis, the principal shall notify the Crisis Team and the director of schools. If
- 7 necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).
  
- 8 All media attention shall be directed to the director of schools' office.

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Cross References

News Releases, News Conferences and Interviews 1.503

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall establish procedures to protect school property which shall include, but  
2 not be limited to:

- 3 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 4 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school  
5 facilities or equipment without appropriate supervision;
- 6 3. Controlling the issuance of keys; and
- 7 4. Developing programs that contribute to the proper care and use of school facilities and  
8 equipment.

9 Equipment purchased with federal funds shall be managed as directed by federal and state law.<sup>1</sup>

10 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

11 The principal shall notify the director of schools as soon as practical but no longer than 24 hours after a  
12 case of vandalism, theft, building damage and/or illegal entry.

13 The director of schools, or his/her designee, is authorized to sign a criminal complaint and to press  
14 charges against perpetrators for vandalism of school property.

## 15 SCHOOL POLICING

16 The Board may enter into a memorandum of understanding with the chief of a law enforcement agency  
17 to provide school policing. Any memorandum of understanding shall address, at a minimum, the  
18 following issues:<sup>2</sup>

- 19 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance  
20 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at  
21 the time of assignment and remain compliant throughout the tenure of his or her assignment;
- 22 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in  
23 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall  
24 participate in a minimum of sixteen (16) hours of training specific to school policing. All  
25 training programs shall be approved by the Peace Officers Standards and Training  
26 Commission.

- 1        3. Any SRO assigned under the memorandum remains an employee of the law enforcement  
2            agency, subject to that agency's direction, control, supervision and discipline.
- 3        4. No officer shall be assigned to a school, or continue in such an assignment, without the consent  
4            of the Director.
- 5        5. In the event that more than one SRO is assigned to a school system, the law enforcement  
6            agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The  
7            duties of the senior SRO, however designated, shall include, but not be limited to, the  
8            following:
- 9            a. To represent and carry out the policies of the law enforcement agency assigning the  
10            SROs.
- 11            b. To supervise the SROs in the performance of their duties;
- 12            c. To consult with the Director regarding the best use of the available resources for school  
13            policing; and
- 14            d. To resolve disputes between the SROs and students or faculty members.
- 15        6. The memorandum may be effective for any length of time, including continuing until  
16            terminated by the parties, and may contain any reasonable notice requirement for the  
17            termination of the memorandum. However, the memorandum shall contain a provision  
18            allowing the Director to suspend the active participation of the SROs in the event that the  
19            Director believes that such suspension is best for the health, safety and/or well-being of the  
20            students and/or faculty members.

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Legal References

1. EDGAR 34 subtitle A Part 80.32
2. Tenn. Code Ann. § 49-6-4217

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Cross References

- Visitors to the Schools 1.501  
Care of School Property 6.311

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in October</b>	<b>Descriptor Term:</b>  <b>Community Use of School Facilities</b>	<b>Descriptor Code:</b> <b>3.206</b>	<b>Issued Date:</b>   <b>Issued:</b>
		<b>Rescinds:</b>	

- 1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for  
2 public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the  
3 Board.<sup>1,2</sup>
- 4 1. Requests for the use of a school's facilities shall be made at the office of the principal;
  - 5 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with  
6 the schools shall be permitted use of school facilities without charge;
  - 7 3. School facilities may not be used for private profit, except that unused facilities may be leased  
8 for private day-care centers which provide educational and child care services to the  
9 community;<sup>3</sup>
  - 10 4. All activities must be under adult supervision and approved by the building principal. If  
11 deemed necessary, the principal may assign a school employee to be present. The group using  
12 the facilities will be responsible for any damage to the building or equipment;
  - 13 5. Groups receiving permission for building use are restricted to the dates and hours approved and  
14 to the building area and facilities indicated, unless requested changes are approved by the  
15 principal;
  - 16 6. Groups receiving permission for building use are responsible for the observance of all fire and  
17 safety regulations at all times;
  - 18 7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is  
19 not permitted in school buildings;
  - 20 8. During emergencies or disasters, the Board will cooperate with recognized agencies, such as  
21 the Red Cross, National Guard and Civil Defense to make suitable facilities available without  
22 charge;
  - 23 9. Kitchens are not to be used by outside agencies for food preparation.
  - 24 10. The Board will approve and periodically review a fee schedule for the use of school facilities  
25 by community or civic organizations and other non-profit groups.
  - 26 11. The director of schools shall develop procedures and forms to effectively implement this  
27 policy.

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**Legal References**

1. TCA 49-50-201
2. TCA 49-2-203(b)(4); TCA 49-2-405
3. TCA 49-2-203(b)(4)(B)

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**Cross References**

- Tobacco-Free Schools 1.803  
Care of School Property 6.311



# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in October</b>	<b>Descriptor Term:</b>  <h2 style="text-align: center;">Facility Expansion – Goals</h2>	<b>Descriptor Code:</b> <p style="text-align: center;"><b>3.207</b></p>	<b>Issued Date:</b>  
		<b>Rescinds:</b>  	<b>Issued:</b>  

- 1 The Board shall authorize the construction of a sufficient number of school buildings to meet the  
2 demands of present and future enrollments. Plans shall include
- 3       • simplicity of design;
- 4       • sound economics, including low long-range maintenance costs and low insurance rates;
- 5       • high educational utility;
- 6       • and flexibility.
- 7 The Board hereby establishes these broad goals for development of facilities:
- 8       1. To integrate facilities planning with other aspects of planning in a comprehensive program of  
9       educational problem solving;
- 10       2. To design facilities economically while planning the specifications to meet the needs of  
11       students;
- 12       3. To involve parents, staff and members of the community on school construction and design  
13       and;
- 14       4. To design school buildings while being mindful of potential community use.

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in October</b>	<b>Descriptor Term:</b>  <b>Facilities Planning</b>	<b>Descriptor Code:</b> <b>3.208</b>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

1 The director of schools shall present an annual assessment of facility needs to the Board in October.  
 2 The needs assessment shall include a review of each school site.

3 The individual school needs assessment shall include the following information:

- 4 1. building, site and utility deficiencies
- 5 2. maintenance issues
- 6 3. number of classrooms with class sizes
- 7 4. population and enrollment projections
- 8 5. community needs
- 9 6. other information as directed

10 The system-wide needs assessment shall include the following information:

- 11 1. individual school assessments
- 12 2. system-wide population growth projections
- 13 3. industrial and business forecasts
- 14 4. other information as deemed necessary

15 **ASBESTOS <sup>1</sup>**

16 The director of schools shall maintain an Asbestos Management Plan for all buildings leased, owned,  
 17 or otherwise used as school buildings and maintain and update the plan to keep it current with ongoing  
 18 operations and maintenance, periodic surveillance, inspection, re-inspection, and response action  
 19 activities.

20 The director of schools shall:

- 21 A. annually publish a notification on the Asbestos Management Plan availability and the status of  
 22 asbestos activities;
- 23 B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in  
 24 accordance with state and federal statutes;
- 25 C. notify short-term or temporary workers on the locations of the building materials containing  
 26 asbestos;
- 27 D. post warning labels in routine maintenance areas where asbestos was previously identified or  
 28 assumed;

- 1 E. follow set plans and procedures designed to minimize the disturbance of building materials
- 2 containing asbestos; and
- 3 F. survey the condition of these materials every six (6) months to assure that they remain in good
- 4 condition.
- 5 The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)
- 6 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan
- 7 and asbestos related issues should be directed to the AHERA Manager.

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Legal References

1. 40 C.F.R. § 763.91-93

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Estimating Facility Costs</b>	Descriptor Code: <b>3.209</b>	Issued Date:
		Rescinds:	Issued:

- 1 When new construction, renovation and/or a building addition is proposed, the director of schools or
- 2 his/her designee shall secure cost estimates for each project and submit such estimates to the Board for
- 3 approval.<sup>1</sup>
  
- 4 Estimates are to include the total cost with a breakdown detailing the following:
  - 5 1. cost of site preparation
  - 6 2. fees charged by governmental agencies
  - 7 3. fees charged by utility companies
  - 8 4. cost of landscaping
  - 9 5. architect or construction management fees
  - 10 6. other costs and/or fees as required
  
- 11 Qualified consultants and/or consulting firms are to be involved when cost estimates are submitted.
- 12 Employment of such persons requires Board approval.
  
- 13 The cost of each project shall be presented to the Board as a part of the project recommendation. In
- 14 addition, consideration is to be given to costs of future maintenance, to any warranties that might be
- 15 involved in construction, and the determination of easements.

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## Legal References

1. TCA 49-2-203(a)(3)(C)

# Collierville Schools Board of Education

<b>Monitoring:</b> <b>Review: Annually,  in October</b>	<b>Descriptor Term:</b> <b>Naming Facilities</b>	<b>Descriptor Code:</b> <b>3.210</b>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

- 1 Facilities of the school system shall be named through Board action, based upon the following criteria:
- 2     1. Schools shall not be named for living persons.
- 3     2. Two schools in the system shall not be given the same name and care should be taken to avoid
- 4         similar names.
- 5     3. Schools shall be named for:
- 6         a. The area or community in which the school is located,
- 7         b. The street on which the school is located, or a street bordering the school site, if that
- 8             street is well known in the community, or
- 9     4. A single building on a campus with multiple buildings or a specific area on the campus may be
- 10         named for a living person, provided he/she has made an outstanding contribution to that school.
- 11         The naming of such building or specific area shall not supplant the facility's name and it should
- 12         require board approval.
- 13     5. Facilities other than school shall be given names which describe the facility or the geographic
- 14         location in the city.
- 15     6. If the Board decides an existing school or facility should be renamed, the criteria of this policy
- 16         shall apply.
- 17 When a school or facility is to be named, the director of schools shall submit recommendations to the
- 18 Board after seeking input from school personnel and the public.

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in October</b>	<b>Descriptor Term:</b>  <h2 style="text-align: center;">New Project Planning</h2>	<b>Descriptor Code:</b> <h3 style="text-align: center;">3.211</h3>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

1    **SELECTION OF ARCHITECT <sup>1</sup>**

2    The Board shall approve a registered architect for new projects of construction, expansion, and/or  
3    maintenance as required by law. The Board shall execute a contract with such architect for each  
4    project.

5    **SELECTION OF ENGINEER <sup>1</sup>**

6    Following the execution of a contract for architectural services, the architect or architectural firm shall  
7    select a registered engineer for each project.

8    **SITE SELECTION**

9    The Board shall have sole discretion with choosing sites for construction.<sup>2</sup> When determining where to  
10    begin new projects, the Board shall consider the current and future populations of the area,  
11    transportation routes, and accessibility to utilities.

12    **CHILDREN WITH DISABILITIES<sup>3</sup>**

13    Prior to the construction, remodeling, renovation, expansion or modification of a school building for  
14    use by children with disabilities, plans and specifications shall be submitted for review to the  
15    Commissioner of the Department of Education. Such plans and specifications shall meet federal  
16    requirements.

