

**Board Work Session
July 28, 2026 3:00 PM
Executive Conference Room
215 West Poplar Avenue
Collierville, TN 38017**

I. Call to Order

Wright Cox, Chairman

II. Roll Call

Wright Cox, Chairman

III. Staff Items

A. June 2026 Monthly Financials

Anita Floyd, Chief Financial Officer

B. Capital Improvement Plan Update 2026-2027

Thomas Dougherty, Chief of
Operations

C. Revised School Fees and Activities Cost

Jeff Jones, Assistant Superintendent

D. Policy Updates 2026-2027

Jeff Jones, Assistant Superintendent

- 1.400 School Board Meetings
- 1.804 Alcohol and Drug Free Workplace
- 1.905 Charter School Renewal
- 2.100 Fiscal Management Goals
- 2.200 Annual Operating Budget
- 2.400 Revenues
- 2.804 Expenses and Reimbursements
- 4.100 Instructional Goals
- 4.213 Family Life Education
- 4.215 Instructional Use of Digital Devices (grades K-5)
- 4.300 Extracurricular Activities
- 4.301 Interscholastic Athletes
- 4.600 Grading System
- 4.603 Promotion and Retention
- 4.605 Graduation Requirements
- 5.104 Equal Opportunity Employment
- 5.106 Application and Employment
- 5.110 Compensation Guides and Contracts
- 5.114 Personnel Records
- 5.1151 Telework During Emergencies
- 5.200 Separation Practices for Tenured Teachers
- 5.201 Separation Practices for Non-Tenured Teachers
- 5.202 Separation Practices for Non-Certified Employees
- 5.203 Personal and Professional Leave
- 5.310 Vacation and Holidays



- 5.400 Personnel Health Examinations/Communicable Diseases
- 5.403 Drug and Alcohol Testing for Employees
- 5.501 Complaints and Grievances
- 5.600 Staff Rights and Responsibilities
- 5.606 Policial Activities
- 5.608 Tutoring for Pay
- 5.800 Director of Schools
- 5.801 Director of Schools Recruitment and Selection
- 6.100 Student Goals
- 6.200 Attendance
- 6.202 Home Schools
- 6.205 Student Assignments
- 6.301 Rights and Responsibilities of Students
- 6.303 Questioning Students and Searches
- 6.304 Student Discrimination, Harassment, Bullying, Cyberbullying and Intimidation
- 6.3401 Title IX and Sexual Harassment
- 6.306 Interference/Disruption of School Activities
- 6.318 Admission of Suspended or Expelled Students
- 6.4053 Outside Applied Behavior Analysis Therapy
- 6.411 Student Wellness
- 6.412 Emergency Allergy Response Plan
- 6.506 Students from Military Families
- 2.404 School Support Organizations

IV. Adjournment



**COLLIERVILLE
SCHOOLS**

SCHOLARSHIP · INTEGRITY · SERVICE

MONTHLY FINANCIAL REPORT



**JUNE 2026
2025-2026**

GENERAL FUND

SCHOOL NUTRITION

FEDERAL PROGRAMS

DISCRETIONARY GRANTS

C. I. P.

GENERAL FUND

REVENUE

Collierville Schools



JUNE 2026 GEN FUND REVENUE

FOR 2026 13

141 General Purpose Fund										
	ORIGINAL	REVISED	ACTUAL YTD	ACTUAL MTD	REMAINING	PCT				
	ESTIM	EST	REVENUE	REVENUE	REVENUE	COLL				
40110 Current Property Tax	23,520,000.00	23,520,000.00	23,662,280.91	88,228.84	-142,280.91	100.6%				
40120 Trustee's Collection-PY	410,000.00	410,000.00	264,749.95	-744.34	145,250.05	64.6%				
40130 Clerk & Master/Cir Court-P	190,000.00	190,000.00	183,275.74	21,250.49	6,724.26	96.5%				
40150 Pickup Taxes	1,715,161.00	1,715,161.00	1,574,758.48	7,887.23	140,402.52	91.8%				
40162 Pymt in Lieu-Taxes-Local U	248,235.00	248,235.00	185,613.98	-20.03	62,621.02	74.8%				
40163 Pymt in Lieu of Taxes-Othe	310,000.00	310,000.00	209,006.01	186.85	100,993.99	67.4%				
40210 Local Option Sales Taxes	15,820,000.00	15,820,000.00	14,966,170.17	1,397,204.33	853,829.83	94.6%				
40240 Wheel Tax	2,420,000.00	2,420,000.00	2,529,709.23	0.00	-109,709.23	104.5%				
40270 Business Tax	3,300.00	3,300.00	5,459.40	498.72	-2,159.40	165.4%				
40275 Mixed Drink Tax	307,000.00	307,000.00	299,932.64	0.00	7,067.36	97.7%				
40390 Municipal Tax	2,582,675.00	2,582,675.00	2,582,674.92	0.00	0.08	100.0%				
43513 Tuition - Summer School	20,000.00	20,000.00	3,350.00	0.00	16,650.00	16.8%				
43515 Tuition - Other State Syst	150,750.00	150,750.00	114,862.58	0.00	35,887.42	76.2%				
43990 other Charges for Services	500,000.00	500,000.00	268,463.11	0.00	231,536.89	53.7%				
43991 other Charges for Svcs-(SS	515,000.00	515,000.00	512,623.20	0.00	2,376.80	99.5%				
44110 Investment Income	1,100,000.00	1,100,000.00	535,134.04	43,827.88	564,865.96	48.6%				
44120 Lease/Rentals	20,000.00	20,000.00	11,344.53	0.00	8,655.47	56.7%				
44170 Miscellaneous Refunds	850,000.00	850,000.00	431,509.78	8,663.40	418,490.22	50.8%				
44171 Tech Replacement Fees	30,000.00	30,000.00	19,995.30	0.00	10,004.70	66.7%				
44172 Substitute Reimbursement	52,000.00	57,000.00	55,353.63	0.00	1,646.37	97.1%				
44174 Device Fees	300,000.00	300,000.00	204,069.55	0.00	95,930.45	68.0%				
44175 Donations from Sponsors	0.00	1,000.00	789.00	0.00	211.00	78.9%				
44176 Refund - IRS	0.00	500.00	481.69	0.00	18.31	96.3%				
44177 CHS Band Boosters	25,000.00	25,000.00	24,600.00	0.00	400.00	98.4%				
44178 CHS POM Boosters	13,200.00	17,200.00	16,540.20	0.00	659.80	96.2%				
44179 Collierville Dragon Dancer	13,200.00	13,400.00	13,303.44	0.00	96.56	99.3%				
44180 CHS Cheer Boosters	12,200.00	20,200.00	19,250.00	0.00	950.00	95.3%				
44181 CHS Boys Soccer	8,200.00	11,200.00	10,207.80	0.00	992.20	91.1%				
44182 CHS Volleyball	5,500.00	14,500.00	13,542.35	0.00	957.65	93.4%				
44183 CHS Trap Team	4,700.00	4,700.00	4,000.00	0.00	700.00	85.1%				
44184 CHS Cross Country	2,000.00	5,000.00	4,700.00	0.00	300.00	94.0%				
44185 CHS Band Boosters	2,400.00	2,400.00	1,361.04	0.00	1,038.96	56.7%				
44186 CHS Baseball Boosters	29,150.00	34,150.00	33,240.00	0.00	97.3%	97.3%				
44187 CHS Softball	6,000.00	6,250.00	6,250.00	0.00	910.00	100.0%				
44188 CHS Girls Soccer	7,000.00	8,000.00	7,939.40	0.00	60.60	99.2%				
44189 CHS Theatre	9,400.00	19,400.00	18,714.31	0.00	685.69	96.5%				
44190 CHS Cheer	7,500.00	10,500.00	10,000.00	0.00	500.00	95.2%				
44192 CHS Girls Lacrosse	8,000.00	8,000.00	1,000.00	0.00	7,000.00	12.5%				
44193 CHS Basketball Boosters	11,000.00	11,000.00	6,519.15	0.00	4,480.85	59.3%				
44194 CHS Speech & Debate	1,760.00	4,760.00	4,536.80	0.00	223.20	95.3%				

Collierville Schools



JUNE 2026 GEN FUND REVENUE

FOR 2026 13

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
44195 Athletic Account - Summer	150,000.00	170,200.00	163,310.26	.00	6,889.74	96.0%
44196 CHS Football Boosters	40,000.00	65,000.00	63,951.94	.00	1,048.06	98.4%
44197 CHS Boys Wrestling Booster	78,000.00	5,500.00	5,500.00	.00	100.00	100.0%
44198 WCMs Cheer Boosters	.00	11,500.00	10,000.00	.00	1,500.00	87.0%
44199 WCMs Orchestra Booster	.00	2,500.00	2,268.40	.00	231.60	90.7%
44200 CHS Mountain Biking Booste	.00	1,500.00	1,134.20	.00	365.80	75.6%
44201 CHS Swimming	.00	4,000.00	1,000.00	.00	.00	100.0%
44202 WCMs Band Boosters	.00	20,000.00	18,530.00	.00	1,470.00	100.0%
44203 CHS Robotics Boosters	.00	1,000.00	.00	.00	1,000.00	92.7%
44204 CHS Choir Boosters	.00	6,000.00	6,000.00	.00	.00	100.0%
44205 HS Girls Basket	.00	3,000.00	2,268.40	.00	731.60	100.0%
44206 CHS Girls Wrestling	.00	7,000.00	6,340.00	.00	660.00	75.6%
44207 CHS Basketball Cheer	.00	1,200.00	1,200.00	.00	.00	100.0%
44208 CHS Track & Field	.00	3,000.00	2,000.00	.00	.00	100.0%
44209 CMS Orchestra	.00	2,000.00	.00	.00	.00	100.0%
44210 CHS Tennis Booster	35,000.00	1,100,000.00	592,811.60	.00	507,188.40	53.9%
44211 CHS Boys Volleyball Booste	1,100,000.00	61,000.00	11,568.59	11,568.59	49,431.41	19.0%
44520 Insurance Recovery	61,000.00	2,000.00	.00	.00	2,000.00	.0%
44530 Sale of Equipment	2,000.00	4,000.00	.00	.00	4,000.00	.0%
44560 Damages Recovered from Ind	4,000.00	66,145,237.00	64,390,906.15	1,402,018.04	1,754,330.85	97.3%
44990 Other Local Revenue	66,145,237.00	305,653.00	2,339,555.66	.00	66,097.34	78.4%
44991 Dragon Games Donations	1,660,752.00	2,591,912.00	2,586,485.40	.00	5,426.60	99.8%
46510 TN Inv in Student Achievem	.00	375,000.00	287,969.53	151,173.79	87,030.47	76.8%
46513 TISA On -behalf Paymt Reve	90,000.00	90,000.00	66,965.00	.00	23,035.00	74.4%
46590 other State Education Fund	375,000.00	5,000.00	.00	.00	5,000.00	.0%
46596 Paid Parental Leave	5,000.00	15,100.00	14,821.80	.00	278.20	98.2%
46610 Career Ladder Program	3,400,000.00	3,400,000.00	4,145,934.00	.00	-745,934.00	121.9%
46990 other State Revenues	645,000.00	645,000.00	.00	.00	645,000.00	.0%
47143 Medicaid Reimbursements	645,000.00	35,000.00	.00	.00	35,000.00	.0%
47240 Capital Leases Issued	170,000.00	170,000.00	55,896.39	.00	114,103.61	32.9%
49315 SBITA Issued	6,900,000.00	11,241,072.00	.00	.00	11,241,072.00	.0%
49700 Insurance Recovery						
49800 Transfers In						
49900 Revenue YE Close						
TOTAL General Purpose Fund	132,351,973.00	137,777,255.00	121,501,329.65	3,131,743.79	16,275,925.35	88.2%
GRAND TOTAL	132,351,973.00	137,777,255.00	121,501,329.65	3,131,743.79	16,275,925.35	88.2%

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

GENERAL FUND EXPENDITURES

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141 General Purpose Fund							
71100 Regular Instruction Program							
E11600 Teachers	42,535,360.00	41,447,745.00	39,892,542.75	1,571,346.51	.00	1,555,202.25	96.2%
E11700 Career Ladder	51,000.00	51,000.00	41,000.00	.00	.00	10,000.00	80.4%
E12700 Career Ladder Ext Contrac	20,000.00	.00	.00	.00	.00	.00	.0%
E12800 Homebound Teachers	30,000.00	30,000.00	8,181.25	.00	.00	21,818.75	27.3%
E16300 Educational Assistants	1,591,233.00	1,591,233.00	1,546,678.85	.00	.00	44,554.15	97.2%
E18800 Bonus Payments	1,870,000.00	1,355,200.00	1,337,000.00	.00	.00	18,200.00	98.7%
E18945 Other Sal & Wages-TN A11	.00	134,400.00	87,813.75	.00	.00	46,586.25	65.3%
E19500 Sub Teachers-Certified	629,000.00	649,000.00	666,862.18	.00	.00	-17,862.18	102.8%
E19550 Permanent Sub	288,000.00	288,000.00	247,834.06	.00	.00	40,165.94	86.1%
E19800 Sub Teachers-Non-Certifie	20,000.00	.00	.00	.00	.00	.00	.0%
E20100 Social Security	2,916,145.00	2,884,229.00	2,560,307.92	97,222.80	.00	323,921.08	88.8%
E20145 Social Security-TN A11 Co	.00	8,333.00	4,950.53	.00	.00	3,382.47	59.4%
E20400 Pensions	2,741,143.00	3,012,874.00	2,892,233.71	112,238.55	.00	120,640.29	96.0%
E20600 Life Insurance	100,000.00	159,632.00	159,631.18	.00	.00	82	100.0%
E20700 Medical Insurance	4,400,000.00	4,859,120.00	4,858,829.32	3,667.77	.00	290.68	100.0%
E21200 ER Medicare	682,002.00	674,536.00	603,079.68	22,784.83	.00	71,456.32	89.4%
E21245 Employer Medicare-TN A11	.00	1,948.00	1,305.60	.00	.00	642.40	67.0%
E21700 Retirement-Hybrid Stab	145,000.00	203,000.00	190,997.30	5,761.80	.00	14,002.70	93.2%
E33600 Maint & Repair-Equipment	31,200.00	31,200.00	14,084.18	.00	.00	17,115.82	45.1%
E39900 Other Contracted Services	130,000.00	200,000.00	189,510.10	.00	.00	10,489.90	94.8%
E39902 Other Contr Svcs-Translat	10,000.00	10,000.00	3,225.12	.00	.00	6,774.88	32.3%
E42900 Inst Supplies & Materials	718,200.00	643,200.00	630,963.52	.00	.00	12,236.48	91.6%
E42905 Inst Supplies-A11oc to SC	437,420.00	437,420.00	400,535.00	.00	.00	36,885.00	95.0%
E4900 Textbooks	1,533,621.00	1,181,621.00	1,132,737.50	.00	.00	48,883.50	95.9%
E49900 Other Supplies &Mat	40,000.00	40,000.00	33,650.00	.00	.00	6,350.00	84.1%
E59500 TISA On-Behalf Payments	.00	145,013.00	177,186.51	.00	.00	-32,173.51	122.2%
E59900 Other Charges	25,000.00	25,000.00	22,500.00	.00	.00	2,500.00	90.0%
E59901 Other Charges-Graduation	6,000.00	6,000.00	6,000.00	.00	.00	.00	100.0%
E59902 Other Charges - Summer SC	893,000.00	733,000.00	682,963.21	356,565.26	.00	50,036.79	93.2%
E72200 Reg Inst Equipment	350,000.00	400,000.00	268,463.08	.00	.00	131,536.92	67.1%
E72217 Reg Inst Equip (Reimburse							
TOTAL Regular Instruction Prog	62,199,324.00	61,210,704.00	58,661,066.30	2,169,587.52	.00	2,549,637.70	95.8%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71150 Alt Inst Program							
E11600 Teachers	172,290.00	172,290.00	171,907.79	6,731.77	.00	382.21	99.8%
E18800 Bonus Payments	.00	1,000.00	1,000.00	.00	.00	.00	100.0%
E20100 Social Security	10,682.00	10,744.00	10,320.82	417.37	.00	423.18	96.1%
E20400 Pensions	9,941.00	9,999.00	10,015.75	427.47	.00	-16.75	100.2%
E20600 Life Insurance	670.00	670.00	665.40	.00	.00	4.60	99.3%
E20700 Medical Insurance	27,000.00	27,000.00	14,266.40	.00	.00	12,733.60	52.8%
E21200 ER Medicare	2,498.00	2,513.00	2,413.67	97.61	.00	99.33	96.0%
E21700 Retirement-Hybrid Stab	400.00	400.00	.00	.00	.00	400.00	.0%
E39900 Other Contracted Services	40,000.00	40,000.00	18,062.00	.00	.00	21,938.00	45.2%
E42900 Inst Supplies & Materials	4,000.00	4,000.00	210.66	.00	.00	3,789.34	5.3%
E49900 other Supplies & Mat	2,000.00	2,000.00	1,511.42	.00	.00	488.58	75.6%
E59900 other Charges	2,000.00	2,000.00	.00	.00	.00	2,000.00	.0%
E79000 other Equipment	5,000.00	5,000.00	737.10	.00	.00	4,262.90	14.7%
TOTAL Alt Inst Program	276,481.00	277,616.00	231,111.01	7,674.22	.00	46,504.99	83.2%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71200 Special Education Program							
E11600 Teachers	5,153,114.00	5,153,114.00	4,897,619.98	208,467.15	.00	255,494.02	95.0%
E11700 Career Ladder	2,000.00	2,000.00	1,000.00	.00	.00	1,000.00	50.0%
E12800 Homebound Teachers	92,665.00	92,665.00	86,579.75	3,463.19	.00	6,085.25	93.4%
E16300 Educational Assistants	2,443,087.00	2,443,087.00	2,388,422.24	16,071.00	.00	54,664.76	97.8%
E17100 Speech Pathologist	969,791.00	969,791.00	884,313.01	34,112.19	.00	85,477.99	91.2%
E18800 Bonus Payments	.00	243,700.00	242,500.00	.00	.00	1,200.00	99.5%
E18900 Other Salaries & Wages	2,000.00	2,000.00	150.00	.00	.00	1,850.00	7.5%
E19500 Sub Teachers-Certified	60,000.00	237,000.00	236,100.00	.00	.00	900.00	99.6%
E19800 Sub Teachers-Non-Certified	70,000.00	.00	.00	.00	.00	.00	.0%
E20100 Social Security	545,021.00	560,130.00	499,067.50	16,251.07	.00	61,062.50	89.1%
E20400 Pensions	624,562.00	641,621.00	608,824.41	19,536.17	.00	32,796.59	94.9%
E20600 Life Insurance	17,750.00	30,638.00	30,637.08	.00	.00	.92	100.0%
E20700 Medical Insurance	714,150.00	882,200.00	882,199.32	.00	.00	.68	100.0%
E21200 ER Medicare	127,465.00	130,999.00	116,718.55	3,800.66	.00	14,280.45	89.1%
E21700 Retirement-Hybrid Stab	65,000.00	65,000.00	60,400.15	1,381.04	.00	4,599.85	92.9%
E31200 Contracts w Private Agenc	5,000.00	5,000.00	4,333.10	.00	.00	666.90	86.7%
E33600 Maint & Repair-Equipment	5,000.00	5,000.00	4,683.05	.00	.00	316.95	93.7%
E42900 Inst Supplies & Materials	30,500.00	30,500.00	29,873.78	.00	.00	626.22	97.9%
E49900 other Supplies &mat	19,000.00	19,000.00	18,968.79	.00	.00	31.21	99.8%
E59500 TISA On-Behalf Payments	.00	160,640.00	62,369.15	.00	.00	98,270.85	38.8%
E72500 Special Education Equipme	20,000.00	20,000.00	9,539.01	.00	.00	10,460.99	47.7%
TOTAL Special Education Progra	10,966,105.00	11,694,085.00	11,064,298.87	303,082.47	.00	629,786.13	94.6%

JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71300 Vocational Education Program							
E11600 Teachers	2,550,946.00	2,530,946.00	2,257,204.17	91,043.61	.00	273,741.83	89.2%
E18800 Bonus Payments	.00	57,500.00	57,500.00	.00	.00	.00	100.0%
E19500 Sub Teachers-Certified	45,000.00	65,000.00	63,300.00	.00	.00	1,700.00	97.4%
E20100 Social Security	160,949.00	164,514.00	137,121.97	5,644.71	.00	27,392.03	83.3%
E20400 Pensions	147,190.00	171,215.00	164,319.99	6,776.02	.00	6,895.01	96.0%
E20600 Life Insurance	2,500.00	8,351.00	8,350.36	.00	.00	.64	100.0%
E20700 Medical Insurance	90,000.00	199,165.00	199,164.20	.00	.00	.80	100.0%
E21200 ER Medical	37,641.00	38,475.00	32,068.67	1,320.13	.00	6,406.33	83.3%
E21700 Retirement-Hybrid Stab	6,000.00	15,000.00	13,694.63	479.81	.00	1,305.37	91.3%
E33600 Maint & Repair-Equipment	10,000.00	10,000.00	1,092.40	.00	.00	8,907.60	10.9%
E42900 Inst Supplies & Materials	62,500.00	52,500.00	41,254.14	.00	.00	11,245.86	78.6%
E44900 Textbooks	65,000.00	65,000.00	44,330.10	.00	.00	20,669.90	68.2%
E49900 Other Supplies &Mat	10,000.00	.00	.00	.00	.00	.00	.0%
E73000 Vocational Equipment	20,000.00	11,000.00	.00	.00	.00	11,000.00	.0%
TOTAL Vocational Education Pro	3,207,726.00	3,388,666.00	3,019,400.63	105,264.28	.00	369,265.37	89.1%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

72110 Attendance

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
E10500 Supervisor/Director	240,189.00	240,189.00	223,562.17	.00	.00	16,626.83	93.1%
E16100 Secretary(s)	66,041.00	66,041.00	61,805.54	.00	.00	4,235.46	93.6%
E18800 Bonus Payments	.00	3,500.00	3,500.00	.00	.00	.00	100.0%
E18900 other salaries & wages	365,503.00	365,103.00	342,450.32	3,054.96	.00	22,652.68	93.8%
E20100 Social Security	41,647.00	41,864.00	36,783.34	189.41	.00	5,080.66	87.9%
E20400 Pensions	42,133.00	47,978.00	47,603.26	244.40	.00	374.74	99.2%
E20600 Life Insurance	1,760.00	2,436.00	2,435.60	.00	.00	.40	100.0%
E20700 Medical Insurance	62,000.00	66,414.00	66,413.60	.00	.00	.40	100.0%
E21200 ER Medical	9,740.00	9,791.00	8,602.74	44.30	.00	1,188.26	87.9%
E21700 Retirement-Hybrid Stab	2,500.00	2,900.00	2,321.50	30.55	.00	578.50	80.1%
E35500 Travel	2,000.00	2,000.00	1,421.00	.00	.00	9,708.66	90.6%
E39900 other Contracted Services	84,500.00	103,500.00	93,791.34	.00	.00	34,386.82	72.4%
E49900 other Supplies & Mat	2,500.00	1,400.00	1,013.18	.00	.00	13,250.00	47.5%
E52400 In-Service/Staff Developm	208,200.00	178,510.00	143,909.47	.00	.00	3,95	99.9%
E59900 Other Charges	25,250.00	25,250.00	12,000.00	.00	.00		
E70400 Attendance Equipment	3,000.00	4,100.00	4,096.05	.00	.00		
TOTAL Attendance	1,156,963.00	1,160,976.00	1,051,709.11	3,563.62	.00	109,266.89	90.6%

JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72120 Health services							
E13100 Medical Personnel	858,339.00	858,339.00	857,282.80	31,322.20	.00	1,056.20	99.9%
E18800 Bonus Payments	.00	12,500.00	12,500.00	.00	.00	.00	100.0%
E18900 Other Salaries & Wages	389,132.00	389,132.00	363,636.97	.00	.00	25,495.03	93.4%
E18910 Sub Nurses	2,000.00	5,000.00	3,715.73	.00	.00	1,284.27	74.3%
E20100 Social Security	77,467.00	78,242.20	71,035.50	1,942.01	.00	7,206.70	90.8%
E20400 Pensions	91,864.00	105,739.00	100,486.01	2,552.77	.00	5,252.99	95.0%
E20600 Life Insurance	2,500.00	4,466.80	4,466.80	.00	.00	.00	100.0%
E20700 Medical Insurance	150,000.00	183,331.00	183,330.39	.00	.00	.00	100.0%
E21200 ER Medical Care	18,117.00	18,298.00	16,612.98	454.18	.00	1,685.02	90.8%
E21700 Retirement-Hybrid Stab	18,000.00	18,000.00	11,911.01	266.26	.00	6,088.99	66.2%
E35500 Travel	4,000.00	4,000.00	156.05	.00	.00	3,843.95	3.9%
E39900 Other Contracted Services	60,000.00	44,000.00	10,808.64	.00	.00	33,191.36	24.6%
E49900 Other Supplies & Mat	11,000.00	11,000.00	5,144.09	.00	.00	5,855.91	46.8%
E52400 In-Service/staff Developm	25,000.00	23,033.00	10,326.18	.00	.00	12,706.82	44.8%
E73500 Health Equipment	25,000.00	25,000.00	23,718.13	.00	.00	1,281.87	94.9%
TOTAL Health Services	1,732,419.00	1,780,081.00	1,675,131.28	36,537.42	.00	104,949.72	94.1%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72130 Other Student Support							
E12300 Guidance Personnel	2,196,134.00	2,196,134.00	1,994,070.16	81,094.16	.00	202,063.84	90.8%
E18800 Bonus Payments	.00	71,000.00	71,000.00	.00	.00	.00	100.0%
E18900 Other Salaries & Wages	332,000.00	432,000.00	415,879.69	.00	.00	16,120.31	96.3%
E20100 Social Security	156,744.00	161,146.00	146,030.22	5,027.84	.00	15,115.78	90.6%
E20400 Pensions	145,873.00	170,843.00	161,248.21	5,585.54	.00	9,594.79	94.4%
E20600 Life Insurance	4,743.00	7,604.00	7,603.06	.00	.00	.94	100.0%
E20700 Medical Insurance	202,000.00	233,870.00	232,981.95	.00	.00	888.05	99.6%
E21200 ER Medicare	36,658.00	37,688.00	34,152.44	1,175.86	.00	3,535.56	90.6%
E21700 Retirement-Hybrid Stab	7,600.00	8,800.00	8,115.51	210.35	.00	684.49	92.2%
E32200 Evaluation & Testing	120,250.00	85,519.00	78,654.51	.00	.00	6,864.49	92.0%
E49900 other Supplies & Mat	40,000.00	40,000.00	26,944.67	.00	.00	13,055.33	67.4%
E59900 other Charges	10,000.00	10,000.00	4,791.60	.00	.00	5,208.40	47.9%
TOTAL Other Student Support	3,252,002.00	3,454,604.00	3,181,472.02	93,093.75	.00	273,131.98	92.1%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72210 Regular Inst Program Support							
E10500 Supervisor/Director	1,097,853.00	1,097,853.00	1,035,148.94	.00	.00	62,704.06	94.3%
E11700 Career Ladder	9,000.00	9,000.00	8,000.00	.00	.00	1,000.00	88.9%
E12900 Librarian(s)	775,824.00	775,824.00	683,044.25	27,328.77	.00	92,779.75	88.0%
E13700 Education Media Personnel	82,400.00	82,400.00	82,013.77	.00	.00	386.23	99.5%
E16100 Secretary(s)	66,041.00	66,041.00	60,687.41	.00	.00	5,353.59	91.9%
E18800 Bonus Payments	40,000.00	30,000.00	30,000.00	.00	.00	10,000.00	100.0%
E19600 In-Service Training	128,409.00	40,000.00	28,231.37	.00	.00	11,768.63	70.6%
E20100 Social Security	122,878.00	130,244.00	113,438.35	1,694.39	.00	16,805.65	87.1%
E20400 Pensions	5,060.00	124,950.00	123,748.10	1,992.31	.00	1,201.90	99.0%
E20600 Life Insurance	227,000.00	7,281.00	7,280.03	.00	.00	.97	100.0%
E20700 Medical Insurance	30,031.00	226,600.00	155,607.91	.00	.00	70,992.09	68.7%
E21200 ER Medical	8,120.00	30,460.00	26,530.50	396.29	.00	3,929.50	87.1%
E21700 Retirement-Hybrid stab	6,000.00	8,120.00	6,247.57	126.12	.00	1,872.43	76.9%
E30800 Consultants	3,000.00	30,000.00	30,000.00	.00	.00	.00	100.0%
E35500 Travel	100,250.00	3,000.00	91,109.85	.00	.00	2,890.15	3.7%
E43200 Library Books/Media	10,000.00	100,250.00	91,985.73	.00	.00	8,264.27	91.8%
E49900 Other Supplies &mat	92,000.00	85,779.00	7,320.36	.00	.00	2,679.64	73.2%
E52400 In-Service/Staff Developm	7,000.00	7,000.00	63,975.66	.00	.00	21,803.34	74.6%
E5900 Other Charges	25,000.00	5,000.00	6,956.33	.00	.00	43.67	99.4%
E79000 Other Equipment			2,891.82	.00	.00	2,108.18	57.8%
TOTAL Regular Inst Program Sup	2,835,866.00	2,869,802.00	2,563,217.95	31,537.88	.00	306,584.05	89.3%

JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72215 Alt Inst Program Support							
E52400 In-Service/Staff Developm	2,500.00	2,500.00	725.99	.00	.00	1,774.01	29.0%
TOTAL Alt Inst Program Support	2,500.00	2,500.00	725.99	.00	.00	1,774.01	29.0%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72220 Special Edu Program Support							
E10500 Supervisor/Director	348,882.00	348,882.00	325,862.55	.00	.00	23,019.45	93.4%
E11700 Career Ladder	1,000.00	1,000.00	1,000.00	.00	.00	.00	100.0%
E12400 Psychological Personnel	500,695.00	500,695.00	500,920.20	19,257.70	.00	-225.20	100.0%
E16200 Clerical Personnel	510,309.00	510,309.00	450,640.68	.00	.00	59,668.32	88.3%
E18800 Bonus Payments	.00	14,000.00	14,000.00	.00	.00	.00	100.0%
E18900 Other Salaries & Wages	43,613.00	43,613.00	43,612.83	.00	.00	.17	100.0%
E18902 Occupational Therapy	501,213.00	501,213.00	469,188.96	18,047.88	.00	32,024.04	93.6%
E18903 Physical Therapist	96,325.00	96,325.00	90,710.75	4,827.98	.00	5,614.25	94.2%
E20100 Social Security	124,126.00	124,969.00	109,715.42	2,553.31	.00	15,253.58	87.8%
E20400 Pensions	141,595.00	142,547.00	132,168.93	3,009.69	.00	10,378.07	92.7%
E20600 Life Insurance	3,500.00	7,049.00	7,048.03	.00	.00	.97	100.0%
E20700 Medical Insurance	133,000.00	230,243.00	230,242.72	.00	.00	.28	100.0%
E21200 ER Medicare	29,030.00	29,227.00	25,672.71	610.94	.00	3,554.29	87.8%
E21700 Retirement-Hybrid Stab	10,358.00	10,358.00	9,135.60	186.37	.00	1,222.40	88.2%
E30800 Consultants	14,000.00	14,000.00	672.95	.00	.00	13,327.05	4.8%
E35500 Travel	4,640.00	4,640.00	3,225.65	.00	.00	1,414.35	69.5%
E39900 Other Contracted Services	88,300.00	84,351.00	48,545.48	877.14	.00	35,805.52	57.6%
E49900 Other Supplies & Mat	15,000.00	15,000.00	13,741.52	.00	.00	1,258.48	91.6%
E52400 In-Service/Staff Developm	10,000.00	10,000.00	8,575.44	.00	.00	1,424.56	85.8%
E59900 other Charges	3,000.00	3,100.00	612.97	.00	.00	2,487.03	19.8%
E79000 Other Equipment	10,000.00	9,900.00	485.06	.00	.00	9,414.94	4.9%
TOTAL Special Edu Program Supp	2,590,586.00	2,701,421.00	2,485,778.45	49,371.01	.00	215,642.55	92.0%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72250 Technology							
E10500 Supervisor/Director	978,173.00	978,173.00	921,172.18	.00	.00	57,000.82	94.2%
E13800 Instru Computer Personnel	850,036.00	850,036.00	855,960.34	32,546.05	.00	-5,924.34	100.7%
E16200 Clerical Personnel	61,011.00	61,011.00	59,570.86	.00	.00	1,440.14	97.6%
E18800 Bonus Payments	15,500.00	15,500.00	726,710.65	.00	.00	.00	100.0%
E18900 other Salaries & Wages	781,123.00	781,123.00	152,711.39	.00	.00	54,412.35	93.0%
E20100 Social Security	165,561.00	166,522.00	190,468.75	2,017.87	.00	13,810.61	91.7%
E20400 Pensions	197,112.00	198,197.00	10,048.44	2,166.08	.00	7,728.25	96.1%
E20600 Life Insurance	7,000.00	10,049.00	215,312.74	.00	.00	.56	100.0%
E20700 Medical Insurance	220,000.00	220,000.00	35,714.84	.00	.00	4,687.26	97.9%
E21200 ER Medicare	38,720.00	38,945.00	14,425.78	471.90	.00	3,230.16	91.7%
E21700 Retirement-Hybrid Stab	18,900.00	18,900.00	98,706.59	46.94	.00	4,474.22	76.3%
E30700 Communication	120,000.00	121,379.98	115,204.51	25.78	.00	22,673.39	81.3%
E30800 Consultants	128,500.00	128,500.00	99,977.84	.00	.00	13,295.49	89.7%
E33600 Maint & Repair-Equipment	175,000.00	175,000.00	302,975.14	319.50	.00	75,022.16	57.1%
E35000 Internet Connectivity	540,000.00	540,000.00	1,127.88	9.43	.00	237,024.86	56.1%
E35500 Travel	42,000.00	42,000.00	20,897.48	.00	.00	372.12	75.2%
E39900 other Contracted Services	6,000.00	6,000.00	5,962.81	.00	.00	21,102.52	49.8%
E43500 Office Supplies	253,500.00	253,500.00	156,737.66	.00	.00	37.19	99.4%
E47000 Cabling	969,130.00	969,130.00	913,101.16	.00	.00	96,762.34	61.8%
E47100 software	26,500.00	26,500.00	17,593.47	.00	.00	56,028.84	94.2%
E49900 other Supplies &mat	82,650.00	79,601.00	63,776.10	.00	.00	8,906.53	66.4%
E52400 In-Service/Staff Developm	150,000.00	150,000.00	121,046.33	.00	.00	15,824.90	80.1%
E5900 other Charges	593,000.00	593,000.00	586,528.81	.00	.00	28,953.67	80.7%
E70100 Administration Equipment	154,100.00	154,100.00	121,318.76	.00	.00	6,471.19	98.9%
E79000 Other Equipment	10,000.00	10,000.00	9,750.75	.00	.00	32,781.24	78.7%
E79010 Technology Replacement Eq					.00	249.25	97.5%
TOTAL Technology	6,569,516.00	6,588,666.98	5,832,301.26	37,603.55	.00	756,365.72	88.5%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72310 Board of Education							
E18900 other salaries & wages	40,049.00	40,049.00	40,048.58	.00	.00	.42	100.0%
E20100 social security	2,483.00	2,483.00	2,483.00	.00	.00	.00	100.0%
E20600 life insurance	10,200.00	13,500.00	13,419.28	.00	.00	80.72	99.4%
E20700 medical insurance	650,000.00	646,700.00	582,467.91	.00	.00	64,232.09	90.1%
E21200 ER medicare	581.00	581.00	580.32	.00	.00	.68	99.9%
E21500 contributions for OPEB	266,301.00	145,101.00	100,000.00	.00	.00	45,101.00	68.9%
E30500 Audit Services	123,240.00	123,240.00	111,624.05	.00	.00	11,615.95	90.6%
E32000 dues & memberships	8,400.00	8,400.00	8,354.00	.00	.00	46.00	99.5%
E33100 legal services	125,000.00	125,000.00	65,436.92	.00	.00	59,563.08	52.3%
E39900 other contracted services	8,000.00	8,000.00	7,300.00	.00	.00	700.00	91.3%
E49900 other supplies &mat	600.00	600.00	.00	.00	.00	600.00	.0%
E50500 judgments	90,000.00	68,782.00	.00	.00	.00	68,782.00	.0%
E50600 liability insurance	235,395.00	284,093.00	282,730.00	.00	.00	1,363.00	99.5%
E50800 premium on corp surety Bo	9,000.00	.00	.00	.00	.00	.00	.0%
E51300 on the job injuries	203,000.00	218,064.00	216,512.00	.00	.00	1,552.00	99.3%
E52400 in-service/staff developm	20,000.00	20,000.00	10,014.65	.00	.00	9,985.35	50.1%
E59900 other charges	22,250.00	22,250.00	9,624.99	.00	.00	12,625.01	43.3%
TOTAL Board of Education	1,816,499.00	1,726,843.00	1,450,595.70	.00	.00	276,247.30	84.0%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

72320 Director of Schools

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
E10100 County Official/Admin Off	235,485.00	238,413.00	220,323.65	.00	.00	18,089.35	92.4%
E16100 Secretary(s)	73,089.00	76,788.00	71,677.25	.00	.00	5,110.75	93.3%
E18800 Bonus Payments	20,000.00	21,000.00	21,000.00	.00	.00	.00	100.0%
E18900 other salaries & wages	.00	1,000.00	1,000.00	.00	.00	.00	100.0%
E20100 Social Security	20,372.00	20,677.00	19,194.78	.00	.00	1,482.22	92.8%
E20400 Pensions	22,693.00	22,990.00	20,890.99	.00	.00	2,099.01	90.9%
E20600 Life Insurance	1,600.00	2,007.00	2,006.72	.00	.00	.28	100.0%
E20700 Medical Insurance	16,500.00	16,597.00	16,596.40	.00	.00	.60	100.0%
E20800 Dental Insurance - Supt	510.00	510.00	.00	.00	.00	510.00	.0%
E21200 ER Medicare	4,764.00	4,836.00	4,489.08	.00	.00	346.92	92.8%
E32000 Dues & Memberships	23,370.00	23,370.00	20,809.00	.00	.00	2,561.00	89.0%
E34800 Postal Charges	7,500.00	7,500.00	5,385.86	.00	.00	2,114.14	71.8%
E39900 other Contracted services	51,500.00	51,500.00	44,814.94	.00	.00	6,685.06	87.0%
E43500 office supplies	3,500.00	1,500.00	741.79	.00	.00	758.21	49.5%
E52400 In-Service/Staff Developm	20,000.00	24,500.00	23,577.06	.00	.00	922.94	96.2%
E5900 other Charges	64,975.00	66,975.00	63,294.13	.00	.00	3,680.87	94.5%
E70100 Administration Equipment	6,000.00	996.00	278.15	.00	.00	717.85	27.9%
TOTAL Director of Schools	571,858.00	581,159.00	536,079.80	.00	.00	45,079.20	92.2%

JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72410 office of the principal							
E10401 Assistant Principals	2,529,904.00	2,744,904.00	2,645,280.49	103,141.17	.00	99,623.51	96.4%
E10402 Elem/Md Principals	1,025,813.00	1,025,813.00	943,766.30	.00	.00	82,046.70	92.0%
E10403 High School Principal	141,245.00	141,245.00	128,558.12	.00	.00	12,686.88	91.0%
E10405 Vice Principal	129,098.00	129,098.00	115,119.47	.00	.00	13,978.53	89.2%
E11700 Career Ladder	4,000.00	4,000.00	4,000.00	.00	.00	.00	100.0%
E16100 Secretary(S)	544,659.00	485,736.00	474,251.31	.00	.00	11,484.69	97.6%
E16200 Clerical Personnel	877,430.00	877,430.00	857,554.36	.00	.00	19,875.64	97.7%
E18800 Bonus Payments	.00	44,000.00	44,000.00	.00	.00	.00	100.0%
E18900 Other Salaries & Wages	45,644.00	113,841.00	101,313.05	.00	.00	12,527.95	89.0%
E20100 Social Security	328,463.00	335,270.00	311,143.12	6,394.71	.00	24,126.88	92.8%
E20400 Pensions	375,717.00	386,049.00	354,097.16	6,812.38	.00	31,951.84	91.7%
E20600 Life Insurance	15,957.00	19,927.00	19,926.62	.00	.00	.38	100.0%
E20700 Medical Insurance	584,000.00	584,000.00	567,651.69	.00	.00	16,348.31	97.2%
E21200 ER Medicare	76,818.00	78,410.00	72,767.40	1,495.54	.00	5,642.60	92.8%
E21700 Retirement-Hybrid Stab	12,216.00	16,816.00	15,962.30	124.17	.00	853.70	94.9%
E52400 In-Service/Staff Developm	97,500.00	93,530.00	18,318.29	.00	.00	75,211.71	19.6%
TOTAL Office of the Principal	6,788,464.00	7,080,069.00	6,673,709.68	117,967.97	.00	406,359.32	94.3%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72510 Fiscal Services							
E10500 Supervisor/Director	276,327.00	276,327.00	247,462.58	.00	.00	28,864.42	89.6%
E11900 Accountants/Bookkeepers	394,935.00	394,935.00	374,409.11	.00	.00	20,525.89	94.8%
E16100 Secretary(s)	46,000.00	46,000.00	20,108.60	.00	.00	25,891.40	43.7%
E18800 Bonus Payments	.00	5,200.00	5,000.00	.00	.00	200.00	96.2%
E18900 Other Salaries & Wages	164,351.00	164,351.00	124,490.34	.00	.00	39,860.66	75.7%
E18906 Business Info Sys Special	81,839.00	109,119.00	106,816.06	.00	.00	2,302.94	97.9%
E20100 Social Security	53,968.00	55,982.00	48,670.41	.00	.00	7,311.59	86.9%
E20400 Pensions	99,710.00	103,042.00	68,496.24	.00	.00	34,545.76	66.5%
E20600 Life Insurance	1,900.00	3,316.00	3,314.81	.00	.00	1.19	100.0%
E20700 Medical Insurance	50,000.00	66,899.00	66,898.40	.00	.00	.60	100.0%
E21200 ER Medicare	13,970.00	14,441.00	12,234.09	.00	.00	2,206.91	84.7%
E21700 Retirement-Hybrid Stab	5,750.00	5,750.00	4,586.32	.00	.00	1,163.68	79.8%
E32000 Dues & Memberships	2,929.00	2,929.00	2,282.13	.00	.00	646.87	77.9%
E35500 Travel	300.00	300.00	223.37	.00	.00	76.63	74.5%
E39900 Other Contracted Services	376,269.00	491,969.00	459,212.38	.00	.00	32,756.62	93.3%
E43500 Office Supplies	6,700.00	10,700.00	10,280.43	.00	.00	419.57	96.1%
E49900 Other Supplies & Mat	3,400.00	3,400.00	243.39	.00	.00	3,156.61	7.2%
E52400 In-Service/Staff Developm	55,365.00	34,249.00	30,493.42	.00	.00	3,755.58	89.0%
E59900 Other Charges	3,600.00	3,600.00	1,451.55	.00	.00	2,148.45	40.3%
E70100 Administration Equipment	27,300.00	46,300.00	41,292.00	.00	.00	5,008.00	89.2%
TOTAL Fiscal Services	1,664,613.00	1,838,809.00	1,627,965.63	.00	.00	210,843.37	88.5%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72520 Human Resources/Personnel							
E10500 Supervisor/Director	388,354.00	388,354.00	355,634.49	.00	.00	32,719.51	91.6%
E16100 Secretary(s)	66,041.00	66,041.00	61,524.44	.00	.00	4,516.56	93.2%
E18800 Bonus Payments	.00	3,000.00	3,000.00	.00	.00	.00	100.0%
E18900 Other Salaries & Wages	25,000.00	25,000.00	4,000.00	.00	.00	21,000.00	16.0%
E18907 Benefits Analyst	96,275.00	96,275.00	92,008.19	.00	.00	4,266.81	95.6%
E18909 Human Resources Technicia	79,890.00	86,890.00	79,001.06	.00	.00	7,888.94	90.9%
E20100 Social Security	40,645.00	43,534.00	35,818.73	.00	.00	7,715.27	82.3%
E20400 Pensions	50,203.00	52,928.00	42,511.16	.00	.00	10,416.84	80.3%
E20600 Life Insurance	2,000.00	2,408.00	2,431.24	.00	.00	.23.24	101.0%
E20700 Medical Insurance	40,000.00	40,000.00	38,014.37	.00	.00	1,985.63	95.0%
E21000 Unemployment Compensation	36,000.00	36,000.00	3,967.40	.00	.00	32,032.60	11.0%
E21200 ER Medicare	9,506.00	10,182.00	8,376.94	.00	.00	1,805.06	82.3%
E21700 Retirement-Hybrid Stab	1,600.00	1,600.00	836.78	.00	.00	763.22	52.3%
E29900 Other Fringe Benefits	10,200.00	12,300.00	12,178.80	.00	.00	121.20	99.0%
E32000 Dues & Memberships	3,550.00	3,550.00	2,781.95	.00	.00	768.05	78.4%
E35500 Travel	500.00	500.00	68.46	.00	.00	431.54	13.7%
E39900 Other Contracted Services	80,200.00	80,200.00	45,096.84	.00	.00	35,103.16	56.2%
E41100 Data Processing Supplies	6,000.00	6,000.00	5,055.07	.00	.00	944.93	84.3%
E43500 Office Supplies	7,000.00	7,000.00	5,302.10	.00	.00	1,697.90	75.7%
E52400 In-Service/Staff Developm	79,500.00	37,992.00	29,464.09	.00	.00	8,527.91	77.6%
E70100 Administration Equipment	12,000.00	12,000.00	6,431.37	.00	.00	5,568.63	53.6%
TOTAL Human Resources/Personne	1,034,464.00	1,011,754.00	833,503.48	.00	.00	178,250.52	82.4%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72610 operation of plant							
E16600 Custodial Personnel	732,428.00	732,428.00	661,659.53	.00	.00	70,768.47	90.3%
E18800 Bonus Payments	.00	5,600.00	5,500.00	.00	.00	100.00	98.2%
E20100 Social Security	45,411.00	45,758.00	38,377.14	.00	.00	7,380.86	83.9%
E20400 Pensions	79,688.00	78,080.00	52,840.57	.00	.00	25,239.43	67.7%
E20600 Life Insurance	1,900.00	2,220.00	2,219.91	.00	.00	.09	100.0%
E20700 Medical Insurance	110,000.00	110,000.00	96,445.79	.00	.00	13,554.21	87.7%
E21200 ER Medicare	10,620.00	10,701.00	9,051.00	.00	.00	1,650.00	84.6%
E21700 Retirement-Hybrid Strab	5,750.00	7,750.00	6,926.13	.00	.00	823.87	89.4%
E32800 Janitorial Services	2,600,000.00	2,600,000.00	2,443,951.63	.00	.00	156,048.37	94.0%
E39900 other Contracted Services	672,000.00	672,000.00	512,924.55	.00	.00	159,075.45	76.3%
E41000 Custodial Supplies	30,000.00	30,000.00	24,308.50	.00	.00	5,691.50	81.0%
E41500 Electricity	2,500,000.00	2,493,000.00	2,181,118.01	.00	.00	311,881.99	87.5%
E49900 other Supplies &mat	10,000.00	10,000.00	.00	.00	.00	10,000.00	.0%
E50200 Buidling & Content Insura	500,000.00	558,060.00	558,060.00	.00	.00	.00	100.0%
E52400 In-Service/Staff Developm	1,000.00	1,000.00	.00	.00	.00	1,000.00	.0%
E59900 other Charges	34,000.00	33,680.00	19,485.00	.00	.00	14,195.00	57.9%
E72000 Plant Operation Equipment	19,000.00	19,000.00	11,142.91	.00	.00	7,857.09	58.6%
TOTAL Operation of Plant	7,351,797.00	7,409,277.00	6,624,010.67	.00	.00	785,266.33	89.4%

JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72620 Maintenance of Plant							
E10500 Supervisor/Director	243,535.00	243,535.00	222,434.71	.00	.00	21,100.29	91.3%
E16100 Secretary(s)	66,041.00	66,041.00	64,313.75	.00	.00	1,727.25	97.4%
E16700 Maintenance Personnel	613,672.00	620,672.00	562,913.75	.00	.00	57,758.25	90.7%
E18800 Bonus Payments	.00	5,500.00	5,000.00	.00	.00	500.00	90.9%
E20100 Social Security	57,241.00	57,582.00	50,783.27	.00	.00	6,798.73	88.2%
E20400 Pensions	100,449.00	100,834.00	67,759.45	.00	.00	33,074.55	67.2%
E20600 Life Insurance	3,000.00	3,329.00	3,328.92	.00	.00	.08	100.0%
E20700 Medical Insurance	104,000.00	104,000.00	75,472.58	.00	.00	28,527.42	72.6%
E21200 ER Medical	13,387.00	13,467.00	11,876.69	.00	.00	1,590.31	88.2%
E21700 Retirement-Hybrid Stab	12,000.00	12,000.00	9,394.72	.00	.00	2,605.28	78.3%
E33500 Maint & Repair-Building	600,000.00	600,000.00	411,825.84	1,470.00	.00	188,174.16	68.6%
E33600 Maint & Repair-Equipment	100,000.00	100,000.00	78,547.03	.00	.00	21,452.97	78.5%
E39900 other contracted Services	240,000.00	240,000.00	131,679.50	.00	.00	108,320.50	54.9%
E49900 other Supplies & Mat	2,500.00	2,500.00	1,328.58	.00	.00	1,171.42	53.1%
E52400 In-Service/Staff Developm	12,100.00	12,100.00	2,834.30	.00	.00	9,265.70	23.4%
E59900 other Charges	16,000.00	15,671.00	7,969.78	.00	.00	7,701.22	50.9%
E70100 Administration Equipment	13,000.00	13,000.00	5,951.55	.00	.00	7,048.45	45.8%
E71700 Maintenance Equipment	80,000.00	80,000.00	77,108.76	.00	.00	2,891.24	96.4%
TOTAL Maintenance of Plant	2,276,925.00	2,290,231.00	1,790,523.18	1,470.00	.00	499,707.82	78.2%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72710 Transportation							
E10500 Supervisor/Director	104,365.00	104,365.00	95,250.83	.00	.00	9,114.17	91.3%
E16200 Clerical Personnel	56,417.00	56,417.00	51,761.85	.00	.00	4,655.15	91.7%
E18800 Bonus Payments	.00	2,000.00	2,000.00	.00	.00	.00	100.0%
E18900 Other Salaries & Wages	133,359.00	133,359.00	124,426.46	.00	.00	8,932.54	93.3%
E20100 Social Security	18,237.00	18,361.00	16,098.02	.00	.00	2,262.98	87.7%
E20400 Pensions	32,003.00	32,143.00	24,704.55	.00	.00	7,438.45	76.9%
E20600 Life Insurance	800.00	1,121.00	1,120.56	.00	.00	.44	100.0%
E20700 Medical Insurance	27,000.00	27,000.00	26,726.80	.00	.00	273.20	99.0%
E21200 ER Medicare	4,265.00	4,294.00	3,764.77	.00	.00	529.23	87.7%
E21700 Retirement-Hybrid Stab	3,000.00	3,000.00	1,887.10	.00	.00	1,112.90	62.9%
E31200 Contracts w Private Agenc	4,100,000.00	3,880,400.00	3,009,798.08	.00	.00	870,601.92	77.6%
E35300 Travel	2,000.00	2,000.00	.00	.00	.00	2,000.00	.0%
E39900 other Contracted Services	48,727.00	48,727.00	39,440.14	.00	.00	9,286.86	80.9%
E41200 Diesel Fuel	532,500.00	532,500.00	455,093.89	.00	.00	77,406.11	85.5%
E42500 Gasoline	25,000.00	25,000.00	11,936.35	.00	.00	13,063.65	47.7%
E49900 other Supplies &Mat	1,500.00	1,500.00	239.52	.00	.00	1,260.48	16.0%
E52400 In-Service/Staff Developm	6,300.00	3,979.00	1,588.20	.00	.00	2,390.80	39.9%
E59900 Other Charges	3,200.00	3,200.00	580.19	.00	.00	2,619.81	18.1%
E70100 Administration Equipment	3,000.00	5,000.00	3,211.93	.00	.00	1,788.07	64.2%
TOTAL Transportation	5,101,673.00	4,884,366.00	3,869,629.24	.00	.00	1,014,736.76	79.2%

Collierville Schools



JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72810 Central and other							
E10500 Supervisor/Director	161,532.00	161,532.00	147,080.39	.00	.00	14,451.61	91.1%
E16100 Secretary(s)	47,940.00	47,940.00	46,149.33	.00	.00	1,790.67	96.3%
E18800 Bonus Payments	.00	3,000.00	3,000.00	.00	.00	.00	100.0%
E18900 other salaries & wages	384,089.00	388,089.00	367,066.21	.00	.00	21,022.79	94.6%
E20100 Social Security	36,801.00	36,987.00	33,135.77	.00	.00	3,851.23	89.6%
E20400 Pensions	41,521.00	41,731.00	37,365.00	.00	.00	4,366.00	89.5%
E20600 Life Insurance	1,438.00	2,259.00	2,258.04	.00	.00	.96	100.0%
E20700 Medical Insurance	36,000.00	47,143.00	47,142.72	.00	.00	.28	100.0%
E21200 ER Medicare	8,607.00	8,650.00	7,749.45	.00	.00	900.55	89.6%
E21700 Retirement-Hybrid Stab	2,100.00	4,700.00	3,715.19	.00	.00	984.81	79.0%
E35500 Travel	3,300.00	3,300.00	1,083.08	.00	.00	2,216.92	32.8%
E39900 other Contracted Services	145,539.00	133,609.00	93,889.96	.00	.00	39,719.04	70.3%
E43500 office Supplies	18,000.00	18,000.00	13,820.71	.00	.00	4,179.29	76.8%
E49900 other Supplies &Mat	2,750.00	2,750.00	13,80.16	.00	.00	2,669.84	2.9%
E52400 In-Service/Staff Developm	42,325.00	35,725.00	30,154.67	.00	.00	5,570.33	84.4%
E59900 other Charges	33,250.00	33,250.00	30,471.95	.00	.00	2,778.05	91.6%
E70100 Administration Equipment	13,000.00	11,620.02	7,772.95	.00	.00	3,847.07	66.9%
E79000 other Equipment	148,000.00	147,966.00	111,636.89	.00	.00	36,329.11	75.4%
TOTAL Central and other	1,126,192.00	1,128,251.02	983,572.47	.00	.00	144,678.55	87.2%

JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
76100 Regular Capital Outlay							
E30400 Architects	60,000.00	25,000.00	7,850.00	.00	.00	17,150.00	31.4%
E30800 Consultants	15,000.00	60,000.00	55,803.75	.00	.00	4,196.25	93.0%
E32100 Engineering Services	30,000.00	20,000.00	12,621.24	.00	.00	7,378.76	63.1%
E39900 other Contracted Services	10,000.00	10,000.00	.00	.00	.00	10,000.00	.0%
E70700 Building Improvements	1,430,000.00	1,430,000.00	1,362,317.58	.00	.00	67,682.42	95.3%
E72400 Site Development	385,000.00	385,000.00	341,712.89	.00	.00	43,287.11	88.8%
E79900 other Capital Outlay	3,735,000.00	8,863,027.00	9,617,224.84	.00	.00	-754,197.84	108.5%
TOTAL Regular Capital Outlay	5,665,000.00	10,793,027.00	11,397,530.30	.00	.00	-604,503.30	105.6%

JUNE 2026 GENERAL FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
82330 oth Debt SVC							
E69900 oth Debt SVC	4,165,000.00	3,904,347.00	3,385,476.92	.00	.00	518,870.08	86.7%
TOTAL oth Debt SVC	4,165,000.00	3,904,347.00	3,385,476.92	.00	.00	518,870.08	86.7%
TOTAL General Purpose Fund	132,351,973.00	137,777,255.00	128,938,809.94	2,956,753.69	.00	8,838,445.06	93.6%
GRAND TOTAL	132,351,973.00	137,777,255.00	128,938,809.94	2,956,753.69	.00	8,838,445.06	93.6%
** END OF REPORT - Generated by Anita Floyd **							

SCHOOL NUTRITION

JUNE 2026 SN FUND REVENUE

FOR 2026 13

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
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143 School Nutrition

43521 Lunch Payments Children	1,310,608.00	1,310,608.00	1,037,133.05	.00	273,474.95	79.1%
43522 Lunch Payments Adults	45,000.00	45,000.00	26,605.00	.00	18,395.00	59.1%
43523 Income from Breakfast	169,000.00	169,000.00	84,836.20	.00	84,163.80	50.2%
43525 Ala Carte Sales	820,000.00	820,000.00	750,787.82	.00	69,212.18	91.6%
43990 Other Charges for Services	25,000.00	25,000.00	18,316.73	.00	6,683.27	73.3%
43992 CHS Catering Revenue	30,000.00	30,000.00	14,803.00	.00	15,197.00	49.3%
44570 Contributions & Gifts	300.00	300.00	200.00	.00	100.00	66.7%
44990 Other Local Revenue	10,000.00	10,000.00	3,119.82	.00	6,880.18	31.2%
46520 State Matching	30,000.00	30,000.00	24,489.08	.00	5,510.92	81.6%
47111 USDA School Lunch Program	1,000,000.00	1,000,000.00	962,095.11	4,268.06	37,904.89	96.2%
47112 USDA Commodities	150,000.00	90,000.00	89,294.08	.00	705.92	99.2%
47113 Breakfast	150,000.00	150,000.00	153,364.96	1,126.06	-5,364.96	103.6%
47114 USDA - other	300,000.00	300,000.00	5,453.50	.00	294,546.50	1.8%
49900 Revenue YE Close	383,000.00	1,039,100.00	.00	.00	1,039,100.00	.0%
TOTAL School Nutrition	4,422,908.00	5,019,008.00	3,172,498.35	5,394.12	1,846,509.65	63.2%
GRAND TOTAL	4,422,908.00	5,019,008.00	3,172,498.35	5,394.12	1,846,509.65	63.2%

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Collierville Schools



JUNE 2026 SN FUND EXP

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
143 School Nutrition							
10500 Supervisor/Director	162,335.00	166,335.00	151,225.00		.00	15,110.00	90.9%
16200 Clerical Personnel	50,208.00	50,208.00	47,891.58		.00	2,316.42	95.4%
16501 Cafeteria Managers	424,551.00	424,551.00	433,019.18		.00	-8,468.18	102.0%
16502 School Nutrition Technicia	803,340.00	799,340.00	685,776.26		.00	113,563.74	85.8%
18800 Bonus Payments	50,000.00	50,000.00	23,000.00		.00	27,000.00	46.0%
19800 Sub Teachers-Non-Certified	30,000.00	30,000.00	19,115.85		.00	10,884.15	63.7%
20100 Social Security	87,276.00	87,276.00	77,980.04		.00	9,295.96	89.3%
20400 Pensions	143,620.00	131,220.00	110,781.74		.00	20,438.26	84.4%
20600 Life Insurance	3,929.00	5,529.00	4,665.30		.00	863.70	84.4%
20700 Medical Insurance	164,389.00	175,189.00	171,834.74		.00	3,354.26	98.1%
21200 ER Medicare	20,542.00	20,542.00	18,523.38		.00	2,018.62	90.2%
21700 Retirement-Hybrid Stab	14,218.00	14,218.00	10,203.38		.00	4,014.62	71.8%
33600 Maint & Repair-Equipment	30,000.00	30,000.00	29,119.99		.00	880.01	97.1%
35400 Transportation - Food	10,000.00	10,000.00	7,408.95		.00	2,591.05	74.1%
35500 Travel	1,000.00	1,000.00	289.12		.00	710.88	28.9%
39900 Other Contracted Services	35,000.00	35,000.00	30,035.00		.00	4,965.00	85.8%
42200 Food Supplies	1,545,000.00	1,545,000.00	1,360,202.63		.00	184,797.37	88.0%
43500 Office Supplies	3,000.00	3,000.00	2,703.30		.00	296.70	90.1%
46900 USDA Commodities	125,000.00	90,000.00	89,294.08		.00	705.92	99.2%
49900 other Supplies &Mat	181,000.00	181,000.00	96,467.21		.00	84,532.79	53.3%
52400 In-Service/Staff Developme	4,000.00	4,000.00	3,123.20		.00	876.80	78.1%
59000 Transfers to other Funds	.00	656,100.00	656,017.00		.00	83.00	100.0%
59900 Other Charges	1,500.00	1,500.00	1,067.64		.00	432.36	71.2%
71000 Food Service Equipment	533,000.00	508,000.00	229,597.73		.00	278,402.27	45.2%
TOTAL School Nutrition	4,422,908.00	5,019,008.00	4,259,342.30	2,249.16	.00	759,665.70	84.9%
GRAND TOTAL	4,422,908.00	5,019,008.00	4,259,342.30	2,249.16	.00	759,665.70	84.9%

