

**Collierville Schools Board Business Meeting
May 20, 2025 6:00 PM
Collierville Schools Board Meeting Room
215 W Poplar Avenue
Collierville, TN 38017**

- | | |
|---|--|
| I. Call to Order | Wright Cox, Chairman |
| II. Roll Call | Wright Cox, Chairman |
| III. Moment of Silence | Wright Cox, Chairman |
| IV. Pledge of Allegiance | Wright Cox, Chairman |
| V. Special Recognitions | Wright Cox, Chairman |
| A. Collierville Schools 2025 Retirees | Cecelia Booker, Chief Human Resource Officer |
| B. Collierville High School Forensics Team - 2025 THSSDL State Champions | Jeffrey Robbins, Director of Forensics |
| C. West Collierville Middle School Boys Soccer Team- 2025 TMSAA Sectional Champions | Cody Ray, Coach |
| D. West Collierville Middle School Girls Track and Field Team- 2025 TMSAA State Champions | Erika Palmer, Coach |
| E. West Collierville Middle Baseball Team- 2025 TMSAA State Runner Up | |
| VI. Public Comments | Wright Cox, Chairman |
| VII. Approval of Agenda | Wright Cox, Chairman |
| A. Approval of the May 20, 2025 Agenda | |
| VIII. Business Affairs | Wright Cox, Chairman |
| A. Approval of April 29, 2025 Business Meeting Minutes | |
| IX. Reports | |
| A. Chairman's Report | Wright Cox, Chairman |
| B. Director's Report | Dr. Russell Dyer, Director of Schools |
| X. Business Items for Approval | Wright Cox, Chairman |
| A. 2025-2026 Board Meeting Calendar | |
| B. Approval of the Director of Schools Evaluation Instrument | |
| XI. Consent Items for Approval | Wright Cox, Chairman |
| A. Policy Updates- Instructional Materials and Services | |
| B. Approval of April 2025 Monthly Financial Statements | |
| XII. Adjournment | |



**Minutes of the Collierville Schools Board Business Meeting
April 29, 2025 6:00 PM
Collierville Schools Board Meeting Room
215 W Poplar Avenue
Collierville, TN 38017**

Attendance Taken at 6:00 PM.

Tom Bailey: Present
Paul Childers: Present
Wanda Chism: Present
Wright Cox: Absent
Wanda Gibbs: Present

I. Call to Order

The Collierville Schools Board of Education Business Meeting was called to order by Board Vice Chairman, Wanda Chism at 6:00pm.

II. Roll Call

The roll call was taken by Vice Chairman, Wanda Gibbs. Board members in attendance represented a quorum.

III. Moment of Silence

Vice Chairman, Wanda Gibbs, led the meeting in a moment of silence.

IV. Pledge of Allegiance

The Pledge of Allegiance was led by Board Member Ms. Wanda Gibbs.

V. Special Recognitions

Mr. Roger Jones, Collierville High School Principal introduced the 2024-2025 Valedictorian and Salutatorian.

A. Collierville High School 2024-2025 Valedictorian – Sathiya Thiagarajam

B. Collierville High School 2024-2025 Salutatorian – Jeon George

VI. Public Comments

Ms. Shannon Colwick, President of Collierville Education Association, expressed her thanks to the Board of Education for their support of the teachers this school year.

VII. Business Affairs

A. Approval of the April 29, 2025 Board Business Meeting Agenda

Motion Passed: Paul Childers made the motion to approve the April 29, 2025 Board Business Meeting agenda. The motion was seconded by Wanda Gibbs.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Absent

B. Approval of the March 25, 2025 Board Business Meeting Minutes

Motion Passed: Wanda Gibbs made the motion to approve the March 25, 2025 Board Meeting Minutes. The motion was seconded by Tom Bailey.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Absent

C. Approval of the April 3, 2025 Special Called Meeting Minutes

Motion Passed: Paul Childers made the motion to approve the April 3, 2025 Special Called Meeting Minutes. The motion was seconded by Wanda Gibbs.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea
Wanda Gibbs: Yea
Wright Cox: Absent

VIII. Reports

A. Vice Chairman's Report

Ms. Chism, Vice Chairman did not have a report.

B. Director's Report

- Dr. Dyer attended the recognition by the BMA for the use of Collierville Schools facilities.
- Dr. Dyer expressed thanks to all administrators, teachers and faculty for a great testing season. Special thanks to the Building Testing Coordinators!
- Congratulations to the CKH Rising Stars Schools: Collierville High, Schilling Farms Elementary, Crosswind Elementary, Collierville Middle, Sycamore Elementary, West Collierville Middle.

IX. Business Items for Approval

A. Approval of 2025-2026 General Fund Budget

2025-2026 Special Revenue Budget

2025-2026 Other Funds Budget

Motion Passed: Paul Childers made the motion to approve the 2025-2026 General Fund Budget, 2025-2026 Special Revenue Budget, 2025-2026 Other Funds Budget. The motion was seconded by Tom Bailey.

Paul Childers: Yea
Tom Bailey: Yea
Wanda Chism: Yea
Wanda Gibbs: Yea

Wright Cox: Absent

B. Approval of the 2026-2027 Instructional Calendar

Motion Passed: Paul Childers made the motion to approve the 2026-2027 Instructional Calendar. The motion was seconded by Tom Bailey.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Absent

X. New Business

A. Modification of 2025-2026 Instructional Calendar

Motion Passed: Tom Bailey made the motion to approve modification of the 2025-2026 Instructional Calendar amending the report to work date for new teachers and the closing of school on Easter Monday. The motion was seconded by Wanda Gibbs.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Absent

XI. Consent Items for Approval

Motion Passed: Tom Bailey made the motion to approve the Consent items for Approval. The motion was seconded by Wanda Gibbs.

Paul Childers: Yea

Tom Bailey: Yea

Wanda Chism: Yea

Wanda Gibbs: Yea

Wright Cox: Absent

- March Monthly Financial Report
- Resolution 2025-06 affirming the desire of Collierville Schools to participate in Section Four of the Education Freedom Act of 2025
- Resolution 2025-07 agreement to provide employees voluntary access to the State of Tennessee's 457b Deferred Compensation Plan
- Bid #FY25007 Parking Lot resurfacing at Collierville Middle School with award to Fossett Paving
- Bid #FY25008 Purchase and installation of kitchen equipment at West Collierville Middle School with award to Federal Equipment
- Updated polices for section 5, Student Services.

XII. Adjournment

The meeting adjourned at 6:48 pm.

Chairman

Superintendent

Mike Marshall, Board Attorney



**Collierville Schools
Board of Education Meeting Schedule
July 2025 - June 2026**

July 2025

15 Board Work Session - 3pm
Board Business Meeting immediately after

August 2025

19 Board Work Session
26 Board Business Meeting

September 2025

09 Board Work Session
23 Board Business Meeting

October 2025

21 Board Work Session
28 Board Business Meeting

November 2025

No meetings in November***

December 2025

09 Board Work Session***
16 Board Business Meeting***
after

January 2026

20 Board Work Session
27 Board Business Meeting

February 2026

17 Board Work Session
24 Board Business Meeting

March 2026

10 Board Work Session
24 Board Business Meeting

April 2026

21 Board Work Session
28 Board Business Meeting

May 2026

12 Board Work Session
19 Board Business Meeting

June 2026

23 Board Work Session – 3pm
Board Business Meeting immediately

*** Moved to accommodate TSBA Annual Conference and Christmas Break

Draft 05/13/25

Policy Updates - Instructional Materials and Services

4.100	Instructional Goals
4.101	Instructional Standards
4.200	Curriculum Development
4.201	Class Size Ratios
4.202	Special Education
4.204	Summer Instructional Programs
4.205	Enrollment in Advanced Courses
4.206	Homebound Instruction
4.207	English Learners
4.208	Adult Education Program
4.209	Alternative Credit Options
4.210	Credit Recovery
4.211	Work-Based Learning Program
4.212	Virtual Education Program
4.213	Family Life Education
4.214	Use of Artificial Intelligence Programs
4.300	Extracurricular Activities
4.301	Interscholastic Athletics
4.302	Field Trips/Excursions/Competitions
4.400	Textbooks and Instructional Materials
4.401	Textbooks (RESCIND)
4.402	Reconsideration of Instructional Materials and Textbooks
4.403	Library Materials
4.404	Use of Copyrighted Materials
4.405	Employee-Developed Materials
4.406	Use of the Internet
4.407	School and System Websites
4.408	Use of Multimedia
4.409	Web Accessibility (NEW)
4.500	Community Instructional Resources
4.501	School Volunteers
4.502	Parental and Family Involvement
4.600	Grading System
4.601	Reporting Student Progress
4.602	Honor Roll, Awards, and Class Designation
4.603	Promotion and Retention

- 4.605 Graduation Requirements
- 4.606 Graduation Activities
- 4.607 Waivers of Rules and Regulations
- 4.608 Transcript Alterations
- 4.700 Testing Programs
- 4.701 Maintaining Test and Data Security
- 4.702 Evaluations of Instructional Programs
- 4.800 Controversial Issues
- 4.801 Controversial Materials
- 4.802 Student Equal Access
- 4.803 Recognition of Religious Beliefs, Customs, and Holidays
- 4.804 Religious Content of Courses
- 4.805 Prayer and Period of Silence

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 05/20/25
		Rescinds: 4.100	Issued: 06/10/14

1 The Board approves the following **broad** instructional goals for students:

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

Cross References

School District Goals 1.700

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Instructional Standards	Descriptor Code: 4.101	Issued Date: 05/20/25
		Rescinds: 4.101	Issued: 07/26/22 08/24/21

1 *General*

2 The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or
3 federal law shall be taught.¹ The Director of Schools shall develop administrative procedures to
4 implement this policy.

5 **STATE STANDARDS²**

6 Only Tennessee state standards shall be taught within the school district. The following are prohibited:

- 7 1. Instructional materials, textbooks, or supplemental materials created to align exclusively with
8 Common Core; or
9
- 10 2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise
11 identified as Common Core textbooks or instructional materials.

12 Any complaints regarding the above shall be submitted per Board policy ~~4.403~~ **4.402**.

13 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

14 All curriculum and instructional programming implemented in the school district shall adhere to state
15 and federal laws. District employees shall not include or promote any concepts that would violate state
16 law when providing instruction, using instructional or supplemental materials, or when implementing
17 the instructional program and curriculum.¹

18 The Director **of Schools** shall develop procedures to ensure that the district's instructional program
19 complies with state law.

20 Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the
21 regulation developed by the Tennessee Department of Education.³

Legal References

1. TCA 49-6-2202; TCA 49-6-1304; TCA 49-6-2206;
TCA 49-6-1019
2. TCA 49-1-302(a)(8); TCA 49-1-314; ~~Public Acts of
2022, Chapter No. 1085~~ TCA 49-6-2206
3. TRR/MS 0520-12-04

Cross References

Reconsideration of Textbooks and Instructional Materials
4.402
Controversial Issues 4.800
Controversial Materials 4.801

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Curriculum Development	Descriptor Code: 4.200	Issued Date: 05/20/25
		Rescinds: 4.200	Issued: 06/27/23 06/10/14

1 Under the leadership and direction of the Chief Academic Officer and the curriculum supervisors, a
2 unified curriculum shall be developed for the school system in each subject area for grades K-12 and
3 presented to the Board for adoption.^{1,2}

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

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

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

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

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

15 IMPLEMENTATION

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

18 The school principals shall be responsible for administering the established instructional programs and
19 for the development and supervision of a coordinated plan for the improvement of instruction of their
20 respective schools.

Legal References

1. TCA 49-1-302(a)(1)-(3), (8); TRR/MS 0520-01-03-.03
2. TCA 49-6-1001, *et seq.*; TCA 49-6-1201, *et seq.*; TCA 49-6-1301-1302

Cross References

In-Service & Staff Development Opportunities 5.113

Collierville Schools Board of Education

Monitoring: Review: Annually in May	Descriptor Term: <h2 style="margin: 0;">Class Size Ratios</h2>	Descriptor Code: 4.201	Issued Date: 05/20/25
		Rescinds: 4.201	Issued: 06/25/24 12/10/19

1 *General¹*

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
 3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
 6 the career and technical education (CTE) classes in grades six through twelve (6-12) as long as these
 7 class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the
 8 class size may be extended, but the class size and average must not exceed those for general education
 9 classes in grades seven through twelve (7-12). ²

10 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
 11 may grant a waiver from the maximum class sizes.

12 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

Legal References

1. [TCA 49-1-104; TRR/MS 0520-01-02-.31\(4\)](#)
2. [TCA 49-1-104\(g\); Public Acts of 2024, Chapter No. 712](#)

Cross References

- Graduation Requirements 4.605
- Waivers of Statute, Rules, and Regulations 4.607**
- Religious Content of Courses 4.804
- Student Goals 6.100
- Student Concerns, Complaints, and Grievances 6.305

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Special Education	Descriptor Code: 4.202	Issued Date: 05/20/25
		Rescinds: 4.202	Issued: 12/10/24 09/28/21 06/10/14

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

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

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

10 The plan shall seek to accomplish the following objectives:

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

31 ~~Students receiving special education services shall not be restrained, except as permitted by state law~~
 32 ~~and regulations.~~

1 ISOLATION AND RESTRAINT

2 DEFINITIONS⁵

3 "Emergency Situations" means that a **child's student's** behavior poses a threat to the physical safety of
4 the student or others nearby.

5 "Isolation" or "Seclusion" means ~~that~~ confinement of a student alone in a room or without a door, or
6 other enclosed area or structure pursuant to T.C.A. §49-10-1305(g) where the student is physically
7 prevented from leaving; and does not include time-out, a behavior management procedure in which the
8 opportunity for positive reinforcement is withheld, contingent upon the demonstration of undesired
9 behavior; provided, that the time out may involve the voluntary separation of an individual student from
10 others.

11 "Physical holding restraint" means the use of body contact by school personnel with a student to restrict
12 freedom of movement or normal access to the student's body.

13 "Behavior intervention training program" means a training program in **evidence-based** positive
14 positive behavioral supports, **evidence-based** crisis intervention, and **evidence-based techniques for**
15 the safe use of restraint and isolation.

16 REQUIREMENTS FOR USING ISOLATION OR RESTRAINTS⁶

17 A student receiving special education services, may be physically restrained or isolated only in
18 emergency situations. Only the principal or principal's designee may authorize the use of isolation or
19 restraint. Individualized education programs that provide for the use of restraint or isolation in
20 emergency situations shall contain a data driven functional behavior assessment and a plan for
21 modification of the behavior.

22 In the event that restraint or isolation is imposed on a student, it shall be imposed by school personnel
23 who have been certified for completing a behavior intervention training program that includes
24 transportation and immobilization procedures; or other school personnel if certified personnel are not
25 immediately available. Whenever possible, an additional school staff member should serve as an
26 observer to any act of physical restraint performed on a student. School personnel shall maintain a
27 continuous direct line of sight to a student who is in isolation.

28 If a student's individualized education program does not provide for the use of isolation or restraint for
29 the behavior precipitating such action, or if school personnel are required to use isolation or restraint
30 over an extended period of time as determined by the Department of Education rules, then an individual
31 education program meeting shall be convened within ten (10) days following the use of isolation or
32 restraint.

33 School personnel who must isolate or restrain a student receiving special education services, shall report
34 the incident to the school principal or the principal's designee who shall record the use of the isolation
35 or restraint and the facts surrounding such use on the form provided by the Tennessee Department of
36 Education.

1 TRAINING

- 2 As stated above, in the event that restraint or isolation is imposed on a student, it shall be imposed by
3 school personnel who have been certified for completing a behavior intervention training program,
4 unless said personnel are not immediately available.
- 5 Staff members who are primarily authorized to perform isolation or restraint must update behavior
6 intervention training annually to maintain their certification.

Legal References

1. [TRR/MS 0520-01-09](#)
2. [TCA 49-10-101](#)
3. [20 USCA §§ 1400-1482; 29 USCA § 794; 34 CFR § 300.504](#)
4. [TRR/MS 0520-01-09.20](#)
5. [TCA 49-6-1303](#)
6. [TCA 49-6-1304](#)

Cross References

Compulsory Attendance Ages 6.201
Alternative Education 6.319
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404
Special Education Students 6.500

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 05/20/25
		Rescinds: 4.204	Issued: 06/27/23 08/24/21

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps; and
- 6
- 7 3. Summer learning camps
- 8

9 These programs shall be organized and operated in accordance with state law as well as guidelines
10 provided by the Tennessee Department of Education. Funding for all programming shall be provided for
11 in the annual budget and take into account any available grants. The Board may adopt tuition rates for
12 those students attending a traditional summer school program.³

13 **SUMMER PROGRAMMING²**

14 The Director of Schools shall present a recommended summer programming plan annually to the
15 Board outlining the following:

- 16 1. Courses offered;
- 17
- 18 2. Transportation;
- 19
- 20 3. Class size ratios;
- 21
- 22 4. Budget, including staff compensation;
- 23
- 24 5. School nutrition needs;
- 25
- 26 6. Staffing;
- 27
- 28 7. Enrollment criteria; and
- 29
- 30 8. Any additional necessary information.