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**Legal References**

1. TCA 62-2-107
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. TRR/MS 0520-01-04-.01(4)

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in October</b>	<b>Descriptor Term:</b> <p style="text-align: center;"><b>Board Inspection and Acceptance of New Facilities</b></p>	<b>Descriptor Code:</b> <p style="text-align: center;"><b>3.215</b></p>	<b>Issued Date:</b>  
		<b>Rescinds:</b>	<b>Issued:</b>

- 1 New construction shall be inspected by the architect and the Board's representative after the contractor
- 2 indicates that all work has been completed. The building shall not be accepted as complete until the
- 3 architect and the Board's representative agree that all specifications have been met and the building is
- 4 ready for occupancy.
  
- 5 Acceptance of new construction shall be withheld until all details are complete and the buildings are
- 6 certified as complete by the director of schools.

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Retirement of Facilities</b>	Descriptor Code: <b>3.216</b>	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall be responsible for assessing the utilization of school facilities and making  
2 recommendations to the Board for retirement of facilities. In determining the retirement of facilities,  
3 the Board shall consider the following:

- 4 1. Ability of the building to house a modern and flexible educational program;
- 5 2. Proximity to population served;
- 6 3. Enrollment capacity;
- 7 4. Cost of upkeep and maintenance; and
- 8 5. Ability of the building to meet safety standards.

9 The Board may seek professional advice and community input before making a final decision  
10 regarding retirement of a school facility.

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# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in October</b>	<b>Descriptor Term:</b> <h2 style="text-align: center;">Equipment and Supplies Management</h2>	<b>Descriptor Code:</b> <h3 style="text-align: center;">3.300</h3>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

- 1 The director of schools shall develop procedures ensuring the useful life of equipment and supplies.
- 2 Equipment management shall be in accordance with federal and state laws, regulations and guidelines.
- 3 Employees of the system are responsible for the materials, equipment and supplies assigned to them. In
- 4 addition, employees are responsible for the reasonable preservation and protection of materials,
- 5 equipment and supplies not under their direct control.
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Cross References

Inventories 2.702

# Collierville Schools Board Of Education

<b>Monitoring:</b>  <b>Review: Annually, in October</b>	<b>Descriptor Term:</b>  <p style="text-align: center;"><b>Use of Cellular Phones</b></p>	<b>Descriptor Code:</b> <p style="text-align: center;"><b>3.3001</b></p>	<b>Issued Date:</b>  
		<b>Rescinds:</b>  	<b>Issued:</b>  

- 1 Cellular phones shall be provided to a limited number of employees when essential to the operation of
- 2 the school system. Whenever possible, other methods of more economical, immediate communication
- 3 shall be considered (i.e., use of pagers or two-way radios). The assignment of cellular phones shall be
- 4 approved by the director of schools/designee. The Board shall be financially responsible for the
- 5 customary minimum monthly bills for pre-approved cellular phones.
  
- 6 Cellular phones provided to employees are for official school business only and shall not be used for
- 7 personal purposes except in cases of emergencies.
  
- 8 The director of schools shall develop procedures for assignment and use of phones, billing disputes and
- 9 lost or damaged cellular phones. These procedures shall be given to any employee requesting a cellular
- 10 phone.
- 11

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Traffic and Parking Controls</b>	Descriptor Code: <b>3.403</b>	Issued Date:
		Rescinds:	Issued:

- 1 The principal of each school shall develop a plan to ensure maximum safety with traffic and parking
- 2 for his/her campus and submit it to the director of schools for approval. This plan and other relevant
- 3 information regarding traffic and parking shall be published annually in student and employee
- 4 handbooks.

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#### Cross References

Code of Behavior and Discipline 6.300  
Interrogations and Searches 6.303  
Suspension/Expulsion/Remand 6.316

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Private Vehicles</b>	Descriptor Code: <b>3.404</b>	Issued Date:
		Rescinds:	Issued:

1 The Board recognizes that certain employees may need to use their private vehicles for school  
 2 purposes. With the use of private vehicles, the following policy shall be observed:

3 1. To use a private vehicle for school purposes, the employee must have the written permission of the  
 4 director of schools/ designee and proof of vehicle liability insurance coverage in a sufficient  
 5 amount, as determined by the director of schools.

6 2. The school system shall assume no responsibility for liability in case of accident, unless the  
 7 employee has the proper authorization described above.

8 3. The Board specifically forbids any employee to transport students for school purposes without  
 9 prior authorization by the director of schools or his/her designee.

10 4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state  
 11 Board Rules, Regulations, and Minimum Standards.<sup>2</sup>

12 5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student,  
 13 an employee, or the school system.

14 6. No employee may ask for or give permission to students to transport other students to and from any  
 15 school or school-related activity without written parental permission and proof of student  
 16 insurance.

17 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for  
 18 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle  
 19 liability insurance coverage in the form of an insurance certificate in a sufficient amount, as  
 20 determined by the director of schools.<sup>1</sup>  
 21

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Legal References

1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136  
(August 24, 2004)
2. TRR/MS 0520-1-5-.2(1)

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Food Service Management</b>	Descriptor Code: <b>3.500</b>	Issued Date:
		Rescinds:	Issued:

- 1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules  
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service  
3 of foods and will meet all state and federal and local requirements necessary for participation.<sup>1</sup>
- 4 The system's food service supervisor will oversee the program. All products and services necessary  
5 for the operation of the school nutrition department shall be procured using a procurement plan which  
6 must comply with federal and state purchasing procedures.
- 7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit  
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack  
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as  
10 defined by federal regulations.<sup>2</sup>
- 11 As required for participation in the School Nutrition Programs, the Board agrees to the following:
- 12 1. Meals must be made available to all students in attendance.
- 13 2. Free and reduced-price meals/snacks must be made available to students who are determined  
14 eligible for these benefits.
- 15 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a  
16 la carte items at school.
- 17
- 18 **FREE OR REDUCED PRICE MEALS**
- 19 The criteria and procedures for determining a student's need and steps in securing for students no-cost  
20 or reduced-cost lunches as established at the state/federal level will be outlined and made known by  
21 the principal. Students who participate in no-cost or reduced-cost meals will not be distinguished in any  
22 way from students who pay the regular price. Their names will not be made known to any person except  
23 such staff member(s) as needed to make the special arrangements for them.
- 24
- 25 **COMPETITIVE FOODS/VENDING MACHINES**
- 26 All schools shall offer school meal programs with menus that meet the patterns and nutrition standards  
27 established by the U.S. Department of Agriculture and State Board of Education's Minimum Nutritional  
28 Standards for individual food items sold or offered to pupils in Pre-K through Twelve (PK-12). When  
29 school snack programs are offered they will meet all the USDA program standards. The school nutrition  
30 director shall be responsible for overseeing the school district's compliance with the State Board of  
31 Education Rules and Regulations for sale of food items in the School Nutrition Department Programs  
32 that include school breakfast, lunch, a la carte and snack programs.

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**SANITATION**

Principals shall be responsible for implementing regulations from the Department of Health and seeing that school cafeterias meet acceptable standards of cleanliness at all times.

**OFFER VS. SERVE**

Each school shall offer its students all five required food components as set forth in the school lunch pattern. Under the offer vs. serve regulation, students may decline up to two components on the menu with no effect on the price of the meal. One vegetable or one fruit must be included on each student's tray as part of a reimbursable meal. Students shall be allowed to refuse one of the four components required in the breakfast program. Preschool classes may be exempt from offer vs. serve at breakfast and lunch.

**PAYMENT OF MEALS**

Meals may not be charged. The principal or his designee are the only persons authorized to approve charged meals in an emergency. At the end of the school year, if there are unpaid meals the school nutrition department will be reimbursed by the individual school as directed by the school principal. The School Nutrition Program, governed by USDA, is not allowed to absorb any losses arising from uncollectable charged meals, bad checks, etc. Employees of the school are not to charge meals. Only personnel paid from child nutrition funds are eligible to receive free meals.

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Legal References

- 1. TCA 49-6-2302; 2303; TRR/MS 0520-01-06-.04
- 2. 7 CFR § 210.10 -13
- 3. 7 CFR § 210.11

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Cross References

- Deposit of Funds 2.500
- Financial Reports and Records 2.701

# Collierville Schools Board of Education

<b>Monitoring:</b> <b>Review: Annually,</b> <b>in October</b>	<b>Descriptor Term:</b> <b>Student Insurance Program</b>	<b>Descriptor Code:</b> <b>3.601</b>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

- 1 Student accident insurance may be made available for purchase on an optional basis. The policy shall
- 2 be reviewed annually and approved by the Board upon recommendation of the director of schools.
- 3 Applications and information brochures will be sent home with the students during the first week of
- 4 school.
  
- 5 Files shall be maintained in the principal's office listing students subscribing to the plan.

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Cross References

Interscholastic Athletics 4.301

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date:
		Rescinds:	Issued:

1 Attendance is a key factor in student achievement and therefore, students are expected to be present  
2 each day school is in session.

3 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

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

12 Student attendance records shall be given the same level of confidentiality as other student records.  
13 Only authorized school officials with legitimate educational purposes may have access to student  
14 information without the consent of the student or parent/guardian.<sup>3</sup>

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

- 17 1. Personal illness;
- 18 2. Illness of immediate family member;
- 19 3. Death in the family;
- 20 4. Extreme weather conditions;
- 21 5. Religious observances;<sup>4</sup> or
- 22 6. Circumstances which in the judgment of the principal create emergencies over which the  
23 student has no control.

24 The principal shall be responsible for ensuring that: <sup>5</sup>

- 25 1. Attendance is checked and reported daily for each class;
- 26 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for  
27 the majority of the day;
- 28 3. All student absences are verified;
- 29 4. Written excuses are submitted for absences and tardiness;
- 30 5. System-wide procedures for accounting and reporting are followed.