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

FEDERAL PROGRAMS

JUNE 2026 FEDERAL REVENUES

FOR 2026 13

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
0100 Consolidated Administratio	127,011.92	.00	127,011.92	121,496.95	5,514.97	95.7%
1000 TITLE I	1,251,141.73	187,196.36	1,438,338.09	934,379.62	503,958.47	65.0%
2000 TITLE II	59,603.63	149,860.34	209,463.97	69,355.99	140,107.98	33.1%
3000 TITLE III	64,922.01	26,947.31	91,869.32	55,290.85	36,578.47	60.2%
4000 Title IV	206,617.67	-12,911.88	193,705.79	112,917.40	80,788.39	58.3%
8005 Carl Perkins	.00	96,647.45	96,647.45	96,449.00	198.45	99.8%
8006 Carl Perkins Reserve	28,820.00	.00	28,820.00	28,262.50	557.50	98.1%
8930 IDEA Partners Systemic Cha	17,300.00	.00	17,300.00	14,025.00	3,275.00	81.1%
9000 IDEA PART B	2,055,458.00	179,731.05	2,235,189.05	1,842,984.71	392,204.34	82.5%
9100 IDEA PRESCHOOL INCENTIVE	40,744.00	4,623.16	45,367.16	18,672.69	26,694.47	41.2%
9520 Lit Trng Teacher Stipend(P	2,000.00	.00	2,000.00	2,000.00	.00	100.0%
GRAND TOTAL	3,853,618.96	632,093.79	4,485,712.75	3,295,834.71	1,189,878.04	73.5%

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JUNE 2026 FEDERAL EXPENDITURES

FOR 2026 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0100 Consolidated Administratio							
1000 TITLE I	127,011.92	.00	127,011.92	121,496.95	.00	5,514.97	95.7%
2000 TITLE II	1,251,141.73	187,196.36	1,438,338.09	1,165,605.99	.00	272,732.10	81.0%
3000 TITLE III	59,603.63	149,860.34	209,463.97	69,355.99	.00	140,107.98	33.1%
4000 TITLE IV	64,922.01	26,947.31	91,869.32	55,290.85	.00	36,578.47	60.2%
8005 Carl Perkins	206,617.67	-12,911.88	193,705.79	112,917.40	.00	80,788.39	58.3%
8006 Carl Perkins Reserve	.00	96,647.45	96,647.45	96,449.00	.00	198.45	99.8%
8930 IDEA Partners Systemic Cha	28,820.00	.00	28,820.00	28,262.50	.00	557.50	98.1%
9000 IDEA PART B	17,300.00	.00	17,300.00	14,025.00	.00	3,275.00	81.1%
9100 IDEA PRESCHOOL INCENTIVE	2,055,458.00	179,731.05	2,235,189.05	2,050,731.24	.00	184,457.81	91.7%
9520 Lit Trng Teacher Stipend(P	40,744.00	4,623.16	45,367.16	29,386.95	.00	15,980.21	64.8%
	2,000.00	.00	2,000.00	2,000.00	.00	.00	100.0%
GRAND TOTAL	3,853,618.96	632,093.79	4,485,712.75	3,745,521.87	.00	740,190.88	83.5%

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

DISCRETIONARY GRANTS

JUNE 2026 DISCRETIONARY REVENUES

FOR 2026_13

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
8015 State Special Ed Preschool	137,081.88	.00	137,081.88	117,234.46	19,847.42	85.5%
8031 Public School Safety Grant	188,269.90	.00	188,269.90	170,491.38	17,778.52	90.6%
8032 TN All Corps Tutoring	978.21	74,600.00	74,600.00	22,634.78	51,965.22	30.3%
8036 America's Farmers Grow	2,000.00	.00	2,000.00	-49.21	1,027.42	-5.0%
8041 Healthy Students Stronger	2,000.00	.00	2,000.00	2,700.00	343.48	82.8%
8042 Youth Risk Behavior Survey	729.94	2,700.00	2,700.00	2,700.00	.00	100.0%
8043 Donations-Greenhouse CMS	20,598.27	.00	20,598.27	-3,729.94	4,459.88	-51.0%
8046 Family Resource/Race4 Vi11	2,475.00	12,207.34	32,805.61	17,069.04	15,736.57	52.0%
8047 Donations-Auditorium (CHS)	.00	.00	2,475.00	.00	2,475.00	.0%
8049 Donations-Teacher Awards	436.99	850.00	850.00	850.00	.00	100.0%
8051 Battlelle Edu Donation-WCMS	27,366.35	.00	27,366.35	-436.99	27,406.95	-1.6%
8052 Battlelle Edu Donation-SES	5,853.37	15,000.00	20,853.37	14,054.14	6,799.23	67.4%
8061 Battlelle STEM (TVA/BVI)	1,875.75	.00	1,875.75	.00	1,875.75	.0%
8098 CPR Training Project	88,892.81	.00	88,892.81	61,000.18	27,892.63	68.6%
8100 Collierville HS Television	100,000.00	.00	135,648.50	100,079.12	35,569.38	73.8%
8200 Athletic Fund	10,000.00	35,648.50	10,000.00	.00	10,000.00	.0%
8201 Mike One111 Memorial Fund	20,512.50	.00	20,512.50	.00	20,512.50	.0%
8300 Sodexo Scholarship	6,213.00	.00	6,213.00	.00	6,213.00	.0%
8320 Bryan Gatlin Mem Scholarsh	21,270.31	.00	21,270.31	.00	21,270.31	.0%
8330 Garrett Helms Memorial Fun	3,726.34	.00	3,726.34	.00	3,726.34	.0%
8350 Chris Dufour Mrm Scholarsh	975.01	.00	975.01	-975.01	1,950.02	-100.0%
8361 Elem STEM/Cv111e Chamber	242,808.60	.00	242,808.60	.00	242,808.60	.0%
8362 Flight Hours-A1rventure	7,977.28	7,300.00	15,277.28	8,050.00	7,227.28	52.7%
8370 Dragon Games	1,029,464.19	.00	1,029,464.19	360,831.50	668,632.69	35.1%
8710 Learning Camps FY26	13,000.00	1,216,180.73	1,216,180.73	8,372.00	1,216,180.73	.0%
8711 Learning Camps FY26	625,921.50	.00	625,921.50	332,257.94	293,663.56	53.1%
8800 Resp to Dispr-IDEA Part B						
9371 Innovative School Models						
GRAND TOTAL	2,558,427.20	1,364,486.57	3,922,913.77	1,212,049.31	2,710,864.46	30.9%

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

JUNE 2026 DISCRETIONARY EXPENDITURES

FOR 2026 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8015 State Special Ed Preschool	137,081.88	.00	137,081.88	132,757.20	.00	4,324.68	96.8%
8031 Public School Safety Grant	188,269.90	.00	188,269.90	170,491.38	.00	17,778.52	90.6%
8032 TN All Corps Tutoring	.00	.00	74,600.00	22,634.78	.00	51,965.22	30.3%
8036 America's Farmers Grow	978.21	.00	978.21	929.00	.00	49.21	95.0%
8041 Healthy Students, Stronger	2,000.00	.00	2,000.00	1,656.52	.00	343.48	82.8%
8042 Youth Risk Behavior Survey	.00	.00	2,700.00	2,700.00	.00	.00	100.0%
8043 Donations-Greenhouse CMS	729.94	.00	729.94	.00	.00	729.94	.0%
8046 Family Resource/Race4 Vitl	20,598.27	12,207.34	32,805.61	7,938.78	.00	24,866.83	24.2%
8047 Donations-Auditorium (CHS)	2,475.00	.00	2,475.00	.00	.00	2,475.00	.0%
8049 Donations-Teacher Awards	.00	850.00	850.00	.00	.00	850.00	.0%
8051 Battlelle Edu Donation-WCMS	436.99	.00	436.99	.00	.00	436.99	.0%
8052 Battlelle Edu Donation-SES	27,366.35	.00	27,366.35	27,325.75	.00	40.60	99.9%
8061 Battlelle STEM (TVA/BVT)	15,853.37	5,000.00	20,853.37	19,907.51	.00	945.86	95.5%
8098 CPR Training Project	1,875.75	.00	1,875.75	.00	.00	1,875.75	.0%
8100 CollierVillage HS Television	88,892.81	.00	88,892.81	79,016.75	.00	9,876.06	88.9%
8200 Athletic Fund	100,000.00	.00	135,648.50	125,200.52	.00	10,447.98	92.3%
8201 Mike Oneill Memorial Fund	10,000.00	.00	10,000.00	6,600.00	.00	3,400.00	66.0%
8300 Sodexo Scholarship	20,512.50	.00	20,512.50	5,604.00	.00	14,908.50	27.3%
8320 Bryan Gatlin Mem Scholarsh	6,213.00	.00	6,213.00	1,000.00	.00	5,213.00	16.1%
8330 Garrett Helms Memorial Fun	21,270.31	.00	21,270.31	.00	.00	21,270.31	.0%
8350 Chris Dufour Mrm Scholarsh	3,726.34	.00	3,726.34	1,000.00	.00	2,726.34	26.8%
8361 Elem STEM/CVITLle Chamber	975.01	.00	975.01	.00	.00	975.01	.0%
8362 Flight Hours-Airventure	242,808.60	.00	242,808.60	242,808.60	.00	.00	100.0%
8370 Dragon Games	7,977.28	.00	15,277.28	8,849.09	.00	6,428.19	57.9%
8710 Learning Camps FY26	1,029,464.19	.00	1,029,464.19	360,831.50	.00	668,632.69	35.1%
8711 Learning Camps FY26	.00	1,216,180.73	1,216,180.73	455,716.91	.00	760,463.82	37.5%
8800 Resp to Dispr-IDEA Part B	13,000.00	.00	13,000.00	8,372.00	.00	4,628.00	64.4%
9371 Innovative School Models	625,921.50	.00	625,921.50	344,892.03	.00	281,029.47	55.1%
GRAND TOTAL	2,568,427.20	1,354,486.57	3,922,913.77	2,026,232.32	.00	1,896,681.45	51.7%

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

C.I.P.

JUNE 2026 CIP FUND REVENUE

FOR 2026 13

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
177 Education Capital Projects						
6117 Crosswind Renovation	1,287,041.00	947,689.00	947,689.00	.00	.00	100.0%
6207 WCMS Renovation	4,719,742.36	2,438,258.00	2,438,258.00	.00	.00	100.0%
6356 Public School Const Maint	.00	.00	277,826.01	.00	-277,826.01	100.0%
6434 CWES Fire Alarm Sys Replac	.00	36,508.00	36,508.00	.00	.00	100.0%
6508 CES Roof	.00	1,251,600.00	996,317.79	107,471.00	255,282.21	79.6%
6525 Unallocated CIP from Shelb	.00	.00	408,881.89	-107,471.00	-408,881.89	100.0%
TOTAL Education Capital Projec	6,006,783.36	4,674,055.00	5,105,480.69	.00	-431,425.69	109.2%
GRAND TOTAL	6,006,783.36	4,674,055.00	5,105,480.69	.00	-431,425.69	109.2%
** END OF REPORT - Generated by Anita Floyd **						

JUNE 2026 CIP FUND EXP

FOR 2026 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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177 Education Capital Projects

6117 Crosswind Renovation	.00	947,689.00	947,687.40	.00	1.60	100.0%
6207 WCMS Renovation	3,440,814.00	2,438,258.00	2,438,256.53	.00	1.47	100.0%
6434 CWES Fire Alarm Sys Replac	.00	36,508.00	36,508.00	.00	.00	100.0%
6508 CES Roof	.00	1,251,600.00	996,317.79	.00	255,282.21	79.6%

TOTAL Education Capital Projec	3,440,814.00	4,674,055.00	4,418,769.72	.00	255,285.28	94.5%
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GRAND TOTAL	3,440,814.00	4,674,055.00	4,418,769.72	.00	255,285.28	94.5%
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COLLIERVILLE SCHOOLS

CAPITAL IMPROVEMENT PLAN UPDATE

COLLIERVILLESCHOOLS.ORG

BOARD OF EDUCATION

The Collierville Schools Board of Education is dedicated to fostering an environment where every student can achieve academic excellence and personal growth in a safe and supportive setting.

BOARD OF EDUCATION



WANDA GIBBS
POSITION 1



WANDA CHISM
POSITION 2 - VICE CHAIR



PAUL CHILDERS
POSITION 3



TOM BAILEY
POSITION 4



WRIGHT COX
POSITION 5 - CHAIR

DISTRICT STAFF

Dr. Russell Dyer - Director of Schools
Thomas Dougherty - Chief of Operations
Robert Morris - Operations Supervisor

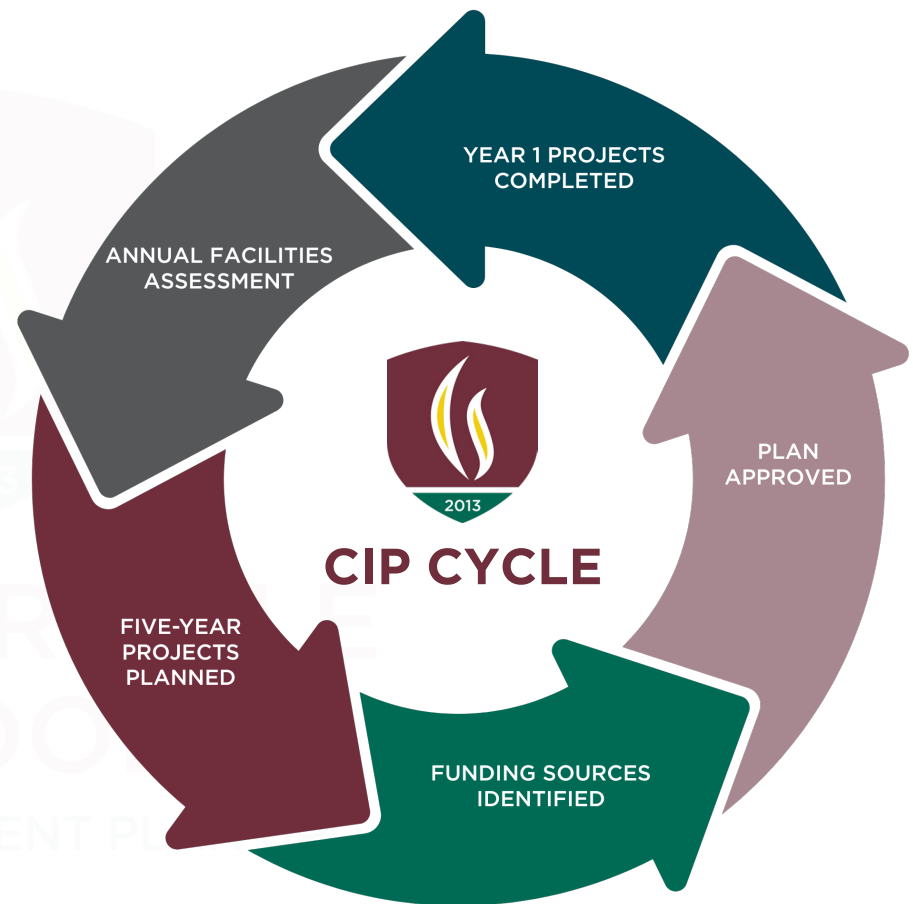
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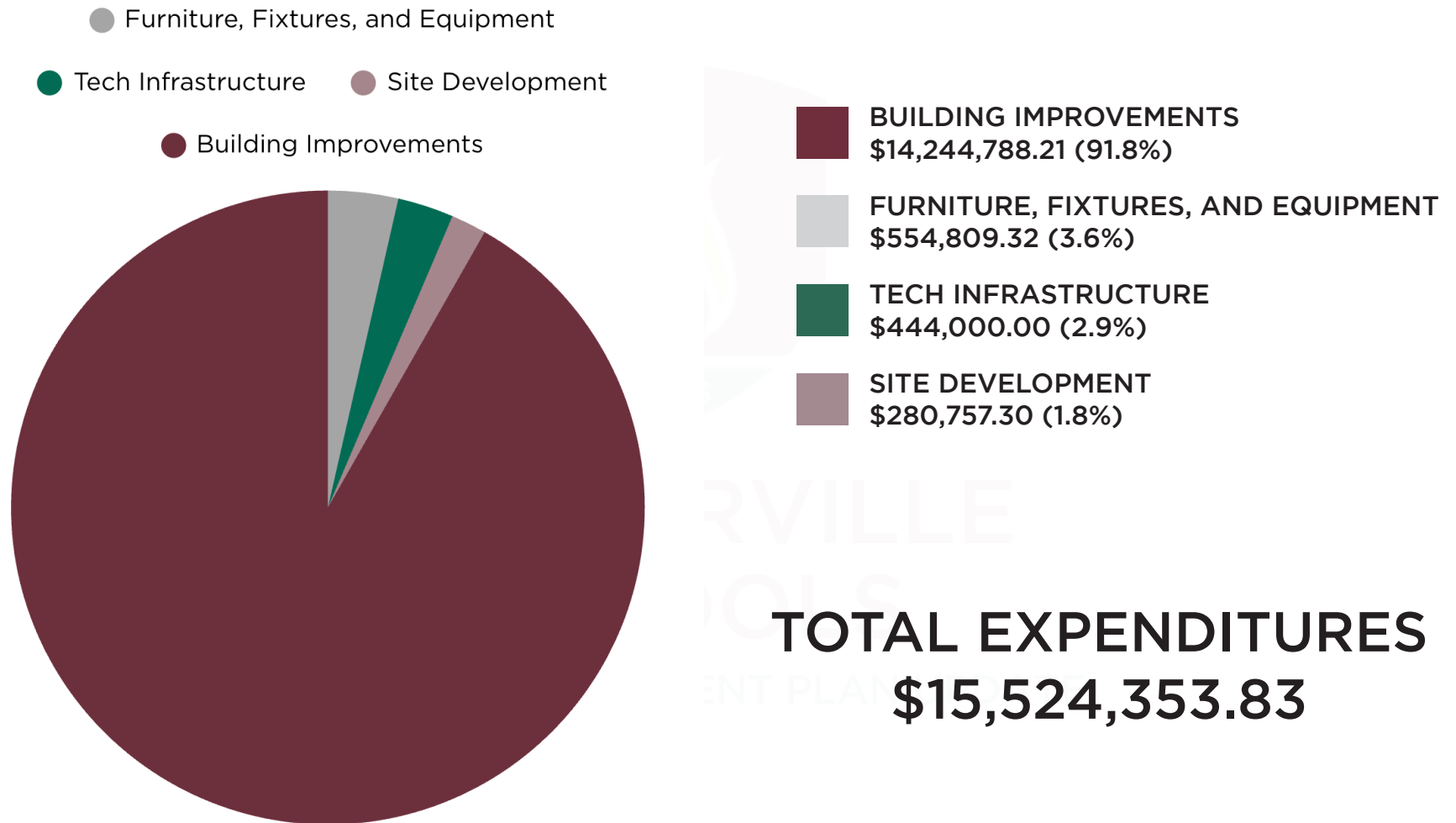
CAPITAL IMPROVEMENT PLAN OVERVIEW

Collierville Schools maintains a portfolio of facilities totaling more than 1.6 million square feet on 328 acres. The Collierville Schools Operations Division ensures that each of the district's nine school buildings, campuses, and administrative complex operates at optimal levels to reduce costs while supporting the physical accommodations of students and staff. Since 2015, the school district has invested close to \$165 million in capital improvements.

The Capital Improvement Plan (CIP) is updated annually to reflect changes in needs, priorities, and funding opportunities. The CIP outlines a multi-year schedule of capital improvements, estimated costs, and funding sources. Moreover, the plan summarizes current facility conditions, current capital expenditures, and future capital improvement projects.



2025-2026 CAPITAL EXPENDITURES



2025-2026 COMPLETED PROJECTS

SCHOOL	PROJECT	FUNDING SOURCE	ACTUAL COST
BAILEY STATION ES	North Playground Resurfacing and Equipment Repair	General Fund	\$94,239.71
COLLIERVILLE ES	Cafeteria Table Replacement	General Fund	\$61,425.00
	Interior and Exterior Painting	General Fund	\$117,028.00
CROSSWIND ES	New Teacher Desks and Chairs	General Fund	\$74,250.00
	Bleacher Replacement	General Fund	\$147,334.32
	New Addition and Interior Renovations	Shelby County CIP	\$7,609,521.04
SCHILLING FARMS ES	Hallway VCT Replacement	General Fund	\$75,200.00
	Classroom Coat Racks	General Fund	\$34,400.00
	Drainage Improvements	General Fund	\$48,703.00
	Front Parking Lot Resurfacing	General Fund	\$40,352.00
SYCAMORE ES	Data Cabling Replacement	General Fund	\$124,000.00
	Dry Erase Board Replacement	General Fund	\$69,950.00
TARA OAKS ES	Student Desks and Chairs Replacement	General Fund	\$114,800.00

* Projects completed July 1, 2025 thru June 30, 2026.

2025-2026 COMPLETED PROJECTS

SCHOOL	PROJECT	FUNDING SOURCE	ACTUAL COST
COLLIERVILLE MS	Cafeteria Table Replacement	General Fund	\$52,650.00
WEST COLLIERVILLE MS	Interior Renovations Phase 2	Shelby County CIP	\$5,705,156.24
	Elevator 1 Replacement	General Fund	\$167,422.32
	Intercom Upgrades	General Fund	\$39,450.00
	LED Site Lighting Replacement	General Fund	\$37,513.00
COLLIERVILLE HS	Drainage Improvements	General Fund	\$59,948.59
	TV Monitor Replacement	General Fund	\$320,000.00
	Interior and Exterior Painting	General Fund	\$203,620.00
	A100 Entrance Security Upgrades	State Safety Grant	\$108,366.38
	Scoreboard Upgrades	General Fund	\$73,492.00
CENTRAL OFFICE	District Access Control Upgrades	General Fund	\$110,526.23
HERMAN OSTEEN	Scoreboard Replacement	General Fund	\$35,006.00
TOTAL			\$15,524,353.83

* Projects completed July 1, 2025 thru June 30, 2026.

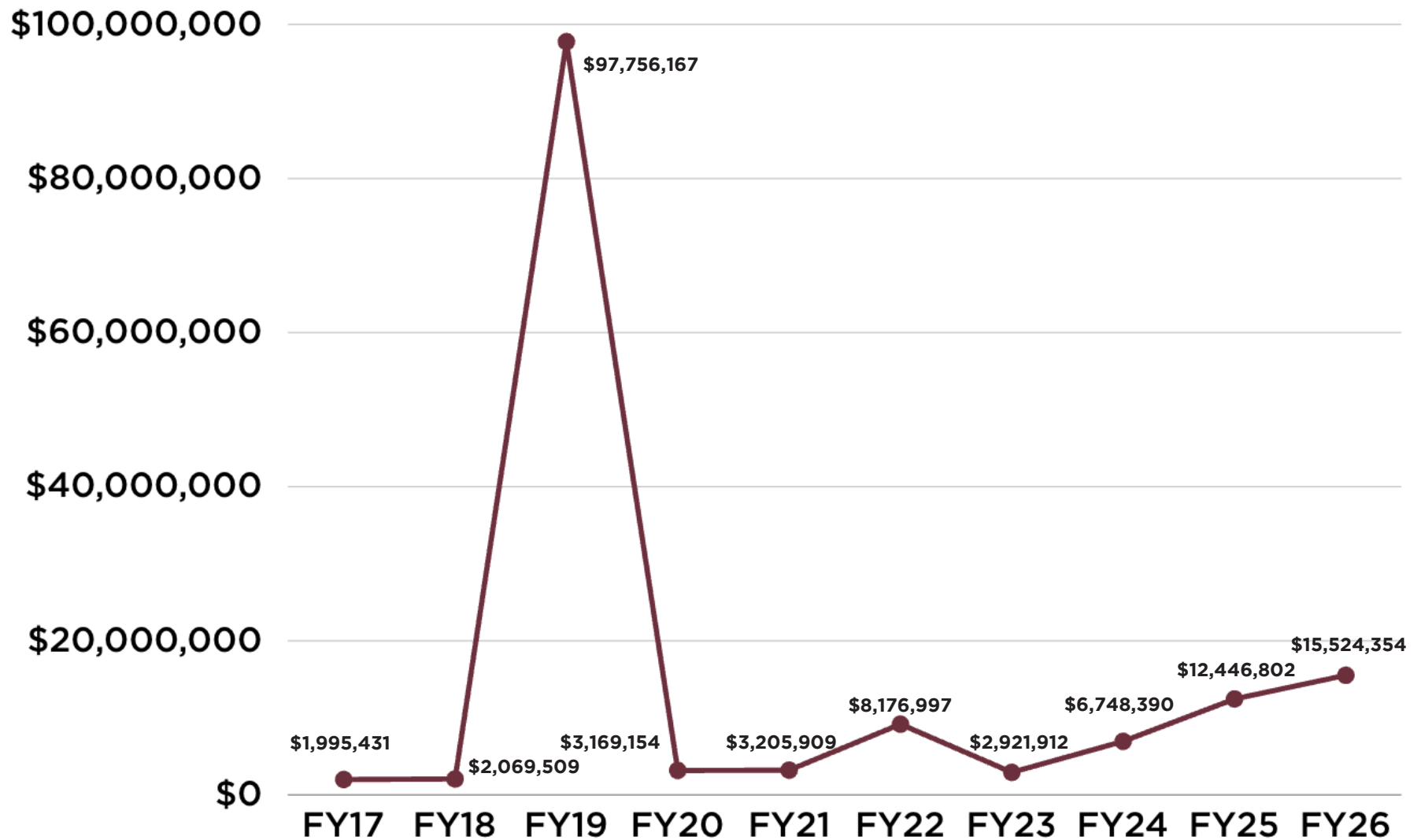
REVENUE SOURCE	AMOUNT
General Fund	\$2,101,310.17
Shelby County - CIP	\$13,314,677.28
State Safety Grant	\$108,366.38
TOTAL	\$15,524,353.83

FACILITIES ASSESSMENT

The Operations Division performs an annual audit of each building to determine the deferred maintenance costs (current and projected costs of maintenance). The audit evaluates the structural and mechanical components of existing facilities as well as current site conditions. Capital spending accounts for expenses towards reducing deferred maintenance costs. The Facility Condition Index (FCI) measures the relative condition of the district's building portfolio. An overall rating of 50% or higher indicates the need to replace or update a facility. The table below illustrates the capital spending, deferred maintenance, replacement value, and FCI for FY26.

SCHOOL	YEAR BUILT	RENOVATIONS	CAPITAL EXPENDITURES	DEFERRED MAINTENANCE	REPLACEMENT VALUE	FCI
BAILEY STATION ES	2005	None	\$94,239.71	\$1,928,000	\$30,767,082	6.27%
COLLIERVILLE ES	1968	2005	\$178,453.00	\$3,400,000	\$35,822,908	9.49%
CROSSWIND ES	1993	2025	\$7,831,105.36	\$1,625,800	\$30,589,215	5.31%
SCHILLING FARMS ES	1999	None	\$198,655.00	\$1,253,000	\$29,220,090	4.29%
SYCAMORE ES	2000	None	\$193,950.00	\$1,869,500	\$34,872,157	5.36%
TARA OAKS ES	1995	2000	\$114,800.00	\$1,430,000	\$29,957,097	4.77%
COLLIERVILLE MS	2011	None	\$52,650.00	\$900,000	\$31,362,449	2.87%
WEST COLLIERVILLE MS	1975	2025	\$5,949,541.56	\$3,565,000	\$78,411,062	4.55%
COLLIERVILLE HS	2018	2025	\$765,426.97	\$845,000	\$133,864,177	0.63%
CENTRAL OFFICE	2014	2024	\$110,526.23	\$485,000	\$7,894,950	6.14%

HISTORICAL EXPENDITURES



HISTORICAL EXPENDITURES*

BY CAMPUS

SCHOOL	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	TOTAL	%
BAILEY STATION ES	\$121,558				\$91,657	\$48,816	\$158,916	\$1,046,060	\$571,617	\$94,240	\$2,132,864	1.38%
COLLIERVILLE ES	\$222,289	\$46,159	\$1,484,331	\$1,551,700	\$39,270	\$4,530,000	\$447,715	\$840,636	\$129,000	\$178,453	\$9,469,553	6.15%
CROSSWIND ES	\$121,577	\$57,145	\$385,867		\$144,432	\$125,440	\$211,802	\$345,951	\$392,766	\$7,831,105	\$9,616,085	6.24%
SCHILLING FARMS ES	\$687,411	\$1,481,928			\$96,264	\$345,998	\$540,764	\$159,888	\$88,870	\$198,655	\$3,599,778	2.34%
SYCAMORE ES	\$128,313	\$48,183	\$150,766		\$1,088,651	\$120,068	\$1,046,245	\$142,739	\$72,724	\$193,950	\$2,991,639	1.94%
TARA OAKS ES	\$170,499	\$50,000	\$32,276		\$1,233,413	\$1,063,689	\$89,846	\$331,919	\$377,610	\$114,800	\$3,464,052	2.25%
COLLIERVILLE MS	\$117,361						\$152,981	\$45,146	\$386,796	\$52,650	\$754,934	0.49%
WEST COLLIERVILLE MS	\$426,423	\$369,934	\$286,985	\$1,093,818	\$249,055	\$1,837,436	\$96,319	\$320,112	\$2,419,482	\$5,949,542	\$13,049,106	8.47%
COLLIERVILLE HS			\$95,415,942	\$506,541	\$149,702	\$105,543	\$23,573	\$237,496	\$7,908,937	\$765,427	\$105,113,161	68.25%
CENTRAL OFFICE		\$16,160		\$17,095	\$113,465		\$153,752	\$3,021,994	\$99,000	\$110,526	\$3,531,992	2.29%
BUS LOT								\$256,449			\$256,449	0.17%
HERMAN OSTEEN										\$35,006	\$35,006	0.02%
TOTAL	\$1,995,431	\$2,069,509	\$97,756,167	\$3,169,154	\$3,205,909	\$8,176,990	\$2,921,913	\$6,748,390	\$12,446,802	\$15,524,354	\$154,014,619	100.00%

*Historical expenditures are for the previous 10-year period.