1 **ATTENDANCE REQUIREMENTS²**

2 Priority students, as defined by state law, shall be encouraged but not be required to attend summer
3 programs.

4 **THIRD GRADE PROMOTION/RETENTION LAW & MAKE-UP DAYS⁴**

5 Students who are required to attend summer programming in order to be promoted to fourth grade shall
6 attend with a ninety percent (90%) attendance rate. Missed days will be documented, and options for
7 make-up days will be provided by the coordinator of summer programs.

8 Parents shall be provided information on the summer program attendance policy through district
9 communication methods such as text and email notification by the first day of the program.

10 The Director of Schools/designee shall ensure the documentation of student attendance including
11 make-up days and the administration of the post-test for students who participate in summer
12 programming.

Legal References

1. TRR/MS 0520-01-03-.03(98); ~~Public Acts of 2023, Chapter No. 144~~ TCA 49-6-1502, 1503
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

Cross References

Extended Contracts 5.112

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Enrollment in Advanced Courses	Descriptor Code: 4.205	Issued Date: 05/20/25
		Rescinds: 4.205	Issued: 02/27/24 06/27/23

1 *General*

2 Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but
3 not limited to, advanced English language arts, mathematics, or science courses.¹

4 To enroll in these courses, students shall meet the following standards:

5 1. Advanced Courses: (Grades 7-8) - Recommendations for enrollment based on prior success in
6 pre-requisite course(s) and proficiency of as determined by Benchmark tests.

7
8 2. Dual Credit Courses: College Partner-determined enrollment requirements

9
10 3. Dual Enrollment: College Partner-determined enrollment requirements

11 **Grades** 9-12 Honors courses, AP, Industry Certification and CLEP courses are open for enrollment to
12 all students.

13 The principal of each school shall have the authority to require additional criteria for the enrollment in
14 advanced courses to fit the needs of the students within the school.

15 **NOTIFICATION¹**

16 Parent(s)/guardian(s) shall be provided written notification of a student's eligibility to enroll in
17 advanced courses. The notification shall state that a student will remain enrolled in the course unless
18 the parent/guardian timely submits a written request for removal. The Director of Schools shall
19 determine the deadline to submit the request for removal.

20 Students may also be removed from an advanced course if the student's teacher determines that the
21 student should be removed based on performance after thirty (30) days of instruction and the principal
22 approves the request to remove the student.

23 **COLLEGE LEVEL COURSES²**

24 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
25 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
26 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
27 requirement course.

- 1 These courses may be offered at the high school, postsecondary institution, or online. If not offered on
- 2 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
- 3 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).
- 4 Grades earned in such college level courses shall be used to determine class rank, grade point average,
- 5 and ~~class valedictorian or salutatorian~~ other class designations/distinctions.

Legal References

1. TCA 49-6-1012; State Board of Education
Policy 3.301
2. TRR/MS 0520-01-03-.03(8)

Collierville Schools Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Homebound Instruction	Descriptor Code: 4.206	Issued Date: 05/20/25
		Rescinds: 4.206	Issued: 12/10/19 04/14/15

1 ~~REMEDIAL INSTRUCTION~~

2 ~~The remedial program shall concentrate mainly on improvement of reading and math skills for the most~~
3 ~~educationally needy students.~~

4 ~~HOMEBOUND INSTRUCTION~~

5 The homebound instruction program is for students who, because of ~~illness or injury~~ a documented
6 medical condition, are unable to attend the regular instructional program.¹ The homebound instruction
7 program shall consist of a minimum of three (3) hours of instruction per week while school is in session
8 for a period of time determined, on a case-by-case basis, by the district.

9 To qualify for this program, a student must have ~~an illness or injury~~ a documented medical condition
10 of sufficient seriousness as to anticipate that the student will be absent for a minimum of ~~five (5)~~
11 ~~fifteen (15)~~ consecutive school days ~~due to a chronic medical condition~~. The student must be certified
12 by a ~~treating~~ physician as being health-impaired and unable to attend the regular instructional program.
13 The services provided the homebound student ~~should~~ shall reflect the student's capabilities and be
14 determined by the homebound instructor, after consultation with appropriate professional staff of the
15 student's assigned school.

16 HOMEBOUND PROGRAM FOR PREGNANT STUDENTS^{+ 2}

17 The homebound instruction program for pregnant students shall consist of a minimum of three (3) hours
18 of instruction per week for a period of six (6) weeks. The student's physician shall recommend, in
19 writing, the six (6) week period for which the student shall be eligible for homebound instruction.

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

Legal References

1. ~~TN Department of Education, Student Membership and Attendance Procedures Manual (2018) TRR/MS 0520-01-02-.10~~
2. TCA 49-10-1101; ~~TRR/MS 0520-01-02-.10~~

Cross References

- Alternative Credit Options 4.209
Virtual Education Program 4.212
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: English Learners	Descriptor Code: 4.207	Issued Date: 05/20/25
		Rescinds: 4.207	Issued: 06/10/14

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

9 **DEFINITIONS**

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

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

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

18 ~~1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.~~

19 ~~2. Content-based ESOL allows the student to remain in the regular classroom and focuses on~~
20 ~~delivering content in an adapted English format.~~

21 ~~3. Pull-out ESOL periodically removes students from the regular classroom for instruction in~~
22 ~~English.~~

23 ~~Child: Any individual age 3-21.~~

24 ~~Parent: Parent, legal guardian or person otherwise responsible for the child.~~

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

1 ENGLISH LANGUAGE INSTRUCTION PROGRAM

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

3 ~~Appropriately identify language minority students through the use of a Student Home~~
4 ~~Language Survey. The building administrator shall develop procedures to ensure that all new~~
5 ~~and currently enrolled students complete the Home Language Survey.~~

- 6
- 7 1. Appropriately identify EL students ~~with limited English proficiency~~ in a timely, valid, and
8 reliable manner.
- 9 2. Determine the appropriate instructional environment for LEP EL students.
- 10 3. Provide EL students with a language assistance program that is educationally sound, proven
11 successful, and compliant with state requirements.
- 12 4. Annually assess the English proficiency of LEP EL students and monitor the progress of
13 students ~~receiving ESOL~~ in order to determine their readiness for the ~~mainstream classroom~~
14 ~~environment~~ standard instructional program.
- 15 5. Monitor the progress of students that have exited the EL program. ~~Provide parents with notice~~
16 ~~of and information regarding the instructional program as required by law. Parental~~
17 ~~involvement will be encouraged and parents will be regularly apprised of their child's progress.~~³

18

19 PARENTAL NOTIFICATION³

20 Parents of EL students shall be given notice of, and information regarding, the instructional program
21 within the first thirty (30) days of the school year, or within the first two weeks of a student being
22 placed in a language instructional educational program (LIEP). At a minimum, the notice will include
23 the following:

- 24 1. The reason for identifying the child as an EL student;
- 25
- 26 2. The child's level of English language proficiency, including how the level was assessed, and
27 the status of the child's academic achievement;
- 28
- 29 3. Methods of instruction used in the program, methods of instruction in other available programs,
30 and how they differ;
- 31
- 32 4. How the program meets the educational strengths and needs of the student, and how the
33 program will help the student reach English language proficiency and meet academic standards;
- 34
- 35 5. Program exit requirements, rate of transition to a standard instructional program classroom, and
36 expected rate of high school graduation;

- 1
- 2 6. How the program meets the goals of an EL student with an IEP; and
- 3
- 4 7. Information on the parents' right to withdraw the student from the program or choose another
- 5 program or method of instruction if available.
- 6 Parental involvement will be encouraged and parents will be regularly apprised of their child's
- 7 progress.

Legal References

1. ~~No Child Left Behind, Part A § 3102~~ Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(D); TRR/MS 0520-01-19
2. ~~No Child Left Behind, Part A § 3116~~ Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 3113(b)(3)(B); TRR/MS 0520-01-19
3. ~~No Child Left Behind, Part A § 1112 (g) & (4)~~ Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(E)(3)(A); TRR/MS 0520-01-19
4. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(E)(3)(C); TRR/MS 0520-01-19

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Adult Education Program	Descriptor Code: 4.208	Issued Date: 05/20/25
		Rescinds: 4.208	Issued: 06/10/14

- 1 An Adult Education Program ~~shall~~ **may** be provided to enable students and out-of-school youth who
- 2 are seventeen (17) years of age and over to meet high school graduation requirements and receive a
- 3 high school diploma.¹

- 4 The Director of Schools ~~shall~~ **may** appoint a member of the staff to coordinate, plan and develop the
- 5 program.

- 6 Written parental permission and the approval of the coordinator is required for those students under 18
- 7 years of age.

Legal References

1. TCA 49-6-409; TRR/MS 0520-01-02-.05; TRR/MS
0520-01-02-.06

Cross References

Compulsory Attendance Ages 6.201

Collierville Schools Board of Education			
Monitoring: Review: Annually in May	Descriptor Term: Alternative Credit Options	Descriptor Code: 4.209	Issued Date: 05/20/25
		Rescinds: 4.209	Issued: 12/10/19 06/10/14

1 **ONLINE COURSES**

2 High school students may earn credit to be applied toward graduation requirements by completing online
3 courses offered through agencies or institutions approved by the Board. Credit from these online courses
4 may be earned only in the following circumstances:

- 5 1. The course is not offered at the high school or, although the course is offered at the high school,
6 the student has an unavoidable scheduling conflict;
- 7 2. The course will serve as a supplement to homebound instruction;
- 8 3. The student has been expelled from a regular school setting, but educational services are to be
9 continued; or
- 10 4. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines
11 the student requires a differentiated or accelerated learning environment.

12 The express approval of the principal/designee shall be obtained before a student enrolls in an online
13 course. The school shall receive an official record of the final grade before credit toward graduation will
14 be recognized.

15 Through a supervision plan, the school shall be responsible for providing appropriate supervision and
16 monitoring of students taking online courses.

17 **COURSE ACCESS PROGRAM**

18 Students in grades seven through twelve (7-12) may participate in the statewide course access
19 program. To become eligible to participate, students shall:

- 20 1. Meet all prerequisite requirements for the course access course; and
- 21 2. Be unable to enroll in a comparable course at the student's school because:
 - 22 a. A comparable course is not offered; or
 - 23 b. A legitimate situation exists that prevents the student from enrolling in a comparable
24 course.¹

26 The Director of Schools shall develop administrative procedures to ensure that students and
27 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access course

- 1 enrollment in a timely manner.² All appeals shall be submitted in writing to the Board within 10 days of
2 a denial.
- 3 After a timely appeal is made, the Board will provide written notification to the student and
4 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than
5 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was
6 an error in denying the student the ability to participate in the course access program.³

Legal References

1. TRR/MS 0520-01-14-.03(1)
2. TRR/MS 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

Cross References

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Credit Recovery	Descriptor Code: 4.210	Issued Date: 05/20/25
		Rescinds: 4.210	Issued: 07/26/22 07/25/17 11/08/16

1 GENERAL

2 The Director of Schools shall ensure that credit recovery facilitators receive training regarding course
3 organization, online instruction management and related technology.

4 Credit recovery teachers shall comply with all State Board of Education certification requirements.¹

5 ADMISSION AND REMOVAL²

6 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

- 7 1. The student's parent/guardian gives written consent for the student to enroll in the proposed
8 credit recovery course. Parents/guardians should be informed that not all postsecondary
9 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will
10 not accept credit recovery courses for credit; and
11
- 12 2. The student has previously taken an initial, non-credit recovery section of the proposed course
13 and received a grade of at least fifty percent (50%). Students who receive a grade of below
14 fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

15 If a student is seeking to recover credit for the first semester of a two-semester course, the student may
16 not receive the full credit for the course until he/she has enrolled in and passed the second semester of
17 the course and taken any applicable End of Course examinations.

18 The Board shall track students enrolled in credit recovery courses as directed by the Tennessee
19 Department of Education.

20 INSTRUCTION AND CONTENT²

21 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content
22 and instruction.

23 The Director of Schools shall ensure that all credit recovery courses:

- 24 1. Align with Tennessee's current academic standards for the relevant course content area, as
25 approved by the State Board of Education; and
26

- 1 2. Differentiate instruction to address individual student growth needs based on diagnostic
2 assessment or End of Course data.

3 Students in credit recovery programs shall:

- 4 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
5
6 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
7 need; and
8
9 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
10 earn credit.

11 GRADES²

12 Students passing credit recovery shall receive a grade of ~~passing (D)~~ sixty percent (60%) under the
13 state uniform grading system. If the district utilizes a locally-adopted grading scale that differs from
14 the uniform grading scale, a student passing credit recovery shall receive a passing grade of D.³

15 ~~Grades awarded in credit recovery courses shall adhere to the State Board of Education's Uniform~~
16 ~~Grading Policy.~~

Legal References

1. State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03(132)
2. State Board of Education Policy 2.103
3. State Board of Education Policy 3.301

Cross References

Virtual Education Program 4.212
Grading System 4.600
Promotion and Retention 4.603

Collierville Schools Board of Education

Monitoring: Review: Annually in May	Descriptor Term: <h2 style="text-align: center;">Work-Based Learning Program</h2>	Descriptor Code: 4.211	Issued Date: 05/20/25
		Rescinds: 4.211	Issued: 12/10/19

- 1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow
- 2 them to apply classroom theories to practical problems as well as explore career options.

- 3 The Director of Schools shall develop administrative procedures to govern the efficient administration
- 4 of the WBL program. Such procedures shall include, among other things, a process for evaluation and
- 5 assessment of the program to ensure that it is of high quality and meets the needs of students.¹

Legal References

1. State Board of Education Policy 2.103(5); TRR/MS
0520-01-03-.03(10)

Cross References

- Insurance Management 3.600
Release During School Hours 6.208

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 05/20/25
		Rescinds: 4.212	Issued: 07/26/22 08/24/21

1 *General*

2 The Collierville Schools virtual education program is a course or series of courses offered by a school
3 district to provide students a broader range of educational opportunities through the use of technology.
4 Utilizing this program is temporary and shall not replace a student's regular instructional program.¹

5 Class size ratios for the virtual education program shall comply with the requirements as outlined in
6 state law.²

7 Virtual education programs³ may be made available to students for the following purposes:

- 8 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 9
- 10 2. Continuity of educational service for students who are homebound;⁴
- 11
- 12 3. Continuity of educational service for students who are quarantining;⁵ ~~and~~
- 13
- 14 4. Continuity of educational service for students enrolled in an alternative school;⁶ **and/or**
- 15
- 16 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
17 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
18 or staff, or during the administration of end of course examinations or other examinations as
19 allowed per state law.⁷

20 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

21 Students shall be eligible to utilize a virtual education program if participating in one of the above
22 educational opportunities. The following factors shall also be taken into consideration when
23 determining eligibility:

- 24 1. Attendance;
- 25
- 26 2. Grades;
- 27
- 28 3. Technology survey; and
- 29
- 30 4. Disciplinary Issues.

1 ATTENDANCE

2 Student attendance in the virtual education program shall adhere to the general requirements of Board
3 Policy 6.200 and any relevant administrative procedures.

4 Methods of confirming student attendance shall include two or more of the following:

- 5 1. Students participating in a phone call with a teacher, with parent/guardian support as
6 appropriate for the age of the student;
- 7
- 8 2. Students participating in synchronous virtual instruction;
- 9
- 10 3. Students completing work in a learning management system; and/or
- 11
- 12 4. Students submitting work via hard-copy or virtual formats.

13 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

14 A student may be removed from the virtual education program or denied future enrollment in a virtual
15 education program based on disciplinary issues, attendance issues, or poor academic performance.

16 Before a student is removed based on poor academic performance, the school may consider one or
17 more of the following interventions:

- 18 1. Notification of parent/guardian;
- 19
- 20 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
21 academic performance; and
- 22
- 23 3. Recommendation from the IEP or 504 team.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(+)(c)
6. TRR/MS 0520-01-02-.09; TCA 49-6-3402(i)
7. ~~Public Acts of 2022, Chapter No. 897~~ TCA 49-6-3004(i)

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 05/20/25
		Rescinds: 4.213	Issued: 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 ~~submit such request in writing to~~ **notify the principal in writing of the intent to opt out.** A student
6 who is excused from the program shall be assigned alternative health activities and shall not be penalized
7 academically.