31



## 1 TRUANCY

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

4 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
5 schools who will, in turn, provide written notice to the parents/guardians of the student's absence.<sup>5</sup> The  
6 director of schools shall also comply with state law regarding the reporting of truant students to the  
7 proper authorities.<sup>5</sup> If a student is required to participate in a remedial instruction program outside of  
8 the regular school day where there is no cost to the parent(s) and the school system provides  
9 transportation, unexcused absences from these programs shall be reported in the same manner.<sup>6</sup>

10 Students participating in school-sponsored activities whether on- or off-campus shall not be counted  
11 absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-  
12 directed, and teacher-supervised.<sup>7</sup>

## 13 MILITARY SERVICE OF PARENT/GUARDIAN

14 School principals shall provide students with a one-day excused absence prior to the deployment of  
15 and a one-day excused absence upon the return of a parent or custodian serving active military service.  
16 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a  
17 parent or guardian during a deployment cycle. The student shall provide documentation to the school  
18 as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork  
19 missed during the these absences.<sup>8</sup>

## 20 CREDIT/PROMOTION DENIAL

21 Credit/promotion denial determinations may include student attendance, however, student attendance  
22 may not be the sole criterion.<sup>10</sup> However, if attendance is a factor, prior to credit/promotion denial, the  
23 following shall occur:

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

## 27 DRIVER'S LICENSE REVOCATION <sup>2</sup>

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

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

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### Legal References

1. TRR/MS 0520-1-3-.08(1)(a); TCA 49-6-3006

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### Cross References

- Extracurricular Activities 4.300

2. TCA 49-6-3017
  3. TCA 10-7-504; 20 U.S.C. § 1232g
  4. TRR/MS 0520-1-3-.03(16); TCA 49-6-2904
  5. TCA 49-6-3007
  6. TCA 49-6-3021(c)
  7. Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education
  8. TCA 49-6-3019
  9. TRR/MS 0520-1-3-.06(1)(d)(2)
  10. TCA 49-2-203(b)(7)
- Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs 4.803  
Student Records 6.600

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Home Schools</h2>	Descriptor Code: <h3 style="text-align: center;">6.202</h3>	Issued Date:  
		Rescinds:	Issued:

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

5 A parent wishing to conduct a home school shall meet the following requirements:<sup>1</sup>

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

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

4 It shall be the policy of this Board that public school facilities shall be available for home school in-  
5 struction only when all of the following conditions exist:

6 1. Special needs courses are being taught which require services unavailable to the home school  
7 student;

8 2. These services cannot be provided through any means other than the public schools;

9 3. Requests for services are made known by the home school parent when notice is given to the  
10 director of schools of the intent to conduct a home school;

11 4. The director of schools investigates request and make recommendations to the Board;

12 5. No overcrowding, additional expenses, including providing transportation, or other special situ-  
13 ations which interfere with the normal operation of the school system shall be incurred; and

14 6. Approval by the Board on a case-by-case basis.

15 The director of schools, through the attendance supervisor, shall have the attendance records of the  
16 home school inspected at least two (2) times each school year in order to provide assistance in  
17 implementing the Compulsory Attendance Law.

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

23

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Legal References

1. TCA 49-6-3050

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Withdrawals</b>	Descriptor Code: <b>6.207</b>	Issued Date:
		Rescinds:	Issued:

- 1 The director of schools shall develop procedures and forms to ensure adequate notification and subse-
- 2 quent documentation of the withdrawal of students from school.
- 3

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<sup>1</sup>Cross References

Student Records 6.600

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Release During School Hours</b>	Descriptor Code: <b>6.208</b>	Issued Date:
		Rescinds:	Issued:

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

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in April</b>	<b>Descriptor Term:</b>  <h2 style="text-align: center;">Child Custody / Parental Access</h2>	<b>Descriptor Code:</b> <p style="text-align: center;"><b>6.209</b></p>	<b>Issued Date:</b>  
		<b>Rescinds:</b>  	<b>Issued:</b>  

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

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

9 Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall  
 10 receive a copy of the child's report card, notice of school attendance, names of teachers, class  
 11 schedules, standardized test scores and any other records customarily available to parents.<sup>2</sup>

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

- 13 1. The person seeking custody of the child presents the school official with a certified copy of a  
 14 valid court order from a Tennessee court designating the person who has custody of the child;  
 15 and
- 16 2. The person seeking custody shall give the school official reasonable advance notice of his/her  
 17 intent to take custody of the child at school.<sup>3</sup>

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**Legal References**

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

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**Cross References**

Student Records 6.600-604

# Collierville Schools Board of Education

<b>Monitoring:</b> <b>Review: Annually, in April</b>	<b>Descriptor Term:</b> <b>Code of Behavior and Discipline</b>	<b>Descriptor Code:</b> <b>6.300</b>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

- 1 The Board delegates to the director of schools the responsibility of developing specific codes of
- 2 behavior and discipline which are appropriate for each level of school. The development of each code
- 3 shall involve principals and faculty members of each level and shall be consistent with the relevant
- 4 policies as adopted by the Board.
- 5



# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Rights and Responsibilities of Students</b>	Descriptor Code: <b>6.301</b>	Issued Date:
		Rescinds:	Issued:

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

3 Each student has the right to:

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

11 Each student has the responsibility to:

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

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## Legal References

1. 20 U.S.C. § 1703

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Procedural Due Process</h2>	Descriptor Code: <h3 style="text-align: center;">6.302</h3>	Issued Date:
		Rescinds:	Issued:

- 1 Before school authorities administer disciplinary measures, reasonable inquiry shall be made to
- 2 determine the truth of what happened.<sup>1</sup> The nature of this inquiry will vary in degree with the
- 3 seriousness of the offense and the consequence attached thereto.<sup>2</sup>
  
- 4 For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure
- 5 is required. An inquiry into the incident to ensure that the offender is accurately identified, that he
- 6 understands the nature of the offense, and that he/she knew the consequences of the offense for which
- 7 he is accused.
  
- 8 In case of severe offenses where there is a possibility of suspension, the student shall be advised of the
- 9 nature of his/her misconduct, questioned about it, and allowed to give an explanation.
  
- 10 If the principal determines that the offense is of such nature that the student's continued presence
- 11 would be detrimental to the school or persons within the school, he/she shall refer the case to the
- 12 disciplinary hearing authority.<sup>3</sup>

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#### Legal References

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

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#### Cross References

- Interrogations and Searches 6.303
- Discipline Procedures 6.313
- Disciplinary Hearing Authority 6.317

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Interrogations and Searches</h2>	Descriptor Code: <h3 style="text-align: center;">6.303</h3>	Issued Date:  
		Rescinds:	Issued:

**1 INTERROGATIONS BY SCHOOL PERSONNEL**

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

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

**8 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)**

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

**15 POLICE-INITIATED INTERROGATIONS**

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

**22 SEARCHES BY SCHOOL PERSONNEL**

23 In order to ensure a safe and secure learning environment, the director of schools shall develop procedures  
 24 regarding the searching of students, lockers, vehicles, and containers which are consistent with state law and  
 25 regulations. The director shall develop additional procedures to ensure compliance with all of the provisions of  
 26 the School Security Act of 1981.<sup>1</sup>

27

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Legal References

- 1. TCA 49-6-4201 through 4218

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Cross References

- Procedural Due Process 6.302
- Child Abuse and Neglect 6.409

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation</h2>	Descriptor Code: <h3 style="text-align: center;">6.304</h3>	Issued Date:  
		Rescinds:	Issued:

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

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

11 Building administrators are responsible for educating and training their respective staff and students as to the  
 12 definition and recognition of discrimination/harassment.

13 **DEFINITIONS**

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

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

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

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

27 Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s)  
 28 that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to  
 29 endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not  
 30 encourage, permit, condone or tolerate hazing activities.<sup>3</sup>

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

### 3 **COMPLAINTS AND INVESTIGATIONS**

4 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor  
5 or building administrator.<sup>2</sup> All school employees are required to report alleged violations of this policy to the  
6 principal/designee. All other members of the school community, including students, parents, volunteers, and  
7 visitors, are encouraged to report any act that may be a violation of this policy.

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

12 The principal/designee at each school shall be responsible for investigating and resolving complaints. The  
13 principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and  
14 such act shall be held to violate this policy when it meets one of the following conditions:

15 It places the student in reasonable fear or harm for the student's person or property;

16 It has a substantially detrimental effect on the student's physical or mental health;

17 It has the effect of substantially interfering with the student's academic performance; or

18 It has the effect of substantially interfering with the student's ability to participate in or benefit from the  
19 services, activities, or privileges provided by a school.

20 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete  
21 investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy  
22 Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the  
23 complainant, parents of the accused students and to the Director of Schools.

### 24 **RESPONSE AND PREVENTION**

25 School administrators shall consider the nature and circumstances of the incident, the age of the violator, the  
26 degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly  
27 respond to each situation.

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

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

### 34 **REPORTS**

35 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical  
36 harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high

1 school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the  
2 board of education.

3 By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought  
4 to the attention of school officials during the prior academic year. The report shall also indicate how the cases  
5 were resolved and/or the reasons they are still pending. This report shall be presented to the board of education  
6 at its regular July meeting, and it shall be submitted to the state department of education by August 1.

7 The director of schools shall develop forms and procedures to ensure compliance with the requirements of this  
8 policy and TCA 49-6-1016.

## 9 **RETALIATION AND FALSE ACCUSATIONS**

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

13 False accusations accusing another person of having committed an act prohibited under this policy are prohibited.  
14 The consequences and appropriate remedial action for a person found to have falsely accused another may range  
15 from positive behavioral interventions up to and including suspension and expulsion.  
16

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### Legal References

1. TCA 49-6-1016
2. Title IX (20 U.S.C. 1681-1686)
3. TCA 49-2-120

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### Cross References

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

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Concerns, Complaints and Grievances</b>	Descriptor Code: <b>6.305</b>	Issued Date:
		Rescinds:	Issued:

## 1 STUDENT CONCERNS AND COMPLAINTS

Decisions made by school personnel — such as aides, teachers, or assistant principals — which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal.

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Cross References

Appeals To & Appearances Before the Board 1.404

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in April</b>	<b>Descriptor Term:</b>  <b>Interference/Disruption of School Activities</b>	<b>Descriptor Code:</b> <b>6.306</b>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

1 The staff is authorized to take reasonable measures to establish appropriate school behavior. Any  
 2 professional employee shall have the authority to control the conduct of any student while under the  
 3 supervision of the school system.<sup>1</sup> This authority shall extend to all activities of the school, including  
 4 all games and public performances of athletic teams and other school groups, trips, excursions and all  
 5 other activities under school sponsorship and direction.

6 Such measures may include the use of reasonable force to restrain or correct students and maintain  
 7 order.

8 A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or  
 9 any other conduct which causes the disruption, interference or obstruction of any school purpose while  
 10 on school property, in school vehicles or buses, or at any school-sponsored activity, function or event,  
 11 whether on or off campus. Neither shall he/she urge other students to engage in such conduct.