FIVE YEAR BUDGET

		FY27 Estimate \$6,342,826	FY28 Estimate \$6,795,000	FY29 Estimate \$5,495,000	FY30 Estimate \$5,070,000	FY31 Estimate \$5,195,000
SCHOOL	PROJECT	ESTIMATED EXPENDITURES				
BAILEY STATION ES	Roof Repair/Replacement Monitor/Interactive Board Replacement Energy Management Upgrades Gym Floor Replacement LED Lighting Upgrades Teacher Desk and Chair Replacement	\$1,250,000		\$300,000 \$100,000	\$120,000	\$100,000
COLLIERVILLE ES	Network Switch and Wireless Access Point Upgrade Data Cabling Replacement Monitor/Interactive Board Replacement Energy Management/Access Control Upgrades LED Lighting Upgrades Front Parking Lot Extension Kitchen Renovations Student Desk/Chair Replacement	\$120,000 \$225,000	\$100,000		\$500,000	\$1,000,000 \$500,000 \$150,000
CROSSWIND ES	Monitor/Interactive Board Replacement Network Switch Upgrade Roof Repair/Replacement Parking Lot Resurfacing Gym Floor Replacement		\$250,000 \$200,000	\$250,000	\$1,250,000	\$120,000
SCHILLING FARMS ES	Teacher Desk and Chair Replacement Energy Management Upgrades Network Switch and Wireless Access Point Upgrade Data Cabling Replacement Monitor/Interactive Board Replacement LED Lighting Upgrades and Ceiling Tile Replacement Restroom Renovations HVAC Replacement Interior and Exterior Painting	\$100,000 \$100,000 \$200,000	\$120,000 \$250,000	\$1,000,000		\$750,000 \$125,000
SYCAMORE ES	Monitor/Interactive Board Replacement Elevator Replacement Playground Resurfacing Kitchen Flooring/Refrigeration/Equipment Replacement Interior/Exterior Painting VCT Flooring Replacement Student Desk/Chair Replacement Teacher Desk and Chair Replacement LED Lighting Upgrades Restroom Renovations	\$275,000 \$175,000 \$60,000 \$100,000 \$120,000	\$200,000	\$150,000	\$150,000 \$100,000 \$1,000,000	
TARA OAKS ES	Bleacher Replacement Restroom Renovations Gym Floor Replacement Teacher Desk and Chair Replacement Network Switch Upgrade Monitor/Interactive Board Replacement Interior/Exterior Painting	\$150,000 \$500,000 \$125,000	\$100,000	\$200,000 \$120,000	\$275,000	

FIVE YEAR BUDGET

		FY27 Estimate \$6,342,826	FY28 Estimate \$6,795,000	FY29 Estimate \$5,495,000	FY30 Estimate \$5,070,000	FY31 Estimate \$5,195,000
SCHOOL	PROJECT	ESTIMATED EXPENDITURES				
COLLIERVILLE HS	Interior and Exterior Painting Football Stadium Turf Replacement Track Resurfacing Indoor Practice Facility Turf Replacement Tennis Court Resurfacing Auxillary Gym Floors Sand/Paint Network Switch and Wireless Access Point Upgrade Energy Management Upgrades New Parking Lot Installation Parking Lot Resurfacing Cafeteria Table Replacement LVT Replacement	\$200,000		\$500,000 \$250,000	\$250,000	
			\$200,000	\$150,000		\$750,000
			\$600,000		\$300,000	\$200,000
COLLIERVILLE MS	HVAC Replacment Energy Management Upgrades Monitor/Interactive Board Replacement Interior/Exterior Painting Roof Replacement LED Lighting Upgrades			\$100,000 \$200,000	\$1,000,000 \$125,000	\$1,250,000
WEST COLLIERVILLE MS	Interior Renovations Phase 3 Network Switch and Wireless Access Point Upgrade Student Desk/Chair Replacement Elevator 2 Replacement Gym Floor Sand/Paint Teacher Desk and Chair Replacement Interior/Exterior Painting Stadium Lighting Upgrades	\$2,000,000 \$415,000 \$227,826	\$200,000 \$175,000	\$75,000 \$100,000		\$250,000
HERMAN OSTEEN	Renovations			\$2,000,000		
CENTRAL OFFICE	Operations Center Construction Parking Lot Resurfacing Monitor/Interactive Board Replacement Roof Replacement HVAC Replacement		\$4,000,000 \$150,000			
	TOTAL EXPENDITURES	\$6,342,826	\$6,795,000	\$5,495,000	\$5,070,000	\$5,195,000
	General Fund Expenditures	\$2,365,000	\$2,595,000	\$1,745,000	\$1,070,000	\$695,000
	Capital Outlay Expenditures	\$3,750,000	\$4,200,000	\$3,750,000	\$4,000,000	\$4,000,000
	PSCM Tier I	\$227,826				
	Nutrition Fund					\$500,000
	Total	\$6,342,826	\$6,795,000	\$5,495,000	\$5,070,000	\$5,195,000



COLLIERVILLE SCHOOLS

CAPITAL IMPROVEMENT PLAN UPDATE

Collierville Schools



Required Charges / Requested Fees / Activity Costs

2026 - 27 School Year

REQUIRED CHARGES			
School	Charge	Purpose	Notes
All	varies	Property Fines	Fines for replacement/repair of lost, damaged, or destroyed school or district property
All	varies	Library Fines	Fines for overdue, damaged, or lost library books/materials
Collierville High	\$50.00	Annual Parking Pass	Required for on-campus student parking privileges during the school day
Collierville High	\$105.00	AP Exam Fee	Required charge for each Advanced Placement course taken during the school year
Collierville High	\$50.00	Summer School	Required charge for each course taken during the summer months
Collierville High	\$20.00	PSAT Exam Fee	Required charge per student for taking the PSAT
Collierville High	\$130.00	Graduation Ceremony	Cap, gown, diploma cover, facility rental, security
Collierville High	\$3.00	Transcript Request	Required charge per request for transmission/mailing of a student's academic transcript
Collierville Middle	\$27.00	8th Grade Celebration Fee	Dance ticket, picnic lunch, treats, theme week activity items
West Collierville Middle	\$30.00	8th Grade Celebration Fee	Dance ticket, picnic lunch, treats, theme week activity items
REQUESTED FEES - Fees for a class/course taken for a grade or academic credit			
School	Charge	Purpose	Notes
All	varies	Field Trips	Admission and transportation costs for academic field trips taken during the regular school day
All Elementary Schools	\$25.00	School Instructional Fee	Consumable materials and supplies used by students to supplement the district's curriculum
All Elementary Schools	\$30.00	iPad Device Fee	Provides AppleCare protection against loss of, or damage to, the student's device (not accessories) If not paid, parent/guardian will be assessed the full cost of any repair/replacement
All Middle Schools	\$27.00	Per Class Instructional Fee	Consumable materials and supplies used by students to supplement the district's curriculum
All Middle Schools	\$32.00	iPad Device Fee	Provides AppleCare protection against loss of, or damage to, the student's device (not accessories) If not paid, parent/guardian will be assessed the full cost of any repair/replacement
All Middle Schools	\$131.00	Band Fee	Contest transportation, entry fees, membership fees, supplies, and other related expenses
All Middle Schools	\$84.00	Band Uniform Fee	One-time fee for uniform performance/competition attire
All Middle Schools	\$32.00	Choir Fee	Supplies, membership fee
All Middle Schools	\$79.00	Honor Choir Fee	Supplies, membership fee
All Middle Schools	\$105.00	Orchestra Fee (Grade 6)	Contest transportation, entry fees, membership fees, supplies, and other related expenses
All Middle Schools	\$131.00	Orchestra Fee (Grades 7-8)	Contest transportation, entry fees, membership fees, supplies, and other related expenses
All Middle Schools	\$84.00	Orchestra Uniform Fee	One-time fee for uniform performance/competition attire
All Middle Schools	\$27.00	STEM Fee	Lab fees, supplies
Collierville High	\$60.00	Laptop Device Fee	Provides AppleCare protection against loss of, or damage to, the student's device (not accessories) If not paid, parent/guardian will be assessed the full cost of any repair/replacement
Collierville High	varies	Dual Enrollment	Fee charged per dual enrollment class based on University of Memphis guidelines
Collierville High	\$100.00	Art	Art supplies
Collierville High	\$175.00	Band (Varsity)	Equipment, music, supplemental instruction, general instrument maintenance
Collierville High	\$75.00	Band Instrument Rental	Instrument care and maintenance
Collierville High	\$75.00	Indoor Color Guard/Winds/Percussion	Performance fees, show design, music, costumes, props
Collierville High	\$100.00	Orchestra	Transportation, music, part-time instructors, instrument repair, field trip substitutes

Collierville High	\$75.00	Orchestra Instrument Rental	Instrument care and maintenance
Collierville High	\$100.00	Chorus	Printed music, rehearsal folder, choral festival fees, transportation, t-shirt
Collierville High	\$65.00	Chorus Uniform Fee	One-time purchase of performance attire
Collierville High	\$80.00	AP Foreign Language	Class supplies, materials, test prep workbook
Collierville High	\$50.00	Non-AP Foreign Language	Class supplies, materials, national exam fee
Collierville High	\$10.00	Science	Per-course fee for class project supplies
Collierville High	\$15.00	Anatomy and Physiology	National/International assessment fee
Collierville High	\$10.00	Math	Per-course fee for class project supplies
Collierville High	\$75.00	Band Instrument Rental	Instrument care and maintenance
Collierville High	\$20.00	AP English Language and Composition	Consumable textbook
Collierville High	\$35.00	AP Social Studies	Per-course fee for workbook, novels, and/or review guide
Collierville High	\$30.00	Agriculture	Class supplies
Collierville High	\$100.00	Audio/Visual Production	Equipment, certification, uniform, consumables
Collierville High	\$10.00	Computer Science	Access to iDoodle platform
Collierville High	\$10.00	Cybersecurity	Access to CyberCrime Game platform
Collierville High	\$10.00	Nutrition	Class and lab supplies
Collierville High	\$5.00	Teaching as a Profession	Projects and class supplies
Collierville High	\$35.00	STEM	Projects and class supplies
Collierville High	\$50.00	CNA	Certification costs, supply replacements, consumables
Collierville High	\$25.00	Health Science	Lab supplies
Collierville High	\$15.00	Diagnostic Medicine	Lab supplies
Collierville High	\$20.00	Medical Therapeutics	Lab supplies
Collierville High	\$50.00	Rehabilitative Careers	PT Lab fees and prep material for PTTC Exam
Collierville High	\$35.00	Automotive	Class supplies, lab fees
Collierville High	\$100.00	Culinary Arts	Class fees, certification, lab fees
Collierville High	\$20.00	Wellness / Lifetime Sports / Strength & Exercise	Gym equipment, CPR certification

ACTIVITY COSTS - Maximum required costs to participate in an activity outside the regular school day that is not part of a class/course taken for a grade or academic credit

School	Charge	Purpose	Notes
Bailey Station Elementary	\$40.00	Bear Chorus	Equipment, materials, and instructional coaching
Bailey Station Elementary	\$40.00	Cub Chorus	Equipment, materials, and instructional coaching
Bailey Station Elementary	\$40.00	Percussion	Supplies and equipment
Bailey Station Elementary	\$25.00	Jr. Beta Club	National membership and certificate
Bailey Station Elementary	\$200.00	Robotics	Team registrations, supplies, and coaching fees
Bailey Station Elementary	\$15.00	Run Club	T-shirt, tokens, chains, medals/awards, software subscription, slap bands with QR codes
Bailey Station Elementary	\$100.00	Cross Country	Uniform, team entry fees
Bailey Station Elementary	\$100.00	Basketball	Uniform, team entry fees, referees, equipment
Bailey Station Elementary	\$150.00	Chess Club	Outside coaching fees
Bailey Station Elementary	\$100.00	Cheer Club	T-shirt, pom poms, poster supplies
Bailey Station Elementary	\$25.00	Garden Club	Gardening supplies, t-shirts
Bailey Station Elementary	\$60.00	Theater Club	Costumes, scripts, and set materials
Bailey Station Elementary	\$25.00	Bears on Air Student News Club	T-shirts, materials
Bailey Station Elementary	\$30.00	Perennial Math Club	Competitions
Collierville Elementary	\$210.00	Robotics	Team registrations, supplies, and coaching fees
Collierville Elementary	\$100.00	Cross Country	Uniform, team entry fees
Collierville Elementary	\$100.00	Basketball	Uniform, team entry fees, referees, equipment

Collierville Elementary	\$105.00	Cheer Club	T-shirt, pom poms, poster supplies
Collierville Elementary	\$60.00	Perennial Math Club	Competitions and supplies
Collierville Elementary	\$32.00	The Hungry Dragons Cooking Club	Supplies
Collierville Elementary	\$22.00	Environmental Club	T-shirt and supplies
Crosswind Elementary	\$20.00	Art Club	Consumable materials
Crosswind Elementary	\$20.00	Jr. Beta Club	National membership, certificate, pin, induction ceremony costs
Crosswind Elementary	\$25.00	Fiber Arts Club	Consumables for knitting, weaving, crocheting, sewing
Crosswind Elementary	\$20.00	Principal Advisory Group	Snacks, t-shirt
Crosswind Elementary	\$20.00	Jr. Beta Club	National membership, certificate, pin, induction ceremony costs
Crosswind Elementary	\$15.00	Fiber Arts Club	Consumables for knitting, weaving, crocheting, sewing
Crosswind Elementary	\$100.00	Cross Country	Uniform, team entry fees
Crosswind Elementary	\$100.00	Basketball	Uniform, team entry fees, referees, equipment
Crosswind Elementary	\$20.00	Roots and Shoots	Plants and gardening supplies
Crosswind Elementary	\$200.00	Robotics	Team registrations, supplies, t-shirt
Crosswind Elementary	\$60.00	Drama	Scripts, costumes, set materials
Crosswind Elementary	\$50.00	Choir (Grades 3-5)	Music, performance t-shirt
Crosswind Elementary	\$30.00	Eaglet Choir (Grades K-2)	Music, snacks, t-shirt
Crosswind Elementary	\$15.00	SGA	T-shirt
Crosswind Elementary	\$100.00	Cheer Club	T-shirt, pom poms, poster supplies
Crosswind Elementary	\$25.00	Morning Announcement Team	T-shirt, props, supplies
Crosswind Elementary	\$100.00	Perennial Math Team	Online competitions
Crosswind Elementary	\$70.00	Club Invention	Consumable materials for science experiments
Crosswind Elementary	\$150.00	Chess Club	Outside coaching fees
Schilling Farms Elementary	\$200.00	Robotics	Team competition registration, travel, t-shirt, supplies
Schilling Farms Elementary	\$200.00	Steel Drums	Drum tuning, upkeep, parade décor, t-shirt
Schilling Farms Elementary	\$100.00	Basketball	Uniform, team entry fees, referees, equipment
Schilling Farms Elementary	\$100.00	Cross Country	Uniform, team entry fees, medals
Schilling Farms Elementary	\$25.00	Pickleball	T-shirt, balls, paddles
Schilling Farms Elementary	\$20.00	Jr. Beta Club	National membership, certificate, medals
Schilling Farms Elementary	\$105.00	Cheer Club	T-shirt, pom poms, poster supplies
Schilling Farms Elementary	\$65.00	Flag Football	Uniform, team entry fees, referees, equipment
Sycamore Elementary	\$157.00	Robotics	Team competition registration, t-shirt, supplies
Sycamore Elementary	\$27.00	Art Club	Sketchbook, watercolor set, palette, colored pencils, sharpie, ink/tie-dye
Sycamore Elementary	\$42.00	Chorus	Embroidered polo shirt, digital music, directors' stipends
Sycamore Elementary	\$27.00	Robo Cubs	T-shirt, supplies
Sycamore Elementary	\$16.00	Garden Club	Gardening supplies
Sycamore Elementary	\$37.00	Children's Theater	T-shirt, props, costumes, set materials
Sycamore Elementary	\$32.00	Perennial Math	Competition registration
Sycamore Elementary	\$105.00	Cross Country	Uniform, team entry fees
Sycamore Elementary	\$105.00	Basketball	Uniform, team entry fees, referees, equipment
Sycamore Elementary	\$105.00	Cheer Club	T-shirt, pom poms, poster supplies
Sycamore Elementary	\$16.00	Coding Cubs	T-shirt and supplies
Sycamore Elementary	\$16.00	Student Ambassadors	T-shirt and supplies
Tara Oaks Elementary	\$200.00	Robotics	Team competition registration, t-shirt, supplies
Tara Oaks Elementary	\$25.00	Art Club	Art supplies, t-shirt
Tara Oaks Elementary	\$35.00	Tiger Tones	Polo shirt, sheet music, costumes, props, field trips

Tara Oaks Elementary	\$20.00	Run Club	T-shirt, end-of-year celebration
Tara Oaks Elementary	\$25.00	AgriSTEM	T-shirt, garden supplies
Tara Oaks Elementary	\$25.00	Student Leadership	T-shirt, leadership project
Tara Oaks Elementary	\$35.00	Guitar Club	T-shirt, guitar tuner, sheet music, string, field trips
Tara Oaks Elementary	\$25.00	Spanish Club	T-shirt, curriculum worksheets, binder
Tara Oaks Elementary	\$100.00	Cross Country	Uniform, team entry fees
Tara Oaks Elementary	\$100.00	Basketball	Uniform, team entry fees, referees, equipment
Tara Oaks Elementary	\$100.00	Cheer Club	T-shirt, pom poms, poster supplies
All Middle Schools	\$135.00	Per Athletic Team w/SSO	Uniform, equipment, game schedule, administrative programming and support
All Middle Schools	\$45.00	Per Club not listed below	T-shirt, equipment, registration fees, travel, materials, supplies
All Middle Schools	\$417.00	Baseball	Uniforms, practice equipment, game balls, safety equipment, officials, entry fees, coaching, awards
All Middle Schools	\$250.00	Bowling	Lane rental, jerseys
All Middle Schools	\$417.00	Basketball	Uniforms, practice equipment, game balls, safety equipment, officials, entry fees, coaching, awards
All Middle Schools	\$260.00	Cross Country	Uniforms, practice equipment, event entry fees, coaching stipends, team awards
All Middle Schools	\$315.00	Golf	Uniforms, practice equipment, game balls, safety equipment, officials, entry fees, coaching, awards
All Middle Schools	\$5000.00	Competitive Cheer	Uniforms, coaching, travel, entry fees
All Middle Schools	\$5000.00	Competitive Dance	Uniforms, coaching, travel, entry fees
All Middle Schools	\$835.00	Non-Competitive Cheer/Dance/Pom	Uniforms, coaching stipends, team awards
All Middle Schools	\$250.00	Robotics	Materials, event registration fees, competition travel expenses
All Middle Schools	\$315.00	Soccer	Uniforms, practice equipment, game balls, safety equipment, officials, entry fees, coaching, awards
All Middle Schools	\$315.00	Softball	Uniforms, practice equipment, game balls, safety equipment, officials, entry fees, coaching, awards
All Middle Schools	\$235.00	Track & Field	Uniforms, practice equipment, safety equipment, officials, entry fees, coaching, awards
All Middle Schools	\$415.00	Volleyball	Uniforms, practice equipment, game balls, safety equipment, officials, entry fees, coaching, awards
All Middle Schools	\$250.00	Girls Flag Football	Uniforms, equipment, coaching stipends, team awards
All Middle Schools	\$63.00	Jr. Beta Club	Membership, t-shirt, induction ceremony costs
West Collierville Middle	\$25.00	Jazz Band	Sheet music, supplies, instruction
West Collierville Middle	\$55.00	FBLA	Membership, certificate, competitions
Collierville High	\$125.00	Per Athletic Team w/SSO	Uniform, equipment, game schedule, administrative programming and support
Collierville High	\$40.00	Per Club not listed below	T-shirts, equipment, registration fees, travel, materials, supplies
Collierville High	\$1400.00	Marching Band	Transportation, clinics, music, travel
Collierville High	\$1400.00	Girls Soccer	Uniforms, coaching, travel, equipment, referees, field maintenance
Collierville High	\$5000.00	Competitive Cheer	Uniforms, coaching, travel, entry fees
Collierville High	\$5000.00	Competitive Dance	Uniforms, coaching, travel, entry fees
Collierville High	\$500.00	Football	Equipment, travel, supplies
Collierville High	\$550.00	Cross Country	Entry fees, team materials and supplies
Collierville High	\$900.00	Golf	Course fees, travel, supplies
Collierville High	\$1200.00	Volleyball	Entry fees, travel, uniforms, equipment
Collierville High	\$150.00	Bowling	Uniforms, lane rentals, event entry fees, awards
Collierville High	\$400.00	Mountain Biking	Clothing, uniforms, coaching, travel
Collierville High	\$450.00	Girls Flag Football	Uniforms, equipment, entry fees, awards, travel
Collierville High	\$350.00	Water Polo	Uniforms, pool rental, event fees, awards, coaching
Collierville High	\$680.00	Non-Competitive Cheer (New Member)	Uniforms, coaching
Collierville High	\$40.00	Non-Competitive Cheer (Returning Member)	Coaching
Collierville High	\$600.00	Boys Volleyball	Uniforms, practice equipment, game balls, officials, entry fees, coaching, awards

Collierville Schools Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 07/28/26
		Rescinds: 1.400	Issued: 12/10/24 10/22/19 06/27/19 11/29/18 12/02/13

1 The Board will transact all business at official meetings, which may be either regular or special.

2 Every meeting of the Board, except for those meetings in which the law allows closed sessions, will be
3 open to the public¹. Open meetings will be physically accessible to all students, employees, and
4 interested citizens.²

5 The school board meeting is not a public forum. The Board may restrict the recording of Board Meetings
6 via camera, camcorder or other photographic equipment when such recording creates a threat to public
7 safety and welfare or impedes the conducting of efficient and orderly public meetings.³

8 **REGULAR MEETINGS**

9 The Collierville Schools Board of Education shall hold regular monthly meetings at a determined time
10 and place agreeable to the members.

11 In instances when any regular meeting date falls on a legal or school holiday, the meeting shall be
12 rescheduled by the chair.

13 **SPECIAL MEETINGS**

14 The Board shall hold special meetings as necessary to transact the business of the Board. Such meetings
15 shall be called by the chair whenever, in his/her judgment, the interests of the schools require it, or when
16 requested to do so by a majority of the Board.⁴

17 Only business related to the call of the meeting, and details related to agenda items shall be discussed
18 or transacted by the Board at a special meeting.

19 **ELECTRONIC ATTENDANCE⁵**

20 Absent Board members may attend a regular or special meeting by electronic means ~~if the member is~~
21 ~~absent because of work, a family emergency, or the member's military service.~~ If a board member is
22 ~~absent due to military service, he/she may participate electronically more than two (2) times per year for~~
23 ~~absences due to work and/or family emergencies.~~ for certain qualifying reasons.

24 *General Requirements*

The following requirements apply to all electronic attendance, regardless of the reason for the member's absence:

1. A quorum of the Board must be physically present at the meeting order for any board member to attend electronically, except in the case of inclement weather or natural disasters (permitted for a maximum of three times per year).
2. Any board member wishing to participate electronically must do so using technology which allows the Chair to visually identify the board member.
3. The responsibility for the connection lies with the board member wishing to participate electronically. No more than three (3) attempts to connect shall be made, unless the Board chooses to make additional attempts.

Work Related Absence

The following requirements apply to electronic attendance due to a work-related absence:

1. The board member must be absent from the county due to work.
2. The board member wishing to participate must give the Chair and Director of Schools at least five (5) days notice prior to the meeting of the board member's desire to participate electronically.
3. A board member may participate electronically only two (2) times per year for this reason.

Military Service

A board member may attend a meeting by electronic means if out of the county due to military service. The board member may participate for this reason as often as he/she is able to do so.

Family Emergency

The following requirements apply to electronic attendance due to a family emergency:

1. The board member must be absent due to the hospitalization of the board member or the death or hospitalization of the board member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother in-law, sister-in-law, or grandchildren.
2. A board member may participate electronically only two (2) times per year for this reason.

Illness or Convalescence

The following requirements apply to electronic attendance due to illness or convalescence:

1. The board member must be absent due to communicable illness or a period of convalescence prescribed by a healthcare professional.

2. A board member may participate electronically only three (3) times per year for this reason.

Inclement Weather or Natural Disaster

The following requirements apply to electronic attendance due to inclement weather or natural disaster:

1. The board member must be absent due to inclement weather or natural disaster that has required the schools in the district to be closed.

2. A board member may participate electronically only three (3) times per year for this reason.

Legal References

1. [TCA 8-44-102; TCA 49-6-804\(c\)](#)
2. [28 CFR § 36.201\(a\); 28 CFR § 36.202](#)
3. [Tenn. Att’y Gen. Op. No. 95-126 \(December 28, 1995\)](#)
4. [TCA 49-2-202\(c\)\(1\)](#)
5. [TCA 49-2-203\(c\)](#) ; **Public Acts of 2026, Chapter No. 852**

Cross References

School Board Legal Status and Authority 1.100
Board Committees 1.300
Notification of Meetings 1.402
Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802

Collierville Schools Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Alcohol & Drug-Free Workplace	Descriptor Code: 1.804	Issued Date: 07/28/26
		Rescinds: 1.804	Issued: 12/10/24 01/14/14

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any alcohol¹ or any illegal or unauthorized drug(s).²

Any employee who violates the terms of this policy shall be subject to disciplinary action, including but not limited to, suspension, dismissal and/or referral for criminal prosecution.²

The Director of Schools shall be responsible for providing a copy of this policy to all employees.

DEFINITIONS

“Workplace” shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school-approved activity, event or function.

“Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid containing alcohol as defined by state and/or federal law.³

“Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by state and/or federal law.⁴

“Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic, derivative, analogous, or “look-alike” substances that are manufactured, designed, or intended to resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner for which they were not intended or prescribed including, but not limited to, the use of prescription drugs prescribed for another individual; and any unlawful substances that could result in impairment of physical or mental capacity that is threatening to the health or safety of the employee or others.⁵

PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION

Whenever the Director of Schools (or his/her authorized designee) reasonably suspects that an employee’s work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated this policy, Alcohol & Drug-Free Workplace, the employee may be required to submit a breath and/or urine sample for drug and alcohol testing as detailed in Policy 5.403 Drug & Alcohol Testing for Employees.

Legal References

1. [Drug Free Workplace Act of 1988, 41 USCA § 8103; 34 CFR §§ 84.205 – 84.215](#)
2. [21 USCA § 812](#)
3. [TCA 49-5-1003\(b\)\(16\), \(17\), \(18\)](#)
4. [TCA 57-4-102; 26 USCA § 5002](#)
5. [TCA 39-17-715](#)

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Collierville Schools Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Charter School Renewal	Descriptor Code: 1.905	Issued Date: 07/28/26
		Rescinds: 1.905	Issued: 06/24/25 12/10/24 09/27/22

ANNUAL NOTICE¹

The Director of Schools/designee shall annually notify the charter school of whether the charter school is “on-track” or “off-track” for renewal. The status of each charter school shall be published in the annual authorizing report.

INTERIM REVIEW

The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year of a charter term in accordance with the guidelines developed by the State Board of Education. As part of this process, the charter school shall submit a report on the progress of the school in achieving the goals and objective set forth in the charter agreement.²

CUMULATIVE PERFORMANCE REPORT

Three (3) months prior to the date on which a charter school is required to submit a renewal application, the Director of Schools/designee shall submit a performance report to the charter school that summarizes the school’s performance record over the charter term and state the summative findings concerning the school’s performance and prospects for renewal.³

APPLICATION AND EVALUATION

No later than April 1st of the year prior to the year in which the charter school agreement expires, the governing body of a charter school shall submit a renewal application to the Board. The Director of Schools/designee shall report each renewal application received to the Tennessee Public Charter School Commission (“the Commission”) within ten (10) days of receipt.⁴

The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school that submits a charter school renewal application.

The Board will make renewal decisions by February 1st in the year the charter school agreement expires.

RENEWAL CRITERIA⁵

The Board shall define and communicate to charter schools the criteria for renewal that is consistent with the charter agreement. The Board shall make its renewal decision based on the renewal application, annual authorizer reports, and renewal performance report.

Within ten (10) business days of a vote by the Board regarding a renewal application, the Director of Schools/designee shall notify the charter school of the renewal recommendation and decision, including the reasons for the decision and any rights to appeal. The Director of Schools/designee shall promptly communicate the renewal decision to the school community and the general public, as well as the Department of Education and the Commission.

High-Performing Charters

High-performing charter school renewal applications shall be automatically approved for renewal. A charter school will be deemed high-performing if it:¹

1. Has met or exceeded standards on at least seventy-five percent (75%) of the indicators in each section of the school performance framework in each of the three (3) immediately preceding school years;
2. Has attained a school composite level of “above expectations” or “significantly above expectations” as represented by the Tennessee Value-Added Assessment System (TVAAS) in each of the three (3) immediately preceding school years; and
3. Has had no significant audit findings during the term of the current charter agreement.

Within ten (10) days of the Board approving a high-performing charter school for renewal, the Director of Schools/designee shall report the approval to the Department of Education and the Commission.

Legal References

1. Public Acts of 2026, Chapter No. 1012
2. [TCA 49-13-121\(k\)](#) [Public Acts of 2025, Chapter No. 275](#)
3. [State Board of Education Policy 6.111](#)
4. [TCA 49-13-121\(a\)](#) [Public Acts of 2025, Chapter No. 275](#)
5. [TCA 49-13-121](#); [State Board of Education Policy 6.111](#) [Public Acts of 2025, Chapter No. 275](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Fiscal Management Goals	Descriptor Code: 2.100	Issued Date: 07/28/26
		Rescinds: 2.100	Issued: 01/28/25 03/11/14

General

The Board shall practice sound fiscal management procedures that guarantee maximum use of all resources provided. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the schools under its jurisdiction.¹

In fiscal management, the Board ~~seeks to~~ shall achieve the following goals:

- ~~To~~ Engage in advance planning with the Director of Schools that incorporates broad-based staff and community feedback involvement;
- ~~To~~ Establish levels of funding that will provide quality education for the system's students;
- ~~To use the available techniques for budget development and management;~~ Require the Director of Schools to develop procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, internal controls, and all other areas of fiscal management. Financial policies and accompanying procedures shall be reviewed annually to ensure ongoing compliance.²
- ~~To provide timely and appropriate information to all staff with fiscal management responsibilities; and~~
- ~~To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management; and~~
- ~~To establish and honor an appropriate distribution of responsibilities.~~

Legal References

- [Internal School Funds Manual, Section 3-1](#)
- [Tenn. Comptroller of the Treasury, Fiscal Health Principles for Tenn. School Districts and Local Governments \(2026\)](#)

Cross References

School District Goals 1.700

Collierville Schools Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date: 07/28/26
		Rescinds: 2.200	Issued: 01/28/25 05/24/22

All school system budgets are the operational plans stated in financial terms that describe the programs to be conducted during the fiscal year beginning July 1 and ending June 30 of the following year.¹ The Director of Schools is tasked with ensuring that the budget documents are presented in a clear and understandable manner. This may include providing narrative and visual tools that assist the public in understanding why the funds are needed and how they will be used.²

PREPARATION PROCEDURES

Public school budgeting is regulated and controlled by federal and state legislation, Tennessee State Board of Education rules and regulations, the *Tennessee Internal School Funds Manual*, and Collierville Board of Education requirements.

Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.