8 **FAMILY LIFE INSTRUCTION**

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

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

1 9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and
2

3 10. Include the presentation of a high-quality, computer-generated animation or high-definition
4 ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart,
5 and other vital organs in early fetal development per state academic standards.³
6

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

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

13 **TRAINING ON INSTRUCTION**

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

16 **REPORTING²**

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

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304](#); Public Acts of 2024, Chapter No. 571
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date: 05/20/25
		Rescinds: 4.214	Issued: 07/16/24

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work. Staff
5 shall request additional programs using the established District approval process.

6 District curriculum and technology staff are tasked with overseeing the implementation of AI
7 programs. These staff members will review artificial intelligence programs to ensure compliance with
8 district policies as well as state and federal student data privacy laws and present recommendations to
9 the Director of Schools for approval. Any approved programs shall be accessible to students,
10 contingent upon compliance with privacy policies and age restrictions.

11 Employees shall not place personally identifiable information, financial information, intellectual
12 property, or other confidential information into an AI system.

13 The Director of Schools shall incorporate training programs on AI into professional development for
14 district staff. This training shall focus on responsible use of AI and best practices for use in school
15 settings and include instruction regarding personally identifiable information and the need to comply
16 with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and
17 properly storing any data that is collected by the district in compliance with state and federal law.

18 **STAFF USE**

19 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
20 communications, notes, images, and the development of content for instructional or administrative
21 purposes, as well as analyzing data and information. The following requirements shall be adhered to
22 when using AI in the completion of work:

- 23 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
24 a. Violate the terms of the use of the AI tool;
25 b. Would mislead a supervisor or others as to the nature of the work; or
26 c. Would be inconsistent with the teacher code of ethics;²

- 27
28 2. Employees shall take all reasonable precautions to ensure the security of private student data
29 when utilizing AI programs;
30

1 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
2 order to reduce the risk of errors and inaccuracies;

3
4 4. Outputs shall not be incorporated into proprietary content or works.

5 **STUDENT USE**

6 Teachers may allow students to use approved AI programs for instructional purposes. Any such use
7 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall
8 ensure students are provided with appropriate instruction on the responsible use of AI.

9 **ACADEMIC INTEGRITY**

10 Students shall be instructed on responsible use standards including but not limited to the following:

- 11 1. Effective use of generative AI;
12
13 2. When it is appropriate to use AI in assignments;
14
15 3. How to determine whether AI responses are accurate;
16
17 4. Users assume responsibility for incorporating AI content responsibly; and
18
19 5. The difference between cheating and seeking support.

20 **NOTICE TO PARENTS**

21 The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in
22 the district. An approved list of AI programs will be provided by posting on the District website.

23 **REPORTING**

24 The Director of Schools shall submit a report to the Board of Education each June on how this policy
25 will be enforced in the upcoming school year. The Board shall approve the report and the Director
26 shall submit it to the Department of Education by July 1st.

27

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

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: 05/20/25
		Rescinds: 4.300	Issued: 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
12 which that 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 which that cannot be scheduled otherwise.
- 15 8. Student groups shall not participate in state or national activities which that are not listed as
16 approved activities by a regional accrediting association or the state and national principals'
17 associations 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 which that restrict participation because of race, color, religion, sex, disabilities, or
21 national origin are strictly forbidden.²
- 22 11. To be eligible to participate in any school-sponsored extracurricular activity, with the exception
23 of interseholastic athletics, a student must be a regularly enrolled, full-time student in the
24 Collierville Schools system. Any eligible homeschool student desiring to participate in a district
25 athletic program must comply with applicable state laws and TSSAA regulations.
- 26 12. Unless a formal agreement between two or more schools exists to provide cooperatively a
27 particular extracurricular opportunity, students may participate only in those extracurricular

1 programs offered at their enrolled schools. Such cooperative agreements must be approved
2 annually by the Director of Schools.

3 ~~13. Non-resident students who are enrolled at Collierville Virtual Academy (CVA) may not~~
4 ~~participate in any extracurricular activity, including interscholastic athletics, at any school in the~~
5 ~~Collierville Schools system other than CVA.~~

STUDENT CLUBS & ORGANIZATIONS

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. 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: 05/20/25
		Rescinds: 4.301	Issued: 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 Student athletes
 5 shall only be allowed to participate in athletic activities or events that align with the student’s sex
 6 indicated on his/her original birth certificate.² The Director of Schools/designee may require the
 7 parent/guardian to provide the student’s original birth certificate prior to participation in any
 8 interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s
 9 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of
 10 the student’s sex at birth.

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

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
 16 of athletics.³

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

22 **INSURANCE AND PHYSICAL EXAMINATIONS**

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

26 Prior to participation in interscholastic athletics, every student must complete an annual physical
 27 examination.⁴ The parents/guardians of each student shall be responsible for covering the cost of the
 28 examination, and these records shall be on file in school office. It shall be the responsibility of the
 29 parent(s) or guardian to provide health and hospitalization insurance for all students participating in
 30 interscholastic athletics.

1 SCHEDULING CONFLICTS

2 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
3 group of students for the purpose of attending the practice of any interscholastic sport during the school
4 day without written permission from the Director of Schools. This does not prevent the inclusion of
5 regular physical training lessons in the daily school program.⁵

6 Students shall not be required to attend a school athletic event, or event related to participation on a
7 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
8 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
9 to the event.⁶

10 PROHIBITION AGAINST HAZING

11 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or
12 tolerate hazing activities.⁷

13 COACHES' CODE OF CONDUCT⁸

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

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

- 17 1. Be aware that I have tremendous influence, for good or ill, on the education of the student-
18 athlete and, thus, shall never place the value of winning above the value of instilling the highest
19 ideals of character.
- 20 2. In all personal contact with student-athletes, parents, officials, athletic directors, school
21 administrators, the media, and the public, I will strive to set an example of the highest ethical
22 and moral conduct.
- 23 3. Take an active role in the prevention of drug, alcohol, and tobacco use.
- 24 4. Avoid the use of alcohol and tobacco products when in contact with players.
- 25 5. Master the contest rules and teach them to student-athletes. I shall not seek an advantage by
26 circumvention of the spirit or letter of the rules.
- 27 6. Respect and support contest officials. I shall not indulge in conduct which would incite players
28 or spectators against the officials. Public criticism of officials is prohibited.
- 29 7. Before and after contests, I will meet and exchange cordial greetings with opposing team
30 coaches to set the correct tone for the event.
- 31 8. Not exert pressure on faculty members to give student-athletes special consideration.
- 32 9. Conduct myself in a dignified manner relating to emotions, language, attitude, and actions.
- 33 10. Refrain from physical contact with athletes except where necessary for the development of the
34 athletes' skill(s) or athletic ability.
- 35 11. Strive to develop in each athlete the qualities of leadership, initiative, and good judgement.
- 36 12. Respect each individual athlete.
- 37 13. Seek to inculcate good health habits, including the establishment of sound training rules.
- 38 14. Fulfill responsibilities to provide an environment free of safety hazards.
- 39 15. Display modesty in victory and graciousness in defeat.

1 SEVERE WEATHER

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

6 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
7 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
8 receive training on activity modifications based on environmental conditions.^{9 8}

9 HOME SCHOOL STUDENT PARTICIPATION¹⁰⁻⁹

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

Legal References

1. [34 CFR § 106.41; 20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. ~~TCA 49-6-3601~~ [20 USCA § 1232h\(c\);](#)
[TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
5. ~~TCA 29-20-403~~ [TCA 49-6-1002\(a\)](#)
6. ~~20 USCA § 1232h(e); TRR/MS 0520-01-13-~~
~~01(1)(a)~~ [TCA 49-6-1002\(c\)](#)
7. ~~TCA 49-6-1002(a)~~ [TCA 49-2-120](#)
8. ~~TCA 49-6-1002(e)~~ [TCA 49-6-3601](#)
9. ~~TCA 49-2-120~~ [Public Acts of 2024, Chapter](#)
[No. 658](#)
10. ~~Public Acts of 2024, Chapter No. 658~~

Cross References

[Student Insurance Program 3.402](#)
[Extracurricular Activities 3.601](#)
[Attendance 6.200](#)

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Field Trips / Excursions / Competitions	Descriptor Code: 4.302	Issued Date: 05/20/25
		Rescinds: 4.302	Issued: 05/19/20 06/10/14

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

4 The Director of Schools shall develop forms and procedures for submitting, reviewing, and approving
5 requests for field trips. Any request for a field trip, excursion, or competition **which that** requires students
6 to travel out of state or stay overnight requires prior Director of Schools' approval. **Trips abroad**
7 **involving school groups must be approved a minimum of six (6) months in advance.**

8 **INDEPENDENTLY PLANNED TRIPS**

9 Trips privately planned by school district employees, **acting as independent contractors/agents** outside
10 the scope of their employment, **involving students on a volunteer, self-supporting basis** are not **authorized**
11 **endorsed** by the school district **These trips are not approved by the Board** and are not considered a part
12 of the curriculum. Total responsibility for privately planned trips **or tours** rests with the chaperone(s)
13 **and the tour operator(s)**, as well as with the parent(s)/guardian(s) of the **participating** students
14 **participating in the trip.**

15 If recruitment of students is sought through the school(s), the following restrictions shall apply:

- 16 1. Board funds or resources shall not be used;
- 17 2. School district materials shall not be used;
- 18 3. The Board shall not assume **any legal or financial** liability;
- 19 4. Employees are not authorized to act on behalf of the school district;
- 20 5. Recruitment efforts made by employees shall not occur during the instructional school day;
- 21 6. **Printed materials must include notice that the activity is not sponsored by Collierville**
22 **Schools; and**
- 23 7. **All student and employee** absences caused by participation in privately planned trips shall be
24 considered unexcused.

Cross References

Advertising and Distribution of Materials in the Schools 1.806
Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Textbooks and Instructional Materials	Descriptor Code: 4.400	Issued Date: 05/20/25
		Rescinds: 4.400	Issued: 06/10/14

1 All classrooms ~~and learning centers~~ shall be equipped with the instructional materials needed to
2 provide quality learning experiences for students **in accordance with state law.**¹ The Board shall ~~seeks~~
3 ~~to~~ provide a wide range of instructional materials that cover all levels of difficulty, generate critical
4 thinking, and support the educational programs. ~~The Director of Schools shall develop procedures to~~
5 ~~review and reconsider instructional materials that are allegedly inappropriate.~~

6 **SELECTION²**

7 The responsibility to select textbooks and instructional materials, as recommended by the State
8 Textbook Commission, rests with the local textbook selection committees, subject to approval by the
9 Board. Use of textbooks and instructional materials not on the list approved by the State Textbook
10 Commission is permissible if the Board submits a waiver to the State Board of Education and such
11 waiver is approved.

12 The Director of Schools/designee shall establish a procedure for providing citizens of the community
13 with an opportunity to examine proposed textbooks and instructional materials prior to their final
14 adoption, including public notice of the time and location at which textbooks and instructional
15 materials may be examined.³ Once approved by the Board, the Director of Schools/designee shall post
16 the list of approved textbooks and instructional materials on the school district's website and send a
17 copy of the list to the Commissioner of Education.²

18 **DISTRIBUTION**

19 The Director of Schools shall designate an employee to be responsible for the purchase and
20 distribution of textbooks and instructional materials in each school. Students shall receive these items
21 at no cost.

22 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS⁴**

23 Textbooks and instructional materials are property of the Board and shall be returned at the end of the
24 school year, upon completion of the course, or upon withdrawal from a course or school.
25 Parent(s)/guardian(s) shall sign an agreement stating that they shall be responsible for the textbooks
26 and instructional materials received and used by their children. The Director of Schools/designee shall
27 be responsible for developing an administrative procedure regarding the replacement of lost or
28 damaged textbooks and instructional materials.

29 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS³**

30 A list of instructional materials shall be revised annually by building administrators under the direction
31 of the Director of Schools.

- 1 Upon request, parents/guardians shall have the ability to inspect the following items: textbooks;
- 2 instructional materials; teaching materials; teaching aids; handouts; and tests that are developed by and
- 3 graded by their child’s teacher. The Director of Schools shall develop procedures for the inspection of
- 4 materials and distribute these procedures to each principal.⁺

Legal References

1. ~~20 USCA § 1232h(a); TCA 49-6-7003~~ TCA 49-6-2207
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202; TRR/MS 0520-01-18-.02
3. 20 USCA § 123h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross References

- Revenues 2.400
- Library Materials 4.403
- Controversial Materials 4.801
- Student Fees and Fines 6.709

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbooks	Descriptor Code: 4:401	Issued Date: 06/10/14
		Revises:	Issued:

1 **SELECTION¹**

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

10 **COMPLAINTS & RECONSIDERATION**

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

14 **DISTRIBUTION**

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

18 **CARE OF TEXTBOOKS**

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

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

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

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

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

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

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

- 7 _____
- 8 1. _____ Refusal to issue any additional textbooks until restitution is made;
- 9 2. _____ Withholding of all grade cards, diplomas, certificates of progress, or transcripts until
10 restitution is made;
- 11 3. _____ Not allowing the pupil to take interim or final examinations or to earn course credit in
12 the course for which the textbook is prescribed until restitution is made; or
- 13 4. _____ Reducing the pupil's grade in the course for which the textbook is prescribed by one (1)
14 letter grade or ten (10) percentage points until restitution is made.

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

17 INSPECTION

18 A list textbooks used by the schools shall be reviewed annually by building administrators under the
19 direction of the Director of Schools. Textbooks shall be available for inspection by parents/guardians
20 upon request, and the Director of Schools shall develop procedures for the inspection of materials and
21 distribute these procedures to each principal.⁶

References

1. TCA 49-6-201(1)(D); TCA 49-6-202(3)
2. 20 USC § 1120(a); TCA 49-6-701
3. TCA 49-6-201(1)(B)
4. TCA 49-3-101(1)(C)
5. 20 USCA § 1120(a); TCA 49-6-703

Cross-References

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

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Reconsideration of Instructional Materials and Textbooks	Descriptor Code: 4.402	Issued Date: 05/20/25
		Rescinds: 4.402	Issued: 09/27/22 07/26/22 06/10/14

1 If a complaint is filed by a parent/guardian of a current Collierville Schools student, Collierville Schools
 2 employee, or current Collierville Schools student regarding textbooks or instructional materials, this
 3 process is to be followed: ¹

- 4 1. Inform the complainant of the selection procedures and make no commitments.
- 5
- 6 2. Request the complainant to submit a formal Request for Reconsideration of Textbooks and
 7 Instructional Materials form.
- 8
- 9 3. Inform the principal (and other appropriate personnel).
- 10
- 11 4. Keep challenged materials available for use during the reconsideration process. The materials
 12 shall be removed immediately if they: ²
- 13
 - 14 a. Were created to align exclusively with Common Core; or
 - 15
 - 16 b. Are marketed or otherwise identified as Common Core textbooks or instructional
 17 materials.
 - 18
- 19 5. Upon receipt of the completed form, the principal shall notify the Director of Schools and the
 20 Chief Academic Officer.
- 21
- 22 6. The principal shall request review of the challenged materials by an ad hoc materials review
 23 committee within fifteen (15) working days. The review committee is appointed by the principal
 24 and includes representatives from classroom teachers, one or more parents, and may include one
 25 or more students. The principal will inform the Director of Schools and Chief Academic Officer
 26 of the review committee's progress.
- 27
- 28 7. The review committee shall take the following steps after receiving the challenged materials:
- 29
 - 30 a. Read, view or listen to the material in its entirety;
 - 31 b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 32 c. Determine the extent to which the material supports the curriculum;
 - 33 d. Complete the appropriate Checklist for Reconsideration of Textbooks and Instructional
 34 Materials, judging the material for its strength and value; and
 - 35 e. Present recommendation to principal for further action and to the Director of Schools for
 36 purposes of information.

- 1
2 8. If the complainant desires further action after receiving the recommendation of the committee
3 and the decision of the principal, an appeal may be made to the Board.
4

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)
2. TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206; ~~Public Acts of 2022, Chapter No. 1085~~
TCA 49-6-2206(b)(2)(A)

Cross References

Instructional Standards 4.101
Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 05/20/25
		Rescinds: 4.403	Issued: 07/16/24 09/27/22

1 The School Librarian shall be responsible for development of the library collection located in the school
2 library. Teachers shall be responsible for library collection development for the materials maintained in
3 a teacher's classroom. Library materials are defined as print and non-print materials curated, processed
4 and inventoried by school librarians and/or classroom teachers in collaboration with both the building
5 principal and the Chief Academic Officer (or designee), but does not include materials made available
6 to students as part of a course curriculum. A list of library materials shall be posted online. Prior to the
7 purchase of new materials, librarians shall review the age and maturity level along with the reading level
8 of the selected items for suitability. A list of new materials shall be reviewed by the building principal
9 and the Chief Academic Officer (or designee).