12 A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to sus-  
 13 pension and/or expulsion dependent on the severity of the offense and the offender's prior record.<sup>2</sup>

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Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401



# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Drug-Free Schools</b>	Descriptor Code: <b>6.307</b>	Issued Date:
		Rescinds:	Issued:

1 In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug  
2 Free” community, the Board’s plan for dealing with alcohol and drugs<sup>1</sup> shall include the following:

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

9 Through the use of state guidelines the director of schools shall be responsible for:

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

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

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

25 Information about drug and alcohol counseling and rehabilitation programs shall be made available through the  
26 school office.  
27

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Legal References

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

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Cross References

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

<b>Collierville Schools Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date:
		Rescinds:	Issued:

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

2 **WEAPONS & DANGEROUS INSTRUMENTS**

3 Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school  
4 buildings or on school grounds at any time, or in school vehicles and/or buses or off the school  
5 grounds at a school-sponsored activity, function or event.<sup>1</sup>

6 Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or  
7 anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily  
8 injury or anything that in the manner of its use or intended use is capable of causing death or serious  
9 bodily injury.<sup>2</sup>

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

11 *Firearms (as defined in 18 U.S.C. § 921)*<sup>3</sup>

12 In accordance with state law, any student who brings or possess a firearm on school property shall be  
13 expelled for a period of not less than one (1) calendar year. The director of schools shall have the au-  
14 thority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

15 **DRUGS**

16 In accordance with state law, any student who unlawfully possesses any drug including any controlled  
17 substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The di-  
18 rector of schools shall have the authority to modify this expulsion requirement on a case-by-case  
19 basis.<sup>5</sup>

20 **ASSAULT**

21 In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102  
22 upon any teacher, principal administrator, any other employee of the school or school resource officer  
23 shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have  
24 the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

25 **ELECTRONIC THREATS**

26 In accordance with state law, any student who transmits by an electronic device any communication  
27 containing a credible threat to cause bodily injury or death to another student or school employee and  
28 the transmission of such threat creates actual disruptive activity at the school that requires

1 administrative intervention shall be expelled for a period of not less than one (1) calendar year. The  
2 director of schools shall have the authority to modify this expulsion requirement on a case-by-case  
3 basis.<sup>6</sup>

#### 4 **NOTIFICATION**

5 When it is determined that a student has violated this policy, the principal of the school shall notify the  
6 student's parent or guardian and the criminal justice or juvenile delinquency system as required by  
7 law.<sup>7</sup>

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#### Legal References

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)(A)(B)
3. 18 U.S.C. 921
4. 20 U.S.C. § 8921; TCA49-6-4216(b);TCA 49-6-3401(g)
5. TCA 49-6-3401(g);TCA49-6-4216(b)
6. TCA 49-6-4216(a)(2)(C)
7. TCA 49-6-4209; TCA 39-17-1312

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#### Cross References

Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316

<b>Collierville Schools Board of Education</b>			
Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Dress Code</b>	Descriptor Code: <b>6.310</b>	Issued Date:
		Rescinds:	Issued:

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

3 More specific guidelines appropriate for each level of school (elementary, middle, junior high and  
4 senior high) shall be developed by the director of schools.<sup>1</sup>

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

8 **2014-2015 SCHOOL YEAR**

9 To minimize disruption during the transition period, to effectuate fairness and consistency, and to  
10 maintain safety, discipline and academic focus, all schools in Collierville shall remain in their existing  
11 method of dress for the 2014-2015 school year. Schools requiring standardized dress/uniforms shall  
12 continue to do so and do so through the end of the 2014-2015 school year.

13 **ELEMENTARY SCHOOL DRESS CODE**

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

28  
29 The school administration reserves the right to determine whether a student’s attire and appearance are  
30 within the limits of decency, modesty, and safety. In matters of opinion, the judgment of the  
31 Principal/designee shall prevail.

32

1 The Principal may allow exceptions for school-wide programs or special classroom activities.

2 The school administration will administer appropriate consequences for policy infractions.

3

4 **MIDDLE AND HIGH SCHOOL DRESS CODE**

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

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

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

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

32

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Care of School Property</h2>	Descriptor Code: <h3 style="text-align: center;">6.311</h3>	Issued Date:  
		Rescinds:	Issued:

1 Students shall help maintain the school environment, preserve school property and exercise care while  
 2 using school facilities.

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

7 When the person causing damage or loss has been identified and the costs of repair or replacement  
 8 have been determined, the director of schools shall take steps to recover these costs. This may include  
 9 recommending the filing of a civil complaint in court to recover damages. If the responsible person is  
 10 a minor, recovery will be sought from the minor's parent or guardian.<sup>1</sup>

11 In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible  
 12 for vandalism or theft or otherwise incurring any debt to a school until the student or the student's  
 13 parent/ guardian has paid for the damages.<sup>2</sup> If a student and/or his/her parent dispute damages or the  
 14 amount of damages, the director of schools shall meet with them to discuss the matter. Within five (5)  
 15 days of the meeting, the director of schools shall notify the student and his/her parent of the final  
 16 decision.

17 When the minor and parent are unable to pay for the damages, the director of schools may meet with  
 18 the parent in an attempt to reach an agreement. Upon payment or completion of an agreement between  
 19 the director and a parent, the student's grades, diploma, and/or transcripts shall be released. Such sanc-  
 20 tions shall not be imposed if the student is not at fault.

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Legal References

1. TCA 37-10-101
2. TRR/MS 0520-1-3-.03(15)

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Cross References

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

## Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Use of Personal Communication Devices and Electronic Devices</b>	Descriptor Code: <b>6.312</b>	Issued Date:
		Rescinds:	Issued:

- 1 Students may possess personal communication devices and personal electronic devices, including but  
2 not limited to cell phones, laptops, tablets, mp3 players, and cameras, on school property so long as  
3 such devices are turned off and stored in backpacks, purses or personal carry-alls. However, a teacher  
4 may grant permission for the use of these devices to assist with instruction in his/her classroom, and  
5 teachers are encouraged to integrate the devices into their course work. The principal or his/her  
6 designee may also grant a student permission to use such a device at his/her discretion.
- 7 Unauthorized use or improper storage of a device will result in confiscation until such time as it may  
8 be released to the student's parents or guardian. A student in violation of this policy is subject to dis-  
9 ciplinary action.
- 10

<b>Collierville Schools Board of Education</b>			
Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Discipline Procedures</b>	Descriptor Code: <b>6.313</b>	Issued Date:
		Rescinds:	Issued:

1 The following categories of misbehavior and disciplinary procedures and options are designed to  
 2 protect all members of the educational community in the exercise of their rights and duties.<sup>1</sup>

3 **STUDENT CONDUCT – Student Code of Conduct**

4 **(Offenses and Penalties by Category)**

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

9 **Category A – State Zero Tolerance Offenses**

- 10 1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal,  
 11 administrator, school resource officer, or any other school employee;  
 12 2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-  
 13 sponsored activity;  
 14 3. Unauthorized possession of a firearm on school property or at a school sponsored  
 15 activity.

16 Penalty for Category A Offenses:

- 17 • Expulsion/Suspension for 180

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

20 **Category B**

- 21 1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school  
 22 property or at a school-sponsored activity;  
 23 2. Evidence of drinking or possession of alcoholic beverages in school or at a school  
 24 sponsored activity;  
 25 3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses  
 26 a danger to persons or property or disrupts the educational process;  
 27 4. Gang activities-Activity that is threatening and/or intimidating, harassing in nature  
 28 or recruiting; gang notebooks with gang pledges, codes and symbols that are used in

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1



1 communication such as threats and warnings and recruiting; gang related fights, and  
2 all types of violent acts; gang graffiti especially drawn on school property  
3 (bathrooms, lockers and hall walls); electronic devices such as cell phones with  
4 recognized gang text, with gang symbols, signs and language that is threatening and  
5 or intimidating;

- 6 5. Evidence of use or possession of drug paraphernalia, substances for huffing, any  
7 substance under guise of it being a controlled substance or prescription drug, and/or  
8 medical preparations without proper medical authorization.
- 9 6. Possession, use or distribution of counterfeit money on school property or at any  
10 school sponsored activity.
- 11 7. Assault upon any teacher, principal, administrator, school resource officer, or any  
12 other school employee.
- 13 8. Continuous and/or severe Category C Offenses

14  
15 Penalty for Category B Offenses:

- 16 • Out of-School Suspension
- 17 • Expulsion (11-180 day)

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

20 **Category C**

- 21 1. Threatening bodily harm to school personnel, including transmitting by an  
22 electronic device any communication containing a credible threat to cause bodily  
23 injury or death to a school employee and the transmission of such threat creates  
24 actual disruptive activity at the school that requires administrative intervention;
- 25 2. Making a threat, including a false report, to use a bomb, dynamite, any other deadly  
26 explosive or destructive device, including chemical weapons, on school property or  
27 at a school-sponsored event;
- 28 3. Smoking and or the possession of tobacco products by students while in or on  
29 school, properties or under school's jurisdiction during school hours or while  
30 participating in a school-sponsored event;
- 31 4. Gang activities-any gang related activity not specified in Category B;
- 32 5. One (1) or more students initiating a physical attack or an individual student on  
33 school property or at a school-sponsored activity;
- 34 6. Malicious destruction of or damage to school property, including electronic media,  
35 or the property of any person attending or assigned to the school;
- 36 7. Stealing or misappropriation of school or personal property (regardless of intent to  
37 return);
- 38 8. Immoral or disreputable conduct
- 39 9. Continuous and/or severe Category D Offenses

40

1            Penalty for Category C Offenses:

- 2            • In-School Suspension  
3            • Out-of School Suspension

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

5            **Category D**

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

29           Penalty for Category D Offenses:

- 30           • Parent-Principal Conference  
31           • Before/After School Detention/Saturday School  
32           • In-School Suspension  
33           • Out-of School Suspension

34           **Category E**

- 35           1. Habitual and/or excessive tardiness;  
36           2. Class cutting;  
37           3. Intentional disturbance of class, cafeteria or school activities;  
38           4. Leaving school grounds without permission;  
39           5. Being in an unauthorized area with permission;

- 1 6. Tampering with grades or report cards;
- 2 7. Possession of lighters or matches;
- 3 8. Possession of and access to beepers, cellular phones or other electronic
- 4 communication devices during school hours without written permission of the
- 5 principal;
- 6 9. Inciting, advising or counseling others to engage in any acts in Category D;
- 7 10. Dress code violation, including wearing, while on school grounds during the regular
- 8 school day, clothing that exposes underwear or body parts in an indecent manner
- 9 that disrupts the learning environment.

10  
11 Penalty for Category E Offenses:

- 12 • Parent-Principal Conference
- 13 • Before/After School Detention/Saturday School
- 14 • In-School Suspension

15 **ADDITIONAL GUIDELINES**

- 16 1. A student shall not be suspended solely because charges are pending against him/her
- 17 in juvenile or other court.
- 18 2. A principal shall not impose successive short term suspensions that cumulatively
- 19 exceed ten (10) days for the same offense.<sup>2</sup>
- 20 3. A teacher or other school official shall not reduce or authorize the reduction of a
- 21 student's grade because of discipline problems except in deportment or citizenship.
- 22 4. A student shall not be denied the passing of a course or grade promotion solely on
- 23 the basis of absences except as provided by board policy.
- 24 5. A student shall not be denied the passing of a course or grade promotion solely on
- 25 the basis of failure to:
- 26 a. pay any activity fee;
- 27 b. pay a library or other school fine; or
- 28 c. make restitution for lost or damaged school property.