Budget proposals shall be balanced, consistent with board policies and contractual obligations, and shall include provisions for:

- Programs to meet the needs of the entire student body
- Staffing arrangements adequate for proposed programs
- Maintenance of the district's equipment and facilities
- Efficiency and economy
- An unrestricted fund balance of at least two months (approximately 16.7%) of budgeted operating revenues or expenditures. The Board shall determine the fund balance percentage that meets fiscal health standards and expectations of both school board members and takes into consideration feedback from the Board of Mayor and Aldermen²

Budget preparation shall be the responsibility of the Director of Schools.³ The Director of Schools will establish procedures for the involvement of staff, including requests from department heads and principals, all of whom shall seek advice and suggestions from other staff and faculty members.

To assist with the planning and preparation of the budget, the Director of Schools and Board Chair shall annually establish a budget calendar **no later than January 1st**. The calendar shall be used as a guide for coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

PUBLIC AWARENESS

Budget documents, including the proposed budget, financial reports, and spending details shall be posted online and ~~will be made~~ available for inspection by various interested citizens or groups in the office of the Director of Schools.

Feedback shall be gathered through public meetings, surveys, and/or advisory groups. Following the adoption by the Board, the budget shall be placed on the school system's website and updated as needed throughout the budgetary process.

FINAL ADOPTION PROCEDURE

The Board shall adopt a budget and submit it to the Town of Collierville no later than forty-five (45) days prior to the actual date the budget is to be adopted by the Board of Mayor and Alderman.³ The Director of Schools shall submit a copy of the final budget to the Commissioner of the Tennessee Department of Education within 10 days after such local adoption.⁴

Within thirty (30) days of the beginning of each fiscal year, the Director of Schools shall submit to the Commissioner a complete and certified copy of its entire school budget for the school year that is signed by the Director of Schools and the City Council.⁵

Beginning in 2027, the Director of Schools/designee shall annually provide the following to the Office of Research and Accountability in the office of the Comptroller of the Treasury by August 1:

1. A planning and budgetary report for the upcoming school year; and
2. An expenditure report for the immediately preceding school year.⁶

Legal References

1. [*Internal School Funds Manual, Section 4-35*](#)
2. [*Tenn. Comptroller of the Treasury, Fiscal Health Principles for Tenn. School Districts and Local Governments \(2026\)*](#)
3. [*TCA 49-2-203\(a\)\(9\)*](#)
4. [*TCA 49-2-301\(b\)\(1\)\(X\); TRR/MS 0520-01-02-.13\(2\)\(a\)*](#)
5. [*Public Acts of 2026, Chapter No. 1012*](#)
6. [*Public Acts of 2026, Chapter No. 1007*](#)

Cross References

Role of the Board of Education 1.101
Executive Committee 1.301

Collierville Schools Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 07/28/26
		Rescinds: 2.400	Issued: 01/28/25 03/11/14

General

Any money collected by any school shall be documented by a written receipt and handled in accordance with the *Internal School Funds Manual*.

The schools may receive funds collected from activities and for events held at or in connection with the school, including contracts with other schools for interschool events. To be included in this accounting are all monies collected from lunchrooms, athletics, entertainments, school clubs, fees, concessions and all fundraising activities. Each principal shall determine the reconciliation method to be used for all events that require a ticket.¹

The purchase of items intended for resale for profit through the schools shall be subject to sales tax based on the purchase price to the vendor providing the service or item. Resale items not intended to generate a profit shall be determined by the principal.²

FEES

School fees are to be kept to a minimum and may be expended only for the purposes for which they were collected. The school shall not require any student to pay a fee to the school for any purpose, except as authorized by the Board. No fees shall be required of any student as a condition to attend the school or use its equipment.³ If requested, school fees shall be waived for students who receive free or reduced-price lunches.⁴ No student will be penalized for nonpayment of any materials fee.

FINES

A student will be held responsible for the cost of replacing any materials or property that the student loses or damages,⁵ including textbooks, library books, equipment and buildings. All money collected by schools as fines shall be transferred to Collierville Schools by school check.

TUITION INCOME

Tuition collected from nonresident students shall be paid to Collierville Schools. Schools shall not collect tuition.

RENTAL INCOME

The Central Office will collect all money received for use of a particular school facility or other school property.

GRANTS

Grants for educational purposes made available by the state and/or federal government may be sought by the school system but only when the conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state and county. Principals may apply for and receive grants, but funds must be recorded in a separate restricted fund account.⁶

If the grant is accepted, the Board will attempt to honor the wishes of the donor and maintain public trust.

COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁷

Approved district personnel may utilize a vendor for electronic collection and transactions. The Director of Schools/designee shall determine on a case-by-case basis when this type of transaction may be appropriate. The Director of Schools shall establish adequate internal controls to ensure compliance with Tennessee's *Internal School Funds Manual*.

ROUNDING IN CASH TRANSACTIONS

Due to the discontinuance of the penny, rounding procedures shall be utilized in cash transactions. This applies to collections of all cash funds received by the district.

Cash transactions shall be rounded to the nearest \$0.05. The following rounding method shall be utilized:

- Amounts ending in \$0.01 or \$0.02 shall be rounded down
- Amounts ending in \$0.03 or \$0.04 shall be rounded up
- Amounts ending in \$0.06 or \$0.07 shall be rounded down
- Amounts ending in \$0.08 or \$0.09 shall be rounded up

The Director of Schools/designee shall monitor implementation to ensure compliance with accounting standards and state law.

Legal References

1. [TCA 49-2-110\(a\); *Internal School Funds Manual*, Section 5-4](#)
2. [TCA 67-6-229](#)
3. [TCA 49-6-3001\(a\); TCA 49-2-110\(c\)](#)
4. [TCA 49-2-114](#)
5. [TCA 37-10-101, 102](#)
6. [*Internal School Funds Manual*, Section 4-32, 4-33](#)
7. [*Internal School Funds Manual*, Section 5-8](#)

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
Food Service Management 3.500
Textbooks and Instructional Materials 4.400
Compensation Guides & Contracts 5.110
Attendance of Non-Resident Students 6.204
Student Fees and Fines 6.709

Collierville Schools Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 07/28/26
		Rescinds: 2.804	Issued: 01/28/25 03/11/14

Central Office

The Board shall review expense allowances and reimbursement guidelines on an annual basis.

Requests for reimbursements shall be submitted to the Director of Schools' office within thirty (30) days of the date of completion of such travel.

The Director of Schools shall develop procedures and forms to ensure consistency and transparency with the implementation of this policy.

SCHOOL PERSONNEL

School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved voucher and supporting receipts.

Expenses for travel will be reimbursed when the travel has the advance authorization of the Director of Schools. The Director of Schools may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved.

The Board shall be responsible for all expenses pertaining to staff development. Student activity funds shall not be used for this purpose.¹

BOARD MEMBERS

The members of the Board shall be reimbursed for transportation, lodging, meals and other pertinent expenses when traveling on business for the Board. Attendance at conventions or other educational meetings or travel for other school purposes shall be authorized in advance by the Board.²

Expenses shall be submitted to the Director of Schools' office within thirty (30) calendar days of the date of completion of travel. The rate of reimbursement shall be the same as the rate for professional staff.

REIMBURSEMENT FOR SALES TAX³

Reimbursement for sales tax is permissible in limited circumstances when sales tax is charged on small purchases and proper documentation is submitted.

- 1 The Director of Schools/designee shall ensure compliance with state law and guidance from the
- 2 Comptroller of the Treasury.
- 3

Legal References

1. *Internal School Funds Manual*, Section 5-17
2. TCA 49-2-2001(c)
3. *Internal School Funds Manual, Frequently Asked Questions*, no. 10

Collierville Schools Board of Education			
Monitoring: Review: Annually, in May	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 07/28/26
		Rescinds: 4.100	Issued: 06/24/25 05/20/25 06/10/14

1 *General*

2 The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability
3 in its instructional program or activities.¹

4 Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify
5 the person as male or female, as determined by anatomy and genetics existing at the time of birth.”²

6 Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be
7 expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of
8 antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish
9 community institutions and religious facilities.³

10 **GOALS**

11 The Board approves the following broad instructional goals for students:

- 12 • To acquire the knowledge and attitude necessary to achieve and maintain good physical and
13 mental health;
- 14 • To develop the skills necessary to function as a self-directed person;
- 15 • To develop the capacity to cope with change through an understanding of the arts, humanities
16 and scientific processes;
- 17 • To know the principles involved in making moral and ethical choices;
- 18 • To develop the basic skills of reading, writing, computation, spelling, speaking and problem
19 solving;
- 20 • To develop a positive attitude toward the lifelong endeavor of learning;
- 21 • To learn to identify personal talents and interests, make appropriate career choices, and develop
22 career skills;
- 23 • To acquire knowledge and to develop skills in the management of personal and public
24 resources necessary for meeting obligations to self, family and society;
- 25 • To learn to act in a responsible manner;

- 1 • To learn of the rights and responsibilities of citizens of the community, state, nation and world;
- 2 and
- 3 • To learn to understand, respect and interact with people of different cultures, generations and
- 4 races.

Legal References

1. [42 USCA § 2000d *et seq.*](#)
2. [Public Acts of 2026, Chapter No. 938](#)
3. [Public Acts of 2025, Chapter No. 293](#) [TCA § 49-50-1801](#); [TCA § 49-50-1802](#)

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 07/28/26
		Rescinds: 4.213	Issued: 05/20/25 07/16/24 10/26/21

1 General

2 A family life education program shall be implemented within the school district in compliance with state
3 law.¹

4 A parent/guardian who chooses not to have a student participate in the family life education program
5 shall notify the principal in writing of the intent to opt out. A student who is excused from the program
6 shall be assigned alternative health activities and shall not be penalized academically.

7 FAMILY LIFE INSTRUCTION

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and
9 factually and medically accurate, include the following:²

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 11
- 12 2. Encourage sexual health by helping students understand how the whole person is affected by
- 13 sexual activity as well as other risk behaviors;
- 14
- 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,
- 16 as well as the process of adoption and its benefits;
- 17
- 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual
- 19 activity, including the challenges of single teen parenting;
- 20
- 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
- 22 activity;
- 23
- 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
- 25 abuse, including such abuse that may occur in the home, ~~and human trafficking in which a victim~~
- 26 ~~is the child~~, and internet crimes against children;
- 27
- 28 7. Provide instruction on the prevention of dating violence;
- 29
- 30 8. Encourage communication between parent(s)/guardian(s) and students;

9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

10. Include the presentation of a high-quality, computer-generated animation or high-definition ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart, and other vital organs in early fetal development per state academic standards.³

Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit instruction on detection, intervention, prevention, and treatment of child sexual abuse ~~and human trafficking of children~~.⁴

The family life education program shall be reviewed annually to ensure that the prohibited items of instruction, as provided for in state law,⁵ are not included in the curriculum.

TRAINING ON INSTRUCTION

Personnel providing family life instruction shall receive training prior to presenting such instruction. Personnel shall conduct such instruction with maturity and discretion.

CHILD TRAFFICKING PREVENTION EDUCATION

Instruction on child trafficking prevention and awareness shall be provided for all students in grades K-12 in a manner that is age-appropriate, grade-appropriate, and advances each year through developmentally appropriate instruction and skill building.⁶

The Director of Schools/designee shall develop a plan to implement child trafficking prevention education into the district's health education instruction and present it to the Board for approval.

REPORTING²

At the beginning of each school year, the Director of Schools shall provide the contact information to the Department of Children's Services of each employee or trained professional providing instruction on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director shall also report on the curriculum selected by the Board of Education.

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304\(a\)](#); [TCA 49-6-1601\(g\)\(2\)](#)
3. [TCA 49-6-1304\(c\)](#)
4. [TCA 49-6-1304\(d\)](#)
5. [TCA 49-6-1304\(b\)](#)
6. [Public Acts of 2026, Chapter No. 744](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Use of Digital Devices (Grades K-5)	Descriptor Code: 4.215	Issued Date: 07/28/26
		Rescinds:	Issued:

*General*¹

In-person, teacher-led instruction shall be the primary mode of instruction for students in grades kindergarten through five (K-5).

Digital devices shall be utilized in these grades only when there is a clear educational benefit, including use for remediation purposes. Further, electronic assessments and instructional tools shall be developmentally appropriate and aligned with state academic standards.

The Director of Schools shall provide guidance to staff on appropriate use of technology for these grades. The Chief Academic Officer and the Chief Technology Officer shall jointly create a process for ensuring that digital instruction complies with this framework and state law.

SOCIAL MEDIA USE

Students in grades kindergarten through five (K-5) are prohibited from accessing social media platforms using district provided internet during the school day.

COMMUNICATION WITH PARENTS/GUARDIANS

At the beginning of each school year, the Director of Schools shall ensure that principals provide parent(s)/guardian(s) with information on digital device use in the classroom. This shall include the types of devices used and the instructional purposes for such use.

Legal References

1. Public Acts of 2026, Chapter No. 808

Cross References

Use of the Internet 4.406

Collierville Schools Board of Education			
Monitoring: Review: Annually, in May	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: 07/28/26
		Rescinds: 4.300	Issued: 05/20/25 02/22/22 04/17/17 06/10/14

1 The following shall be adhered to:

- 2 1. The Board shall initially approve each extracurricular activity to ensure proper support and
3 supervision.
- 4 2. Each student activity must be under the guidance and direction of a school employee or a non-
5 employee who has received official district approval to work with students.
- 6 3. All extracurricular activities and clubs must have the approval of the school's principal and the
7 Board.
- 8 4. Student activities occurring before or after regularly scheduled school hours must be under the
9 supervision of the principal or his/her designee.
- 10 5. Secret organizations shall not be operated in any school.
- 11 6. A student shall not be required to attend an extracurricular activity that is scheduled at a time that
12 conflicts with his/her religious practices.¹
- 13 7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled
14 athletic programs and major events that cannot be scheduled otherwise.
- 15 8. Student groups shall not participate in state or national activities that are not listed as approved
16 activities by a regional accrediting association or the state and national principals' associations
17 without the approval of the Director of Schools.
- 18 9. A student on out-of-school suspension shall not be permitted to participate in extracurricular
19 activities.
- 20 10. Activities that restrict participation because of race, color, religion, sex, disabilities, or national
21 origin are strictly forbidden.² Sex shall be defined as the "immutable characteristics of the
22 person's reproductive system that identify the person as male or female, as determined by
23 anatomy and genetics existing at the time of birth."³
- 24 11. To be eligible to participate in any school-sponsored extracurricular activity, a student must be a
25 regularly enrolled, full-time student in Collierville Schools. Any eligible homeschool student
26 desiring to participate in a district athletic program must comply with applicable state laws and
27 TSSAA regulations.

- 1 12. Unless a formal agreement between two or more schools exists to provide cooperatively a
- 2 particular extracurricular opportunity, students may participate only in those extracurricular
- 3 programs offered at their enrolled schools. Such cooperative agreements must be approved
- 4 annually by the Director of Schools.

STUDENT CLUBS & ORGANIZATIONS⁴

All students under the age of eighteen (18) shall present a signed and dated consent from their parent/guardian before joining any club or organization or participating in activities of a club or organization. The Director of Schools shall develop administrative procedures outlining this recordkeeping process.

Legal References

1. [TCA 49-6-1002\(c\)](#)
2. [34 CFR § 106.41](#)
3. [Public Acts of 2026, Chapter No. 938](#)
4. [TCA 49-6-1031\(b\)](#)

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Attendance 6.200

Collierville Schools Board of Education			
Monitoring: Review: Annually, in May	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 07/28/26
		Rescinds: 4.301	Issued: 06/24/25 05/20/25 06/25/24 08/24/21 12/13/22

1 GENERAL

2 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
3 treated differently from another person or otherwise be discriminated against in any athletic program of
4 the school. Equal athletic opportunities shall be provided for members of both sexes.¹

5 Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify
6 the person as male or female, as determined by anatomy and genetics existing at the time of birth”.²
7 Student athletes shall only be allowed to participate in athletic activities or events that align with the
8 student’s sex indicated on his/her original birth certificate.³ The Director of Schools/designee may
9 require the parent/guardian to provide the student’s original birth certificate prior to participation in any
10 interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s
11 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of
12 the student’s sex at birth.

13 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
14 principal’s responsibility. Principals shall ensure that school regulations regarding participation in a sport
15 are reasonable. Athletic schedules shall be filed in each school principal’s office. The principal or his/her
16 designee must accompany an athletic team on trips.

17 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
18 of athletics. The Director of Schools shall develop a code of conduct for all coaches to follow in order
19 to ensure the health and safety of athletes.⁴

20 A list of all coaches and their stipends and other compensation approved by the school will be provided
21 to the board annually. All booster organizations associated with TSSAA sponsored sports will provide
22 a certified statement on a form provided by the school that no compensation was paid that was not
23 approved and paid in accordance with Section 9G of the TSSAA handbook. The form must be signed
24 by the President and Treasurer of the booster organization.

25 INSURANCE AND PHYSICAL EXAMINATIONS

26 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must
27 provide proof of independently secured catastrophic coverage and liability coverage, with the school
28 system as a named insured, of not less than the limits set forth in ~~TCA § 29-20-403~~ state law.⁵

29

Prior to participation in interscholastic athletics, every student must complete an annual physical examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of the examination, and these records shall be on file in school office. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all students participating in interscholastic athletics.

SCHEDULING CONFLICTS

No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the school day without written permission from the Director of Schools. This does not prevent the inclusion of regular physical training lessons in the daily school program.⁷

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior to the event.⁸

PROHIBITION AGAINST HAZING

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or tolerate hazing activities.⁹

COACHES' CODE OF CONDUCT¹⁰

All coaches, whether employed by Collierville Schools or as a volunteer, shall adhere to the following Coaches' Code of Conduct:

As an employee coach or volunteer coach for Collierville Schools athletics, I Will:

1. Be aware that I have tremendous influence, for good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. In all personal contact with student-athletes, parents, officials, athletic directors, school administrators, the media, and the public, I will strive to set an example of the highest ethical and moral conduct.
3. Take an active role in the prevention of drug, alcohol, and tobacco use.
4. Avoid the use of alcohol and tobacco products when in contact with players.
5. Master the contest rules and teach them to student-athletes. I shall not seek an advantage by circumvention of the spirit or letter of the rules.
6. Respect and support contest officials. I shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials is prohibited.
7. Before and after contests, I will meet and exchange cordial greetings with opposing team coaches to set the correct tone for the event.
8. Not exert pressure on faculty members to give student-athletes special consideration.
9. Conduct myself in a dignified manner relating to emotions, language, attitude, and actions.
10. Refrain from physical contact with athletes except where necessary for the development of the athletes' skill(s) or athletic ability.

11. Strive to develop in each athlete the qualities of leadership, initiative, and good judgement.
12. Respect each individual athlete.
13. Seek to inculcate good health habits, including the establishment of sound training rules.
14. Fulfill responsibilities to provide an environment free of safety hazards.
15. Display modesty in victory and graciousness in defeat.

SEVERE WEATHER

Severe weather is any type of weather that could impede the safety of any athlete by compromising the playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder, lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be discussed with all players, coaches, and officials, if applicable.

All coaches who oversee or participate in outdoor training, practice, or competition shall annually complete a heat illness prevention course approved by the Tennessee Department of Health as well as receive training on activity modifications based on environmental conditions.⁴

HOME SCHOOL STUDENT PARTICIPATION¹¹

Home school students shall be permitted to participate in accordance with TSSAA ~~or TMSAA~~ guidelines. If a school is not a TSSAA member ~~with these organizations~~, home school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

VIRTUAL SCHOOL STUDENT PARTICIPATION¹²

Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, virtual school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

PRIVATE SCHOOL STUDENT PARTICIPATION¹³

While students from private schools are permitted to try out for interscholastic athletics teams, this does not guarantee that they will make the team. As with all students, those from other schools shall only be admitted to the team subject to the independent decision of the coach or other relevant school official.

Public Schools with TSSAA or TMSAA Membership

Private school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines subject to the following conditions. These students must:

- Attend a private school that is not a member with TSSAA or TMSAA and serves fewer than two-hundred (200) students in grades six through eight (6-8) or fewer than two hundred students in grades nine through twelve (9-12);
- Satisfy the eligibility requirements established by TSSAA or TMSAA; and

- Reside within the geographic boundaries of the district.

These students shall be permitted to participate in athletic programs not offered by the private school, but only in the middle or high school that they are zoned to attend.

Public Schools without TSSAA or TMSSAA Membership

If a school is not a member with these organizations and offers its students the opportunity to participate in interscholastic athletic competition, private school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 *et seq.*
2. Public Acts of 2026, Chapter No. 938
3. TCA 49-6-310(a)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. TCA 49-6-3601
11. TCA 49-6-3050(e)(1)(B)
12. Public Acts of 2025, Chapter No. 173 TCA 49-16-216
13. Public Acts of 2026, Chapter No. 893

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Attendance 6.200

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 07/28/26
		Rescinds: 4.600	Issued: 05/20/25 06/25/24 06/27/23

The Director of Schools/designee shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board-adopted content standards for grades K-12. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.¹

The Director of Schools shall submit a copy of the grading, reporting, and assessment systems to the Board before the system is implemented.² These guidelines shall be communicated annually to students and parents/guardians.¹

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

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

In the event of an excused absence, students are expected to make up missed work within a reasonable amount of time as determined by the school policy, with a minimum of one day allowed for each day absent.

KINDERGARTEN-GRADE 1

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

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

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

GRADES 1-5

Student conduct is graded as “E” (excellent), “S” (satisfactory), and “N” (needs improvement) and is to be reported at the end of each grading period on the report card.

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

Grades 1-2

- During the first nine-week grading period, a minimum of six (6) grades should be recorded in both Language Arts and Math.
- During the second through fourth nine-week grading periods, a minimum of nine (9) grades should be recorded in both Language Arts and Math.

First (1st) and second (2nd) grade science and social studies will be expressed by the letter grades “S” or “N”.

Grades 3-5

- During the first nine-week grading period, a minimum of six (6) grades should be recorded in Language Arts, Math, Science, and Social Studies.
- During the second through fourth nine-week grading periods, a minimum of six (6) grades should be recorded in Science and Social Studies, while a minimum of nine (9) grades should be recorded in Language Arts and Math.

Grading Scale

A.....	90-100
B.....	80-89
C.....	70-79
D.....	60-69
F.....	Below 60

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

Semester Grades

Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms.

Final Grades

Final grades are determined by averaging the two semester grades.

State Standardized Assessments

For students in grades 3-5, scores on the state standardized assessments shall not count in the students' final grade. (TCA 49-1-617)

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

GRADES 6-8

Collierville Schools Board of Education policy, in accordance with the Tennessee Uniform Grading System, establishes the grading system for grades 6-8.

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

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

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

Grading Scale

A..... 90-100

B..... 80-89

C..... 70-79

D..... 60-69

F..... Below 60

Grades reported at the end of each nine-week period will be determined by the average of daily work, oral and written assignments, and other meaningful assessments that allow students to demonstrate mastery of skills and concepts. A minimum of **twelve (12)** grades for the nine-week period should be recorded for ~~each subject~~ English Language Arts (ELA) and math. A minimum of **nine (9)** grades for the nine-week period should be recorded for science and social studies. Teachers of career, pilot, and other competency-based courses may appeal to the principal on an annual basis for a waiver of this requirement. Fifty percent of the student's grade in the course should be earned and recorded by the interim of the nine-week term. This gives the teachers the basis for the grades at the end of the grading

1 period.

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

5 **State Standardized Assessments**

6 For students in grades 6-8, scores on the state standardized assessments shall comprise fifteen (15)
7 percent (in the subject areas of mathematics, reading/language arts, science, and social studies) of the
8 students' final grade. If Collierville Schools does not receive its students' state mandated test scores at
9 least one (1) instructional day before the end of the school year, the state mandated test scores will not
10 be included in the Collierville Schools students' grades in the subject areas of mathematics, language
11 arts, science, and social studies. (TCA 49-1-617).

12 **High School Level Courses in Middle School**

13 Beginning with courses taken in the 2018-19 school year, students who successfully complete a high
14 school course in the middle school will earn a high school credit. Semester grades earned in high school
15 courses will be recorded on the high school transcript, but these grades will **not** factor into the student's
16 GPA or class rank at the high school level.

17 For courses that have no Tennessee State mandated EOC (end-of-course) exam required during a given
18 semester, semester grades are determined by counting each of the two quarter grades as 50%.

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

- 21 • First semester grades are determined by counting each of the two quarter grades as 50%,
- 22 • Second semester grades are determined by counting each of the two quarter grades as 50%.
- 23 • The weight of the EOC examination on the student's final yearly average shall be fifteen
- 24 percent (15%), with each semester average weighted at 42.5%.
- 25 • If Collierville Schools does not receive its students' state mandated test scores at least one
- 26 (1) instructional day before the end of the school year, the state mandated test scores will
- 27 not be included in the Collierville Schools students' grades in the subject areas of
- 28 mathematics, language arts, science and social studies.

29 Students who meet only the minimum requirements should be given minimum passing grades.

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

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

33

34 **Placement of Eighth Grade Students in Algebra I**

35

Beginning with the 2027-28 school year, a student who achieves a performance level of “exceeds expectations” on the mathematics portion of the seventh grade TCAP test shall be enrolled in Algebra I instead of the eighth grade mathematics course.

Before the beginning of the school year, the school shall notify the parent or guardian of the student in writing that the student will be enrolled in Algebra I in the eighth grade. The notice must inform the parent/guardian that (s)he may remove the student from the Algebra I course by submitting a written request to the principal no later than thirty (30) days after the first day of the school year.

A student who is enrolled in Algebra I must be administered the Algebra I end-of-course examination.

A student’s successful completion of the Algebra I course in the eighth grade will satisfy the Algebra I (or the equivalent mathematics requirement) for high school.⁵

GRADES 9-12¹

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

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

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

Grading Scale

A..... 90-100

B..... 80-89

C.....70-79

D..... 60-69

F..... Below 60

Grades given at the end of each nine-week grading period will be determined by the average of daily work, oral and written assignments, and other meaningful assessments that allow students to demonstrate mastery of skills and concepts. A minimum of twelve (12) grades for the nine-week period should be recorded for each subject. Teachers of career, pilot, and other competency-based courses may appeal to the principal on an annual basis for a waiver of this requirement. Fifty percent of the student’s grade in the course should be earned and recorded by the interim of the nine-week term. This gives the teachers the basis for the grades at the end of the grading period.

Students who meet only the minimum requirements should be given minimum passing grades.

Credits will be awarded in a 1.0 increment upon successful completion of a semester on a semester block schedule and will be awarded in a 0.5 increment upon successful completion of a semester on a year-long schedule. Half credit courses (0.5) will be awarded upon successful completion of the nine (9) weeks quarter on a semester block schedule and on upon successful completion of a semester on a year-long schedule.

Additionally, a student will receive credit for a course if they receive a passing final grade in the course.

SEMESTER BLOCK SCHEDULE FINAL GRADES:

Final grades are comprised of two quarterly grades, each worth forty-two and a half percent (42.5%) and a final exam worth fifteen percent (15%). For courses which include a state EOC exam, each quarter grade is forty-two point five (42.5%) of the final grade, and the EOC exam accounts for fifteen percent (15%).

YEAR LONG SCHEDULE FINAL GRADES:

Semester grades are comprised of two quarterly grades, each worth forty-two and a half percent (42.5%) and a semester exam worth fifteen percent (15%). For courses that have no state mandated end of course (EOC) exam, each semester grade is fifty percent (50%) of the final grade. For courses that include a state EOC exam, each semester grade is forty-two point five (42.5%) of the final grade, and the EOC exam accounts for fifteen percent (15%).

If Collierville Schools does not receive its students' state mandated test scores at least one (1) instructional day before the end of the final term, the state mandated test scores will not be included in the Collierville Schools students' grades in the subject areas of mathematics, language arts, science, and social studies.

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

- Advanced Placement: The grades will be determined by counting 50% for each term.
- Dual Enrollment: The dual enrollment courses will follow the university's grading system for that specific course.
- Students are required to sit for their AP, Dual Enrollment, IB, SWDC and CLEP final tests. If a student does not sit for their final test, the additional points added to each term will be removed from the student's grade and final grade will be re-calculated to reflect that change.

Calculation for High School Course GPA Weighting:

Grade	Percentage Range	Standard	Honors / National Industry Certification	Statewide Dual Credit	Dual Enrollment and Advanced Placement
A	90-100	4.0	4.5	4.75	5.0
B	80 - 89	3.0	3.5	3.75	4.0
C	70 - 79	2.0	2.5	2.75	3.0
D	60 - 69	1.0	1.5	1.75	2.0
F	Below 60	0.0	0.0	0.0	0.0

Collierville Schools Grading System – Additional Points for Advanced Coursework					
Grade	Percentage Range		Honors Courses	Local and Statewide Dual Credit Courses, Capstone Industry Certification-Aligned Courses,	Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate Courses, and Dual Enrollment Courses
A	90	100	Shall include the addition of three (3) percentage points to the quarter grades and exam used to calculate the final average.	Shall include the addition of four (4) percentage points to the quarter grades and exam used to calculate the final average.	Shall include the addition of five (5) percentage points to the quarter grades and exams used to calculate the final average.
B	80	89			
C	70	79			
D	60	69			
F	0	59			

1

2 **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS³**

3 School counselors shall provide all incoming freshmen with information on college core courses required
 4 for lottery scholarships as well as necessary criteria (grade point average, ACT/SAT score(s), etc.) that
 5 must be met in order to receive a scholarship.

6 Local education agencies may allow students to participate in credit recovery programs as outlined in
 7 the State Board of Education's High School Policy 2.103. Students passing credit recovery courses shall
 8 receive a grade of sixty percent (60%). The original failing grade shall not be considered in the HOPE
 9 Scholarship Eligibility Grade Point Average calculation. A student may repeat any course in which an
 10 "F" is made if the schedule of the student allows it. The subsequent grade, if higher than an "F" will be
 11 placed on the student's transcript and the "F" will be removed. The course taken over must be the same
 12 course code number as the course which was failed, and the course must be retaken in a Collierville
 13 School. Collierville Schools will not remove an "F" from a transcript unless the course is repeated in a
 14 Collierville School.