10 Library materials shall be reviewed periodically to ensure the content aligns with state law and the
11 standards established below. Any materials found to be out of alignment with the standards shall be
12 removed. Discretion to remove books from the shelves of school libraries must be exercised in a manner
13 consistent with First Amendment principles. Material shall not be excluded from library collections
14 because of doctrinal approval/disapproval or based upon disagreement with viewpoints, political ideas
15 or social perspectives discussed in the books.¹

16 **STANDARDS²**

17 The library collection shall adhere to the following criteria:

- 18 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 19
- 20 2. Materials shall be appropriate for the age and maturity levels of the students who may access
21 them. The determining factor will be based on an assessment of any mature themes or content
22 (i.e., violence, sexual content, vulgar language, substance abuse);
- 23
- 24 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 25
- 26 4. The collection as a whole shall offer a variety of viewpoints.

27 Any materials that meet the following criteria shall be removed and excluded from the school and/or
28 classroom library's collection:

- 29 1. Contain nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
30 violence, or sadomasochistic abuse as defined in state law;
- 31

- 1 2. Are patently offensive as defined in state law; or
- 2
- 3 3. Appeal to the prurient interest as defined in state law.³

4 **COMPLAINTS⁴**

5 If a complaint is made by an employee, student, or parent/guardian of the school, this process is to be
6 followed:

- 7 1. School Librarian shall inform the complainant of the selection procedures and make no
8 commitments.
- 9
- 10 2. School Librarian shall request the complainant to submit a formal Request for Reconsideration
11 of Library Materials.
- 12
- 13 3. Inform the principal (and other appropriate personnel).
- 14
- 15 4. Keep challenged materials available for use during the reconsideration process.
- 16
- 17 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
- 18
- 19 6. The principal shall request review of the challenged materials by an ad hoc materials review
20 committee within fifteen (15) working days. The review committee is appointed by the principal
21 and includes certified library media personnel, representatives from classroom teachers, one or
22 more parents, and may include one or more students. The principal will inform the Director of
23 Schools of the review committee's progress.
- 24
- 25 7. The review committee shall take the following steps after receiving the challenged materials:
26
 - 27 a. Read, view or listen to the material in its entirety;
 - 28 b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - 29 c. Determine the extent to which the material is appropriate for the age and maturity levels
30 of the students who have access to the materials and whether the material is suitable for,
31 and consistent with, the educational mission of the school;
 - 32 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
33 the material for its strength and value; and
 - 34 e. Present recommendation to principal for further action and to the Director of Schools
35 and Chief Academic Officer for purposes of information.
- 36
- 37
- 38 8. The Board shall review the recommendation presented by the review committee and make the
39 determination whether the material is appropriate for the age and maturity levels of the students
40 who have access to the materials and whether the material is suitable for, and consistent with,
41
42
43

- 1 the educational mission of the school. The Board shall review the findings and affirm, overturn,
2 or modify the decision within sixty (60) days from which the feedback was received.
3
- 4 9. If it determined that the material is not appropriate for the age and maturity levels of the students
5 who have access to them or is not suitable for, and consistent with, the educational mission of
6 the school, the Board shall require the school to remove the material from the library collection.

Legal References

1. [Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [Public Acts of 2024, Chapter No. 782](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803](#)

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Use of Copyrighted Materials	Descriptor Code: 4.404	Issued Date: 05/20/25
		Rescinds: 4.404	Issued: 06/10/14

1 In order to define the fair and reasonable use **that employees make** of copyrighted work for educational
2 purposes without the permission of the copyright owner and to reduce the risk of copyright
3 infringement, the Board shall require the following:

- 4 1. All employees shall adhere to the provisions of the United States Code regarding the copying
5 and/or the use of copyrighted materials;¹
- 6 2. In the case of computer software, the ethical and practical problems caused by computer
7 software piracy shall be taught in all computer courses;
- 8 3. The Director of Schools shall establish specific regulations regarding the copying, distribution
9 and use of copyrighted materials for instructional purposes; and
- 10 4. The principal of each school shall establish practices **which that** will enforce this policy at the
11 school level.

Legal References

1. 17 U.S.C.A. § 106, 107, 110

Cross References

- Web Pages** School and System Websites 4.407
Use of Multimedia 4.408
Student Publications 6.704

Collierville Schools Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Employee-Developed Materials	Descriptor Code: 4.405	Issued Date: 05/20/25
		Rescinds: 4.405	Issued: 06/10/14

- 1 Intellectual property and materials that are developed by an employee as part of regular employment,
- 2 utilizing district-provided resources, and/or in the performance of coaching or other extracurricular
- 3 duties are the properties of the school system.
- 4 ~~The Director of Schools shall ensure that employment contracts reference the provisions of this policy.~~
- 5

Cross References

~~Web Pages~~ School and System Websites 4.407

Collierville Schools Board of Education			
Monitoring: Review: Annually, in May	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 05/20/25
		Rescinds: 4.406	Issued: 06/28/22 03/21/17 06/10/14

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

4 **EMPLOYEES**

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

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

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

28 **STUDENTS**

29 The Director of Schools shall develop and implement procedures for appropriate Internet use by
 30 students. Procedures shall address the following:

- 31 1. General rules and ethics of Internet use.

- 1 2. Prohibited or illegal activities, including, but not limited to:¹
- 2 • Sending or displaying offensive messages or pictures
- 3 • Using obscene language
- 4 • Harassing, insulting, defaming or attacking others
- 5 • Damaging computers, computer systems or computer networks
- 6 • Hacking or attempting unauthorized access
- 7 • Violation of copyright laws
- 8 • Trespassing in another's folders, work or files. accounts
- 9 • Intentional misuse of resources
- 10 • Using another's password or other identifier (impersonation)
- 11 • Use of the network for commercial purposes
- 12 • Buying or selling on the Internet
- 13 • Using electronic resources for any purpose inconsistent with the system's discipline
- 14 policies or code of conduct.

15 **INTERNET SAFETY MEASURES³**

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

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

26 The Director of Schools/designee shall establish a process to ensure the district's education technology

27 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process

28 shall include, but not be limited to:

- 29 • Utilizing technology that blocks or filters Internet access (for both students and adults)
- 30 to material that is obscene, ~~child pornography~~ **pornographic**, or harmful to students³
- 31 • Maintaining and securing a usage log and
- 32 • Monitoring on-line activities of students²

33 The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to

34 address and communicate, its Internet safety measures.²

35 A written parental consent shall be required prior to the student being granted access to electronic

36 media involving district technological resources. The required permission/agreement form, which shall

37 specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural

38 violations, must be signed by the parent/guardian of minor students (those under 18 years of age). This

39 document shall be executed each year and shall be valid only in the school year in which it was signed.

1 Complaints alleging a violation of the internet safety measures shall be submitted to the **Director Chief**
2 **of Technology Officer** or designee. All complaints shall be reviewed to determine how to
3 appropriately ~~to~~ respond.

4 **E-MAIL**

5 Users with network access shall not utilize district resources to establish electronic mail accounts
6 through third-party providers or any other nonstandard electronic mail system. All data including e-
7 mail communications stored or transmitted on school system computers shall be monitored.
8 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
9 may be a public record under the public records law and may be subject to public inspection.⁵

10 **INTERNET SAFETY INSTRUCTION⁶**

11 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
12 computer resources. The **Director of Schools/designee** shall provide adequate in-service instruction on
13 internet safety. Parents and students will be provided with material to raise awareness of the dangers
14 posed by the internet and ways in which the internet may be used safely.

15 **SOCIAL NETWORKING**

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

25 **VIOLATIONS**

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

28 **VENDOR CONTRACTS²⁷**

29 Prior to entering into any contract for the provision of digital or online materials created or marketed for
30 kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor shall
31 adhere to state law. This determination includes ensuring that the vendor filters, blocks, or otherwise
32 prevents access to pornography or obscenity and verifying that the technology prevents a user from
33 sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131
3. ~~Public Acts of 2022, Chapter No. 1002~~ TCA 49-1-221(a)(1)(C)(i)
4. TCA 39-17-901; ~~Public Acts of 2022, Chapter No. 1002~~ TCA 49-1-221(a)(1)(C)(ii)
5. TCA 10-7-512
6. TCA 49-1-221(a)(1)(E)
7. TCA 49-1-221(c)

Cross References

Use of Email 1.805
Use of Artificial Intelligence Programs 4.214
School and System Websites 4.407
Controversial Materials 4.801
Student Publications 6.704

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: School and System Websites	Descriptor Code: 4.407	Issued Date: 05/20/25
		Rescinds: 4.407	Issued: 06/10/14

1 CONTENT STANDARDS

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

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

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

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

20 PRIVACY STANDARDS

- 21 1. Because Internet publications are available to the entire world, special care shall be taken to
22 protect the privacy of students and staff. Web pages may not include personal identifying
23 information regarding a student¹ such as: telephone numbers, addresses, names of other family
24 members, names of friends, e-mail addresses, specific location of a student at any given time,
25 grades or any other academic information. No confidential information shall be published on or
26 linked to the web site.
- 27 2. Student work may be published on web pages only with written consent of the student's parent/
28 guardian or the eligible student before each incident of publication.
- 29 3. Links to student e-mail accounts are prohibited.

- 1 4. Pictures of students may be included only under the following conditions:²
- 2 • Individual student pictures may be published on the web site only with written consent of
 - 3 the student's parent/guardian or eligible student.
 - 4 • Pictures of groups of students involved in a school-related activity may be published
 - 5 without consent; however, the students shall only be identified by the group name.
 - 6 • Students shall not be individually identified in pictures unless there is a special reason for
 - 7 doing so, such as recognition for receiving an award. In such cases, the student's
 - 8 parent/guardian or eligible student must give written consent.
 - 9 • If videos of students are published on school/district websites, prior written
 - 10 consent/release/waiver will be obtained from students' parent/guardians.

11 ADVERTISING/SPONSORSHIPS

12 Any use of advertising or sponsorships that appears on a school web site must be approved by the
13 school web administrator, the principal or the Director of Schools/designee. Guidelines for approval
14 shall be established by the Director of Schools/designee and must be consistent with the Board's
15 policies and guidelines used in other school and district publications.

16 ADMINISTRATIVE PROCEDURES

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

23 CONCERNS/COMPLAINTS

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

Legal References

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

Cross References

Reconsideration of Instructional Materials 4.403
Use of Copyrighted Materials 4.4
Employee-Developed Materials 4.405
Use of the Internet 4.406
Controversial Materials 4.801
Student Publications 6.704

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Use of Multimedia	Descriptor Code: 4.408	Issued Date: 05/20/25
		Rescinds: 4.408	Issued: 06/10/14

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

Cross References

Use of Copyrighted Materials 4.404

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Web Accessibility (NEW)	Descriptor Code: 4.409	Issued Date: 05/20/25
		Rescinds:	Issued:

- 1 All web content produced and maintained by the district or provided by a third-party vendor shall
2 conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines
3 (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Risk Internet Applications
4 Suite (WAI-ARIA) 1.0 techniques, or the updated equivalents of these guidelines, to ensure
5 accessibility for all individuals with disabilities.¹
- 6 The Director of Schools/designee shall ensure that all employees who are responsible for producing
7 and maintaining web content receive website accessibility training.
- 8 Annually, all web content produced and maintained by the district or provided by a third-party vendor
9 shall be reviewed and evaluated for its accessibility, and any non-conforming content shall be
10 corrected in a timely manner.

Legal References

1. 34 CFR § 104.4(a); 42 USCA § 12112(a)

Cross References

Section 504 and ADA Grievance Procedures 1.802
School and System Websites 4.407

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Community Instructional Resources	Descriptor Code: 4.500	Issued Date: 05/20/25
		Rescinds: 4.500	Issued: 06/10/14

1 COMMUNITY RESOURCE GUIDES

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

5 USE OF COMMUNITY RESOURCE PERSONS

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

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: School Volunteers	Descriptor Code: 4.501	Issued Date: 05/20/25
		Rescinds: 4.501	Issued: 06/10/14

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

- 5 The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and
- 6 conducting orientation programs and regular in-service training sessions. **The principal shall intervene**
- 7 **when there is evidence that a volunteer's participation interferes with the school's learning**
- 8 **environment.**

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

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

- 12 The **Director of Schools/designee** shall develop procedures to require the appropriate background
- 13 checks for volunteers who may work closely with students without much or any supervision of district
- 14 employees. ²

Legal References

1. TCA 29-20-310 (e)
2. **TCA 49-5-413(g)**

Cross References

Visitors to the School 1.501
Safety 3.201
Background Investigations 5.118

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Parental and Family Involvement</h2>	Descriptor Code: 4.502	Issued Date: 05/20/25
		Rescinds: 4.502	Issued: 09/27/18 06/10/14

1 **GENERAL EXPECTATIONS FOR PARENTAL INVOLVEMENT**

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

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

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

- 1 • If the school district's plan is not satisfactory to parents, the school district shall submit parental
2 comments regarding the plan to the State Department of Education as required.
- 3 • The school district shall ensure Title I schools are in compliance with the *Every Student Succeeds Act*.

4 The Director of Schools/designee shall develop and implement any procedures necessary to accomplish the
5 goals of this policy.

6 **SCHOOL LEVEL POLICY**

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

12 **SUPPORT FOR PROGRAM**

13 If the Title I allocation is \$500,000 or more to the school system, then at least one per cent (1%) of that allocation
14 shall be reserved for the purpose of promoting parent involvement. Parents of students participating in the Title I
15 programs shall be consulted on the use of these funds.

16 **FAMILY-SCHOOL PARTNERSHIPS¹**

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

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

Legal References

1. Every Student Succeeds Act, Pub.L. 114-95, Dec. 10, 2015, 129 Stat. 1802; SBOE Policy 4.207, TCA 492-305; 20 USCA § 6318
2. TCA 49-6-7001

Cross References

English Learners 4.207
Homeless Students 6.503

Collierville Schools Board of Education

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

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

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

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

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

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

20 **KINDERGARTEN**

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

25 Social Expectations and Art, Music, and PE will be represented with “S” for satisfactory and “N” for
 26 needs improvement.

27 Report Cards are issued at the end of each nine-week grading period. Parents must be notified within a
 28 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 9-weeks grading period, a minimum of six (6) grades should be given for recorded in both Language Arts and Math.
- During the second through fourth 9-weeks grading periods, a minimum of nine (9) grades should be given 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 9- weeks grading period, a minimum of six (6) grades should be given for recorded in Language Arts, Math, Science, and Social Studies.
- During the second through fourth 9- weeks grading periods, a minimum of six (6) grades should be given recorded in Science and Social Studies, while a minimum of nine (9) grades should be given 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.

1 **Final Grades**

2 Final grades are determined by averaging the two semester grades.

3 **State Standardized Assessments**

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

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

8 **GRADES 6-8**

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

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

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

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

16 Grading Scale

17
18 A..... 90-100

19
20 B..... 80-89

21
22 C..... 70-79

23
24 D..... 60-69

25
26 F..... Below 60

27
28 Grades **given reported** at the end of each nine-week period will be determined by the average of daily
29 work, oral and written assignments, and other meaningful assessments that allow students to demonstrate
30 mastery of skills and concepts. A minimum of **twelve (12)** grades for the nine-week period should be
31 recorded for each subject. Teachers of career, pilot, and other competency-based courses may appeal to
32 the principal on an annual basis for a waiver of this requirement. Fifty percent of the student's grade in
33 the course should be earned and recorded by the interim of the nine-week term. This gives the teachers
34 the basis for the grades at the end of the grading period.

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

4 **State Standardized Assessments**

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

11 **High School Level Course in Middle School**

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

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

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

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

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

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

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

32 **GRADES 9-12¹**

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

36

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

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

5 Grading Scale

6
7 A..... 90-100

8
9 B..... 80-89

10
11 C.....70-79

12
13 D..... 60-69

14
15 F..... Below 60

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

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

24
25 Credits will be awarded in a 1.0 increment upon successful completion of a semester on a semester
26 block schedule and will be awarded in a 0.5 increment upon successful completion of a semester on
27 a year-long schedule. Half credit courses (0.5) will be awarded upon successful completion of the **nine**
28 (9) weeks quarter on a semester block schedule and on upon successful completion of a semester on a
29 year-long schedule.

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

31 **SEMESTER BLOCK SCHEDULE FINAL GRADES:**

32 Final grades are comprised of two quarterly grades, each worth forty-two and a half percent (42.5%) and
33 a final exam worth fifteen percent (15%). For courses which include a state EOC exam, each quarter
34 grade is forty-two point five (42.5%) of the final grade, and the EOC exam accounts for fifteen percent
35 (15%).