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Legal References

1. TCA 49-6-4012 – 4015
2. TCA 49-6-3007(h)

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <h2 style="text-align: center;">Corporal Punishment</h2>	Descriptor Code: <h3 style="text-align: center;">6.314</h3>	Issued Date:
		Rescinds:	Issued:

- 1 Corporal punishment shall not be used as a disciplinary measure in any school.<sup>1</sup>
- 2 The director of schools shall be responsible for developing and implementing in-service training pro-
- 3 grams for teachers and staff in the use of alternative, positive measures of discipline.

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Legal References

1. TCA 49-6-4103

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Cross References

- Discipline Procedures 6.313  
 Student Records 6.600-604

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Detention</b>	Descriptor Code: <b>6.315</b>	Issued Date:
		Rescinds:	Issued:

- 1 Students may be detained before or after the school day as a means of disciplinary action.
- 2 The following guidelines shall be followed:
  - 3 1. The student shall be given at least one (1) day of notice before detention;
  - 4 2. Parents shall be informed before detention takes place;
  - 5 3. Students in detention shall be under the supervision of school personnel;
  - 6 4. Detention shall not exceed one (1) hour after the official closing of the school day but may be  
7 administered several days in succession; and
  - 8 5. Teachers must have the approval of the principal before detaining a student.

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Cross References

Discipline Procedures 6.313

Click here to choose a school board.

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Suspension/Expulsion/Remand</b>	Descriptor Code: <b>6.316</b>	Issued Date:
		Rescinds:	Issued:

1 **DEFINITIONS:<sup>1</sup>**

2 **Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive  
3 days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to  
4 avoid expulsion from school.

5 **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15)  
6 days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute  
7 expulsion.

8 **Remand:** assignment to an alternative school.

9 **REASONS FOR SUSPENSION/EXPULSION:**

10 Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any  
11 student from attendance at school or any school-related activity on or off campus or from attendance at  
12 a specific class or classes, or from riding a school bus, without suspending such student from  
13 attendance at school (in-school suspension), for good and sufficient reasons including, but not limited  
14 to:<sup>2</sup>

- 15 1. Willful and persistent violation of the rules of the school;
- 16 2. Immoral or disreputable conduct, including vulgar or profane language;
- 17 3. Violence or threatened violence against the person of any personnel attending or assigned to any  
18 school;
- 19 4. Willful or malicious damage to real or personal property of the school, or the property of any  
20 person attending or assigned to the school;
- 21 5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- 22 6. Possession of a pistol, gun or firearm on school property;<sup>3</sup>
- 23 7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
- 24 8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene  
25 or threatening language;
- 26 9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;<sup>3</sup>

- 1 10. Engaging in behavior which disrupts a class or school-sponsored activity;
- 2 11. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly  
3 explosive or destructive device including chemical weapons on school property or at a school  
4 sponsored event;
- 5 12. One (1) or more students initiating a physical attack on an individual student on school property  
6 or at a school activity, including travel to and from school;
- 7 13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to  
8 persons or property or disrupts the educational process; and
- 9 14. Any other conduct prejudicial to good order or discipline in any school.

10 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-  
11 defense under a reasonable belief that the student, or another to whom the student was coming to the  
12 defense, may have been facing the threat of imminent danger of death or serious bodily injury, then,  
13 the student may not face any disciplinary action.<sup>4</sup>

#### 14 **IN-SCHOOL SUSPENSION:**<sup>5</sup>

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

#### 22 **PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:**<sup>6</sup>

- 23 1. Unless the student's continued presence in the school, class or school-related activity presents  
24 an immediate danger to the student or other persons or property, no principal shall  
25 suspend/expel any student until that student has been advised of the nature of his/her  
26 misconduct, questioned about it, and allowed to give an explanation.
- 27 2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the  
28 principal shall make an immediate attempt to contact the parent or guardian to inform them of  
29 the suspension/expulsion. The student shall not be sent home before the end of the school day  
30 unless the parent or guardian has been contacted.
- 31 3. The principal shall notify the parent or guardian and the director of schools or designee in  
32 writing:
  - 33 a. Of the suspension/expulsion and the cause for it; and

- 1           b. A request for a meeting with the parent or guardian, student and principal, to be held as  
2           soon as possible, but no later than five (5) days following the suspension/ expulsion.
- 3           4. Immediately following the scheduled meeting, whether or not attended by the parent or  
4           guardian or student, the principal shall determine the length of the suspension/expulsion and set  
5           conditions for readmission. If the principal determines the length of the suspension to be  
6           between six (6) and the maximum of ten (10) days, the principal shall develop and implement a  
7           plan for correcting the behavior when the student returns to school.
- 8           5. If at the time of the suspension the principal determines that an offense has been committed  
9           which, in the judgment of the principal would justify a suspension/expulsion for more than ten  
10          (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period  
11          of time or upon such terms and conditions as are deemed reasonable.
- 12          6. The principal shall immediately give written or actual notice to the parent or guardian and the  
13          student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days.  
14          The notice shall include a statement that, unless the student's parent or guardian requests an  
15          open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed  
16          to the public. All appeals must be filed, orally or in writing, within five (5) days after receipt of  
17          the notice and may be filed by the parent or guardian, the student or any person holding a  
18          teaching license who is employed by the school system if requested by the student.
- 19          7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority  
20          appointed by the Board.
- 21          8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the  
22          student shall be permitted to take such final examinations or submit such required work as  
23          necessary to complete the course of instruction for that semester, subject to conditions  
24          prescribed by the principal.

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 Legal References

1. TCA 49-6-3007(h)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417
4. TCA 49-6-3401(i)
5. TCA 49-6-3401(b)(1)
6. TCA 49-6-3401(4)-(6); *Goss v. Lopez*, 419 U.S. 565 (Ohio, 1975); Individuals with Disabilities Act Amendments of 1997 § 615

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 Cross References

- Procedural Due Process 6.302
- Interference/Disruption of School Activities 6.306
- Bus Conduct 6.308
- Zero Tolerance Offenses 6.309
- Dress Codes 6.310
- Discipline Procedures 6.313
- Disciplinary Hearing Authority 6.317



# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Disciplinary Hearing Authority</b>	Descriptor Code: <b>6.317</b>	Issued Date:
		Rescinds:	Issued:

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

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

- 8
- 9 1. Set the time, place and date for each hearing;
- 10 2. Maintain order and structure during each hearing; and
- 11 3. Prepare, sign, and disseminate the minutes of each meeting.

12 Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written  
13 notification to the parent or guardian of the student, the student, and any other appropriate person of the time,  
14 place and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the  
15 suspension.<sup>1</sup>

16  
17 The DHA may take the following disciplinary actions: <sup>2</sup>

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

23 Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher or assistant  
24 principal may request a review by the Board, and the Board shall review the record. Following the review, the  
25 Board may grant or deny the request for a hearing or affirm or overturn the decision of the DHA with or without  
26 a hearing. The Board shall not impose a more severe penalty than that imposed by the DHA without first  
27 providing an opportunity for a hearing before the Board.<sup>3</sup>

28 The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open  
29 hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the public.<sup>3</sup>

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

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Legal References

1. TCA 49-6-3401 (c)(4)(A)(D)
2. TCA 49-6-3401 (c) (5)
3. TCA 49-6-3401 (c)(6)

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Cross References

Procedural Due Process 6.302  
Suspension/Expulsion/Remand 6.316

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <h2 style="text-align: center;">Promoting Student Welfare</h2>	Descriptor Code: <h3 style="text-align: center;">6.400</h3>	Issued Date:
		Rescinds:	Issued:

1 The director shall develop procedures, programs and plans to promote and protect the health and  
 2 welfare of students. These should provide, at a minimum, for the following: <sup>1</sup>

- 3 1. A student guidance program;
- 4 2. Student health services, including the administration of medications;
- 5 3. Student psychological service;
- 6 4. Student wellness plans; <sup>2</sup> and
- 7 5. Student social services.

8 The development of these programs and the scope of the services provided shall be consistent with  
 9 state law and regulations.

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Legal References

- 1. TRR/MS 0520-1-3-.08(1)(b)
- 2. TCA 49-6-1022; SBE Policy No. 4204

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Cross References

- Advanced College Placement 4.203
- Enrollment in College Level Courses 4.205
- Graduation Requirements 4.605

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in May</b>	<b>Descriptor Term:</b>  <h2 style="margin: 0;">Surveys of Students</h2>	<b>Descriptor Code:</b> <b>6.4001</b>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

- 1 Surveys for research purposes shall be allowed by the Board when the project is viewed as
- 2 contributory to a greater understanding of the teaching-learning process, the project does not violate
- 3 the goals of the Board, and the disruption of the regular school program is minimal. The director of
- 4 schools shall develop administrative procedures for approving requests for conducting surveys by
- 5 agencies, organizations or individuals. The requests shall outline what is to be done, who is to be
- 6 involved and how the results will be used and distributed.<sup>1</sup>

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**Legal References**

1. TCA 49-2-211
2. 20 USCA § 1232h
3. No Child Left Behind, Part F § 1061 (1)(E) & (F) & (2)
4. No Child Left Behind, Part F § 1061 (4)(A)

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**Cross References**

Testing Programs 4.700

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Physical Examinations and Immunizations</b>	Descriptor Code: <b>6.402</b>	Issued Date:
		Rescinds:	Issued:

## 1 PHYSICAL EXAMINATIONS

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

- 3 1. Entering school for the first time;<sup>1</sup> and
- 4 2. Participation as a member of any athletic team or in any other strenuous physical activity program.<sup>2</sup>

5 Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file  
6 in the principal's office.<sup>3</sup>

7 Screening tests for vision, hearing, scoliosis and lice will be conducted. Parents/Guardians will receive written  
8 notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's  
9 progress.

10 In general, the school district will not conduct physical examinations of a student without parental consent to do  
11 so or by court order, unless the health or safety of the student or others is in question.<sup>4</sup>

## 12 IMMUNIZATIONS

13 No students entering school, including those entering kindergarten or first grade, those from out-of-state and  
14 those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as  
15 determined by the Commissioner of Public Health.<sup>1,5</sup> It is the responsibility of the parents or guardians to have  
16 their children immunized and to provide such proof to the principal of the school which the student is to attend.<sup>4</sup>

17 Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent  
18 or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her  
19 religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor  
20 excusing him from such immunization.<sup>6</sup>

21 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

22 A list of transfer students shall be kept at each school in order that their records may be monitored by the  
23 Department of Health.

24

### Legal References

1. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(c)(1)
2. TRR/MS 0520-1-3-.08(2)(b)
3. TCA 49-6-5001(b)(1)
4. *No Child Left Behind*, Part F § 1061 (1)(D); (2)(B) & (4)(B)

5. TCA 49-6-5001(a)
6. TCA 49-6-5001(b)(2)

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <h2 style="text-align: center;">Student Communicable Diseases</h2>	Descriptor Code: <h3 style="text-align: center;">6.403</h3>	Issued Date:
		Rescinds:	Issued:

1 No student shall be denied an education solely because of a communicable disease, and his/her educational  
 2 program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

3 Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper  
 4 precautions for the protection of other students, employees, and the infected student shall be taken.