15 The GPA used to determine eligibility for the HOPE Scholarship and other Tennessee Student Assistance
 16 Corporation funds shall be reported on the student's transcript as the "Hope Scholarship GPA." The
 17 grade scale used to calculate the "Hope Scholarship GPA" and is the TN State Uniform Grading System
 18 and will be calculated as follows in accordance with the State Board of Education's Uniform Grading
 19 Policy 3.301:

TN State Uniform Grading System – Additional Points for Advanced Coursework
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Grade	Percentage Range		Honors Courses	Local and Statewide Dual Credit Courses, Capstone Industry Certification-Aligned Courses,	Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate Courses, and Dual Enrollment Courses
A	90	100	Shall include the addition of 3 percentage points to the quarter grades and exam used to calculate the final average.	Shall include the addition of 4 percentage points to the quarter grades and exam used to calculate the final average.	Shall include the addition of 5 percentage points to the quarter grades and exam used to calculate the final average.
B	80	89			
C	70	79			
D	60	69			
F	0	59			

1 LOTTERY SCHOLARSHIP DAY

- 2 Each school year, prior to scheduling courses for the following school year, each school educating
3 students in grades 8-11 shall conduct at least one (1) lottery scholarship day for students and their
4 parents.⁴

Legal References

1. TCA 49-2-203(b)(16); TCA 49-2-301(b)(1)(H)
2. TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407
3. TCA 49-4-904, 905, 907
4. TCA 49-4-932(f)
5. Public Acts of 2026, Chapter No. 901

Cross References

Alternative Credit Options 4.209
Credit Recovery 4.210
Reporting Student Progress 4.601
Honor Roll, Awards, & Class Ranking 4.602
Promotion and Retention 4.603
Transcript Alterations 4.608

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 07/28/26
		Rescinds: 4.603	Issued: 05/20/25 07/16/24 10/25/22 09/24/19 09/27/18 05/11/15 06/10/14

General

The Director of Schools/designee shall promote students to the next grade level on a case-by-case basis that will comply with state and federal law. Promotion will be based on the successful completion of required academic work and or demonstration of satisfactory progress in each of the relevant academic areas. All decisions shall be made in consultation with a student's IEP and/or 504 team, if applicable.¹

Students who have difficulty in achieving the requirements for promotion **may be considered** for retention. Schools shall identify these students by February 1st. Factors used to identify students for retention shall include:²

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments as applicable;
4. Home Literacy Reports;³
5. Overall academic achievement of the student;
6. Likelihood of success with more difficult materials if promoted to the next grade;
7. Attendance record; and
8. The student's social and emotional maturity.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:⁴

1. Date of enrollment;
2. Additional information acquired after the results of local assessment, screening, or monitoring are released; or

3. Social/emotional factors that were not previously evidenced by February 1st.

VOLUNTARY RETENTION⁵

A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain his/her student in the current grade level if:

1. The student has a documented academic or behavioral delay; and
2. The parent/guardian believes that retention may benefit the student.

This information shall be submitted in writing within thirty (30) days of the end of the school year. The district shall send written notice to the parent/guardian confirming whether the student is eligible for retention under state law.

PROMOTION PLANS⁶

When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel.

Promotion plans shall incorporate evidence-based strategies, including expectations and measurements that will verify whether a student has made sufficient progress to be promoted to the next grade level, and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade will include additional requirements for promoting students in these grades. A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the promotion plan. Evidence-based strategies may include:

1. Response to Instruction and Intervention (RTI²) to address deficits in student learning;
2. Modification (individualized) of curriculum and instruction;
3. Individual and/or small group tutoring;
4. School counseling services – individual or small group;
5. Attendance intervention and support; and/or
6. Special Education services for students who qualify based on state and federal guidelines.

A student who demonstrates sufficient academic progress according to his/her promotion plan shall be promoted to the next grade level unless retention is required per additional requirements for students in third and fourth grade.⁷

If a student has not demonstrated sufficient academic progress according to his/her promotion plan by the end of the school year, the student shall be eligible to enroll in a summer reading or learning program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days prior to the start of the next school year if the student was enrolled in a summer program. However,

1 if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a
2 decision for retention at least thirty (30) calendar days prior to the start of the next school year.⁸

3 **RETENTION⁷**

4 A student may be retained when such retention is in the best interests of the student or when retention is
5 required per additional requirements for students in third and fourth grade.

6 *Decision of Retention – General⁹*

7 If a student is retained, the Director of Schools/designee shall develop an individualized academic
8 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
9 the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) days of its development.
10 This plan shall include at least one of the following strategies:

- 11 1. Adjustment to the current instructional strategies or materials;
- 12 2. Additional instructional time;
- 13 3. Individual tutoring;
- 14 4. Modification to the student's classroom assignment to ensure the student receives instruction
15 from a teacher with a level of overall effectiveness of above expectations (level 4) or
16 significantly above expectations (level 5); or
- 17 5. Attendance or truancy interventions.

18 A student shall not be retained more than once in any grade. The progress of students who are retained
19 shall be closely monitored and reported to the parent(s)/guardian(s) at least three (3) times during the
20 school year in which the student is retained. The Director of Schools/designee shall develop procedures
21 to ensure appropriate recordkeeping of students who are retained.

22 *Decision of Retention – Third Grade¹⁰*

23 Third grade students shall not be promoted to the next grade unless they are determined to be proficient
24 (i.e., receive a performance level rating of "on track" or "mastered") in English language arts (ELA)
25 based on the student's most recent TCAP test.

26 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 27 1. A student in third grade receiving a performance level rating of "approaching" on the ELA
28 portion of the student's most recent TCAP test may be promoted if:
 - 29 a. The student is an English language learner and has received less than two (2) full years
30 of ELA instruction;
 - 31 b. The student was previously retained in grades K-3;
 - 32 c. The student is retested before the next school year and scores proficient in ELA;
 - 33 d. The student attends a learning loss bridge camp before the next school year, maintains a
34 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
35 test at the end of the camp;
 - 36 e. The student receives tutoring for the entirety of the next school year in accordance with
37 state law;
 - 38

- f. The student is determined by IEP or 504 decision to have a disability or suspected disability that impacts reading; or
 - g. ~~Beginning with the 2023-2024 school year,~~ The student demonstrates proficiency in ELA standards by scoring at or above the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent/guardian, in writing, of the benefits of enrolling the student in summer programming; or
 - h. The student was administered a state-mandated assessment pursuant to TCA 49-1-616(d) as a third-grade student and the student demonstrates proficiency in ELA based on the student scoring within the fiftieth percentile on the most recently administered universal reading screener approved by the State Board of Education or the Tennessee universal reading screener.¹¹
2. A student in third grade receiving a performance level rating of "below" on the ELA portion of the student's most recent TCAP test may be promoted if:
 - a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA;
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law; or
 - e. The student is determined by IEP or 504 decision to have a disability or suspected disability that impacts reading.

Decision of Retention – Fourth Grade¹⁰

Students in the following categories may be promoted to fifth grade if they demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test:

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and
2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth-grade school year.

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.

3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:

- a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or
- b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

*Decision of Retention – Students with Disabilities*¹²

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of TCAP was due to the student's disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

APPEALS^{8,13}

When a student is identified for general retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision (excluding retention due to the 3rd and 4th grade retention policies). Appeals shall be made to a committee appointed by the principal within ten (10) business days.

The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee shall conduct a hearing within ten (10) business days to determine if the student will be promoted and issue such decision within five (5) business days.

Upon notification of the committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal such action within ten (10) business days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A decision shall be issued within five (5) business days.

Within five (5) business days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board of Education may affirm or overturn the decision of the Director of Schools. The action of the Collierville Schools Board of Education will be final.

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may only appeal this decision directly to the Department of Education in accordance with state law.⁷

Legal References

1. [20 USCA § 1400 et seq.; 29 U.S.C. § 794 \(Section 504\); TRR/MS 0520-01-03-.16; TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [TCA 49-6-314; TRR/MS 0520-01-03-.16\(6\)](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(7\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(7\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(8\)](#)
11. [Public Acts of 2026, Chapter No. 1030](#)
12. [29 U.S.C. § 794 \(Section 504\); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16\(7\)\(e\); TCA 49-6-3115\(a\)\(3\)](#)
13. [TRR/MS 0520-01-03-.16\(3\); TRR/MS 0520-01-02-.17\(7\); TCA 49-6-3102\(e\)\(1\)](#)
14. ~~[TRR/MS 0520-01-03-.16\(7\)\(f\)](#)~~

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Collierville Schools Board of Education			
Monitoring: Review: Annually, in May	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 07/28/26
		Rescinds: 4.605	Issued: 05/20/25 09/26/23 08/15/23 03/29/22 08/24/21 09/24/19 09/27/18 11/08/16 07/12/16 02/09/16 05/11/15 06/10/14

1 GENERAL

2 The program of studies shall include areas required by the State Board of Education.

3 Before high school graduation, every student shall:¹

- 4
- 5 1. Achieve the specified twenty-two (22) units of credit;
- 6 2. Take the required end-of-course (EOC) exams.
- 7 3. Have satisfactory records of attendance and conduct;
- 8 4. Take the ACT or SAT prior to graduation;² and
- 9 5. Pass a United States civics test,³

10 Students may not receive credit for courses in which the student was never enrolled.

11 If a middle school student successfully completes any of the State Board-required high school credits,
12 as evidence by a passing grade in the course prior to grade nine (9), the student shall receive graduation
13 credit for that coursework.⁴

14 SPECIAL EDUCATION STUDENTS⁵

15 Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded
16 a regular high school diploma.

17 *Special Education Diploma*

18 A special education diploma shall be awarded to students who have not met the requirements for a
19 regular high school diploma, but have:⁶

- 20 1. Completed four (4) years of high school;

- 1 2. Made satisfactory progress on their IEP; and
- 2 3. Maintained satisfactory records of attendance and conduct.

3 *Occupational Diploma*

4 Special education students who do not meet the requirements for a regular high school diploma may be
5 awarded an occupational diploma if the student has:^{1,5}

- 6 1. Completed at least four (4) years of high school;
- 7 2. Made satisfactory progress on their IEP;
- 8 3. Maintained satisfactory records of attendance and conduct;
- 9 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
- 10 (SKEMA); and
- 11 5. Two (2) years of paid or non-paid work experience.

12 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th
13 grade year or two (2) academic years prior to the expected graduation date.

14 Students who have received a special education diploma or an occupational diploma may continue to
15 make progress towards a regular high school diploma until the end of the school year in which they
16 turn twenty-two (22) years old.

17 *Alternate Academic Diploma*

18 Special education students who do not meet the requirements for a regular high school diploma may be
19 awarded an alternate academic diploma if the student has:⁵

- 20 1. Completed at least four (4) years of high school;
- 21 2. Participated in the high school alternate assessment(s);
- 22 3. Earned the prescribed twenty-two (22) credit minimum;
- 23 4. Made satisfactory progress on their IEP;
- 24 5. Maintained satisfactory records of attendance and conduct; and
- 25 6. Completed a transition assessment that measures postsecondary education and training,
- 26 employment, independent living, and community involvement.

27 **STUDENT LOAD**

28 All full-time students in grades 9-12 shall be enrolled in subjects that produce a minimum of six units
29 of credit for graduation per year. Students with hardships and gifted students may appeal this
30 requirement to the Director of Schools and then to the Board.⁷

31 **STATE MOVE ON WHEN READY⁸**

32 A student pursuing early graduation through the Move on When Ready program shall complete an
33 intent form available from the Department of Education and submit it to her or his high school
34 principal and the Department of Education. Intent forms will be available in the counseling office of
35 each high school and should be completed upon entry into the 9th grade. Applications will not be
36 accepted for Move On When Ready later than May of the Sophomore year.

A public high school student may complete an early high school graduation program and be eligible for unconditional entry into a public two (2)-year institution of higher education or conditional entry into a public four (4)-year institution of higher education, if the student fulfills each of the following requirements:¹

(a) Earns seventeen (17) credits that include:

1. English I, II, III, and IV
2. Algebra I and II*
3. Geometry
4. United States History
5. Two (2) courses in the same world language;
6. One (1) course selected from:
 - (i) Economics
 - (ii) Government
 - (iii) World Civilizations
 - (iv) World Geography
7. One (1) course selected from:
 - (i) History and appreciation of visual and performing arts
 - (ii) A standards-based arts course, which may include studio art, band, chorus, dance, or other performing arts
8. Health and Physical Education (Wellness)
9. Biology
10. Chemistry
11. Computer Science

(b) Has a cumulative GPA of at least 3.2 on the Uniform Grading System four (4) point scale;

(c) Scores at the on-track or mastered level on each end-of-course assessment taken (excluding end of course assessments taken during the student's final semester prior to early graduation);

(d) Meets benchmark scores of twenty-one (21) or higher composite score on the ACT or an equivalent **benchmark** score on the SAT **or Classic Learning Test (CLT)**;

(e) Achieves a passing score on a nationally recognized world language proficiency assessment;

(f) Achieve a passing score on a state-normed civics test, as required by the Tennessee State Board of Education; and

(g) Completes two (2) early postsecondary courses:

1. Advanced Placement (AP);
2. International Baccalaureate (IB);
3. Dual enrollment; or
4. Dual credit.

A student pursuing early graduation through the Move on When Ready Program may take two (2) high school English courses in an academic year and is exempt from any additional graduation requirements. A student who completes the Move on When Ready Program shall be awarded a regular high school diploma.

EARLY GRADUATION⁸

- 1 To earn a regular high school diploma, students must fulfill each of the following requirements:
- 2 1. Be in the fourth (4th) year of high school;
 - 3 2. Meet the minimum standards established by the State Board of Education;
 - 4 3. Achieve a passing score on a state-normed civics test, as required by the Tennessee State Board
 - 5 of Education;
 - 6 4. Submit an “Intent to Graduate Early” to their respective counselors prior to their senior year;
 - 7 5. Meet qualifications for the state definition of a “Ready Graduate”; and
 - 8 6. Earn the following twenty-two (22) units of credit:

English	4 Units
Mathematics	4 Units
Science	3 Units
Social Studies	3 Units
Wellness	1 Unit
Physical Education	0.5 Unit
Personal Finance	0.5 Unit
Elective Focus	3 Units
Fine Arts (may be waived pursuant to State Board Policy 2.103)	1 Unit
World Language (may be waived pursuant to State Board Policy 2.103)	2 Units
Computer Science (*may substitute for a 4 th math credit or a 3 rd lab science credit)	1 Unit*

9 EARLY GRADUATION DETAILS

- 10 1. The student’s official date of graduation will be the last day of the term in which he/she meets
- 11 all graduation requirements.
- 12
- 13 2. As a graduate, he/she will forfeit the right to participate in student/school activities (i.e., sports,
- 14 prom [except as a guest of a full-time student], etc.).
- 15
- 16 3. The students will be permitted to participate in graduation ceremonies at the end of the school
- 17 year, provided that he/she participates in practice activities as required by the school.
- 18

19 The Director of Schools shall develop administrative procedures to ensure that the early graduation
 20 program is conducted in accordance with state law, including reporting the total number of requests to
 21 graduate early to the TN Department of Education.⁹

Legal References

1. [TCA 49-6-6001; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06](#)
2. [TCA 49-6-6001\(b\); State Board of Education Policy 2.103](#)
3. [TCA 49-6-408; State Board of Education Policy 2.103](#)
4. [State Board of Education Policy 2.102](#)
5. [TRR/MS 0520-01-03-.06; State Board of Education Policy 2.103](#)
6. [TCA 49-6-6005; State Board of Education Policy 2.103](#)
7. [TRR/MS 0520-01-03-.06\(19\)](#)
8. [TCA 49-6-8103; State Board of Education Policy 2.103; Public Acts of 2026, Chapter No. 912](#)
9. [Public Acts of 2026, Chapter No. 1040](#)

Cross References

Class Size Ratios 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Collierville Schools Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Equal Opportunity Employment	Descriptor Code: 5.104	Issued Date: 07/28/26
		Rescinds: 5.104	Issued: 10/22/24 02/11/14

- 1 Opportunity for employment, as well as continuation and advancement in employment, shall be afforded
- 2 equally to members of either sex (defined as the “immutable characteristics of the person’s reproductive
- 3 system that identify the person as male or female, as determined by anatomy and genetics existing at the
- 4 time of birth” unless otherwise required by federal law) and all races, creeds, colors, **genders**, religions,
- 5 ages, national origins, and individuals with disabilities or veteran status with regard only for
- 6 qualifications for the positions involved.¹

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; 42 USCA § 12101-12213; TCA 50-10-101. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Public Acts of 2026, Chapter No. 938; *Bostock v. Clayton Cnty., Georgia*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 (2020); Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; 42 USCA § 12101-12213; TCA 50-10-101

Cross References

Section 504 and ADA Grievance Procedures 1.802
 Recruitment of Employees 5.105
 Discrimination/Harassment of Employees 5.500
 Complaints and Grievances 5.501

Collierville Schools Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 07/28/26
		Rescinds: 5.106	Issued: 10/22/24 07/18/23 04/25/23 08/24/21 07/26/18 09/09/14 04/08/14

1 APPLICATION

2 An individual desiring a position with the **Board school system** shall make application to the Director
3 of Schools on forms developed by his/her office. To ensure the safety and welfare of students and staff,
4 the system shall require criminal history background checks and fingerprinting of applicants for
5 teaching positions and any other positions that require proximity to children.¹ If applying for a teaching
6 position, the Director of Schools (or designee) shall also check the applicant's license status in the
7 State Board of Education's database to determine if there is a hold on that applicant's license and, if so,
8 the reasoning behind the hold.²

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
10 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
11 prosecution.³

12 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
13 applicant.⁴

14 *Professional Employees*

15 The application must include a transcript of credits earned at the colleges or universities attended along
16 with references from persons such as previous employers, college professors, and supervisors of
17 student teachers. Other information shall include whether such applicant has been dismissed for cause
18 from a school system.⁵ If previously employed by a local board of education, the applicant shall
19 provide evidence of acceptable resignation.

20 No person shall be employed:

- 21 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
22 of Education;⁶
- 23 2. Who has been identified by the Department of Children's Services, or on a similar registry in
24 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
25 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 26 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
27 of Health, or on a similar registry in another jurisdiction;⁷

4. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁸
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁹
6. Who has not had their information everified using E-Verify;¹⁰
7. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
8. Who does not receive a satisfactory background check.¹¹

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of the children;⁸
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;⁷
4. Who has not had their information everified using E-Verify;¹⁰
- ~~5. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹~~
6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
7. Who does not receive a satisfactory background check.¹¹

EMPLOYMENT

Professional Employees

After checking references and receiving written recommendations, the Director of Schools (or designee) shall hire and assign qualified applicants.

Initial Employment

Upon initial employment, the Director of Schools designee shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall accept or reject, in writing, the offered employment within the timeline established by state law.¹² From the date of the written acceptance, such person is considered to be under employment with the Board and is subject to all rights, privileges and duties.

Support Employees

After checking references and receiving written recommendations from principals and/or supervisors, the Director of Schools (or designee) shall hire and assign qualified applicants.

Legal References

1. [TCA 49-5-406; TCA 49-5-413](#)
2. [State Board of Education Policy 5.501](#)
3. [TCA 49-5-406\(a\)\(2\)\(A\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [TCA 49-2-131](#)
6. [TCA 49-5-403; TCA 49-5-101; TCA 49-5-106](#)
7. [TCA 49-5-413\(e\)](#)
8. [TCA 49-5-404](#)
9. [TCA 49-5-405](#)
10. ~~[TCA 49-5-413\(a\), \(f\)](#)~~ [Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 et seq.; Public Acts of 2026, Chapter No. 772](#)
11. [TCA 49-5-413\(a\), \(f\)](#)
12. [TCA 49-5-406\(b\)](#)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Collierville Schools Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date: 07/28/26
		Rescinds: 5.110	Issued: 10/22/24 04/18/14

Certified personnel must make a written contract with the Board at a fixed salary per month before entering upon their duties.¹

The Director of Schools shall establish the salary rating of each person employed and shall recommend such salary rating to the Board for its approval.²

Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No payment to any employee for service performed on behalf of the school system shall be made from any source other than the Board.

Contracts for administrators and system-wide professional personnel shall include two-hundred (200) days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each contract shall provide:³

1. A minimum of one hundred and eighty (180) working days;
2. A minimum of five (5) days for in-service education;
3. Ten (10) vacation days; and
4. Five (5) days as designated by the Board. (Teachers shall use one (1) day for parent-teacher conferences).

The school calendar adopted by the Board each year shall become part of each employee's contract.

Salaries and supplements may be paid from revenue derived from sources other than taxes, provided the revenue is deposited with and salaries paid through the Board. This includes donations or contributions from individual, civic or other non-school related sources of funds from individual school activity funds, such as gate receipts and concessions.^{1,4}

ACCRUED LEAVE & BENEFICIARIES⁵

In the event of the death of an active employee, the employee's designated beneficiary may elect to receive payment for any unused accumulated leave at the rate of fifty dollars (\$50.00) per day. If the employee was eligible for state retirement benefits at the time of death, however, the beneficiary should first consult with the Tennessee Consolidated Retirement System (TCRS) to determine whether unused accumulated leave may be applied toward retirement service credit and to compare the value of that option with the leave payout provided under this policy. Unless the employee has designated otherwise in writing, the payout beneficiary shall be the same as the employee's designated beneficiary for retirement benefits with TCRS. If the employee has not designated a beneficiary with TCRS, the employee's estate shall be deemed the beneficiary for purposes of this policy.

Legal References

1. [TCA 49-2-203\(a\)\(1\); TCA 49-5-408](#)
2. [TCA 49-5-402](#)
3. [TCA 49-6-3004](#)
4. [TCA 49-6-2006\(a\)](#)
5. [TCA 49-5-717; Public Acts of 2026, Chapter No. 909](#)

Cross References

School Calendar 1.800
Revenues 2.400
Payroll 2.802
Application and Employment 5.106

Collierville Schools Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date: 07/28/26
		Rescinds: 5.114	Issued: 10/22/24 04/08/14

The Director of Schools or his/her designee(s) shall be authorized to maintain personnel records and to permit inspection of the same, except for matters deemed confidential by law. The following personnel records shall be maintained for all employees as appropriate:

1. Employee applications and contracts;
2. Professional certificates and other documents required by state and federal laws and regulations;¹
3. Evaluations;
4. Cumulative information files; and
5. INS Form I-9;² and
6. Disciplinary action, as appropriate, and any response from the employee.

The following guidelines shall be followed:

1. Information contained in personnel records shall be limited to job-related matters;
2. The Director of Schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;³
5. In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.⁴
6. Members of the public may not obtain the home telephone number, personal cell phone number, bank account information, social security number, residential street address, driver license information (except where driving or operating a vehicle is considered to be a part of the employee's duties), or the results of individual teacher evaluations of an employee or of the immediate family members or household members of an employee, unless release of this information is expressly authorized by the employee.⁵
7. A record of the person inspecting and the date of inspection shall be recorded; and
8. Copies of records may be made under rules determined by the director of schools.⁶

Legal References

1. [TCA 49-2-301\(b\)\(1\)\(M\)](#)

Cross References

Teacher Effect Data 5.1141

2. [Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359](#)
3. [TCA 10-7-503, 504](#)
4. [20 USCA § 6312\(e\)\(1\)](#)
5. [TCA 10-7-504\(f\)\(1\); TCA 10-7-504\(a\)\(23\)](#)
6. [TCA 10-7-506; TCA 49-2-301\(b\)\(1\)\(AA\)](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date: 07/28/26
		Rescinds: 5.1151	Issued: 10/22/24 04/14/20

General

Teleworking is a work arrangement where designated employees are allowed to perform their normal duties and responsibilities through the use of hardware and software at an alternate location from their normal work site.

The Director of Schools may require an employee to telework if the duties and responsibilities of the position are required during times of emergency. An employee's participation in the program will be determined by the length and duration of the emergency and will be both initiated and ended at the discretion of the supervisor and/or the Director of Schools. **Telework outside of times of emergency is not permitted.**

WORK ENVIRONMENT

Employees approved for telework shall maintain a dedicated and safe work environment.

An employee who teleworks shall not allow anyone other than district employees to utilize district provided services or equipment. Employees shall keep remote work and information confidential, in accordance with district policies, procedures, and applicable privacy laws.

Cross References

Emergency Closings 1.8011

Collierville Schools Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 07/28/26
		Rescinds: 5.200	Issued: 10/22/24 08/23/22 08/24/21 11/19/19 07/07/14

1 **ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY**

2 If an investigation of an employee's conduct is required, the Director of Schools shall determine
3 whether to temporarily modify the employee's work status based on concerns for safety or to minimize
4 disruption to the educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
- 6
- 7 • Placement on administrative leave with pay; or
- 8
- 9 • Temporary removal from the school setting.

10 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a
11 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary
12 action, which could include suspension without pay.

13 **SUSPENSION PENDING AN INVESTIGATION ¹**

14 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
15 investigation or final disposition of a case before the Board or an appeal. If the matter under investigation
16 is not the subject of an ongoing criminal investigation or a Department of Children's Services
17 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
18 not exceed ninety (90) working days in duration. Under no circumstances shall the Director of Schools
19 suspend a teacher with pay **if there is a pending investigation**. If vindicated or reinstated, the teacher
20 shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an
21 appropriate penalty.

22 **SUSPENSION OF THREE DAYS OR LESS^{2,3}**

23 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
24 unprofessional conduct or insubordination. When a teacher is suspended, he/she shall be: (1) provided
25 with written notice, including the reasons for the suspension along with an explanation of the evidence;
26 (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five
27 (5) working days; and (3) given a written decision of the suspension within ten (10) working days. Both
28 parties may be represented by counsel at the conference, which shall be recorded.

1 Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated,
2 the tenured teacher shall be paid full salary for the period of suspension, unless suspension without pay
3 is deemed to be an appropriate penalty.

4 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS** ⁴

5 When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than
6 three (3) working days, the charges shall be made in writing specifically stating the offenses that are
7 charged and shall be signed by the party or parties making the charges.

8 If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension
9 greater than three (3) working days of the teacher, the Director of Schools shall give the teacher a written
10 notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the
11 Commissioner of Education advising the teacher of his/her legal duties, rights and recourse.

12 A tenured teacher who has been given notice of charges against him/her may within thirty (30) working
13 days after receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

14 The Director of Schools shall, within five (5) working days after receipt of request, assign a hearing
15 officer from the list maintained by the Board.

16 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as
17 impartial hearing officers, as defined under Tennessee law.

18 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the
19 parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of
20 issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) working days
21 following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of
22 any prehearing conference may be conducted by telephone if each participant has an opportunity to
23 participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered
24 to issue appropriate orders and to regulate the conduct of the proceedings.

25 Either party may appeal to the Board of Education an adverse ruling by giving written notice of appeal
26 within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings
27 and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all
28 transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty
29 (20) working days of the receipt of the notice of appeal.

30 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.
31 The appealing party may appear before the Board to argue why the adverse ruling should be overturned.
32 In no event should such argument last more than fifteen (15) minutes, unless the Board should vote to
33 extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain
34 the decision of the hearing officer, send the record back for additional evidence, revise the penalty or
35 reverse the decision. The Board shall render its decision within ten (10) working days after the
36 conclusion of the hearing. In the event that the decision of the Board is appealed to the Chancery court,
37 the Board shall transmit the entire record prepared by the Director of Schools and reviewed by the Board
38 to the Chancery court for its review.

1 RESIGNATION

2 A teacher shall give the Director of Schools notice of resignation at least thirty (30) calendar days before
3 the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable
4 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) calendar
5 days' notice requirement and permit a teacher to resign in good standing.⁵

6 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

7 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
8 statement of a physician approved by the Board; or

9 2. The release by the Board of the teacher from the contract which the teacher has entered into with
10 the Board.

11 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) calendar days
12 prior to the date of return if the teacher does not intend to return to the position from which he/she has
13 taken leave. Failure to render such notice may be considered a breach of contract.⁷

14 ~~Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with~~
15 ~~the State Board of Education and request the suspension of a teacher's license. After the State Board of~~
16 ~~Education has provided the teacher an opportunity for defense during a hearing, the State Board of~~
17 ~~Education may suspend the license for no less than thirty (30) and no more than three hundred sixty five~~
18 ~~(365) calendar days.⁸~~

19 RETIREMENT

20 Retirement shall mean a termination of services under conditions which will allow the teacher to draw
21 benefits from retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits
22 may elect to retire at any age according to the provisions of the retirement system.

23 Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the
24 responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee
25 Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring
26 teacher to file for benefits.

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#), [TCA 49-5-512\(d\)](#)
3. [TCA 49-5-511\(a\)\(2\)](#)
4. [TCA 49-5-511; 512; 513](#)
5. [TCA 49-5-508\(a\); TCA 49-5-411\(b\); Public Acts of 2026, Chapter No. 898](#)
6. [TCA 49-5-508\(c\)](#)
7. [TCA 49-5-706](#)
8. ~~[TCA 49-5-411\(b\)](#)~~

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Collierville Schools Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Separation Practices for Non-Tenured Teachers	Descriptor Code: 5.201	Issued Date: 07/28/26
		Rescinds: 5.201	Issued: 10/22/24 08/23/22 09/28/21 08/24/21 11/19/19 07/14/15 07/07/14

1 **ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY**

2 If an investigation of an employee's conduct is required, the Director of Schools shall determine
3 whether to temporarily modify the employee's work status based on concerns for safety or to minimize
4 disruption to the educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
- 6
- 7 • Placement on administrative leave with pay; or
- 8
- 9 • Temporary removal from the school setting.

10 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a
11 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary
12 action, which could include suspension without pay.

13 **SUSPENSION PENDING AN INVESTIGATION¹**

14 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
15 investigation or final disposition of a case before the Board or an appeal. If the matter under investigation
16 is not the subject of an ongoing criminal investigation or a Department of Children's Services
17 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
18 not exceed ninety (90) working days in duration. Under no circumstances shall the Director of Schools
19 suspend a non-tenured teacher with pay **if there is a pending investigation**. If vindicated or reinstated,
20 the non-tenured teacher shall be paid full salary for the period of suspension, unless suspension without
21 pay is deemed to be an appropriate penalty.

22 **SUSPENSION OF THREE DAYS OR LESS²**

23 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
24 unprofessional conduct and insubordination. When a teacher is suspended, he/she shall be: (1) provided
25 with written notice, including the reasons for the suspension along with an explanation of the evidence;
26 (2) given an opportunity to respond to the director at a recorded conference, if requested within five (5)

1 working days; and (3) given a written decision of the suspension within ten (10) working days. Both
2 parties may be represented by counsel at the conference, which shall be recorded.

3 Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If
4 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension
5 without pay is deemed to be an appropriate penalty.

6 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

7 The Director of Schools may dismiss or suspend for more than three (3) working days any non-tenured
8 teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct or
9 neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

10 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing
11 before an impartial hearing officer.

12 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
13 hear the case and the employee shall have the right to:

- 14 1. Be represented by counsel;
- 15 2. Call and subpoena witnesses;
- 16 3. Examine all witnesses; and
- 17 4. Require that all testimony be given under oath.

18 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
19 affected employee within ten (10) working days following the close of the hearing. The teacher may
20 appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written
21 decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools.
22 Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the
23 proceedings, transcript, documentary and other evidence presented and provide the Board a copy of the
24 same.

25 The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in
26 the same manner as the non-tenured teacher.

27 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may
28 appear in person or be represented by counsel and argue why the decision should be modified or reversed.
29 The Board shall take one of the following actions:

- 30 1. Sustain the decision;
- 31 2. Send the record back if additional evidence is necessary; or
- 32 3. Revise the penalty or reverse the decision.