36 **YEAR LONG SCHEDULE FINAL GRADES:**

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

1 that include a state EOC exam, each semester grade is forty-two point five (42.5%) of the final grade,
 2 and the EOC exam accounts for fifteen percent (15%).

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

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

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

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

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

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

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

TN State Uniform 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 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			

19 LOTTERY SCHOLARSHIP DAY

20 Each school year, prior to scheduling courses for the following school year, each school educating
21 students in grades 8-11 shall conduct at least one (1) lottery scholarship day for students and their
22 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](#); [TCA 49-4-932\(f\)](#)
4. [TCA 49-4-932\(f\)](#)

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: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 05/20/25
		Rescinds: 4.601	Issued: 06/10/14

1 REPORT CARDS

2 Student report cards will be provided once every nine weeks during the school year. The reporting procedure
3 shall be in writing and shall be uniform for all reporting periods during each school year.¹

4 Student report cards shall indicate the students' conduct and include information on attendance, academic
5 progress and other information necessary to communicate effectively with the parents.

6 In addition to the regular report cards, principals and teachers are encouraged to confer with parents on the
7 educational progress of their children. Teachers shall consult with parents of students who are working at an
8 unsatisfactory level or whose performance shows a sudden deterioration. Parents shall be notified ~~by the teacher~~
9 ~~as early in the school year as possible~~ in accordance with Board Policy 4.603 if the retention of a student is
10 being considered.

11 DRIVER'S LICENSE REVOCATION

12 Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to the
13 Department of Safety for driver's license revocation.

14 A student shall be deemed academically deficient if he/she has not received passing grades in at least two (2)
15 full unit subjects or their equivalency at the end of each term on the block schedule.

16 A copy of the notice sent to the Department of Safety by the Director of Schools/designee shall also be mailed to
17 the student's parents(s)/guardian(s).²

18 PARENT CONFERENCES

19 At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may
20 discuss any pertinent problems or other matters of concern regarding the development and education of each
21 student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction.³³ The
22 Director of Schools shall be responsible for scheduling and coordinating system-wide conferences.

23 Conferences shall be physically accessible to all students, parents and/or guardians.³⁴

24 REPORTS OF WITHDRAWALS

25 The Director of Schools/Attendance Director shall be responsible for complying with state laws and regulations
26 relating to the reporting of withdrawals of students, and the Director of Schools is authorized to develop
27 procedures to ensure compliance.⁴⁵

Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. TCA 49-6-3017; TCA 55-50-512(a)(d)
3. TCA 49-6-7002
4. 28 CFR § 36.201-2
5. TCA 49-6-3017

Cross References

School Calendar 1.800
Section 504 & ADA Grievance Procedures 1.802
Grading System 4.600
Promotion and Retention 4.603
Staff Time Schedules 5.602
Attendance 6.200
Withdrawals 6.207

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Honor Roll, Awards, and Class Designation	Descriptor Code: 4.602	Issued Date: 05/20/25
		Rescinds: 4.602	Issued: 03/29/22 06/10/14

1 HONOR ROLL (GRADES 6-12)

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

4 AWARDS AND CONTESTS

5 Prior to a school department or club presenting honors or awards or conducting contests, the school's
6 principal shall approve such honor, award, or contest. Following approval, the principal shall keep on
7 file the name and purpose of the honor, award, or contest; the basis for selection of the award or honor;
8 and the method of participation.

9 CLASS DESIGNATION

10 Students must be enrolled full time at their home base school to be eligible for Latin Honors Designation
11 among high school seniors.

12
13 High school credits and grades earned through the first semester of grade 12 shall be included in the
14 calculation of the weighted grade point average and the Honors Designation (rank) in their class.
15 Students who graduate early but are enrolled through the first semester of grade 12, will be included in
16 the calculation of the grade point average and the designated placement in their respective class.

17
18 Effective with the Class of 2026 (students entering grade 9 in 2022) and thereafter, students will
19 receive the earned Latin Honors Designation categories, based upon the following weighted grade
20 point average (GPA) criteria:

Summa Cum Laude	4.4 and above
Magna Cum Laude	4.1 - 4.39
Cum Laude	3.9 - 4.09

22
23 **One** Valedictorian and **one** Salutatorian will be selected each year from the graduating class. The
24 Valedictorian ranks first in cumulative points **and after calculation of** overall academic standing
25 criteria, and the Salutatorian ranks second in cumulative points **and after calculation of** overall
26 academic standing criteria. Overall academic standing is **based on** determined by weighted GPA,
27 highest composite ACT score, number of advanced placement courses completed, cumulative score on
28 all advanced placement exams completed, number of dual enrollment/ dual credit courses completed,
29 and total number of college credit hours received through dual enrollment/ dual credit courses. **The**
30 **Valedictorian and Salutatorian shall be selected as follows:**

- 1 1. To be eligible for consideration, a student must have been enrolled in their respective at
2 Collierville District High School for a minimum of three semesters preceding their final
3 semester of the 12th grade.
- 4 2. To be eligible for consideration, a student must qualify for the highest Latin System honor
5 (Summa Cum Laude) awarded in the respective school (weighted 4.4 and above GPA) to be in
6 consideration for valedictorian and salutatorian.
- 7 3. The selection process will be based on the cumulative score assigned from the following six (6)
8 categories through the completion of the first semester of the senior year:
 - 9 a. Total weighted GPA at the completion of the first semester year
 - 10 b. Highest composite ACT score reported at the completion of the first semester senior
11 year.
 - 12 c. Total number of Advanced Placement courses passed at the completion of the first
13 semester of senior year.
 - 14 d. Cumulative score of all advanced placement exam scores at completion of the Junior
15 Year.
 - 16 e. Total number of dual enrollment/ dual credit courses passed at the completion of the
17 first semester of the senior year. Not to include Local Dual Credit courses or Statewide
18 Dual Credit courses.
 - 19 f. Total number of college hours awarded through dual enrollment/ dual credit earned at
20 completion of the first semester of the senior year.
- 21 4. In the event multiple students meet the aforementioned criteria, the highest GPA, then the
22 highest achieved ACT composite score will shall serve as the final determining criterion.
23

Cross References

Grading System 4.600
Graduation Requirements 4.605

Collierville Schools Board of Education

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

1 *General*

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

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

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

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

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

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

2 **VOLUNTARY RETENTION**

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

- 5 1. The student has a documented academic or behavioral delay; and
- 6
- 7 2. The parent/guardian believes that retention may benefit the student.⁵

8 **PROMOTION PLANS⁶**

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

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

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

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

31 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
32 the end of the school year, the student shall be eligible to enroll in a summer reading or learning program,
33 if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar
34 days prior to the start of the next school year if the student was enrolled in a summer program. However,
35 if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a
36 decision for retention at least thirty (30) calendar days prior to the start of the next school year.⁸

37 **RETENTION⁷**

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

3 *Decision of Retention – General⁹*

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

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

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

19 *Decision of Retention – Third Grade¹⁰*

20 Third grade students shall not be promoted to the next grade unless they are determined to be proficient
21 (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts (ELA)
22 based on the student’s most recent TCAP test.

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

- 24 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
25 portion of the student’s most recent TCAP test may be promoted if:
 - 26 a. The student is an English language learner and has received less than two (2) full years
27 of ELA instruction;
 - 28 b. The student was previously retained in grades K-3;
 - 29 c. The student is retested before the next school year and scores proficient in ELA;
 - 30 d. The student attends a learning loss bridge camp before the next school year, maintains a
31 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
32 test at the end of the camp; ~~or~~
 - 33 e. The student receives tutoring for the entirety of the next school year in accordance with
34 state law;
 - 35 f. The student is determined by IEP or 504 decision to have a disability or suspected
36 disability that impacts reading; or
 - 37 g. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
38 ELA standards by scoring at or above the fiftieth percentile on the most recently
39 administered state-provided benchmark assessment and the district provides tutoring
40

1 services to the student during the entire fourth grade school year and notifies the
2 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
3 programming.
4

- 5 2. A student in third grade receiving a performance level rating of "below" on the ELA portion of
6 the student's most recent TCAP test may be promoted if:
7
- 8 a. The student is an English language learner and has received less than two (2) full years
9 of ELA instruction;
 - 10 b. The student was previously retained in grades K-3;
 - 11 c. The student is retested before the next school year and scores proficient in ELA; ~~or~~
 - 12 d. The student attends a learning loss bridge camp before the next school year, maintains a
13 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
14 school year in accordance with state law; **or**
 - 15 e. **The student is determined by IEP or 504 decision to have a disability or suspected**
16 **disability that impacts reading.**

17 *Decision of Retention – Fourth Grade*¹⁰

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

- 20 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the
21 fourth-grade school year; and
22
- 23 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while
24 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the
25 fourth-grade school year.

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

- 28 1. The student's principal shall convene a conference consisting of the following parties: the
29 student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
30
- 31 2. The conference shall review the student's fourth grade ELA performance to determine if the
32 student should be promoted to fifth grade.
33
- 34 3. At the conclusion of the conference, a majority of the parties shall agree to one of the
35 following:
36 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of
37 the student's fifth-grade year; or
38 b. The student will be retained in fourth grade. A student shall not be retained more than
39 once in fourth grade.

40 *Decision of Retention – Students with Disabilities*¹¹

- 1 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
 2 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
 3 TCAP was due to the student's disability. The school district shall not retain a student with a disability
 4 or a suspected disability that impacts their ability to read.
- 5 **APPEALS**^{8,12}
- 6 When a student is identified for general retention, the parent(s)/guardian(s) shall be notified about the
 7 decision to retain the student and provided with information on the right to appeal the decision (excluding
 8 retention due to the 3rd and 4th grade retention policies). Appeals shall be made to a committee appointed
 9 by the principal within ten (10) business days.
- 10 The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal
 11 hearing and shall be given the opportunity to address the committee. The committee shall conduct a
 12 hearing within ten (10) business days to determine if the student will be promoted and issue such decision
 13 within five (5) business days.
- 14 Upon notification of the committee decision, the principal shall send written notification to the Director
 15 of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of
 16 their right to appeal such action within ten (10) business days to the Director of Schools/designee.
- 17 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
 18 decision shall be issued within five (5) business days.
- 19 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's
 20 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 21 Following the review, the Board of Education may affirm or overturn the decision of the Director of
 22 Schools. The action of the Collierville Schools Board of Education will be final.
- 23 For students where retention is required per the additional requirements for students in third and fourth
 24 grade, parent(s)/guardian(s) may only appeal this decision directly to the Department of Education in
 25 accordance with state law.¹³

 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. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)

 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

11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16(7)(e); Public Acts of 2024, Chapter No. 989
12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
13. TRR/MS 0520-01-03-.16(7)(f)

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Graduation Requirements</h2>	Descriptor Code: 4.605	Issued Date: 05/20/25
		Rescinds: 4.605	Issued: 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.⁴

11 **SPECIAL EDUCATION STUDENTS⁵**

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

14 *Special Education Diploma*

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

- 17 1. Completed four (4) years of high school;
- 18 2. Made satisfactory progress on their IEP; and
- 19 3. Maintained satisfactory records of attendance and conduct.

20 *Occupational Diploma*

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

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

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

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

14 *Alternate Academic Diploma*

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

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

24 **STUDENT LOAD**

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

28 **EARLY GRADUATION⁸**

29 **STATE MOVE ON WHEN READY⁸**

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

35
36 A public high school student may complete an early high school graduation program and be eligible
37 for unconditional entry into a public two (2)-year institution of higher education or conditional entry

1 into a public four (4)-year institution of higher education, if the student fulfills each of the following
2 requirements:¹

3
4 (a) Earns seventeen (17) credits that include:

5 1. English I, II, III, and IV

6 2. Algebra I and II*

7 3. Geometry

8 4. United States History

9 5. Two (2) courses in the same world language;

10 6. One (1) course selected from:

11 (i) Economics

12 (ii) Government

13 (iii) World Civilizations

14 (iv) World Geography

15 7. One (1) course selected from:

16 (i) History and appreciation of visual and performing arts

17 (ii) A standards-based arts course, which may include studio art, band, chorus,
18 dance, or other performing arts

19 8. Health and Physical Education (Wellness)

20 9. Biology

21 10. Chemistry

22 11. Computer Science

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

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

26 (d) Meets benchmark scores of twenty-one (21) or higher composite score on the ACT or an
27 equivalent score on the SAT;

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

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

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

32 1. Advanced Placement (AP);

33 2. International Baccalaureate (IB);

34 3. Dual enrollment; or

35 4. Dual credit.

36
37 A student pursuing early graduation through the Move on When Ready Program may take two (2) high
38 school English courses in an academic year and is exempt from any additional graduation
39 requirements. A student who completes the Move on When Ready Program shall be awarded a regular
40 high school diploma.

41 **EARLY GRADUATION⁸**

42
43
44 To earn a regular high school diploma, students must fulfill each of the following requirements:

45 1. Be in the fourth (4th) year of high school;

- 1 2. Meet the minimum standards established by the State Board of Education;
- 2 3. Achieve a passing score on a state-normed civics test, as required by the Tennessee State Board
- 3 of Education;
- 4 4. ~~Candidates for early graduation shall~~ Submit an “Intent to Graduate Early” to their respective
- 5 counselors prior to their senior year;
- 6 5. Meet qualifications for the state definition of a “Ready Graduate”; and
- 7 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*

8 **EARLY GRADUATION DETAILS**

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

18 The Director of Schools shall develop administrative procedures to ensure that the early graduation
 19 program is conducted in accordance with state law.

Legal References

Cross 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 Policy 2.102~~3~~
5. TSSRR/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(18)
8. TCA 49-6-8103; State Board of Education Policy 2.103

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 May	Descriptor Term: Graduation Activities	Descriptor Code: 4.606	Issued Date: 05/20/25
		Rescinds: 4.606	Issued: 05/19/20 09/27/18 11/08/16 06/10/14

1 Students who have met all graduation requirements may participate in graduation activities. Students
2 who are within two (2) or fewer credits of meeting all requirements¹ and can complete the requirements
3 during the summer may participate in graduation activities. If extenuating circumstances exist at any
4 school, the matter shall be presented to the Director of Schools prior to graduation activities.

5 Students who do not wish to participate in graduation activities shall notify the school principal in writing
6 at least five (5) days prior to the day of graduation. Non-participating students shall receive their
7 diplomas or certificates from the principal's office within one (1) week of the day of graduation.

8 Graduation apparel shall be determined by the administration of each school and shall be the personal
9 expense of each student. Any fees required for graduation shall be waived for students who are eligible
10 to receive free or reduced-price lunches, and in such cases, the school shall assume responsibility for
11 payment of fees.²

12 Graduation shall be physically accessible to all students, their parent(s)/guardian(s), and other interested
13 citizens.³

14 Graduation activities sponsored by the district shall not be religious in nature.⁴ The content of any
15 students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the school,
16 employees, or Board.

17
18 The Director of Schools shall develop procedures to ensure that students are recognized at graduation
19 for the following achievements:⁵
20

- 21 • Honors;
- 22 • State Honors;
- 23 • State Distinction;
- 24 • District Distinction;
- 25 • Tri-Star Scholar;
- 26 • Students receiving a TN Seal of Biliteracy;
- 27 • Students voluntarily completing at least ten (10) hours of community service each semester the
28 student is in attendance at a public high school;
- 29 • Students receiving a gold or platinum medal on National Career Readiness Certificate; and
- 30 • Students graduating with a district-developed work ethic distinction.

Legal References

1. TCA 49-6-405(b)(2)
2. TCA 49-2-114
3. 28 CFR § 36.201
4. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)
5. ~~State Board of Education Policy 2.103~~; TCA 49-6-6010;
TRR/MS 0520-01-03-.06(22)

Cross References

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

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="margin: 0;">Transcript Alterations</h2>	Descriptor Code: 4.608	Issued Date: 05/20/25
		Rescinds: 4.608	Issued: 07/26/18

- 1 Any student transcript alteration shall be supported by documentation.¹ This documentation shall include
- 2 the reason for the transcript alteration and evidence that the student earned the grade reflected in the
- 3 altered transcript.

- 4 Collierville Schools Board of Education shall not retaliate against an employee who brings unauthorized
- 5 transcript alterations to the attention of school officials.¹

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

Legal References

1. ~~Public Acts of 2018, Chapter No. 557~~ **TCA 49-50-1101**

Cross References

Grading System 4.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Waivers of Rules and Regulations	Descriptor Code: 4.607	Issued Date: 05/20/25
		Rescinds: 4.607	Issued: 06/10/14

- 1 If the Board ~~finds~~ **determines** that a state board rule or regulation inhibits or hinders district's ability to
- 2 implement innovative programs designed to improve student achievement, it may apply for a waiver
- 3 from such rule or regulation to the **C**ommissioner of **E**ducation.¹ However, the Board shall not seek a
- 4 waiver from those rules and regulations that are specifically excluded by state law.