5 No student with a communicable disease which may endanger the health of either himself/herself or other  
 6 individuals shall enter or remain in the regular school setting.<sup>1,2</sup> If a school principal has reason to believe a  
 7 student has a communicable disease which may endanger the health of either himself/herself or other individuals  
 8 in the regular school setting, the principal shall:

- 9       1. Assign the student to a setting which will protect other students, employees and the student himself; or
- 10       2. Exclude the student from school until certification is obtained from a physician or the County Health  
 11 Department by either the parent or principal stating that the disease is no longer communicable.

12 If the principal has reason to believe that the student has a long-term communicable disease, the principal must  
 13 require confirmation from a physician or the County Health Department as to the student's condition. If the  
 14 student is confirmed to have a long-term communicable disease the principal shall refer the student for special  
 15 education services.<sup>1</sup>

16 The principal may request that further examinations be conducted by a physician or County Health Department  
 17 and may request periodic re-examinations after the student has been readmitted to the school.<sup>2</sup> Expenses  
 18 incurred from examinations requested by school officials shall be paid by the Board.

19 The names of all students excluded from school under this policy shall be forwarded to the office of the director  
 20 of schools.  
 21

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Legal References

- 1. TRR/MS 0520-1-3-.08(2)(c)
- 2. TCA 49-2-203(b)(2)

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Cross References

- Special Education 4.202
- Special Programs 4.206

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in May</b>	<b>Descriptor Term:</b>  <h2 style="text-align: center;">Pediculosis (Head Lice)</h2>	<b>Descriptor Code:</b> <p style="text-align: center;"><b>6.4031</b></p>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

1 No student shall be denied an education solely by reason of head lice infestation and his/her  
 2 educational program shall be restricted only to the extent necessary to minimize the risk of transmitting  
 3 the infestation.

4 It shall be the responsibility of the principal or school nurse to notify the parents in the event a child  
 5 has pediculosis (head lice). A letter shall be sent home by the child to explain the condition,  
 6 requirements for readmission and deadlines for satisfactory completion of the treatment.

7 Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has  
 8 been treated for pediculosis (head lice). This evidence may include but not be limited to:

- 9 (1) proof of treatment with a pediculicide product (head lice shampoo), or
- 10 (2) satisfactory examination by a school health official

11 Treatment and prevention procedures shall be developed by the director of schools in consultation with  
 12 the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to  
 13 the parent/guardian of any child that has pediculosis.

14 Any subsequent incidents of head lice for a student during the school year shall require submission of  
 15 satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

16 A student shall be expected to have met all requirements for treatment and return to school no later  
 17 than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be  
 18 marked as unexcused absences and referred to the attendance supervisor at the proper time.



Click here to choose a school board.

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Acquired Immune Deficiency Syndrome</b>	Descriptor Code: <b>6.404</b>	Issued Date:
		Rescinds:	Issued:

## 1 **LIABILITY AND NON-DISCRIMINATION**

2 Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an  
3 HIV infected student from participating in the continuation of his/her education on the sole basis of  
4 HIV infection. To the extent practical with medical and educational needs, the student shall be subject  
5 to the same rules for class assignment, privileges and participation in any school-sponsored activities  
6 as all other students. The Board shall strive to maintain a respectful school climate for HIV infected  
7 students.

8 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV  
9 infection, shall not be a condition for school entry or attendance.<sup>1</sup>

## 10 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

11 If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that  
12 student shall be directed by procedures initiated by the director of schools.

13 The director of schools shall be responsible for requesting medical records from the parent/guardian  
14 and a statement from the student's physician regarding health status of the student reported to have  
15 HIV/ AIDS. In addition, the director of schools shall gather information regarding the student's  
16 cumulative school record.

## 17 **CONFIDENTIALITY**

18 No information concerning an HIV infected student shall be divulged, directly or indirectly, to any  
19 other individual or group without the written consent of the parent/guardian. All medical information  
20 and written documentation of discussions, telephone conversations, proceedings and meetings shall be  
21 kept by the director of schools in a locked file. If the HIV infected student is under the age of eighteen  
22 (18), access to this file shall be granted only to those persons who have the written consent of the  
23 infected student's parents/guardians.

24 Under no circumstances shall information identifying a student with AIDS be released to the public.<sup>2,3</sup>

## 25 **APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS**

26 In determining the educational placement of a student known to be infected with HIV, school  
27 authorities shall follow established policies and procedures for students with disabilities. School  
28 authorities shall reassess placement if there is a change in the student's need for accommodations or  
29 services.

## 1 HIV PREVENTION EDUCATION/CURRICULUM

2 The director of schools shall be responsible for developing instructional objectives to address each  
3 terminal objective in the state AIDS curriculum framework and provide each teacher responsible for  
4 teaching AIDS education with these objectives. Students shall further be taught universal precautions  
5 through the K-8 Healthful Living and Lifetime Wellness curricula and through the Board's HIV  
6 prevention education program.

7 The state AIDS curriculum and related instructional objectives shall be used in grades K-12. Parents  
8 and guardians shall have convenient opportunities to preview all HIV prevention curricula and  
9 materials in accordance with the provisions of the Family Life Curriculum.

10 Students shall have access to voluntary and confidential counseling about matters related to HIV. Ad-  
11 ministrators shall maintain a list of counseling and testing resources for student use.

## 12 INFECTION CONTROL

13 The director of schools shall develop an Occupational Safety and Health Administration (OSHA)-  
14 based infection control plan in which each school will provide for: 1) well-maintained and easily  
15 accessible materials necessary to follow universal precautions, and 2) designate first responders  
16 responsible for implementing infection control guidelines, including investigating, correcting, and  
17 reporting on instances of exposure. All schools shall further follow the most current Centers for  
18 Disease Control and Prevention (CDC) Universal Precautions for Prevention of Transmission of  
19 Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood borne Pathogens in Health Care  
20 Settings and the OSHA blood borne pathogens standard.<sup>4</sup>

21 The director of schools shall develop procedures to implement this policy as well as the State Board of  
22 Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.<sup>5</sup>

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### Legal References

1. TRR/MS 0502-1-3-.08(2)(g)
2. TCA 68-10-113
3. 20 USC 1232(g); 34 CFR § 3622-623
4. TRR/MS 0520-1-3-.05(1)(c)
5. State Board of Education Policy No. 5.300,  
HIV/AIDS Policy for Employees and Students of  
Tennessee Public Schools Revised, August 18, 2005

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### Cross References

- Section 504 & ADA Grievance Procedures 1.802  
Special Education 4.202  
Special Programs 4.206

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Medicines</b>	Descriptor Code: <b>6.405</b>	Issued Date:
		Rescinds:	Issued:

1 If under exceptional circumstances a child is required to take non-prescription or prescription  
2 medication during school hours and the parent cannot be at school to administer the medication, only  
3 the principal or the principal's designee will assist in self-administration of the medication if the  
4 student is competent to self-administer medicine with assistance in compliance with the following  
5 regulations: <sup>1</sup>

6 Written instructions signed by the parent will be required and will include:

- 7 1. Child's name;
- 8 2. Name of medication;
- 9 3. Name of physician;
- 10 4. Time to be self-administered;
- 11 5. Dosage and directions for self-administration (non-prescription medicines must have label  
12 direction);
- 13 6. Possible side effects, if known; and
- 14 7. Termination date for self-administration of the medication.

15 The medication must be delivered to the principal's office in person by the parent or guardian of the  
16 student unless the medication must be retained by the student for immediate self-administration. (i.e.  
17 students with asthma)

18 The administrator/designee will:

- 19 1. Inform appropriate school personnel of the medication to be self-administered;
- 20 2. Keep written instructions from parent in student's record;
- 21 3. Keep an accurate record of the self-administration of the medication;
- 22 4. Keep all medication in a locked cabinet except medication retained by a student per physi-  
23 cian's order;
- 24 5. Return unused prescription to the parent or guardian only; and
- 25 6. Ensure that all guidelines developed by the Department of Health and the Department of  
26 Education are followed.

27 The parent or guardian is responsible for informing the designated official of any change in the  
28 student's health or change in medication.

1 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term  
2 administration of medication.

### 3 **BLOOD GLUCOSE SELF-CHECKS**

4 Upon written request of a parent or guardian, and if included in the student's medical management plan  
5 and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or  
6 administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps.  
7 The student shall be permitted to perform the testing in any area of the school or school grounds at any  
8 time necessary.

9 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of  
10 such sharps is appropriate.

11 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Oc-  
12 cupational Safety and Health Administration (TOSHA).<sup>2</sup>

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#### Legal References

1. TCA 49-5-415
2. TCA 49-5-415(d)(7), Public Acts 2006,  
Chapter No. 54

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#### Cross References

Student Health Services 6.401

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Safe Relocation of Students</b>	Descriptor Code: <b>6.4081</b>	Issued Date:
		Rescinds:	Issued:

1 Employees who are directly responsible for a student's education or who otherwise interact within the  
2 scope of their assigned duties may relocate a student from the student's present location to another  
3 location when such relocation is necessary for the student's safety or the safety of others.<sup>1</sup> Such  
4 employees may also intervene in a physical altercation between two or more students or between a  
5 student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a  
6 conflict if a student is unwilling to cooperate.<sup>2</sup> If an employee is unable to resolve the matter with the  
7 use of reasonable or justifiable force as required, the student shall be allowed to remain in place until  
8 such a time as local law enforcement officers or school resource officers can be summoned to relocate  
9 the student or take the student into custody until such a time as a parent or guardian can retrieve the  
10 student.

11 In the event that physical relocation becomes necessary, the teacher shall immediately file a brief  
12 report of the incident with the building principal. If the student's behavior constitutes a violation of the  
13 Board's zero tolerance policy, then the report shall be placed in the student's permanent record.  
14 Otherwise, the report shall be kept in the student's discipline record, and not become a part of that  
15 student's permanent record. The principal or the principal's designee shall notify the teacher involved  
16 of the actions taken to address the behavior of the relocated student.

17 The director of schools shall create procedures to implement this policy consistent with State law. Each  
18 building principal shall fully support the employees' authority under this policy and fully implement  
19 the policy and procedures of the system.

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## Legal References

1. Tenn. Code Ann. § 49-6-4018
2. Tenn. Code Ann. § 39-11-603, 609-614, 621-622

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Child Abuse and Neglect</b>	Descriptor Code: <b>6.409</b>	Issued Date:
		Rescinds:	Issued:

- 1 All personnel shall be alert for any evidence of child abuse or neglect.
- 2 The director of schools shall develop procedures regarding the investigation and reporting of suspected
- 3 cases of child abuse or neglect.<sup>1</sup> The procedures shall be comply with all state laws and regulations.