33 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
34 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
35 after the conclusion of the hearing.

1 Within twenty (20) working days after receipt of notice of the decision of the Board, either party may
2 appeal to the chancery court in the county where the school system is located. The Board shall provide
3 the entire record of the hearing to the court.

4 **NONRENEWAL**

5 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
6 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
7 or tenure protections.

8 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
9 tenured teacher and providing assistance for overcoming these deficiencies.

10 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their
11 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,¹
12 the following action shall be taken:

- 13 1. The Board shall be notified at the next regular Board meeting; and
- 14 2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier,
15 or by email within five (5) business days following the last instructional day for the school year.³
16 If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall
17 include a statement listing it as the cause for nonrenewal.⁴

18 **RESIGNATION**

19 A teacher shall give the Director of Schools notice of resignation at least thirty (30) calendar days before
20 the effective date of the resignation.⁵ The Board may waive the thirty (30) calendar days-notice
21 requirement and permit a teacher to resign in good standing.

22 The conditions under which it is permissible to break a contract with the Board are as follows:⁶

- 23 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
24 statement of a physician approved by the Board;
- 25 2. The release by the Board of the teacher from the contract which the teacher has entered into with
26 the Board.

27 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) calendar days
28 prior to the date of return if the teacher does not intend to return to the position from which he/she has
29 taken leave. Failure to render such notice may be considered a breach of contract.⁷

30 ~~Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with~~
31 ~~the State Board of Education and request the suspension of a teacher's license. After the State Board of~~
32 ~~Education has provided the teacher an opportunity for defense during a hearing, the State Board of~~
33 ~~Education may suspend the license for no less than thirty (30) calendar days and no more than three~~
34 ~~hundred sixty-five (365) calendar days.⁸~~

35 **RETIREMENT**

1 Retirement shall mean a termination of services under conditions which will allow the teacher to draw
2 benefits from retirement plans and/or Social Security benefits.

3 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the
4 retirement system. Central office personnel shall assist teachers in securing retirement benefits; however,
5 it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from
6 the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility
7 of the retiring teacher to file for benefits.

8 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
9 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*
10 *non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this policy.)*

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#); [TCA 49-5-512](#)
3. [TCA 49-5-409](#)
4. [TCA 49-5-409\(b\)\(2\)](#)
5. [TCA 49-5-508](#); [TCA 49-5-411\(b\)](#); [Public Acts of 2026, Chapter No. 898](#)
6. [TCA 49-5-411\(a\)](#)
7. [TCA 49-5-706](#)
8. ~~[TCA 49-5-411\(b\)](#)~~

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Collierville Schools Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Separation Practices for Non-Certified Employees	Descriptor Code: 5.202	Issued Date: 07/28/26
		Rescinds: 5.202	Issued: 10/22/24 04/08/14

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION

The Director of Schools/designee may suspend an employee at any time when deemed necessary.¹

Under no circumstances shall the Director of Schools suspend an employee with pay if a Department of Children's services or criminal investigation is pending. If reinstated, the employee shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL

All non-certified (classified) employees are employed at the will of the Director of Schools. The Director of Schools may dismiss any non-certified employee during the year for any lawful reason.

RESIGNATION

Non-certified personnel shall give the immediate supervisor written notice of resignation at least two (2) weeks (ten (10) working days) in advance of the effective date of voluntary termination. The ten (10) working days may be waived by the Director of Schools for any justifiable reason.

The immediate supervisor shall forward copies of the notice of resignation the day received to the Department of Human Resources. The payroll office will prepare final payment for the next appropriate scheduled pay day.

RETIREMENT

- 1 Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits
2 from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire
3 at any age according to the provisions of the retirement system.
- 4 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
5 responsibility of the retiring employee to obtain verification of eligibility in writing from TCRS to the central
6 office. It shall be the responsibility of the retiring employee to file for eligible benefits.
- 7 Employees who retire under TCRS may be employed up to one-hundred-twenty (120) working days per year
8 without loss of retirement benefits.²
9

Legal References

1. [TCA 49-2-301\(b\)\(1\)\(EE\), \(FF\)](#)
2. [TCA 8-36-805](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 07/28/26
		Rescinds: 5.302	Issued: 10/22/24 07/18/23 01/26/21 04/08/14

PROFESSIONAL PERSONNEL

Only full-time employees in a paid status may earn sick leave. Professional personnel shall earn ~~one (1) day of~~ sick leave ~~for each month employed during the school year.~~ Sick leave as outlined below, and these days shall accumulate for an unlimited number of days.¹

- 10-month contract = 8 sick days earned per year
- 10.5-month contract = 8.5 sick days earned per year
- 11-month contract = 9 sick days earned per year
- 12-month contract = 10 sick days earned per year

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

~~Only full-time employees may earn sick leave. Professional personnel shall earn one (1) day of sick leave for each month employed during the school year. Sick leave shall accumulate for an unlimited number of days.²~~

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.

Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician's certificate stating the reason for absence

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay. Submission of falsified supporting documentation shall be grounds for dismissal.

The principal shall notify the Director of Schools' (or designee's) office at once if an employee is sick beyond the limit of his/her sick leave accumulation.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' (or designee's) office.

A teacher, within the first 90 days of employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the Director of Schools of the system in which the accumulated leave was held provides notarized verification.³

An employee in need of sick leave shall be allowed to use unearned sick leave up to the number of days to be earned during the remainder of the school year in which the individual is employed. Upon termination of the employment of an individual before the days are earned or at the end of the school year, there shall be deducted from the final salary of the employee an amount based on the employee's daily rate of pay sufficient to cover the excess sick leave days used by the employee, and if the final salary is insufficient for this purpose, the employee shall be liable for reimbursement of any amount in excess of the employee's final check.⁴

At the termination of the employment of any employee, all unused sick leave accumulated by the employee ~~shall be terminated.~~ will be reported to the Tennessee Consolidated Retirement System (TCRS) if not transferred by the employee to another TCRS-eligible employer.

SUPPORT PERSONNEL

Only full-time employees in a paid status may earn sick leave. Support personnel shall earn ~~one (1) day~~ of sick leave ~~for each month an employee is employed.~~ as outlined below, and these days shall accumulate for an unlimited number of days.

- 10-month position = 8 sick days earned per year
- 10.5-month position = 8.5 sick days earned per year
- 11-month position = 9 sick days earned per year
- 12-month position = 10 sick days earned per year

At the termination of the employment of any employee, all unused sick leave accumulated by the employee ~~shall be terminated.~~ will be reported to the Tennessee Consolidated Retirement System (TCRS) if not transferred by the employee to another TCRS-eligible employer.

The immediate supervisor may require a physician's certificate stating the reason for absence. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member. Submission of falsified supporting documentation shall be grounds for dismissal.

SICK LEAVE BANK

The purpose of the sick leave bank is to provide sick leave to employees⁵ who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition the Board for permission to establish a sick leave bank.⁶ Upon approval, sick leave bank trustees shall be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and regulations consistent with state law.⁷ Employees wishing to participate shall initially give a maximum

of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and nontransferable.⁸

At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess each member, one (1) or more days of accumulated sick leave. If an employee has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.⁸

An employee who is a member of the sick leave bank may request an allotment of days for the employee's personal illness or on account of an illness of his/her minor child in the manner designated by the trustees. The need for these days must be verified by a statement from a doctor.⁹

By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any year. Membership withdrawal results in forfeiture of all days contributed.¹⁰

The sick leave bank shall be operated in accordance with state law.¹¹

Legal References

1. [TCA 49-5-710\(a\)\(1\)](#); [Public Acts of 2026, Chapter No. 1022](#)
2. [TRR/MS 0520-01-02-.04\(2\)](#)
3. [TCA 49-5-710\(a\)\(5\)](#)
4. [TCA 49-5-710\(a\)\(9\)](#)
5. [TCA 49-5-811](#)
6. [TCA 49-5-803](#)
7. [TCA 49-5-804](#); [TCA 49-5-805](#)
8. [TCA 49-5-807](#)
9. [TCA 49-5-808\(j\), \(m\)](#)
10. [TCA 49-5-806\(d\)](#)
11. [TCA 49-5-801 et seq.](#)

Cross References

Family and Medical Leave 5.305
Physical Assault Leave 5.307

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 07/28/26
		Rescinds: 5.303	Issued: 10/22/24 09/26/23 04/08/14

Personal and professional leave shall be granted in accordance with the laws of the State of Tennessee and the rules and regulations of the State Board of Education.

Certified employees shall earn personal and professional leave at the rate of ~~one (1) day~~ **two (2) days** for each half-year employed for a total of ~~two (2)~~ **four (4)** days per year. Any personal and professional leave remaining unused at the end of a fiscal year—up to ~~two (2)~~ **four (4)** days—shall be credited to sick leave.¹ Full-time certified employees working fewer than twelve (12) months annually who, by virtue of their length of service, have reached the highest step on their respective salary schedules will be awarded a ~~third~~ **fifth** personal leave day each year that they do not receive a step-based salary adjustment. If not utilized by the end of the fiscal year, however, this ~~third~~ **fifth** personal leave day will be forfeited.

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.²

PERSONAL LEAVE

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in an emergency, each employee shall give the principal at least one day's notice in writing of intent to take leave;
2. The approval of both the principal of the school and the Superintendent (or his/her designee) shall be required:³
 - a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
 - b. If requested during any prior established student examination period;
 - c. If requested on the day immediately preceding or following a holiday or vacation period;
 - d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the local Board of Education prior to the commencement of the school year; or

- e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the local board of education prior to the commencement of the school year.

PROFESSIONAL LEAVE

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.⁴

Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

Legal References

1. [TCA 49-5-711\(a\); TRR/MS 0520-01-02-.04\(3\);](#)
[Public Acts of 2026, Chapter No. 1022](#)
2. [TCA 49-5-711\(b\)](#)
3. [TCA 49-5-711\(c\)\(1\)](#)
4. [TCA 49-5-205](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Vacation and Holidays	Descriptor Code: 5.310	Issued Date: 07/28/26
		Rescinds: 5.310	Issued: 10/22/24 09/26/23 03/20/21 04/14/15

Vacations and holidays will be granted to regular, full-time employees subject to the following provisions:

A. General Provisions

- Temporary and part-time employees are not eligible for vacation leave.
- Vacation leave will begin to accrue once new employees complete three (3) months of continuous service.
- An employee who resigns or terminates from the Collierville Schools district shall be paid for up to twenty-five (25) days of unused earned vacation leave, provided the employee has completed a minimum of six (6) months of service.
- Full-time classified employees will receive ~~one (1) day~~ **four (4) days** ~~per semester~~ of annual leave to be used for personal business in addition to earned sick leave. Any unused annual leave day(s) may be converted to sick leave each year.

B. Twelve (12) Month Employees

- Any full-time twelve (12) month employee who is employed by the Collierville Schools district will be granted vacation based on the following schedule as allotted by the approved years of acceptable service by Collierville Schools district:

Length of Service Vacation Accrued	Semi-Monthly Basis
Three (3) months and one day, but less than five (5) years..... <i>(Maximum of 10 days per year)</i>	.42
Five (5) years, but less than ten (10) years..... <i>(Maximum of 12 days per year)</i>	.50
Ten (10) years, but less than fifteen (15) years..... <i>(Maximum of 15 days per year)</i>	.63
Fifteen years or more.....	.84

(Maximum of 20 days per year)

2. Vacation is accrued semi-monthly, and the accumulated amount of vacation appears on the employee's paychecks.
3. Vacation leave is accrued while an employee is in paid status but does not accrue while an employee is in an unpaid status.
4. Holidays are not paid to employees who are in an unpaid status.
5. Designated Collierville Schools district holidays that fall within the vacation schedule are not to be counted as vacation days. Full time, twelve-month employees will be paid for holidays that will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period.
6. Vacation schedules that shall be approved by the employee's immediate supervisor should be planned in such a way that operational procedures are not interrupted.
7. All vacation days in excess of twenty-five (25) and any unused personal leave days that are accrued by an employee as of the last day of the fiscal year shall be converted to sick leave days.

C. Full-time classified employees working less than twelve (12) months

1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period. Ten (10) vacation days are built into the employee's work calendar, so as to reduce the number of unpaid days throughout the school year. These days are not paid out if the employee resigns and are not for the employee's use.
2. The employee must work both the day before and the day after a paid holiday in order to be paid for the holiday.
3. The employee may use such paid leave time as he/she is entitled to, based upon employment status, to cover the day before and/or after a paid holiday.

D. Full-time certified employees working less than twelve (12) months shall earn one (1) vacation day for every 20 days worked, and those days are distributed throughout the employee's work calendar. These days are not paid out if the employee resigns and are not for the employee's use.

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Personnel Health Examinations / Communicable Diseases	Descriptor Code: 5.400	Issued Date: 07/28/26
		Rescinds: 5.400	Issued: 10/22/24 04/18/14

- 1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.
2 Employees shall inform the Director of Schools whenever they contract a contagious or communicable
3 disease.
- 4 No employee who has any communicable disease shall perform his/her duties in any location where such
5 might endanger the health of school children. The Board shall require any employee to submit to a
6 physical examination by a physician whenever there is reason to believe that the employee has any
7 communicable disease.¹
- 8 The Director of Schools shall reassign ~~or suspend~~ any employee to alternate duties, place employee on
9 administrative leave with pay, or temporarily remove employee from the school setting who is suspected
10 of having a communicable disease that might endanger the health of children, pending investigation and
11 final disposition of the case before the Board.²
- 12 To assist the Board in making final disposition of the case, the Director of Schools may refer the case to
13 the County Health Office or other medical experts.
- 14 The Board shall use the written report to determine the employment status of the employee.

Legal References

1. [TCA 49-2-203\(b\)\(2\); TCA 49-5-710\(a\)\(7\); TCA 49-5-404](#)
2. [TCA 49-5-511](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Suspension/Dismissal 5.200-202

Collierville Schools Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date: 07/28/26
		Rescinds: 5.403	Issued: 10/22/24 04/08/14

REASONABLE SUSPICION DRUG TESTING

~~Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and, when appropriate, refer the matter to the Director of Schools/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.~~

~~Any employee may be required to submit to substance screening if the following conditions exist: (list is not inclusive)~~

If a supervisor observes or receives a report of conduct suggesting a potential violation of Policy 1.804, Alcohol & Drugs in the Workplace, the supervisor shall promptly inform the Director/designee. Upon reasonable suspicion that an employee's job performance or behavior may be impaired by illegal drugs, including improper use of prescribed drugs, or alcohol, the Director/designee may require the employee to undergo drug or alcohol testing.

An employee who is required to submit to drug or alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with board policy, and state law, where applicable.

An employee who tests positive on a reasonable suspicion test will be in violation of this policy and subject to termination.

The Director or his/her authorized designee are the only individuals in the district authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic Case: Deteriorating job performance or changes in personal traits characteristics where the use of alcohol or drugs may be reasonably suspected as the cause.
2. Acute Case: Appearing in a specific incident or observation to then be under the present influence of alcohol or drugs, or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, include, but are not limited to, the following:

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs.
2. Apparent physical state of impairment of motor functions.
3. Marked changes in personal behavior not attributed to other factors.
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

The circumstances, under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in Board of Education property, or at school system-approved or school-related functions.

Prior to substance screening, employees must sign an acknowledgment that the summary result will be transmitted to the Medical Review Officer and the Director/designee.

Drug and alcohol screening shall be conducted by Board approved, independent, certified laboratories utilizing recognized techniques and procedures. A breath analysis test will be performed by a certified Breath Alcohol Technician.

TESTING FOR CDL EMPLOYEES

All drivers and applicants for driver positions who are required to hold a Commercial Driver's License (CDL) to perform their job function must adhere to the requirements of this policy and all procedures relating to this policy.¹

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business or while operating school vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work or having any measurable amount of alcohol in their system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and their ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as an employee of the Board and possible legal prosecution.

The use of any prescription drug that could affect the central nervous system or one that would impair reaction time shall be reported to the Director of Schools (or designee). Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

Procedures

The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a reportable accident or who are periodically or randomly selected. The procedures are designed not only to detect violations of this policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

Implementation

The Director of Schools (or designee) is authorized to implement this policy and procedures for the drug testing program, including a periodic review of the program to address any problems, changes and/or revisions of it, maintenance of all records required by the federal regulations, and determination upon Board approval of how the program will be accomplished, whether in-house, contracted or by consortium.

Dissemination

The Director of Schools (or designee) shall be responsible for communicating this policy and the procedures to all employees affected by this policy and shall be accountable for its consistent enforcement.² The Director of Schools (or designee) is designated to answer questions about this policy, procedures and all other matters involved in alcohol and controlled substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

Legal References

1. [Omnibus Transportation Employee Testing Act of 1991, 49 USCA § 5331](#)
2. [49 CFR § 382.601](#)

Cross References

[Alcohol & Drugs in the Workplace 1.804](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Complaints and Grievances	Descriptor Code: 5.501	Issued Date: 07/28/26
		Rescinds: 5.501	Issued: 10/22/24 04/08/14

EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

Conflicts arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom they are responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the Director of Schools.

In instances where an individual staff member feels, for personal reasons, that they cannot discuss a problem with their immediate superior, the staff member may take the problem **to the next higher level of supervision**, ~~directly to the~~ **culminating with the** Director of Schools. After review of the case, the Director of Schools shall take action as they deem appropriate and within a prompt, reasonable time shall notify all parties concerned of their decision.

HARASSMENT/DISCRIMINATION GRIEVANCES

Employees should notify any district complaint manager if they believe the Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, state or federal statute or Board policy including: ^{1,2,3}

1. Age Discrimination Employment Act;¹
2. Title II of the Americans with Disabilities Act;⁴
3. Title IX of the Education Amendments of 1972;⁵
4. Section 504 of the Rehabilitation Act of 1973;⁶ or
5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 ^{7,5}

The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of an employee to prompt and equitable resolution of the complaint shall not be impaired by the employee's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint — An employee who wishes to avail themselves to this grievance procedure may do so by filing a complaint with any district complaint manager. The employee may request a complaint manager of the same sex. **Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth” unless otherwise required by federal law.**⁸ The complaint manager may assist the employee in filing a grievance.

2. Investigation — The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on their behalf. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. The complaint manager shall file a written report within ten (10) days of the filing of the grievance, of his or her findings with the Director of Schools. If a complaint of sexual harassment contains allegations involving the Director of Schools, the written report shall be filed with the Board. The Director of Schools shall keep the Board informed of all complaints.
3. Decision and Appeal — After receipt of the complaint manager's report, the Director of Schools shall render a written decision within five (5) days of the receipt of the report that shall be provided to the employee. If the employee is not satisfied with the decision, the employee may appeal the decision to the Board by making a written request to the complaint manager. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board. Thereafter, the Board shall render within thirty (30) days from the date the appeal was received, review the report and affirm, overrule or modify the decision and render a written finding that shall be provided to the complainant. This grievance procedure shall not be construed to create an independent right to a Board hearing.

APPOINTING COMPLAINT MANAGERS

The Director of Schools shall appoint at least two (2) complaint managers, one of each **gender sex**. The Federal Rights Coordinator may be appointed as a complaint manager. The Director of Schools shall insert into this policy the names, addresses and telephone numbers of current complaint managers:

Cecelia Booker (F)	Jeff Jones (M)
Chief of Human Resources	Assistant Superintendent
215 W Poplar Ave	215 W Poplar Ave.
901-861-7000	901-861-7000

Legal References

1. [Age Discrimination Employment Act, 29 USCA § 621; 42 USCA § 6101; 34 CFR § 110.25](#)
2. [Equal Pay Act, 29 USCA § 206\(d\)](#)
3. [Immigration Reform and Control Act, 8 USCA § 1324](#)
4. [Americans with Disabilities Act, 42 USCA § 12101](#)
5. [Title IX of the Education Amendments, 20 USCA § 1681](#)
6. [Section 504 of the Rehabilitation Act, 29 USCA § 701](#)
7. [Title VII of Civil Rights Act, 42 USCA § 2000e](#)
8. [Public Acts of 2026, Chapter No. 938; *Bostock v. Clayton Cnty., Georgia*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 \(2020\)](#)

Cross References

Appeals To and Appearances Before the Board 1.404
 Section 504 and ADA Grievance Procedures 1.802
 Equal Opportunity Employment 5.104
 Discrimination/Harassment of Employees 5.500

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Staff Rights and Responsibilities	Descriptor Code: 5.600	Issued Date: 07/28/26
		Rescinds: 5.600	Issued: 10/22/24 07/18/23 06/23/20 04/08/14

In fulfilling any rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their actual duties.

Each staff member has the right to a work environment free from sexual, racial, ethnic and religious discrimination/harassment.¹

Educators have the right to:²

1. Be treated with civility and respect;
2. Have their professional judgment and discretion respected;
3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
4. Provide students with a safe environment;
5. Defend themselves and their students from physical violence or harm;³
6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;⁴
7. Review all instructional material or curriculum before being utilized by students;
8. Not be required to use his/her personal money to appropriately equip a classroom;
9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law;⁵ and
10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.⁶

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by the laws of the state as these affect their work, the policies of the Board, and the procedures designed to implement them.²

2. To adhere to the Teacher Code of Ethics.⁷
3. Refrain from any sexually related behavior with students, including students who have graduated or withdrawn in the immediately preceding twelve (12) months;⁸
4. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know.
5. Be courteous and helpful in interacting and responding to parents, visitors and members of the public.
6. Keep all records and prepare and submit promptly all reports that may be required by state law, state board regulations, board policy and administrative procedures.
7. Wear appropriate dress for work, which may include required face coverings or other personal protective items, according to Board guidelines and local school rules.
8. Use social media in a manner that upholds the professional standards of the education profession, ensuring that all interactions and shared content reflect integrity, respect for student privacy, respect for school safety, and adherence to the Teacher Code of Ethics, as applicable.

Legal References

1. [42 USCA § 2000c-2\(a\), \(b\); TCA 49-6-8004](#)
2. [TCA 49-5-209](#)
3. [TCA 49-6-2802](#)
4. [20 USCA § 1232g](#)
5. [TCA 49-6-4301; Public Acts of 2024, Chapter No. 882](#)
6. [TCA 49-5-714](#)
7. [TCA 49-5-1001](#)
8. [Public Acts of 2026, Chapter No. 898](#)

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804
Staff-Student Relations 5.610
Ethics 5.611

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Political Activities	Descriptor Code: 5.606	Issued Date: 07/28/26
		Rescinds: 5.606	Issued: 10/22/24 04/08/14

- 1 Employees have a right to express their views on any issue, but must in each case make clear that the
2 view expressed is not the official view of the Board or school system.
- 3 Employees may, on their own time, campaign for or against any candidate or referendum, but are
4 prohibited from using system owned property to engage in political activity. System owned property
5 includes, but is not limited to: all buildings, signage, message boards, telephonic equipment, electronic
6 equipment and email accounts. System-owned property, including school buildings, district offices, and
7 other facilities, shall not be used as a location for filming or recording content intended for political
8 promotion or solicitation. Employees shall not use audio or video messages to engage in any political
9 promotion or solicitation during school hours.¹

Legal References

1. [TCA 49-6-2009](#)

Cross References

Board-Community Relations 1.500
News Releases, News Conferences & Interviews 1.503
Advertising and Distribution of Materials in Schools
1.806

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Tutoring for Pay	Descriptor Code: 5.608	Issued Date: 07/28/26
		Rescinds: 5.608	Issued: 10/22/24 04/08/14

- 1 Any teacher may enter into an agreement with parents/guardians for tutoring children for a fee, but this
2 practice must be limited to children other than those for whom the teacher is currently exercising
3 teaching, administrative or supervisory responsibility.¹ No private teaching or tutoring shall be done
4 during the hours of the regular school day.
- 5 Any teacher who enters into a private tutoring agreement with a parent/guardian does so as an
6 independent actor and not as an agent of the school district. The school district shall not be liable for any
7 claims, damages, or liabilities arising from or related to private tutoring services provided by a school
8 employee. The teacher providing such tutoring services shall assume full responsibility and liability, and
9 agrees to indemnify and hold harmless the school district, its board members, administrators, and
10 employees from any and all claims, demands, actions, or causes of action arising out of or in connection
11 with such services.
- 12 School facilities may not be used by employees for private profit.

Legal References

1. TCA 49-5-1003(b)(11)

Cross References

Community Use of School Facilities 3/206
Non-School Employment 5.607

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Director of Schools	Descriptor Code: 5.800	Issued Date: 07/28/26
		Rescinds: 5.800	Issued: 10/22/24 04/08/14

The Director of Schools shall be the chief executive officer of the school system and shall have, under the direction of the Board, general supervision of all the public schools, personnel and departments of the school system. The Director of Schools is the only employee directly employed by the Board of Education. All other employees of the system are employed, supervised, and managed under the authority of the Director of Schools. The Director of Schools is responsible for the management of the schools under the Board's policies and is accountable to the Board.¹

As the chief executive officer, the Director of Schools shall: a) interpret the policies of the Board of Education; b) establish administrative procedures and regulations for the implementation of those policies; and c) serve as fiscal agent for the Collierville Schools.

The Director of Schools is charged by the Board with the responsibility to oversee and manage all personnel matters within the district, consistent with applicable laws, regulations, and Board policies. This includes hiring, assignment, evaluation, discipline, and dismissal of employees, as well as the delegation of such duties as appropriate.²

~~The Director of Schools, at their discretion, may delegate any of their duties to other school personnel.~~

Legal References

1. [TCA 49-2-301\(a\)](#)
2. [TCA 49-2-301\(e\)](#)

Collierville Schools Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 07/28/26
		Rescinds: 5.801	Issued: 10/22/24 02/10/15 10/14/14

When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.¹ The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim Director of Schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection procedures. A Board member may not apply for, or in other way be considered for, the position of Director of Schools.²

If the Board chooses to conduct a search to fill the position, the Board shall initially develop the following³:

- a job description
- a timeline
- a process for accepting and reviewing applications, including a process for handling public versus non-public material (Note: Per state law, records of all applicants are public unless candidates request that their records be made private); and
- selection procedures which shall include, but not be limited to, the following:

1. The Board may invite the community, including Board employees, to participate in the process of selecting a Director of Schools. ~~Resumes of persons interviewed by the Board shall be available in the central office for public inspection.~~
2. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire Board.
3. Candidates shall be interviewed by the Board in an open session. Only Board members will be allowed to ask questions during the interview.
4. A majority of all of the members constituting the Board, and not merely a majority of the quorum, shall be required to transact all business coming before the board, including the appointment of a Director of Schools, in regular or special meetings.⁴

The Director of Schools shall serve under a written contract, the maximum duration of which is four (4) calendar years.⁵

1

2

Legal References

1. [TCA 49-2-203\(a\)\(13\)](#)
2. [TCA 49-2-203\(a\)\(1\)\(D\)](#)
3. [TCA 49-2-203\(a\)\(13\)\(B\)](#); [Public Acts of 2026, Chapter No. 1048](#)
4. [TCA 49-2-202 \(g\)](#)
5. [TCA 49-2-203 \(a\)\(13\)\(A\)](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Goals	Descriptor Code: 6.100 Rescinds: 6.100	Issued Date: 07/28/26 Issued: 04/29/25 03/14/14
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In order to establish an environment that is conducive to learning, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex (defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”) or disabilities. ¹
2. To protect and observe the legal rights of students;
3. To enhance each student’s sense of worth and respect by providing a learning environment that promotes positive encouragement and frequent success;
4. To provide an environment where students can learn personal and civic responsibility for their actions through meaningful experiences;
5. To discipline students in a fair and constructive manner;
6. To provide for the safety, health and welfare of students; and
7. To promote faithful attendance and diligent effort.

Legal References

1. [20 USCA § 1703](#); [TCA 49-6-3109](#); [Public Acts of 2026, Chapter No. 938](#)

Cross References

School District Goals 1.700
Instructional Program 4.100
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200 Rescinds: 6.200	Issued Date: 07/28/26 Issued: 06/24/25 04/29/25 07/18/23 07/26/22 08/24/21 11/09/19 08/22/18 06/28/18 09/08/15 02/10/15 07/07/14
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Attendance is a key factor in student achievement and, therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

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

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

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

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

1. Personal illness/injury;
2. Illness of immediate family member;

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

The principal shall be responsible for ensuring that:⁶

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

TRUANCY

General

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.⁶ If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

1 *Progressive Truancy Intervention Plan*⁸

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

4 **Tier I**

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

10 **Tier II**

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

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

28 **Tier III**

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

Transfer Students and Truancy Tracking

The district shall request attendance records for students enrolling after the start of the school year from the previous public school district. Unexcused absences accumulated at a previous district for the current school year shall be factored into the student's placement on the truancy intervention plan tiers, if applicable.⁹

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹² If attendance is a factor, prior to credit/promotion denial, the following shall occur:

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

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY¹⁰

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

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

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

RELEASED TIME COURSE¹¹

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class that requires an examination for state or federal accountability purposes. Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law.¹⁴

The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in

writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course.

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

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

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

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed doctor's excuse or shall have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade on the EOC exam, which shall be averaged into their final grade.

DRIVER'S LICENSE REVOCATION²

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

ATTENDANCE HEARING¹³

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or their parent/guardian shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow his/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

- 1 The Director of Schools/designee shall ensure that this policy is posted in each school building and
- 2 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\)](#); [State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007](#); [TCA 49-6-3009](#)
9. [Public Acts of 2026, Chapter No. 844](#)
10. [TCA 49-6-3022](#)
11. [TCA 49-2-130](#)
12. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#)
13. [TRR/MS 0520-01-02-.17\(7\)](#)
14. [Public Acts of 2025, Chapter No. 401](#) [TCA 49-2-130\(i\)](#)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 07/28/26
		Rescinds: 6.202	Issued: 04/29/25 05/13/14

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

A parent/guardian wishing to conduct a home school shall meet the following requirements:²

1. Provide annual notice to the Director of Schools before the commencement of each school year of the intent to conduct a home school;
2. Submit to the Director of Schools the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, qualifications of the parent/teacher;
3. Maintain attendance records, subject to inspection of the local Director of Schools;
4. Submit attendance records to the Director of Schools at the end of each school year;
5. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools;³
6. Possess a high school diploma, GED, HiSET, or high school equivalency credential approved by the State Board of Education;⁴
7. ~~Cooperate in~~ **Ensure** the administration to home school students of appropriate tests **approved** by the ~~Commissioner~~ **State Board** of Education, ~~his/her designee, or by a professional testing service~~ or a **standardized test selected by the parent-teacher that provides nationally normed analytics in English and math** in grades five (5), seven (7), and nine (9);⁵
- ~~8. Take actions according to state law if a home school student falls behind appropriate grade level;~~
- ~~9. Submit proof to the Director of Schools that the home school student has been vaccinated as required by law;~~
10. Submit proof to the Director of Schools that other health services and examinations as required by law have been received by the home school student; and
11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, 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 has
3 reached age 17), either in the home school or in a public, private or church-related school.