- 5 In the event of a natural disaster that results in the enrollment of displaced students, the Board may
- 6 request a waiver from maximum class sizes.²

Legal References

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

Collierville Schools Board of Education			
Monitoring: Review: Annually, in May	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 05/20/25
		Rescinds 4.700	Issued: 06/27/23 08/24/21

1 *General*

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

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

14 The Director of Schools/**designee** shall be responsible for planning and implementing the program,
15 which includes:

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

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

25 **WEIGHTING TCAP SCORES**

26 TNReady⁴ and EOC⁵ scores shall be included in students' final grades as follows:

- 27 1. Grades 3-5 - 0%
- 28 2. Grades 6-8 - 15%
- 29 3. Grades 9-12 - 15%

30 ~~The~~ Collierville Schools **System** shall use the following methodology: target score method.

1 The Director of Schools may exclude these scores from students' final grades if results are not received
2 by the district at least **one** (1) instructional day before the end of the course.^{4,5}

3 **INTEREST INVENTORIES AND CAREER ASSESSMENTS**⁶

4 Interest inventories **designed to assist students in determining their interests and making career decisions**
5 **shall be made available to 9th-graders middle and high school students. ~~These will include assessments~~**
6 **~~such as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career~~**
7 **~~Finder.~~**

8 Career aptitude assessments shall be administered **8th-graders to middle school students** in order to inform
9 **the each** student's high school plan of study. Upon receiving the results from these assessments, the
10 school shall provide students with information on any available career and technical education
11 opportunities in which the student is eligible to participate **in.**

12 **Prior to the dissemination of any survey to students, parent(s)/guardian(s) shall be notified of their ability**
13 **to review the materials. Such notification must indicate the purpose of the survey and who will have**
14 **access to the results. The survey shall only be administered to students under the age of eighteen (18)**
15 **whose parent/guardian has provided written, informed, and voluntary signed consent. A student who is**
16 **eighteen (18) years of age or older may participate after providing independent, written, informed, and**
17 **voluntary consent.**

18 **TESTING INFORMATION AND PARENTAL CONSENT**

19 Any test directly concerned with measuring student ability or achievement through individual or group
20 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
21 of the system without first obtaining written consent of the parent(s)/ or guardian(s).²

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

24 No later than July 31st of each year, the Board shall publish on its website information related to state
25 and board mandated tests that will be administered during the school year. The information shall
26 include:⁸

- 27 1. The name of the test;
- 28 2. The purpose and use of the test;
- 29 3. The grade or class in which the test will be administered;
- 30 4. The tentative date or dates that the test will be administered; and
- 31 5. The time and manner in which parent(s)/guardian(s) and students will be notified of the
32 results of the test; and
- 33 6. How parent(s)/guardian(s) can access the questions and answers on their student's state
34 required tests;
- 35 7. If a board mandated test, how the test complements and enhances student instruction and
36 learning and how it serves a purpose distinct from state-required tests.

- 1 ~~Beginning with the 2015-2016 school year and for school years thereafter,~~ The testing information
2 shall also be placed in student handbooks or other school publications that are provided to parents on
3 an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(10)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(10); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Maintaining Test and Data Security	Descriptor Code: 4.701	Issued Date: 05/20/25
		Rescinds: 4.701	Issued: 08/27/19 06/10/14

1 **General**

2 Security procedures shall adhere to guidelines issued by the State Department of Education.¹

3 **TESTING SECURITY**

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

10 Any employee found to have not followed security guidelines shall be placed on immediate suspension,
11 and such actions shall be grounds for dismissal. Such actions shall be grounds for revocation of state
12 license.² The Director of Schools shall report a breach of security to the State Department of Education's
13 Office of Accountability and any testing irregularity to the Division of State Testing within twenty-four
14 (24) hours of such events. In any class, grade, and/or school where a security breach is strongly suspected
15 or verified, central office staff shall be present during subsequent tests for a period of two (2) years.

16 **DATA SECURITY**

17 Embargoed data may be shared with personnel as determined by the Director of Schools as set forth in
18 procedure. Personnel shall not share embargoed data with external parties.³

Legal References

1. TRR/MS 0520-01-03-.03(~~7~~)(b)(10)
2. TCA 49-1-607
3. State Board of Education Policy 2.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Evaluations of Instructional Programs	Descriptor Code: 4.702	Issued Date: 05/20/25
		Rescinds: 4.702	Issued: 06/10/14

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

- 3 The purposes of these evaluations of instruction shall be:
 - 4 1. To indicate instructional strengths and weaknesses;
 - 5 2. To obtain information needed for future planning;
 - 6 3. To gather data for public information; and
 - 7 4. To ~~link the instructional program~~ demonstrate the relationship between student achievement
 - 8 and ~~to~~ the school system's strategic goals.

Cross References

School District Goals 1.700
 Curriculum Development 4.200
 Evaluation 5.109

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Controversial Issues	Descriptor Code: 4.800	Issued Date: 05/20/25
		Rescinds: 4.800	Issued: 06/10/14

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

5
6 To ensure that controversial issues are presented and discussed fairly and objectively and with
7 instruction as their goal, the following guidelines shall be observed:
8

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

Cross References

Staff Rights and Responsibilities 5.600

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Controversial Materials	Descriptor Code: 4.801	Issued Date: 05/20/25
		Rescinds: 4.801	Issued: 06/10/14

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

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

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

Cross References

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

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Equal Access (Limited Public Forum)	Descriptor Code: 4.802	Issued Date: 05/20/25
		Rescinds: 4.802	Issued: 06/10/14

1 STUDENT MEETINGS

2 Schools may allow students to form clubs or groups that meet before, during, and/or after the school
3 day. Requests to form such clubs or groups shall not be denied based upon the religious or political
4 nature or beliefs of the proposed club or group. If permitted, school administrators shall ensure that all
5 clubs and groups have the same abilities to access facilities and advertise their meetings.^{1 2,3,5}

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

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

10 A student or a group of students who wish to conduct a meeting under this policy must file an
11 application with the principal at least three days prior to the proposed date.

12 The principal shall approve the meeting if he/she determines that:

- 13 1. The meeting is voluntary and student-initiated;²
- 14 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 15 3. The meeting will not materially and substantially interfere with the orderly conduct of the
16 school's educational activities or conflict with other previously scheduled meetings;
- 17 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,
18 no employee shall be required to attend in this capacity if the content of the meeting is contrary
19 to the beliefs of the employee; and
- 20 5. Non-school persons will not direct, control or regularly attend.

21 SCHOOL SPONSORED EVENTS ^{4,3}

22 If the Board or a school principal authorizes an event at which a student is to speak, a limited public
23 forum shall be established for such student speakers. The appropriate administrators shall ensure that:

- 24 1. The forum is provided in a manner that does not discriminate against a student's voluntary
25 expression of a religious viewpoint, if any, on an otherwise permissible subject;

- 1 2. There is an appropriate method of selecting student speakers ~~which~~ that is based on neutral
- 2 criteria;
- 3 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent
- 4 or promotes illegal drug use.
- 5

6 To the extent possible and practical, prior to events in which students will speak, notice shall be
7 provided orally and/or in writing that the student's speech does not reflect the endorsement,
8 sponsorship, position, or expression of the Board and its employees.

9
10 ~~Beginning with the 2015-2016 school year, n~~ Notice of this policy shall be provided in student
11 handbooks and staff handbooks.
12

Legal References

1. 20 U.S.C.A § 4071; *Westside Community Schools v. Mergens*, 496 U.S. 226 (1990); TCA 49-6-1805
2. TCA 49-6-2904(b)
3. TCA 49-6-1803
4. ~~TCA 49-6-1805~~

Cross References

Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Recognition of Religious Beliefs, Customs & Holidays	Descriptor Code: 4.803	Issued Date: 05/20/25
		Rescinds: 4.803	Issued: 06/10/14

- 1 No religious belief or nonbelief shall be promoted or belittled by the school system or its employees.
2 All students and staff members shall be tolerant of the views of others and not discriminate against
3 anyone for a religious viewpoint or lack of a religious viewpoint. ~~1 Students and staff members shall be~~
4 ~~excused from participating in practices which are contrary to their religious beliefs.~~²

5 STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS

- 6 A student's voluntary expression of a religious viewpoint on an otherwise permissible subject shall be
7 treated in the same manner as a student's voluntary expression of a secular viewpoint.

- 8 Students may express religious beliefs in homework, artwork, and other written and oral assignments
9 free from discrimination based on the religious content of their submissions. These assignments shall
10 be judged by ordinary academic standards of substance and relevance and against other legitimate
11 academic concerns. A student shall not be penalized or rewarded on account of the religious content of
12 the student's work.⁺²

13 RELIGIOUS HOLIDAYS

- 14 Observance of religious holidays shall be as follows: ³

- 15 1. The several holidays throughout the year ~~which~~ **that** have both a religious and a secular basis may
16 be observed in the public schools; ⁴
- 17 2. The historical and contemporary values and the origin of religious holidays may be explained in an
18 unbiased and objective manner without sectarian indoctrination;
- 19 3. Music, art, literature and drama having religious themes or basis are permitted as part of the
20 curriculum for school-sponsored activities and programs if presented in a prudent and objective
21 manner and as a traditional part of the cultural and religious heritage of the particular holiday;
- 22 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or
23 resource, provided such symbols are displayed as an example of the cultural and religious heritage of
24 the holiday and are temporary in nature; and
- 25 5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with religious
26 holidays of all faiths.
- 27 All students and staff members shall be tolerant of the views of others. Students and staff members
28 shall be excused from participating in practices ~~which~~ that are contrary to their religious beliefs.

Legal References

1. TCA 49-6-2901-2906; State Board of Education Guidelines-Recitation of the Pledge of Allegiance
2. TCA 49-6-1804
3. TCA 49-6-3016
4. Florey v. Sioux Falls, 619 F. 2d 1311 (1980);
Washegesic v. Bloomindale Public Schools 813 F.
Supp. 559 (1993)

Cross References

Student Equal Access 4.802
Staff Rights and Responsibilities 5.600
Attendance 6.200

Collierville Schools Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Religious Content of Courses</h2>	Descriptor Code: 4.804	Issued Date: 05/20/25
		Rescinds: 4.804	Issued: 07/12/16 06/10/14

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

- 3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs
 4 provided it is essential to the learning experience in the various fields of study and is presented
 5 objectively;
- 6 2. The inclusion of religion shall be for educational purposes **only;**¹
- 7 3. The emphasis on religious themes should be only as extensive as necessary for a balanced and
 8 comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish,
 9 foster, or demean any particular religion, religious tenets, or beliefs; and ¹
- 10 4. Student-initiated expressions to questions or assignments **which that** reflect their beliefs or non-
 11 beliefs about a religious theme shall be accommodated.

Legal References

1. ~~Public Acts of 2016, Chapter No. 660~~ **TCA 49-6-1005(a)**

Cross References

- ~~Basic Curriculum Program 4.201~~
 Staff Rights & Responsibilities 5.600



COLLIERVILLE SCHOOLS

SCHOLARSHIP · INTEGRITY · SERVICE

MONTHLY FINANCIAL REPORT



APRIL 2025
2024-2025

GENERAL FUND

SCHOOL NUTRITION

FEDERAL PROGRAMS

DISCRETIONARY GRANTS

C. I. P.

**GENERAL FUND
REVENUE**

APRIL 2025 GENERAL FUND REVENUE

FOR 2025 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
141 General Purpose Fund						
40110 Current Property Tax	23,520,000.00	23,520,000.00	22,120,956.50	209,493.88	1,399,043.50	94.1%
40120 Trustee's Collection-PY	410,000.00	410,000.00	361,500.45	3,592.25	48,499.55	88.2%
40130 Clerk & Master/Cir Court-P	150,000.00	150,000.00	139,424.46	34,949.65	10,575.54	92.9%
40150 Pickup Taxes	1,715,161.00	1,715,161.00	1,967,340.50	-96.30	-252,179.50	114.7%
40162 Pymt in Lieu-Taxes-Local U	248,235.00	248,235.00	182,872.32	.00	65,362.68	73.7%
40163 Pymt in Lieu of Taxes-Othe	282,831.00	282,831.00	210,897.80	5,748.07	71,933.20	74.6%
40210 Local Option Sales Taxes	15,800,000.00	15,800,000.00	11,855,144.70	1,169,324.68	3,944,855.30	75.0%
40240 Wheel Tax	2,000,105.00	2,000,105.00	1,876,814.31	.00	123,290.69	93.8%
40270 Business Tax	3,300.00	3,300.00	2,002.01	232.46	1,297.99	60.7%
40275 Mixed Drink Tax	289,000.00	289,000.00	235,962.43	27,358.33	53,037.57	81.6%
40390 Municipal Tax	2,582,675.00	2,582,675.00	2,152,229.10	215,222.91	430,445.90	83.3%
43513 Tuition - Summer School	20,000.00	20,000.00	.00	.00	20,000.00	.0%
43515 Tuition - Other State Syst	150,750.00	150,750.00	143,653.74	850.00	7,096.26	95.3%
43990 Other Charges for Services	500,000.00	500,000.00	373,462.05	24,487.77	126,537.95	74.7%
43991 Other Charges for Svcs-(SS	515,000.00	515,000.00	392,846.68	44,387.58	122,153.32	76.3%
44110 Investment Income	440,038.00	440,038.00	682,914.15	95,476.97	-242,876.15	155.2%
44120 Lease/Rentals	20,000.00	20,000.00	3,911.95	350.00	16,088.05	19.6%
44160 Medicaid Reimbursements	.00	.00	5,844.65	2,217.11	-5,844.65	100.0%
44170 Miscellaneous Refunds	850,000.00	850,000.00	144,910.86	55,734.06	705,089.14	17.0%
44171 Tech Replacement Fees	7,000.00	7,000.00	4,569.90	.00	2,430.10	65.3%
44172 Substitute Reimbursement	40,000.00	40,000.00	43,555.19	21,831.42	-3,555.19	108.9%
44174 Device Fees	300,000.00	300,000.00	199,204.35	19.10	100,795.65	66.4%
44176 Refund - IRS	.00	.00	1.98	.00	-1.98	100.0%
44177 CHS Band Boosters	25,000.00	25,000.00	23,700.00	2,633.36	1,300.00	94.8%
44178 CHS POM Boosters	13,200.00	13,200.00	12,623.20	1,577.90	576.80	95.6%
44179 Collierville Dragon Dancer	13,200.00	13,200.00	13,200.12	1,466.68	-.12	100.0%
44180 CHS Cheer Boosters	6,930.00	6,930.00	11,550.00	1,283.28	-4,620.00	166.7%
44181 CHS Boys Soccer	6,250.00	6,250.00	6,977.55	6,977.55	-727.55	111.6%
44182 CHS Volleyball	5,500.00	5,500.00	7,675.31	.00	-2,175.31	139.6%
44183 CHS Trap Team	2,400.00	2,400.00	4,651.70	2,325.85	-2,251.70	193.8%
44184 CHS Cross Country	2,000.00	2,000.00	3,000.00	.00	-1,000.00	150.0%
44185 CMS Band Boosters	2,400.00	2,400.00	1,395.51	1,395.51	1,004.49	58.1%
44186 CHS Baseball Boosters	29,150.00	29,150.00	27,900.00	3,100.00	1,250.00	95.7%
44187 CHS Softball	5,000.00	5,000.00	5,750.00	5,750.00	-750.00	115.0%
44188 CHS Girls Soccer	7,000.00	7,000.00	8,140.48	.00	-1,140.48	116.3%
44189 CHS Theatre	6,500.00	6,500.00	11,629.26	10,466.33	-5,129.26	178.9%
44190 CMS Cheer	5,250.00	5,250.00	10,000.04	.00	-4,750.04	190.5%
44192 CHS Girls Lacrosse	700.00	700.00	.00	.00	700.00	.0%
44193 CHS Basketball Boosters	11,000.00	11,000.00	6,600.00	6,600.00	4,400.00	60.0%
44194 CHS Speech & Debate	1,000.00	1,000.00	3,488.78	3,488.78	-2,488.78	348.9%