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#### Legal References

1. TRR/MS 0520-1-3-.08(2)(e)

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#### Cross References

Interrogations and Searches 6.303

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <h2 style="text-align: center;">Emergency Contact Information</h2>	Descriptor Code: <h3 style="text-align: center;">6.410</h3>	Issued Date:  
		Rescinds:  	Issued:  

1 Parent(s) of all students shall provide the schools with emergency contact information which shall con-  
 2 tain the following information:

- 3 1. Parents' location and phone numbers during the school day;
- 4 2. The name, address and phone number of the student's physician(s);
- 5 3. Directions in the event that medical treatment is needed;
- 6 4. Information concerning a student's particular physical disability or medical condition.

7 This information shall be required annually and shall be kept on file in the principal's office.

8 If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to  
 9 render first-aid or ensure that it is rendered.

10 In the event of serious injury or illness to a student, the parent(s) shall be notified as whether to pick up  
 11 the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student shall  
 12 be transported to the hospital emergency room and the physician identified by the parent(s) on the  
 13 emergency medical authorization form shall be notified of the accident. Efforts to notify the parent(s)  
 14 shall continue until they are reached.

15 Principals shall inform the director of schools immediately of any serious injuries suffered by students  
 16 while under the jurisdiction of the school.

17 Parents who object to the procedures contained in this policy shall submit to the principal a written  
 18 emergency plan for his approval.

19 The director of schools shall develop forms and procedures to implement this policy.

# Collierville Schools Board of Education

<b>Monitoring:</b>  <b>Review: Annually, in May</b>	<b>Descriptor Term:</b> <h2 style="text-align: center;">Emergency Allergy Response Plan</h2>	<b>Descriptor Code:</b> <p style="text-align: center;"><b>6.412</b></p>	<b>Issued Date:</b>  
		<b>Rescinds:</b>  	<b>Issued:</b>  

- 1 The director of schools shall develop and maintain an Emergency Allergy Response Plan that meets
- 2 state guidelines for managing students with life-threatening allergies. The Plan shall include measures
- 3 to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan
- 4 shall include, but are not limited to; education and training of personnel, record
- 5 keeping/documentation, development and reviews of the allergy action plan, and protocols for
- 6 classrooms and cafeterias that include strategies to reduce exposure to allergens.<sup>1</sup>
  
- 7 Using the state food allergy guidelines plan as a guide, the director shall also develop a process to
- 8 identify all students with food allergies and develop and implement an Individualized Health Care Plan
- 9 (IHCP) with an Allergy Action Plan for each specific student.<sup>2</sup>

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**Legal References**

1. TCA 49-5-415 (f)(1) and (2)
2. *Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting, including Guidelines for Managing Life Threatening Food Allergies in Tennessee Schools* (Tennessee Department of Education and Tennessee Department of Health) (2007).

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**Cross References**

Medicines 6.405



# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Prevention and Treatment of Sports Related Concussions</b>	Descriptor Code: <b>6.413</b>	Issued Date:
		Rescinds:	Issued:

1 A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In  
 2 order to ensure the safety of students that participate in interscholastic athletics, it is imperative that  
 3 student athletes, coaches, and parents are educated about the nature and treatment of sports related  
 4 concussions. The Board recognizes that concussions can be a serious health issue and should be  
 5 treated as such.

6 The Board adopts the guidelines and other pertinent information and forms developed by the  
 7 Tennessee Department of Health to inform and educate coaches, school administrators, student  
 8 athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of concussions and head injuries.  
 9 These guidelines and materials may be viewed on the Department of Health's website and shall be  
 10 made available to interested parties through the Central Office.

11 This policy shall govern all activities and those individuals involved in those activities which constitute  
 12 an organized athletic game or competition against another team or in practice or preparation for an  
 13 organized game or competition. It does not govern those activities or individuals involved in those  
 14 activities which are entered into for instructional purposes only or those that are incidental to a  
 15 nonathletic program or lesson.

16 **REQUIRED TRAINING <sup>1</sup>**

17 The director of schools shall ensure that each school's athletic director and coaches, employed or  
 18 volunteer, annually complete the *Concussion in Sports – What You Need to Know* online course.  
 19 This course may be accessed online at [www.nfhslearn.com](http://www.nfhslearn.com).

20 Prior to the annual initiation of practice or competition, the following persons must review and sign a  
 21 concussion and head injury information sheet approved by the Tennessee Department of Health: the  
 22 director of schools, licensed healthcare professionals (if appointed), each school athletic director, and  
 23 each coach, employed or volunteer.

24 In addition, prior to the annual initiation of practice or competition, all student athletes and their  
 25 parent(s) / guardian(s) shall review the concussion and head injury information sheet approved by the  
 26 Tennessee Department of Health. A form confirming this review shall be signed and returned by the  
 27 student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) /  
 28 guardian(s), for athletes younger than eighteen (18) years of age.

29 All documentation of the completion of a concussion recognition and head injury safety education  
 30 course program and signed concussion and head injury information sheets shall be maintained by the  
 31 director of schools or his/her designee for a period of three (3) years.

32

## 1 **Removal from Athletics** <sup>1</sup>

2 Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during  
3 an athletic activity or competition shall be immediately removed for evaluation by a licensed  
4 healthcare professional, if available, and if not, by the coach or other designated individuals.

5 No student athlete who has been removed from an athletic activity or competition due to a concussion  
6 or suspected concussion shall be allowed to return to any supervised team activities involving physical  
7 exertion, including games, competitions, or practices, until the student athlete has been evaluated by  
8 and received written clearance on forms approved by the Department of Health from a licensed health  
9 care provider for a full or graduated return. "Health care provider" means a Tennessee licensed  
10 medical doctor (M.D.), osteopathic physician (D.O.), or a clinical neuropsychologist with concussion  
11 training.

12 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply  
13 if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors  
14 observed.

15 The director of schools or his/her designee shall ensure that all protocols approved by the Tennessee  
16 Department of Health or required by law relative to the provisions of this policy are followed and  
17 implemented within each school.  
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### Legal References

1. TCA 68-55-502

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually,                  in May</b>	Descriptor Term: <b>Migrant Students</b>	Descriptor Code: <b>6.504</b>	Issued Date:
		Rescinds:	Issued:

1 The Board directs the administration to identify migratory students in the district, as required by law,  
 2 and to develop written administrative procedures for ensuring that migrant students receive services for  
 3 which they are eligible. In developing and implementing a program to address the needs of migratory  
 4 students the district will:<sup>1</sup>

- 5 1. Identify migratory students and assess the educational and related health and social needs of each  
 6 student.
  - 7 2. Provide a full range of services to migrant students including applicable Title I programs, special  
 8 education, gifted education, vocational education, language programs, counseling programs,  
 9 elective classes, fine arts classes, etc.
  - 10 3. Provide migratory children with the opportunity to meet the same statewide assessment standards  
 11 that all students are expected to meet.
  - 12 4. To the extent feasible, provide advocacy and outreach programs to migratory students and their  
 13 families and professional development for district staff.
  - 14 5. Provide parents an opportunity to participate in the program.
- 15 If a migrant student is identified by the district, the director of schools or designee shall notify the  
 16 Tennessee Department of Education and request assistance if needed.

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Legal References

1. 20 USC § 6318; 20 USC § 6391; 20 USC § 6399

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date:
		Rescinds:	Issued:

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

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

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

11 When a student transfers to another school within the system, the school shall send the original records  
12 to the transfer school.

13 When a student transfers to a school outside the system and his/her records are requested, the school  
14 shall keep the original records and send copies to the transfer school.

## 15 ACCESS TO STUDENT RECORDS

16 Student records shall be confidential. Authorized school officials shall have access to and permit  
17 access to student education records for legitimate educational purposes.<sup>2</sup> A “legitimate educational  
18 interest” is the official’s need to know information in order to:

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

23 Authorized school officials may release information from or permit access to a student’s education  
24 record without the parent(s) or eligible student’s\* prior written consent in the following instances:

- 25 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a  
26 reasonable effort to notify the student’s parent(s) or the eligible student before making a  
27 disclosure;
- 28 2. If the disclosure is an item of directory information;

- 1 3. To comply with the requirements of child abuse reports to the extent known by the school  
2 officials including the name, address, and age of the child; the name and address of the person  
3 responsible for the care of the child, and the facts requiring the report;<sup>3</sup>
  - 4 4. When certain federal and state officials need information in order to audit or enforce legal con-  
5 ditions related to federally-supported education programs in the school system;
  - 6 5. When the school system has entered into a contract or written agreement for an organization to  
7 conduct scientific research on the system's behalf to develop tests or improve instruction,  
8 provided that the studies are conducted in a manner which will not permit the personal  
9 identification of students and their parents by individuals other than representatives of the  
10 organization and the information will be destroyed when no longer needed for the purpose for  
11 which the study was conducted;
  - 12 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the  
13 Internal Revenue Code;
  - 14 7. To accrediting organizations to carry out their accrediting functions;
  - 15 8. When a student seeks or intends to enroll in another school district or a post-secondary school.  
16 Parent(s) of students or eligible students have a right to obtain copies of records transferred  
17 under this provision;<sup>4</sup>
  - 18 9. To financial institutions or government agencies that provide or may provide financial aid to a  
19 student in order to establish eligibility, to determine the amount of financial aid, to establish  
20 conditions for the receipt of financial aid, and to enforce financial aid agreements.
  - 21 10. To make the needed disclosure in a health or safety emergency when warranted by the serious-  
22 ness of the threat to the student or other persons, when the information is necessary and needed  
23 to meet the emergency, when time is an important and limiting factor, and when the persons to  
24 whom the information is to be disclosed are qualified and in a position to deal with the  
25 emergency.
  - 26 11. To the Attorney General or his designee for official purposes related to the investigation or  
27 prosecution of an act of domestic or international terrorism. An educational agency that, in  
28 good faith, produces education records in accordance with an order issued under this Act shall  
29 not be liable to any person for that production.<sup>5</sup>
  - 30 12. To any agency caseworker or other representative of a state or local child welfare agency or  
31 tribal organization authorized to access the student's educational records when such agencies or  
32 organizations are legally responsible for the care and protection of the student.<sup>6</sup>
- 33 Authorized school officials may release information from a student's education record if the student's  
34 parent(s) or the eligible student gives written consent for the disclosure. The written consent must  
35 include:
- 36 1. A specification of the records to be released;
  - 37 2. The reasons for the disclosure;

- 1 3. The person, organization, or class of persons or organizations to whom the disclosure is to be
- 2 made;
- 3 4. The signature of the parent(s) or eligible student;
- 4 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The
- 5 student's parent(s) or the eligible student\* may obtain a copy of any records disclosed under
- 6 this provision.

7 The school system will maintain an accurate record of all requests to disclose information from or to  
8 permit access to a student's education records. The system will maintain an accurate record of infor-  
9 mation it discloses and access it permits. The system will maintain this record as long as it maintains  
10 the student's education record.