4 **FACILITIES USE**

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

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

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

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

12 4. The Director of Schools investigates the request and makes recommendations to the Board;

13 5. No overcrowding, additional expenses, including providing transportation, or other special
14 situations that interfere with the normal operation of the school system shall be incurred; and

15 6. Approval by the Board is on a case-by-case basis.

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

19 If a home school student falls more than one (1) year behind his appropriate grade level in his/her
20 comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have
21 taught the child at his/her grade level determines through appropriate means that the student is not
22 learning disabled, the Director of Schools shall require the parents to enroll the child in a public,
23 private or church-related school.⁶

Legal References

1. [TCA 49-50-801\(a\)](#)
2. [TCA 49-6-3050\(b\), \(c\)](#)
3. [TCA 49-6-3004\(a\); TCA 49-6-3050\(b\)\(3\)](#)
4. [TCA 49-6-3050\(b\)\(4\)](#)
5. [TCA 49-6-3050\(b\)\(5\); Public Acts of 2026, Chapter No. 912](#)
6. [TCA 49-6-3050\(b\)\(6\)](#)

Cross References

Compulsory Attendance Ages 6.201

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date: 07/28/26
		Rescinds: 6.205	Issued: 04/29/25 07/14/15 03/04/14

TO SCHOOLS

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

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

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

TO CLASSES

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

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

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

If an order of protection is issued to protect a student from another student enrolled in the same school, then the principal shall develop a student safety plan and implement it for the student who is named as the petitioner. This shall occur as soon as possible, but no later than five (5) school days from the date on which the school receives a copy of the order of protection. When reasonably practicable and appropriate, the building-level school safety team and the parent(s)/guardian(s) of the student named as the petitioner shall provide input into the plan. The Director of Schools shall develop administrative procedures to implement this process.⁴

Legal References

1. [TCA 49-6-3102, 3103](#)
2. [TCA 49-6-3201](#)
3. [TCA 49-6-3102\(h\), \(i\)](#)
4. [Public Acts of 2026, Chapter No. 862](#)

Cross References

Promotion and Retention 4.603
Transfers Within the System 6.206
Homeless Students 6.503
Students in Foster Care 6.505

Collierville Schools Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Rights and Responsibilities of Students	Descriptor Code: 6.301	Issued Date: 07/28/26
		Rescinds: 6.301	Issued: 04/29/25 05/13/14

- 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. Expect that school will be a safe place;
 - 7 4. Have an appropriate environment conducive to learning;
 - 8 5. Not be discriminated against on the basis of sex (defined as the “immutable characteristics of the
 - 9 person’s reproductive system that identify the person as male or female, as determined by anatomy and
 - 10 genetics existing at the time of birth”), race, color, creed, religion, national origin or disabilities¹; and
 - 11 6. Be fully informed of school rules and regulations.
- 12 Each student has the responsibility to:²
 - 13 1. Know and adhere to reasonable rules and regulations established by the Board and school officials;
 - 14 2. Respect the human dignity and worth of every other individual;
 - 15 3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
 - 16 4. Study and maintain the best possible level of academic achievement;
 - 17 5. Be punctual and present in the regular school program;
 - 18 6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
 - 19 7. Maintain and/or improve the school environment, preserve school and private property, and exercise
 - 20 care while using school facilities;
 - 21 8. Refrain from behavior that would lead to physical or emotional harm or disrupts the educational
 - 22 process;
 - 23 9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining
 - 24 discipline in the school and at school-sponsored activities;
 - 25 10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other
 - 26 unauthorized substances or materials; and
 - 27 11. Possess on school grounds only those materials that are acceptable under the law and accept the
 - 28 consequences for articles in one’s possession.

Legal References

1. [20 USCA § 1703](#); [Public Acts of 2026, Chapter No. 938](#)
2. [TCA 49-6-3401](#)

Collierville Schools Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Questioning Students and Searches	Descriptor Code: 6.303	Issued Date: 07/28/26
		Rescinds: 6.303	Issued: 06/24/25 04/29/25 05/13/14

1 QUESTIONING 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 shall be conducted discreetly and under circumstances that will
4 avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer
5 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 of the intended interrogation unless circumstances require otherwise.
12 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the principal or
13 his/her designee shall be present during the interrogation.¹ The use of female police officers or female staff
14 members is desirable in the interrogation of 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 effort
19 to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation
20 may proceed without attendance of the parent(s)/guardian(s), but the principal or his/her designee shall be present
21 during the interrogation.¹

22 SEARCHES BY SCHOOL PERSONNEL

23 The school principal shall authorize all searches at the outset per state law.² All principal initiated
24 searches shall be conducted by a school security officer or a school administrator or school employee
25 designated by the Director of Schools who has completed the state required orientation and training.³
26 The following conditions shall apply to principal initiated searches:

- 27 1. All the following standards of reasonableness must be met:
 - 28 a. A particular student has violated school policy;
 - 29 b. The search will yield evidence of the violation of school policy or will lead to finding
30 dangerous weapons, drugs, or drug paraphernalia;

- c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
- d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
- e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex (defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.”) of the student as well as the nature of the alleged infraction;⁴

2. A school administrator shall be on-site at any principal-initiated search;

3. A school administrator shall oversee the search and may end the search at any time; and

4. If a student is under the age of eighteen (18), the principal must notify the student’s parent or guardian within a reasonable time of the search.⁷

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools/designee.⁵

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers that are consistent with state and federal law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.⁶

Legal References

1. [TCA 49-6-4203\(b\)](#)
2. [TCA 49-6-4204\(a\)](#); [TCA 49-6-4205\(a\)](#)
3. [TCA 49-6-4212](#); [Public Acts of 2026, Chapter No. 1040](#)
4. [Public Acts of 2025, Chapter No. 244](#) [TCA 49-6-4205\(b\)](#); [Public Acts of 2026, Chapter No. 938](#)
5. [State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 \(Tenn. Ct. App. July 16, 2009\)](#)
6. [TCA 49-6-4201](#); [Tenn. Op. Att’y Gen. No. 14-21 \(February 24, 2014\)](#)
7. [TCA 49-6-4205\(a\)](#)

Cross References

Procedural Due Process 6.302
Reporting Child Abuse 6.409

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyberbullying and Intimidation	Descriptor Code: 6.304 Rescinds: 6.304	Issued Date: 07/28/26 Issued: 06/24/25 04/29/25 07/12/16 05/13/14
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The Collierville Schools Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyberbullying, discrimination (including the definition of antisemitism found in policy 4.100), harassment, intimidation, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

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

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

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

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

DEFINITIONS⁴

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

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

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, ~~gender~~ sex (defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.")⁵, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

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

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

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

REPORTING COMPLAINTS

Any student that believes that he/she is the subject of or has witnessed an act of harassment, intimidation, bullying or cyberbullying shall report the conduct immediately to a teacher, school counselor or school administrator.⁶

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

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

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

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

INVESTIGATIONS

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

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

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

By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the State Department of Education by August 1st.¹³

CONSEQUENCES¹¹

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

Any substantiated charge against a student of harassment, intimidation, bullying and/or cyberbullying toward another student shall result in corrective or disciplinary action up to and including suspension in accordance with Collierville Schools disciplinary policies and procedures.

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

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

RETALIATION AND FALSE ACCUSATIONS

Retaliation or reprisal against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The administrator shall determine the consequences and appropriate remedial action for a person who engages in retaliation or reprisal, after consideration of the nature, severity, and circumstances of the act and in accordance with Collierville Schools disciplinary policies and procedures.¹⁴

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

Legal References

1. [TCA 49-6-4503\(a\), \(b\)\(3\); 20 USCA §§ 1681 to 1686; Public Acts of 2025, Chapter No. 293](#) [TCA 49-50-1801](#)
2. [TCA 49-6-4503\(b\)\(11\); Public Acts of 2026, Chapter No. 1093](#)
3. [TCA 49-6-4503\(b\)\(12\)](#)
4. [TCA 49-6-4503\(b\)\(2\), \(13\)](#)
5. [Public Acts of 2026, Chapter No. 938](#)
6. [TCA 49-2-120](#)
7. [TCA 49-6-4503\(b\)\(5\)](#)

Cross References

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

8. [TCA 49-6-4503\(b\)\(6\)](#)
9. [TCA 49-6-4503\(b\)\(14\)](#)
10. [20 USCA § 1232g](#)
11. [TCA 49-6-4503\(b\)\(4\), \(7\)-\(8\)](#); [Public Acts of 2026, Chapter No. 1093](#)
12. [TCA 49-6-4503\(d\)\(3\)](#)
13. [TCA 49-6-4503\(c\)\(2\)\(B\)](#)
14. [TCA 49-6-4503\(b\)\(9\)](#)
15. [TCA 49-6-4503\(b\)\(10\)](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 07/28/26
		Rescinds: 6.3041	Issued: 04/29/25 08/24/21 01/26/21

General

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.¹ Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”.² This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).³ The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.³ These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.⁴

All employees shall receive training on complying with this policy and federal law.⁵

TITLE IX COORDINATOR⁶

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

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

Name: Mr. Eric Linsy, Student Services Supervisor

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

Phone number: 901-861-7000

Email: elinsy@colliervilleschools.org

DEFINITIONS⁵

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:⁴

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault,⁷ dating violence,⁸ domestic violence,⁹ or stalking¹⁰ as defined in state and federal law.

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

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

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

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

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

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

GRIEVANCE PROCESS

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

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

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

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.¹² If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.¹³ The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.¹⁴

Complaints

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

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

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁵

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

3. Inform the parties that they may have an advisor present during any subsequent meetings; and

4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.¹⁶

Investigations¹⁷

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

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

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

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;¹⁸
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

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

Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁹ the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility²⁰

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.²¹ The preponderance of the evidence standard shall be used in making this determination.²²

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

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

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

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

APPEALS²³

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

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

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

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

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

3 **RETALIATION**²⁴

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

Legal References

1. 34 CFR § 106.1
2. **Public Acts of 2026, Chapter No. 938**
3. 34 CFR § 106.8(b),(c)
4. 34 CFR § 106.45(b)(2); 34 CFR § 106.8(d)
5. 34 CFR § 106.2
6. 34 CFR § 106.8(a)
7. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(12); TCA 71-6-302
8. 34 USCA 12291(a)(11)
9. 34 USCA 12291(a)(12); TCA 40-14-109
10. 34 USCA 12291(a)(36); TCA 39-17-315; TCA 36-3-601(11)
11. 34 CFR § 106.44
12. 34 CFR § 106.44(h)
13. 34 CFR § 106.44(i)
14. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
15. 34 CFR § 106.45(c)
16. 34 CFR § 106.45(d)
17. 34 CFR § 106.45(f); 34 CFR § 106.45(b)(4)
18. 34 CFR § 106.45(b)(7)
19. 20 USCA § 1232g
20. 34 CFR § 106.45(h)
21. 34 CFR § 106.45(b)(3)
22. 34 CFR § 106.45(h)(1)
23. 34 CFR § 106.45(i)
24. 34 CFR § 106.71

Cross References

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

Collierville Schools Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Interference/Disruption of School Activities	Descriptor Code: 6.306	Issued Date: 07/28/26
		Rescinds: 6.306	Issued: 04/29/25 02/22/22 05/13/14

General

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

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

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

REMOVAL OF STUDENT¹

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

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

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

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

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

Appeal Process

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

CLASSROOM EVACUATION

Some or all students may be removed from a classroom or instructional area due to violent, aggressive, or severely disruptive behavior of another student that creates a safety concern or substantially interrupts classroom instruction.³

Parental Notification

The principal/designee shall provide notification to the parent(s)/guardian(s) of each student in the classroom or instructional area at the time of the classroom evacuation. The notification shall be provided by the end of the day in which the classroom evacuation took place unless the event that prompted the evacuation is an ongoing emergency or is otherwise under investigation by state or local law enforcement.

Notification to the parent(s)/guardian(s) must include:³

1. The fact that a classroom evacuation occurred;
2. A brief description of the general nature of the incident sufficient to explain why the classroom evacuation occurred; and
3. Any steps taken by the school to ensure the continued safety and supervision of students.

Parental notification provided in compliance with the Family Education Rights and Privacy Act (FERPA) and other applicable privacy laws.⁴ No information shall be disclosed about the student whose conduct caused the classroom evacuation, or any other student, if the disclosure would violate privacy laws.

Recordkeeping

Each school shall maintain records of:

1. The date and time of the classroom evacuation;

- 1 2. The number of students evacuated;
- 2
- 3 3. The time and manner of parental notification; and
- 4
- 5 4. The staff member responsible for issuing parental notifications.

Legal References

1. [TCA 49-6-2804](#)
2. [TCA 49-6-3401](#)
3. [Public Acts of 2026, Chapter No. 850](#)
4. [20 USCA § 1232g; TCA 10-7-504](#)

Cross References

[Code of Conduct 6.313](#)
Suspension 6.316
Safe Relocation of Students 6.4081

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 07/28/26
		Rescinds: 6.318	Issued: 04/29/25 07/16/24 08/23/22 03/04/14

STUDENT READMISSION TO DISTRICT¹

The district may continue a disciplinary investigation of a student who withdraws from the district during the investigation. If the student later reenrolls in the district, then the disciplinary investigation and/or consequences shall resume.

STUDENT DISCIPLINED IN ANOTHER DISTRICT

The Board may deny admission of any student (except those in state custody) who has been expelled or suspended from another school system in Tennessee or another state even though the student has established residency in the system in which he/she seeks enrollment.

After a request for enrollment is made, the Director of Schools/designee shall investigate the facts surrounding the suspension/expulsion from the former school district. The principal may ask the parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the Director of Schools.² Based on the results of the investigation, the Director of Schools shall make a recommendation to the Board to approve or deny the request.

The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

A student may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school district.³

Legal References

1. **Public Acts of 2026, Chapter No. 760**
2. [TCA 49-6-3051\(a\)](#)
3. [TCA 49-6-3401\(f\); 20 USCA § 1232g\(b\)\(4\), \(h\)](#)

Cross References

School Admissions 6.203
Student Records 6.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Outside Applied Behavior Analysis Therapy	Descriptor Code: 6.4053	Issued Date: 07/28/26
		Rescinds:	Issued:

General

This policy applies to “private pay providers”, which include licensed behavior analysts, registered behavior technicians, and licensed assistant behavior analysts, who are under contract with parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.¹

Private pay providers shall adhere to the memorandum of understanding (“MOU”), Board policies, and state and federal laws while assisting students on school property and/or at school functions. This includes adhering to student confidentiality laws for any student the private pay provider encounters. The school district shall require a background check and fingerprinting of all private pay providers.

A private pay provider accompanying a student on campus shall be responsible for attending to the ongoing needs of the student they are contracted to assist. The school district shall not request the private pay provider to provide services to any other students, staff, or visitors.

The Director of Schools shall develop administrative procedures to implement this policy.

IEP TEAM COORDINATION

Private pay providers shall coordinate with the student’s IEP team by:

- Attending an onboarding session;
- Defining roles and communication channels;
- Conducting a review of relevant student records;
- Ensuring documentation is accurate and promptly provided to all parties; and
- Coordinating with the IEP team prior to each meeting.

TERMINATION OF SERVICES

Services of the private pay provider may be terminated for cause. Termination shall be based on violation of the terms of the MOU. If termination is necessary, the Director of Schools/designee shall provide the parent/legal guardian with a letter outlining the reason for the termination.

APPEALS PROCESS

If a parent/legal guardian disagrees with the school district on the provision of services, a complaint may be filed in writing with the Director of Schools. The Director shall appoint a panel to make a decision on the appeal. The panel shall be composed of three individuals: a building level administrator, a special education staff member, and one other school employee. The panel shall review the complaint from the parent/legal guardian along with information provided by district staff and make a determination on the matter within ten (10) business days.

Legal References

1. Public Acts of 2026, Chapter No. 1112; 20 U.S.C. § 1401

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 07/28/26
		Rescinds: 6.411	Issued: 06/24/25 04/29/25 07/16/24 05/23/17 07/12/16

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

4 The Director of Schools, or his designee, will be responsible for overseeing the school district's
5 compliance with the Wellness policy.¹

6 To accomplish these goals:

- 7 1. School Nutrition Programs shall comply with federal, state and local requirements.^{2,3,4}
- 8 2. School Nutrition Programs are accessible to all children—both through reimbursable school
9 meals and other foods available throughout the school campus—in accordance with Federal and
10 State Nutrition Standards.
- 11 3. Comprehensive Health Education shall be provided and promoted at all grade levels, which will
12 help students learn and practice healthful behaviors throughout their lifetime.
- 13 4. Students shall have opportunities to be physically active before, during and after school.
- 14 5. All school-based activities are consistent with local wellness policy goals.
- 15 6. The school environment is safe, comfortable, pleasing, and allows adequate time and space for
16 eating meals.
- 17 7. School staff shall be encouraged and supported to practice healthy nutrition and physical activity
18 behaviors in and out of school.
- 19 8. The District shall establish and maintain an infrastructure for management, oversight,
20 implementation, communication about and monitoring of the policy and it's established goals
21 and objectives.

22 COMMITMENT TO COORDINATED SCHOOL HEALTH

23 Collierville Schools is committed to ensuring that the Center for Disease Control's (CDC's)
24 Coordinated School Health approach is implemented to manage new and existing wellness-related
25 programs and services at all schools. Such programs shall be implemented in accordance with State
26 Law and State Board of Education Coordinated School Health (CSH) Standards and Guidelines.

27 Each school will complete the CDC's School Health Index annually and base school goals on the results.⁵

28 SCHOOL HEALTH ADVISORY COUNCIL

A District School Health Advisory Council shall be established that shall serve as a resource to school sites for implementing policies and procedures.^{6,7} The Council shall consist of individuals representing the schools and the community. The primary responsibility of the Council shall be developing recommendations regarding physical activity and nutrition policies. The district's Coordinated School Health Supervisor shall serve as the Council Chair and keep the minutes of each Council meeting.

Collierville Schools will consider the recommendations of the School Health Advisory Council in making any policy changes that affect a healthy learning environment.

Additionally, each school will have a Healthy School Team ~~consisting of teachers, students, parents and administrators and will be required to hold Healthy School Team meetings four (4) times during the school year to assess needs and oversee planning an implementation of school health efforts.~~ that is representative of all eight (8) components of the CSH program. The team members shall consist of the principal, teachers, staff, students, parents, and community members with at least half of the team members being non-school personnel.⁶ The Team will hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts. The Director of Schools/designee will ensure compliance with the school wellness policy, to include an assessment of the implementation of the wellness policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁸

Collierville Schools recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any area of the school program.

Physical education classes shall be offered as part of a standards based program designed to provide developmentally appropriate, moderate to vigorous physical activity as a integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards.

Unstructured physical activity periods shall be offered in addition to the school district's physical education program. Elementary school students shall receive a minimum of forty (40) minutes of physical activity each full school day. Middle and high school students shall receive a minimum of ninety (90) minutes of physical activity each full school week.

Physical activity will be conducted outside if weather permits. The following activities shall not be considered physical activity: walking to and from class, time spent on an electronic device, and time spent in a physical education class.

Schools shall strive to offer after school sports and activities.

Physical activity shall neither be assigned nor withheld as a form of discipline or punishment in any school.

COMMITMENT TO NUTRITION

Collierville Schools will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage teachers from using foods high in fat, sugar, and sodium as rewards and encourage students to start each day with a healthy breakfast.

The nutrition guidelines for all foods and beverages offered for sale to students are as follows:

- Will be consistent with the meal pattern requirements and nutrition standards for competitive foods developed by USDA Smart Snacks in School nutrition standards.
- For other non-sold foods and beverages made available on the school campus during the school day, each school principal shall monitor all such foods and beverages to ensure that non-sold food and beverages comply as much as possible with USDA Smart Snack in School national standards. However, it shall be the responsibility of each school principal to ensure that non-sold food items that do not comply with the Smart Snacks guidelines are kept to a minimum.

CURRICULUM⁷

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

EVALUATION OF EFFECTIVENESS OF THE WELLNESS POLICY

The Collierville Schools Board of Education shall monitor the effectiveness of the school nutrition program within a wide-range of student constituency groups. Evaluation results will be made public by posting results on the Collierville Schools Coordinated School Health Webpage. Factors to be considered may include, but are not limited to:

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

SCHOOL HEALTH INDEX⁶

All schools within the district shall annually administer a baseline assessment on each of the recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the Tennessee Department of Education.

RECORD KEEPING COMPLIANCE

- 1 The school district's Coordinated School Health Coordinator shall ensure that records demonstrating
- 2 compliance with community involvement requirements are maintained. The Coordinated School
- 3 Health Coordinator shall additionally document that the school wellness policy and triennial
- 4 assessments are made available to the public.⁹

Legal References

1. [TCA 49-6-1022](#)
2. [42 USCA § 1758b; TRR/MS 0520-01-06-.04](#)
3. [TRR/MS 0520-01-06](#)
4. [7 CFR § 210; 7 CFR § 220](#)
5. [7 CFR § 210.31\(c\)\(3\)\(iii\)](#)
6. [State Board of Education Policy 4.204](#)
7. [State Board of Education Policy 4.206](#)
8. [TCA 49-6-1021; ~~Public Acts of 2025, Chapter No. 306~~ State Board of Education Policy 4.206](#)
9. [7 CFR § 210.31\(f\)](#)

Cross References

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Emergency Allergy Response Plan	Descriptor Code: 6.412	Issued Date: 07/28/26
		Rescinds: 6.412	Issued: 04/29/25 05/13/14

The Director of Schools shall develop and maintain an Emergency Allergy Response Plan that meets state guidelines for managing students with life-threatening allergies. The Plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to; education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.¹

Using the state food allergy guidelines plan as a guide, the Director shall also develop a process to identify all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.²

EPINEPHRINE³

Each school shall maintain epinephrine, either as auto-injectors, nasal sprays, or other forms, in at least two (2) unlocked, secure locations including, but not limited to, the school office and the school cafeteria.

In the event of such a reaction, the school nurse or other trained school personnel shall utilize epinephrine to respond, under a standing protocol from a physician.

The Director of Schools/designee is authorized to seek epinephrine through a prescription written to Collierville Schools. Upon the issuance of the auto-injectors, the Director of Schools/designee shall ensure that they are placed within each school and that any needed trainings are conducted for staff.

Legal References

1. [TCA 49-50-1602\(f\)](#)
2. [Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting](#) (Tennessee Department of Education and Tennessee Department of Health, 2023, pg. 90)
3. [Public Acts of 2026, Chapter No. 947](#)

Cross References

Medicines 6.405

Collierville Schools Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 07/28/26
		Rescinds: 6.506	Issued: 04/29/25 08/27/19

General

The Director of Schools shall develop the necessary administrative procedures to ensure that students with parent(s)/guardian(s) in the armed services are identified and that appropriate and available services are provided for these students.¹

RELOCATION OF MILITARY SERVICE MEMBER²

A student who does not currently reside within the school district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the school district on relocation. This documentation must be provided to the school district within one (1) calendar year from the date of enrollment.

~~Within ten (10) business days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the school district.~~

If the child of a military member enrolls per this policy and has an active 504 plan, IEP, or an individualized family service plan, then the district shall take the necessary steps to ensure that services are in place when the student enrolls.

ABSENCES

Principals shall provide students with a one (1) day excused absence prior to the deployment of and a one (1) day excused absence upon the return of a parent/guardian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school-work missed during these absences.³

REMAINING IN THE DISTRICT⁴

If a student is enrolled in grades eleven (11) through twelve (12) and is a dependent child of a service member who relocates on military orders resulting in the student no longer residing in the school district due to relocation, the student shall have the option to remain enrolled in the same high school until the student graduates or withdraws.

Legal References

1. [State Board of Education Policy 2.103](#)
2. [TCA 49-6-3101](#); [Public Acts of 2026, Chapter No. 834](#)
3. [TCA 49-6-3019](#)
4. [Public Acts of 2026, Chapter No. 834](#)

Cross References

Attendance 6.200
School Admissions 6.203

Collierville Schools Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 07/28/26
		Rescinds: 2.404	Issued: 01/28/25 03/11/14

1 INTRODUCTION

2 Only a group or organization that has entered into a written cooperative agreement with the Board may
3 use the name, mascot or logo of a school or the school district to solicit or raise money, materials,
4 property, securities, services, or things of value.¹

5 A civic organization operating concessions or parking at school-sponsored events is not a school support
6 organization to this policy.

7 REPORTING AND RECORDS

8 The Director of Schools/designee shall annually post a list of organizations that are recognized as school
9 support organizations on the school district's web site.

10 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a
11 public record.

12 PROCEDURES

13 The Director of Schools shall create procedures to oversee the relationship between the Board and any
14 school support organization. These procedures shall include, at a minimum, the following:

15 1. Any agreement between the Board and a school support organization shall be in writing and
16 signed by the Director of Schools/designee and an authorized agent of the school support
17 organization seeking authorization. This agreement shall contain, at a minimum, the following
18 provisions:

19 a. An agreement to abide by any policies and procedures regarding school support
20 organizations; and,

21 b. An agreement to indemnify the Board, the Director of Schools and all other agents of the
22 school district for the actions of the school support organization.

23 2. Prior to entering into any agreement, a school support organization shall submit the following to
24 the Director of Schools/designee:²

25 a. Documentation confirming the school support organization's status as a nonprofit
26 organization, foundation, or a chartered member of a nonprofit organization or
27 foundation;

- b. A written statement of the goals and objectives of the group or organization;
 - c. The primary contact's telephone and address, as well as the telephone number, address and position of each officer of the group or organization; and,
 - d. A copy of the school support organization's written bylaws specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it.
3. The Director of Schools shall designate a date prior to the beginning of the regular school year for the school support organization to submit a form to the Director of Schools/designee that verifies the information previously provided by the school support organization as correct or, if the information is no longer correct, that date shall be the deadline for any corrections.³
 4. The school support organization shall abide by all applicable Federal, State, and local laws, ordinances and regulations in its activities.
 5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization.
 6. The school support organization shall maintain financial records for a period of at least four (4) years.
 7. The school support organization shall operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.
 8. The school support organization's officers shall ensure that school support organization funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the organization.
 9. The school support organization shall obtain the approval of the Director of Schools /designee before undertaking any fundraising activity. The Director of Schools/designee shall consider, at a minimum, the following when approving or denying a request by a school support organization to engage in a fundraising activity;⁴
 - a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the school district or an individual school within that district; and,
 - b. Whether the fundraising activity is consistent with the goals and mission of the school or school district.
 10. The school support organization shall provide access to all books, records, and bank account information for the school support organization to the Board, local school principal, or auditors of the Office of the Comptroller of the Treasury upon request.
 11. A school representative cannot act as a treasurer or bookkeeper for a school support organization, or be a signatory on the checks for a school support organization. A majority of the voting

members of any school support organization board should not be composed of school representatives.⁵

The Director of Schools may enact procedures to suspend or revoke the authorization of any school support organization for a failure to abide by the policies and procedures regarding school support organizations.

OPERATION OF A SCHOOL BOOKSTORE

The principal of a school may enter into an agreement with a recognized school support organization for the operation of a bookstore located on school grounds, which makes direct sales to students and faculty, pursuant to procedures promulgated by the Director of Schools. These procedures shall provide, at a minimum the following:

1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support of the school; and
2. The school support organization provides the school with the relevant collection documentation that would have been required pursuant to the provisions of the manual produced under §49-2-110 for student activity funds.

The Director of Schools may provide such other procedures and forms as he or she deems necessary.

CONCESSIONS AND PARKING

The principal of a school may agree to allow an authorized school support organization to operate and collect money for a concession stand or parking at a related school academic, arts, athletic, or social event on school property without the prior approval of the Director of Schools/designee. Any money payable to the school pursuant to the agreement with the principal will be considered school support organization funds and not student activity funds if the school support organization provides the school with the relevant collection documentation required by the student activity funds manual produced by the State.

BOOSTER CLUB-SPONSORED YOUTH AND MIDDLE SCHOOL ATHLETIC PROGRAMS

The Board recognizes that approved school support organizations, including booster clubs, may sponsor or financially support athletic opportunities for students who are not members of a Board-sponsored interscholastic athletic team.

With the prior approval of the Director of Schools/designee, a recognized high school booster club may organize, sponsor, or support any feeder, developmental, instructional, recreational, club, clinic, camp, or skill-development activity for elementary and middle school students that is not governed as a Board-sponsored interscholastic sport.

To offset the costs associated with such activities, including but not limited to equipment, uniforms, officials, facility usage, transportation, tournament entry fees, insurance, and instructional services, an approved booster club may establish and collect reasonable participation fees from participating students and their parents or guardians.

Participation fees collected pursuant to this policy shall:

1. Be established, collected, accounted for, and expended by the booster club in accordance with all applicable Board policies, Tennessee law, and regulations governing school support organizations;
2. Be used solely for the support and operation of the applicable youth or middle school athletic activity;
3. Not be deposited into district accounts unless specifically authorized by the district;
4. Be clearly communicated to parents or guardians before registration or participation; and
5. Not confer any guarantee of future participation, roster placement, playing time, team selection, or enrollment in any Board-sponsored athletic program.

Participation in booster club-sponsored activities is voluntary. No student shall be denied the opportunity to participate in a Board-sponsored academic program or district-sanctioned athletic program due to the inability to pay a participation fee associated with a booster club-sponsored activity.

The Director of Schools/designee shall establish administrative procedures governing approval, oversight, and use of district facilities for booster club-sponsored youth athletic programs. Participation fees authorized under this policy are fees of the booster club and not fees imposed by the Board of Education or the district. The district assumes no obligation to fund, operate, subsidize, or continue any booster club-sponsored activity.

DISSOLUTION OF A SCHOOL SUPPORT ORGANIZATION

If a school support organization is dissolved, either voluntarily or involuntarily, any remaining funds held by that school support organization after settlement of all obligations shall be transferred as follows:

1. To the respective activity account at the individual school for which the funds were originally raised, if the supported activity is ongoing;
2. To the general fund at the individual school for which the funds were originally raised, if the supported activity is no longer ongoing; or
3. To the general fund of the school district, if the individual school is no longer operating.

Legal References

1. [TCA 49-2-604\(a\)](#)
2. [TCA 49-2-604\(b\)\(1\), \(e\)](#)
3. [TCA 49-2-604\(b\)\(1\)\(B\)](#)
4. [TCA 49-2-604\(b\)\(2\)](#)
5. [TCA 49-2-604\(g\)](#)
6. [TCA 49-2-110](#)

Cross References

Student Activity Funds Management 2.900
Fundraising Activities 2.601