APRIL 2025 GENERAL FUND REVENUE

FOR 2025 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
44195 Athletic Account - Summer	100,000.00	100,000.00	128,865.36	.00	-28,865.36	128.9%
44196 CHS Football Boosters	32,085.00	32,085.00	61,492.70	6,398.70	-29,407.70	191.7%
44197 CHS Boys Wrestling Booster	.00	.00	3,000.00	2,000.00	-3,000.00	100.0%
44198 WCMS Cheer Boosters	.00	.00	10,000.00	.00	-10,000.00	100.0%
44199 WCMS Orchestra Booster	.00	.00	2,325.85	2,325.85	-2,325.85	100.0%
44201 CHS Swimming	.00	.00	1,000.00	.00	-1,000.00	100.0%
44202 WCMS Band Boosters	.00	.00	4,000.00	4,000.00	-4,000.00	100.0%
44203 CHS Robotics Boosters	.00	.00	18,560.00	9,280.00	-18,560.00	100.0%
44204 CHS Choir Boosters	.00	.00	1,162.92	1,162.92	-1,162.92	100.0%
44205 HS Girls Basket	.00	.00	6,000.00	6,000.00	-6,000.00	100.0%
44206 CHS Girls Wrestling	.00	.00	1,500.00	1,500.00	-1,500.00	100.0%
44520 Insurance Recovery	10,000.00	10,000.00	46,746.00	.00	-36,746.00	467.5%
44530 Sale of Equipment	1,100,000.00	1,100,000.00	257,563.80	.00	842,436.20	23.4%
44560 Damages Recovered from Ind	1,000.00	1,000.00	37,130.19	1,690.00	-36,130.19	3713.0%
44990 Other Local Revenue	2,000.00	2,000.00	1,000.00	.00	1,000.00	50.0%
44991 Dragon Games Donations	4,000.00	4,000.00	.00	.00	4,000.00	.0%
46510 TN Inv in Student Achievem	62,793,827.00	62,793,827.00	56,490,836.23	6,143,120.69	6,302,990.77	90.0%
46513 TISA On -Behalf Paymt Reve	.00	260,653.00	.00	.00	260,653.00	.0%
46590 Other State Education Fund	.00	.00	1,000,000.00	.00	-1,000,000.00	100.0%
46610 Career Ladder Program	76,000.00	76,000.00	68,410.50	27,079.62	7,589.50	90.0%
46990 Other State Revenues	.00	.00	177,999.40	.00	-177,999.40	100.0%
47143 Special Edu-Grants to Stat	5,000.00	5,000.00	.00	.00	5,000.00	.0%
49800 Transfers In	2,670,000.00	2,670,000.00	280,257.10	14,968.13	2,389,742.90	10.5%
49900 Revenue YE Close	3,866,904.00	4,804,375.00	.00	.00	4,804,375.00	.0%
TOTAL General Purpose Fund	120,647,391.00	121,845,515.00	101,856,152.08	8,177,771.09	19,989,362.92	83.6%
GRAND TOTAL	120,647,391.00	121,845,515.00	101,856,152.08	8,177,771.09	19,989,362.92	83.6%