11 The record will include at least:

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

17 \* *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post secondary*  
18 *school, at which time all of the above rights become the student's right.*

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#### Legal References

1. USCA 20-1232g; TCA 10-7-503; TCA 10-7-504
2. TCA 10-7-504(a)(4); 20 USC 1232g
3. TCA 37-1-403
4. TRR/MS 0520-1-3-.03(11)(e)
5. USA Patriot Act of 2001 § 507
6. Uninterrupted Scholars Act of 2013

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#### Cross References

School Board Records 1.407  
Promotion and Retention 4.603  
Attendance 6.200  
Child Custody/Parental Access 6.209  
Disciplinary Hearing Authority 6.317  
AIDS 6.404

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Records Annual Notification of Rights</b>	Descriptor Code: <b>6.601</b>	Issued Date:
		Rescinds:	Issued:

1 Within the first three weeks of each school year, the school system shall notify parent(s) of students  
2 and eligible students\* of each student's privacy rights.<sup>1</sup> For students enrolling after the above period,  
3 this information shall be given to the student's parent(s) or the eligible student at the time of  
4 enrollment.<sup>2</sup> The notice shall include the right of the student's parent(s) or the eligible student to:

- 5 1. Inspect and review the student's education records;
- 6 2. Seek correction of items in the record which are believed to be inaccurate, misleading or in  
7 violation of the student's rights, including the right to a hearing upon request;
- 8 3. File a complaint with the appropriate state or federal officials when the school system violates  
9 laws and regulations relative to student records;
- 10 4. Obtain a copy of this policy and a copy of the student's educational records;
- 11 5. Exercise control over other people's access to the records, except when prior written consent is  
12 given, or under circumstances as provided by law or regulations, or where the school system  
13 has designated certain information as "directory information." Parent(s) of students or eligible  
14 students have two weeks after notification to advise the school system in writing of items they  
15 designate not to be used as directory information. The records custodian shall mark the  
16 appropriate student records for which directory information is to be limited, and this  
17 designation shall remain in effect until it is modified by the written direction of the student's  
18 parent(s) or the eligible student.

## 19 **DIRECTORY INFORMATION**

20 "Directory information" means information contained in an education record of a student which would  
21 not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not  
22 limited to the student's name, address, telephone number, e-mail address, photograph, date and place of  
23 birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities  
24 and sports, weight and height of members of athletic teams, degrees, honors and awards received, and  
25 the most recent educational agency or institution attended.<sup>3</sup>

26 Student directory information for 11th and 12th graders shall be made available upon request to  
27 persons or groups which make students aware of occupational and educational options, including offi-  
28 cial recruiting representatives of the military forces of the State and the United States.<sup>4</sup>

29 \*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary  
30 school, at which time all of the above rights become the student's rights.<sup>5</sup>

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Legal References

1. 34 CFR 99.4; 34 CFR § 99.7
2. 34 CFR § 99.7; TCA 10-7-504
3. 34 CFR § 99.3
4. TCA 49-6-406; 10 U.S.C. § 503(c)
5. 34 CFR § 99.5



# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Records Inspection &amp; Correction Procedure</b>	Descriptor Code: <b>6.602</b>	Issued Date:
		Rescinds:	Issued:

## 1 INSPECTION PROCEDURE

2 Parent(s) of students and eligible students\* may inspect and review the student's education records upon written  
3 request.<sup>1</sup>

4 Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as  
5 possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the  
6 request.

7 The right to inspect and review educational records includes the right to a response from school officials  
8 concerning requests for explanation and interpretation of the data. School officials shall presume that the parent  
9 has the authority to inspect and review records relating to his/her child unless the school system has been  
10 advised that the parent does not have the authority under applicable state law governing guardianship,  
11 separation, and divorce.<sup>2</sup>

12 When a record contains information about students other than the parent's child or the eligible student, the  
13 parent(s) or eligible student may not inspect and review that information.<sup>2</sup>

## 14 FEES FOR COPIES

15 A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the director of  
16 schools. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.<sup>3</sup>

## 17 CORRECTION PROCEDURES

18 Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be  
19 incorrect.<sup>4</sup> The director of schools shall develop an acceptable procedure to establish an orderly process to  
20 review and potentially correct an education record.

21 *\*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school,*  
22 *at which time all of the above rights become the student's rights.*

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### Legal References

1. 34 CFR § 99.10
2. 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20; 21; 22

# Collierville Schools Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <h2 style="text-align: center;">Media Access to Students</h2>	Descriptor Code: <h3 style="text-align: center;">6.604</h3>	Issued Date:
		Rescinds:	Issued:

- 1 School administrators shall be authorized to grant permission and set parameters for media access to
- 2 students in their respective schools. Media representatives shall be required to report to the
- 3 administration for prior approval before accessing students involved in instructional programs and
- 4 activities not attended by the general public. The media may interview and photograph students
- 5 involved in instructional programs and school activities including athletic events, but such media
- 6 access shall not be unduly disruptive.
  
- 7 Each year parents/guardians shall be given the option to withhold permission for public news media
- 8 interviews or photographs of their child at school.
  
- 9 Specific parental/guardian permission must be obtained if the story or photograph covers topics of a
- 10 sensitive nature.
  
- 11 If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or
- 12 videotaping, prior written consent/release/waiver shall be obtained from the student's parent/guardian.
  
- 13 District employees may release student information to the media only in accordance with applicable
- 14 provisions of the education records law and Board policies governing directory information and
- 15 person- ally identifiable information.<sup>1</sup>
  
- 16 Parents shall be advised of this policy at the time of the student's registration and each fall in the stu-
- 17 dent/parent handbook.

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Legal References

1. USCA 20-1232g

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Cross References

News Releases, News Conferences & Interviews 1.503

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Solicitations / Fundraising Activities</b>	Descriptor Code: <b>6.701</b>	Issued Date:
		Rescinds:	Issued:

1 School officials shall avoid exploiting students, whether by advertising or otherwise promoting  
2 products or services, soliciting funds or information, or securing participation in non-school related  
3 activities and functions. At the same time, schools shall inform and assist students in learning about  
4 programs, activities, or information which may be of help or service to them. To attempt a fair  
5 balance, the following general guidelines will apply:

- 6 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of supple-  
7 menting funds for established school programs and not for supplementing funds which are the  
8 responsibility of the public.
- 9 2. Fundraising companies and other salespersons shall obtain permission in writing from the  
10 director of schools' office in order to visit the schools.
- 11 3. Any commission payable by companies shall be paid in the form of reduced prices to the  
12 students or paid into the activity fund of the school for use by the school. No school employee  
13 shall personally benefit from any fundraising activity.
- 14 4. The principal must obtain written approval from the director of schools or designee for all  
15 fund-raising activities that involve the participation of the general student population in the  
16 marketing process of the fundraising effort. All other fundraising activities must have written  
17 approval from the principal and comply with all administrative procedures issued by the  
18 director of schools. The authorization request shall contain the following information: <sup>1</sup>
  - 19 a. A list of the proposed fundraising activities;
  - 20 b. Purpose of the fundraising activity;
  - 21 c. Proposed uses of funds raised;
  - 22 d. Expected student involvement in fundraising activity (school-wide or individual class  
23 or club); and
  - 24 e. Margin of profit and how it is to be paid to the school.
- 25 5. The director of schools shall determine whether or not the activity will benefit the school, con-  
26 tribute to the welfare of the student body and supplement, not replace, funds necessary to fulfill  
27 the board's required contributions.

1 6. Students shall not be excused from a regular class to participate in a fundraising activity. No  
2 grade in a subject or course shall be affected by a student's participation in a fundraising  
3 activity.

4 7. No quotas shall be imposed on students involved and their efforts shall be voluntary. Students  
5 who do not participate in fundraising activities shall not be punished or discriminated against in  
6 any way.

7 This policy shall not be construed as preventing a teacher from using instructional or informational  
8 materials even though the materials might include reference to a brand, a product, or a service.

## 9 **LOTTERIES**

10 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from  
11 among purchasers of chances by means of tickets or otherwise through a random drawing or other ran-  
12 dom selection process.

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### Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-32

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### Cross References

Student Activity Funds Management 2.900  
Staff Gifts and Solicitations 5.605

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Publications</b>	Descriptor Code: <b>6.704</b>	Issued Date:
		Rescinds:	Issued:

## 1 STUDENT RIGHTS

2 A student shall be allowed to responsibly express and disseminate his/her views in writing.

3 Any student may submit articles and editorials for school-sponsored publications. The procedure for submission  
4 of materials shall be published and distributed to all students.

## 5 STANDARDS

6 School-sponsored publications shall adhere to commonly accepted community standards, and no printed  
7 material may be distributed which:

- 8 1. Is obscene
- 9 2. Is libelous
- 10 3. May create a material and substantial disruption of the normal school activity or appropriate discipline in  
11 the school.

## 12 CONTROL AND SUPERVISION

13 Student publications shall be under the control of the principal. Each school shall have a faculty sponsor who  
14 reviews all publications proposed to be distributed in the school by a student or school group.

## 15 DISTRIBUTION

16 School authorities shall regulate the time, manner, place and duration for the distribution of publications on  
17 school grounds.

## 18 APPEALS

19 If a request for distributing any portion of a student publication is denied by the faculty sponsor, the decision  
20 may be appealed to the principal, then to the director of schools, and ultimately to the Board.

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### Cross References

Use of Copyrighted Materials 4.404  
Use of the Internet 4.406  
Web Pages 4.407  
Controversial Issues 4.800

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <h2 style="text-align: center;">Student Fees and Fines</h2>	Descriptor Code: <h3 style="text-align: center;">6.709</h3>	Issued Date:
		Rescinds:	Issued:

**1 FEES**

- 2 The director of schools shall develop procedures regarding fees for school activities and programs.  
 3 Such procedures shall comply with all state laws and regulations.<sup>1</sup>

**4 FINES**

- 5 The director of schools shall develop procedures regarding the assessing and collections of fines for the  
 6 destruction or damage of school property. Such procedures shall comply with all state laws and  
 7 regulations.<sup>2</sup>

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Legal References

1. TCA 49-2-114; TRR/MS 0520-01-03-.03(14)
2. TCA 37-10-101 through TCA 37-10-102; TRR/MS 0520-01-03-.03(15)

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Cross References

- Revenues 2.400  
 Textbook Selection, Distribution and Care 4.401  
 Care of School Property 6.311

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually,                  in May</b>	Descriptor Term: <h2 style="margin: 0;">Gifts</h2>	Descriptor Code: <b>6.710</b>	Issued Date:
		Rescinds:	Issued:

- 1 No school funds may be used to purchase gifts, including, but not limited to presents, donations, me-
- 2 morials, and flowers.
  
- 3 The solicitation and/or collection of funds from students for the purpose of providing gifts for school
- 4 personnel is prohibited. Extreme discretion shall be exercised by teachers in accepting student gifts.
  
- 5 Students shall be permitted, with the approval of the principal, to exchange gifts on special occasions.

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Cross References

Student Activity Funds Management 2.900  
 Staff Gifts & Solicitations 5.605