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

**GENERAL FUND
EXPENDITURES**

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141 General Purpose Fund							
71100 Regular Instruction Program							
E11600 Teachers	38,764,043.00	38,764,043.00	29,559,553.16	2,941,818.06	.00	9,204,489.84	76.3%
E11700 Career Ladder	59,000.00	59,000.00	25,500.00	.00	.00	33,500.00	43.2%
E12700 Career Ladder Ext Contrac	20,000.00	20,000.00	.00	.00	.00	20,000.00	.0%
E12800 Homebound Teachers	30,000.00	30,000.00	5,145.00	1,041.25	.00	24,855.00	17.2%
E16300 Educational Assistants	1,547,602.00	1,547,602.00	1,294,364.40	133,140.73	.00	253,237.60	83.6%
E18800 Bonus Payments	1,065,000.00	1,175,000.00	1,150,000.00	.00	.00	25,000.00	97.9%
E18945 Other Sal & Wages-TN All	.00	.00	101,425.36	12,110.00	.00	-101,425.36	100.0%
E19500 Sub Teachers-Certified	641,670.00	641,670.00	532,525.90	56,480.75	.00	109,144.10	83.0%
E19550 Permanent Sub	288,000.00	288,000.00	196,048.00	20,580.00	.00	91,952.00	68.1%
E19800 Sub Teachers-Non-Certifie	20,000.00	20,000.00	20,490.02	1,800.00	.00	-490.02	102.5%
E20100 Social Security	2,630,989.00	2,641,217.00	1,907,774.24	181,797.20	.00	733,442.76	72.2%
E20145 Social Security-TN All Co	.00	.00	3,252.85	438.34	.00	-3,252.85	100.0%
E20400 Pensions	2,707,820.00	2,725,336.00	2,269,019.85	217,480.61	.00	456,316.15	83.3%
E20600 Life Insurance	100,000.00	100,000.00	106,826.76	11,843.24	.00	-6,826.76	106.8%
E20700 Medical Insurance	4,400,000.00	4,400,000.00	4,184,769.34	463,130.02	.00	215,230.66	95.1%
E21200 ER Medicare	615,312.00	618,145.00	447,979.59	42,709.47	.00	170,165.41	72.5%
E21245 Employer Medicare-TN All	.00	.00	1,333.79	175.61	.00	-1,333.79	100.0%
E21700 Retirement-Hybrid Stab	145,000.00	145,000.00	134,298.46	12,736.58	.00	10,701.54	92.6%
E33000 Operating Lease Payments	2,635,000.00	2,635,000.00	2,058,232.42	1,020,240.00	.00	576,767.58	78.1%
E33600 Maint & Repair-Equipment	29,200.00	18,200.00	13,590.00	371.11	4,309.94	300.06	98.4%
E39900 Other Contracted Services	130,000.00	65,000.00	67,183.50	.00	.00	-2,183.50	103.4%
E39902 Other Contr Svcs-Translat	10,000.00	10,000.00	5,439.85	1,033.35	2,012.58	2,547.57	74.5%
E42900 Inst Supplies & Materials	752,800.00	217,300.00	203,189.89	80.28	1,264.59	12,845.52	94.1%
E42905 Inst Supplies-Alloc to Sc	427,220.00	427,220.00	405,060.00	.00	.00	22,160.00	94.8%
E44900 Textbooks	1,000,000.00	1,674,000.00	884,263.46	10,240.00	354,638.06	435,098.48	74.0%
E49900 Other Supplies &Mat	40,000.00	40,000.00	35,384.77	.00	.00	4,615.23	88.5%
E59902 Other Charges - Summer Sc	6,000.00	6,000.00	.00	.00	.00	6,000.00	.0%
E72200 Reg Inst Equipment	706,000.00	648,500.00	247,908.49	28,605.76	381,859.77	18,731.74	97.1%
E72217 Reg Inst Equip (Reimburse	400,000.00	615,000.00	408,593.78	29,284.87	92,313.56	114,092.66	81.4%
TOTAL Regular Instruction Prog	59,170,656.00	59,531,233.00	46,269,152.88	5,187,137.23	836,398.50	12,425,681.62	79.1%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71150 Alt Inst Program							
E11600 Teachers	128,573.00	128,573.00	97,192.50	12,072.20	.00	31,380.50	75.6%
E16300 Educational Assistants	26,128.00	26,128.00	20,047.42	2,015.00	.00	6,080.58	76.7%
E20100 Social Security	9,591.00	9,591.00	7,023.47	807.65	.00	2,567.53	73.2%
E20400 Pensions	9,839.00	9,839.00	6,534.87	767.80	.00	3,304.13	66.4%
E20600 Life Insurance	670.00	670.00	335.88	51.16	.00	334.12	50.1%
E20700 Medical Insurance	27,000.00	27,000.00	11,056.46	2,139.96	.00	15,943.54	40.9%
E21200 ER Medicare	2,243.00	2,243.00	1,642.63	188.88	.00	600.37	73.2%
E21700 Retirement-Hybrid Stab	400.00	400.00	60.57	.00	.00	339.43	15.1%
E39900 Other Contracted Services	40,000.00	40,000.00	13,564.00	1,062.00	.00	26,436.00	33.9%
E42900 Inst Supplies & Materials	4,000.00	4,000.00	737.94	.00	.00	3,262.06	18.4%
E49900 Other Supplies &Mat	2,000.00	2,000.00	1,134.67	357.26	94.47	770.86	61.5%
E59900 Other Charges	2,000.00	2,000.00	171.79	.00	.00	1,828.21	8.6%
E79000 Other Equipment	5,000.00	5,000.00	1,238.00	.00	.00	3,762.00	24.8%
TOTAL Alt Inst Program	257,444.00	257,444.00	160,740.20	19,461.91	94.47	96,609.33	62.5%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71200 Special Education Program							
E11600 Teachers	4,627,256.00	4,627,256.00	3,533,087.43	365,809.18	.00	1,094,168.57	76.4%
E11700 Career Ladder	3,000.00	3,000.00	1,000.00	.00	.00	2,000.00	33.3%
E12800 Homebound Teachers	83,996.00	83,996.00	65,927.69	6,592.77	.00	18,068.31	78.5%
E16300 Educational Assistants	2,312,620.00	2,312,620.00	1,903,900.73	195,072.99	.00	408,719.27	82.3%
E17100 Speech Pathologist	902,644.00	902,644.00	641,078.28	53,856.83	.00	261,565.72	71.0%
E18900 Other Salaries & Wages	2,000.00	2,000.00	1,555.00	.00	.00	445.00	77.8%
E19500 Sub Teachers-Certified	60,000.00	60,000.00	92,584.88	9,480.01	.00	-32,584.88	154.3%
E19800 Sub Teachers-Non-Certified	70,000.00	70,000.00	116,569.93	16,079.98	.00	-46,569.93	166.5%
E20100 Social Security	499,691.00	499,691.00	368,576.47	37,217.58	.00	131,114.53	73.8%
E20400 Pensions	607,922.00	607,922.00	462,548.05	46,888.22	.00	145,373.95	76.1%
E20600 Life Insurance	17,750.00	17,750.00	20,446.02	2,283.88	.00	-2,696.02	115.2%
E20700 Medical Insurance	714,150.00	714,150.00	788,968.14	88,326.68	.00	-74,818.14	110.5%
E21200 ER Medicare	116,863.00	116,863.00	86,656.44	8,756.18	.00	30,206.56	74.2%
E21700 Retirement-Hybrid Stab	65,000.00	65,000.00	43,337.12	4,449.80	.00	21,662.88	66.7%
E31200 Contracts w Private Agenc	20,000.00	20,000.00	19,242.50	5,915.00	.00	757.50	96.2%
E33600 Maint & Repair-Equipment	5,000.00	5,000.00	4,986.39	.00	.00	13.61	99.7%
E42900 Inst Supplies & Materials	29,600.00	29,600.00	21,349.84	.00	.87	8,249.29	72.1%
E49900 Other Supplies & Mat	19,000.00	19,000.00	18,720.78	1,976.96	198.78	80.44	99.6%
E72500 Special Education Equipme	20,000.00	20,000.00	11,634.36	7,032.98	2,178.13	6,187.51	69.1%
TOTAL Special Education Progra	10,176,492.00	10,176,492.00	8,202,170.05	849,739.04	2,377.78	1,971,944.17	80.6%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
71300 Vocational Education Program							
E11600 Teachers	2,229,707.00	2,229,707.00	1,541,601.82	148,322.87	.00	688,105.18	69.1%
E19500 Sub Teachers-Certified	45,000.00	45,000.00	52,094.90	7,544.97	.00	-7,094.90	115.8%
E20100 Social Security	141,032.00	141,032.00	93,765.29	9,045.18	.00	47,266.71	66.5%
E20400 Pensions	141,809.00	141,809.00	112,732.75	10,790.66	.00	29,076.25	79.5%
E20600 Life Insurance	2,500.00	2,500.00	5,329.75	573.20	.00	-2,829.75	213.2%
E20700 Medical Insurance	90,000.00	90,000.00	160,973.94	17,291.56	.00	-70,973.94	178.9%
E21200 ER Medicare	32,983.00	32,983.00	22,022.70	2,140.44	.00	10,960.30	66.8%
E21700 Retirement-Hybrid Stab	6,000.00	6,000.00	8,955.30	827.64	.00	-2,955.30	149.3%
E33600 Maint & Repair-Equipment	10,000.00	2,000.00	1,104.40	400.00	.00	895.60	55.2%
E42900 Inst Supplies & Materials	55,500.00	55,500.00	43,510.09	4,714.24	1,831.92	10,157.99	81.7%
E44900 Textbooks	20,000.00	14,000.00	13,700.00	.00	.00	300.00	97.9%
E49900 Other Supplies & Mat	10,000.00	.00	.00	.00	.00	.00	.0%
E73000 Vocational Equipment	20,000.00	11,000.00	9,954.34	7,870.34	66.00	979.66	91.1%
TOTAL Vocational Education Pro	2,804,531.00	2,771,531.00	2,065,745.28	209,521.10	1,897.92	703,887.80	74.6%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72110 Attendance							
E10500 Supervisor/Director	229,224.00	229,224.00	182,804.26	17,632.62	.00	46,419.74	79.7%
E16100 Secretary(s)	59,771.00	59,771.00	48,093.56	4,597.77	.00	11,677.44	80.5%
E18900 Other Salaries & Wages	339,980.00	339,980.00	279,573.18	25,909.10	.00	60,406.82	82.2%
E20100 Social Security	38,996.00	38,996.00	29,797.54	2,809.37	.00	9,198.46	76.4%
E20400 Pensions	42,680.00	42,680.00	41,424.69	3,957.61	.00	1,255.31	97.1%
E20600 Life Insurance	1,760.00	1,760.00	1,702.44	189.16	.00	57.56	96.7%
E20700 Medical Insurance	62,000.00	62,000.00	55,342.44	6,149.16	.00	6,657.56	89.3%
E21200 ER Medicare	9,120.00	9,120.00	6,968.57	657.02	.00	2,151.43	76.4%
E21700 Retirement-Hybrid Stab	.00	.00	2,050.85	191.82	.00	-2,050.85	100.0%
E35500 Travel	2,000.00	2,000.00	1,263.63	151.46	.00	736.37	63.2%
E39900 Other Contracted Services	66,500.00	69,500.00	63,838.85	.00	.00	5,661.15	91.9%
E49900 Other Supplies & Mat	2,500.00	2,500.00	1,721.43	591.72	.00	778.57	68.9%
E52400 In-Service/Staff Developm	33,000.00	33,000.00	24,302.19	5,224.04	.00	8,697.81	73.6%
E59900 Other Charges	250.00	250.00	.00	.00	.00	250.00	.0%
E70400 Attendance Equipment	3,000.00	3,000.00	2,177.98	.00	.00	822.02	72.6%
TOTAL Attendance	890,781.00	893,781.00	741,061.61	68,060.85	.00	152,719.39	82.9%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72120 Health Services							
E13100 Medical Personnel	801,672.00	801,672.00	619,672.28	64,382.17	.00	181,999.72	77.3%
E18900 Other Salaries & Wages	315,284.00	315,284.00	297,659.40	30,571.68	.00	17,624.60	94.4%
E18910 Sub Nurses	2,000.00	2,000.00	.00	.00	.00	2,000.00	.0%
E20100 Social Security	69,375.00	69,375.00	52,276.27	5,314.02	.00	17,098.73	75.4%
E20400 Pensions	85,163.00	85,163.00	74,678.38	7,756.59	.00	10,484.62	87.7%
E20600 Life Insurance	2,500.00	2,500.00	2,922.78	328.12	.00	-422.78	116.9%
E20700 Medical Insurance	150,000.00	150,000.00	143,137.84	17,472.52	.00	6,862.16	95.4%
E21200 ER Medicare	16,225.00	16,225.00	12,226.04	1,242.84	.00	3,998.96	75.4%
E21700 Retirement-Hybrid Stab	18,000.00	18,000.00	8,639.49	897.50	.00	9,360.51	48.0%
E35500 Travel	3,500.00	3,500.00	150.05	18.90	.00	3,349.95	4.3%
E39900 Other Contracted Services	60,000.00	60,000.00	14,332.00	8,472.00	.00	45,668.00	23.9%
E49900 Other Supplies &Mat	9,000.00	9,000.00	4,755.46	1,137.66	1,209.00	3,035.54	66.3%
E52400 In-Service/Staff Developm	7,000.00	7,000.00	4,778.78	125.00	.00	2,221.22	68.3%
E73500 Health Equipment	5,000.00	5,000.00	4,986.12	.00	.00	13.88	99.7%
TOTAL Health Services	1,544,719.00	1,544,719.00	1,240,214.89	137,719.00	1,209.00	303,295.11	80.4%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72130 Other Student Support							
E12300 Guidance Personnel	1,983,771.00	1,983,771.00	1,535,539.10	150,931.12	.00	448,231.90	77.4%
E18900 Other Salaries & Wages	350,000.00	350,000.00	194,289.93	18,315.77	.00	155,710.07	55.5%
E18913 Other Salaries-Schools Ex	.00	.00	959.21	.00	.00	-959.21	100.0%
E20100 Social Security	144,694.00	144,694.00	99,958.37	9,675.17	.00	44,735.63	69.1%
E20400 Pensions	148,428.00	148,428.00	118,934.40	11,666.91	.00	29,493.60	80.1%
E20600 Life Insurance	4,743.00	4,743.00	5,236.92	581.88	.00	-493.92	110.4%
E20700 Medical Insurance	202,000.00	202,000.00	205,018.46	22,725.14	.00	-3,018.46	101.5%
E21200 ER Medicare	33,840.00	33,840.00	23,377.46	2,262.66	.00	10,462.54	69.1%
E21700 Retirement-Hybrid Stab	7,600.00	7,600.00	5,284.30	517.81	.00	2,315.70	69.5%
E32200 Evaluation & Testing	76,450.00	71,450.00	63,826.91	12,835.00	1,367.00	6,256.09	91.2%
E49900 Other Supplies &Mat	6,500.00	31,500.00	28,648.35	14,752.85	.00	2,851.65	90.9%
E59900 Other Charges	.00	5,000.00	1,889.64	.00	2,834.45	275.91	94.5%
TOTAL Other Student Support	2,958,026.00	2,983,026.00	2,282,963.05	244,264.31	4,201.45	695,861.50	76.7%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72210 Regular Inst Program Support							
E10500 Supervisor/Director	1,035,386.00	1,035,386.00	827,806.01	80,262.92	.00	207,579.99	80.0%
E11700 Career Ladder	8,000.00	8,000.00	4,500.00	.00	.00	3,500.00	56.3%
E12900 Librarian(s)	750,907.00	750,907.00	568,043.80	56,804.40	.00	182,863.20	75.6%
E13700 Education Media Personnel	60,000.00	20,000.00	23,601.54	6,743.29	.00	-3,601.54	118.0%
E16100 Secretary(s)	59,771.00	59,771.00	46,306.35	4,597.77	.00	13,464.65	77.5%
E19600 In-Service Training	40,000.00	40,000.00	12,314.71	.00	.00	27,685.29	30.8%
E20100 Social Security	121,152.00	121,152.00	87,490.09	8,667.10	.00	33,661.91	72.2%
E20400 Pensions	126,956.00	126,956.00	101,446.56	10,307.48	.00	25,509.44	79.9%
E20600 Life Insurance	5,060.00	5,060.00	4,991.52	569.28	.00	68.48	98.6%
E20700 Medical Insurance	227,000.00	227,000.00	115,534.92	13,996.04	.00	111,465.08	50.9%
E21200 ER Medicare	28,334.00	28,334.00	20,461.38	2,026.98	.00	7,872.62	72.2%
E21700 Retirement-Hybrid Stab	8,120.00	8,120.00	3,824.57	410.60	.00	4,295.43	47.1%
E30800 Consultants	48,000.00	48,000.00	35,350.00	.00	9,625.00	3,025.00	93.7%
E35500 Travel	1,000.00	1,000.00	.00	.00	.00	1,000.00	.0%
E39900 Other Contracted Services	50,000.00	57,000.00	54,026.91	.00	.00	2,973.09	94.8%
E39906 Other Contracts VCS TV St	.00	40,000.00	26,950.00	.00	.00	13,050.00	67.4%
E43200 Library Books/Media	95,000.00	95,000.00	78,112.65	9,823.81	13,486.29	3,401.06	96.4%
E49900 Other Supplies &Mat	12,800.00	12,800.00	6,488.13	195.97	1,368.78	4,943.09	61.4%
E52400 In-Service/Staff Developm	137,000.00	137,000.00	43,841.00	4,325.00	2,046.00	91,113.00	33.5%
E59900 Other Charges	9,000.00	9,000.00	6,363.95	1,079.61	.00	2,636.05	70.7%
E79000 Other Equipment	25,000.00	25,000.00	3,268.87	.00	.00	21,731.13	13.1%
TOTAL Regular Inst Program Sup	2,848,486.00	2,855,486.00	2,070,722.96	199,810.25	26,526.07	758,236.97	73.4%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	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	.00	.00	.00	2,500.00	.0%
TOTAL Alt Inst Program Support	2,500.00	2,500.00	.00	.00	.00	2,500.00	.0%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72220 Special Edu Program Support							
E10500 Supervisor/Director	330,517.00	330,517.00	261,555.84	25,424.39	.00	68,961.16	79.1%
E11700 Career Ladder	1,000.00	1,000.00	500.00	.00	.00	500.00	50.0%
E12400 Psychological Personnel	486,115.00	486,115.00	392,556.35	37,423.47	.00	93,558.65	80.8%
E16200 Clerical Personnel	434,637.00	434,637.00	369,014.87	36,002.40	.00	65,622.13	84.9%
E18900 Other Salaries & Wages	37,500.00	37,500.00	35,842.50	3,645.00	.00	1,657.50	95.6%
E18902 Occupational Therapy	435,818.00	435,818.00	356,217.61	35,839.11	.00	79,600.39	81.7%
E18903 Physical Therapist	89,588.00	89,588.00	68,913.83	6,891.39	.00	20,674.17	76.9%
E20100 Social Security	112,541.00	112,541.00	85,431.43	8,261.09	.00	27,109.57	75.9%
E20400 Pensions	134,917.00	134,917.00	110,220.20	10,859.32	.00	24,696.80	81.7%
E20600 Life Insurance	3,500.00	3,500.00	4,847.82	539.60	.00	-1,347.82	138.5%
E20700 Medical Insurance	135,000.00	135,000.00	200,120.04	22,235.56	.00	-65,120.04	148.2%
E21200 ER Medicare	26,320.00	26,320.00	19,980.51	1,931.97	.00	6,339.49	75.9%
E21700 Retirement-Hybrid Stab	10,358.00	10,358.00	6,095.60	605.25	.00	4,262.40	58.8%
E30800 Consultants	15,000.00	14,000.00	7,753.89	195.33	.00	6,246.11	55.4%
E35500 Travel	4,640.00	4,640.00	3,017.05	442.33	.00	1,622.95	65.0%
E39900 Other Contracted Services	90,300.00	90,300.00	26,443.61	4,202.91	.00	63,856.39	29.3%
E49900 Other Supplies & Mat	15,000.00	15,000.00	12,556.87	.00	2,212.56	230.57	98.5%
E52400 In-Service/Staff Developm	10,000.00	10,000.00	10,220.56	.00	.00	-220.56	102.2%
E59900 Other Charges	2,000.00	3,000.00	2,889.90	79.90	.00	110.10	96.3%
E79000 Other Equipment	10,000.00	10,000.00	4,802.10	.00	.00	5,197.90	48.0%
TOTAL Special Edu Program Supp	2,384,751.00	2,384,751.00	1,978,980.58	194,579.02	2,212.56	403,557.86	83.1%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72250 Technology							
E10500 Supervisor/Director	930,839.00	930,839.00	746,442.44	71,603.00	.00	184,396.56	80.2%
E13800 Instru Computer Personnel	792,259.00	792,259.00	645,402.65	61,670.55	.00	146,856.35	81.5%
E16200 Clerical Personnel	55,218.00	55,218.00	45,726.34	4,247.54	.00	9,491.66	82.8%
E18900 Other Salaries & Wages	747,522.00	747,522.00	583,888.30	57,352.69	.00	163,633.70	78.1%
E20100 Social Security	156,602.00	156,602.00	118,924.32	11,386.56	.00	37,677.68	75.9%
E20400 Pensions	196,606.00	196,606.00	155,305.98	15,044.17	.00	41,300.02	79.0%
E20600 Life Insurance	7,000.00	7,000.00	6,709.45	740.50	.00	290.55	95.8%
E20700 Medical Insurance	220,000.00	220,000.00	203,150.32	21,923.60	.00	16,849.68	92.3%
E21200 ER Medicare	36,625.00	36,625.00	27,812.38	2,662.94	.00	8,812.62	75.9%
E21700 Retirement-Hybrid Stab	18,900.00	18,900.00	10,662.87	999.08	.00	8,237.13	56.4%
E30700 Communication	163,000.00	163,000.00	47,479.01	5,008.05	13,302.33	102,218.66	37.3%
E30800 Consultants	97,500.00	97,500.00	40,715.94	5,140.00	1,870.00	54,914.06	43.7%
E33600 Maint & Repair-Equipment	180,000.00	180,000.00	122,078.59	25,058.68	23,808.40	34,113.01	81.0%
E35000 Internet Connectivity	613,200.00	613,200.00	254,030.50	28,651.80	46,901.50	312,268.00	49.1%
E35500 Travel	1,500.00	1,500.00	357.35	59.90	.00	1,142.65	23.8%
E39900 Other Contracted Services	40,000.00	40,000.00	19,931.95	340.00	765.00	19,303.05	51.7%
E43500 Office Supplies	4,000.00	4,000.00	3,956.99	603.11	.00	43.01	98.9%
E47000 Cabling	53,500.00	53,500.00	31,085.26	17,242.70	16,237.30	6,177.44	88.5%
E47100 Software	1,022,900.00	1,022,900.00	465,033.69	4,177.18	103,038.42	454,827.89	55.5%
E49900 Other Supplies &Mat	25,500.00	25,500.00	6,192.13	5,027.43	1,275.81	18,032.06	29.3%
E52400 In-Service/Staff Developm	75,100.00	75,100.00	49,240.58	1,727.05	.00	25,859.42	65.6%
E59900 Other Charges	143,250.00	143,250.00	111,204.85	.00	12,796.80	19,248.35	86.6%
E70100 Administration Equipment	596,000.00	596,000.00	429,734.77	105,258.01	162,561.29	3,703.94	99.4%
E79000 Other Equipment	92,500.00	92,500.00	71,894.88	55,912.34	20,605.12	.00	100.0%
E79010 Technology Replacement Eq	5,000.00	5,000.00	4,996.00	.00	.00	4.00	99.9%
TOTAL Technology	6,274,521.00	6,274,521.00	4,201,957.54	501,836.88	403,161.97	1,669,401.49	73.4%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72310 Board of Education							
E18900 Other Salaries & Wages	39,829.00	39,829.00	33,503.73	3,168.44	.00	6,325.27	84.1%
E20100 Social Security	2,469.00	2,469.00	1,864.32	196.44	.00	604.68	75.5%
E20600 Life Insurance	9,900.00	9,900.00	6,563.46	6.56	.00	3,336.54	66.3%
E20700 Medical Insurance	660,000.00	660,000.00	456,212.19	46,942.42	.00	203,787.81	69.1%
E21200 ER Medicare	578.00	578.00	485.73	45.94	.00	92.27	84.0%
E21500 Contributions for OPEB	400,000.00	400,000.00	.00	.00	.00	400,000.00	.0%
E30500 Audit Services	81,000.00	81,000.00	68,100.00	.00	.00	12,900.00	84.1%
E32000 Dues & Memberships	8,400.00	8,400.00	8,323.00	.00	.00	77.00	99.1%
E33100 Legal Services	125,000.00	125,000.00	82,866.42	6,467.50	.00	42,133.58	66.3%
E39900 Other Contracted Services	8,000.00	8,000.00	3,600.00	.00	.00	4,400.00	45.0%
E49900 Other Supplies &Mat	600.00	600.00	68.62	.00	.00	531.38	11.4%
E50500 Judgments	90,000.00	90,000.00	222.55	.00	.00	89,777.45	.2%
E50600 Liability Insurance	185,468.00	234,676.00	227,194.86	.00	.00	7,481.14	96.8%
E50800 Premium on Corp Surety Bo	9,000.00	9,000.00	.00	.00	.00	9,000.00	.0%
E51300 On the Job Injuries	165,000.00	186,199.00	186,199.00	.00	.00	.00	100.0%
E52400 In-Service/Staff Developm	15,000.00	18,000.00	15,280.23	150.00	825.00	1,894.77	89.5%
E59900 Other Charges	537,569.00	1,045,388.00	1,025,680.25	81.42	29.00	19,678.75	98.1%
TOTAL Board of Education	2,337,813.00	2,919,039.00	2,116,164.36	57,058.72	854.00	802,020.64	72.5%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72320 Director of Schools							
E10100 County Official/Admin Off	220,150.00	220,150.00	201,323.25	18,013.76	.00	18,826.75	91.4%
E16100 Secretary(s)	73,089.00	73,089.00	57,145.29	5,622.23	.00	15,943.71	78.2%
E18800 Bonus Payments	20,000.00	20,000.00	.00	.00	.00	20,000.00	.0%
E20100 Social Security	19,421.00	19,421.00	14,527.96	1,442.38	.00	4,893.04	74.8%
E20400 Pensions	23,197.00	23,197.00	19,038.15	1,755.13	.00	4,158.85	82.1%
E20600 Life Insurance	1,600.00	1,600.00	1,143.54	127.06	.00	456.46	71.5%
E20700 Medical Insurance	16,500.00	16,500.00	14,619.78	1,624.42	.00	1,880.22	88.6%
E20800 Dental Insurance - Supt	510.00	510.00	457.38	50.82	.00	52.62	89.7%
E21200 ER Medicare	4,542.00	4,542.00	3,699.97	337.32	.00	842.03	81.5%
E29900 Other Fringe Benefits	9,000.00	9,000.00	.00	.00	.00	9,000.00	.0%
E32000 Dues & Memberships	17,945.00	17,945.00	16,659.03	.00	.00	1,285.97	92.8%
E34800 Postal Charges	6,500.00	6,500.00	3,919.90	30.23	11.99	2,568.11	60.5%
E39900 Other Contracted Services	45,000.00	98,792.00	95,434.41	.00	.00	3,357.59	96.6%
E43500 Office Supplies	3,500.00	1,000.00	658.04	153.21	.00	341.96	65.8%
E52400 In-Service/Staff Developm	15,000.00	22,000.00	15,586.11	1,954.17	300.00	6,113.89	72.2%
E59900 Other Charges	57,975.00	65,780.00	64,642.81	434.15	62.97	1,074.22	98.4%
E70100 Administration Equipment	6,000.00	2,500.00	723.69	.00	.00	1,776.31	28.9%
TOTAL Director of Schools	539,929.00	602,526.00	509,579.31	31,544.88	374.96	92,571.73	84.6%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72410 Office of the Principal							
E10401 Assistant Principals	2,440,764.00	2,440,764.00	2,019,687.28	193,130.63	.00	421,076.72	82.7%
E10402 Elem/Md Principals	988,034.00	988,034.00	792,300.28	74,724.85	.00	195,733.72	80.2%
E10403 High School Principal	132,451.00	132,451.00	103,383.27	10,188.54	.00	29,067.73	78.1%
E10405 Vice Principal	104,248.00	104,248.00	84,706.37	8,019.07	.00	19,541.63	81.3%
E11700 Career Ladder	5,000.00	5,000.00	2,000.00	.00	.00	3,000.00	40.0%
E16100 Secretary(s)	497,763.00	497,763.00	419,900.80	42,013.11	.00	77,862.20	84.4%
E16200 Clerical Personnel	826,311.00	826,311.00	681,409.93	67,341.74	.00	144,901.07	82.5%
E18900 Other Salaries & Wages	44,322.00	44,322.00	29,015.86	2,996.91	.00	15,306.14	65.5%
E20100 Social Security	312,411.00	312,411.00	240,130.01	22,947.14	.00	72,280.99	76.9%
E20400 Pensions	376,974.00	376,974.00	293,874.65	28,535.00	.00	83,099.35	78.0%
E20600 Life Insurance	15,957.00	15,957.00	13,545.85	1,502.32	.00	2,411.15	84.9%
E20700 Medical Insurance	584,000.00	584,000.00	526,056.48	57,581.60	.00	57,943.52	90.1%
E21200 ER Medicare	73,064.00	73,064.00	56,162.48	5,366.74	.00	16,901.52	76.9%
E21700 Retirement-Hybrid Stab	12,216.00	12,216.00	10,446.06	1,035.22	.00	1,769.94	85.5%
E52400 In-Service/Staff Developm	97,500.00	111,960.00	53,455.82	.00	.00	58,504.18	47.7%
TOTAL Office of the Principal	6,511,015.00	6,525,475.00	5,326,075.14	515,382.87	.00	1,199,399.86	81.6%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72510 Fiscal Services							
E10500 Supervisor/Director	263,847.00	263,847.00	210,090.74	20,295.92	.00	53,756.26	79.6%
E11900 Accountants/Bookkeepers	358,019.00	358,019.00	279,418.29	27,539.93	.00	78,600.71	78.0%
E16100 Secretary(s)	76,061.00	76,061.00	17,331.56	1,300.93	.00	58,729.44	22.8%
E18900 Other Salaries & Wages	155,351.00	155,351.00	82,893.71	7,441.38	.00	72,457.29	53.4%
E18906 Business Info Sys Special	77,657.00	77,657.00	83,890.12	7,987.77	.00	-6,233.12	108.0%
E20100 Social Security	62,514.00	62,514.00	37,431.28	3,599.71	.00	25,082.72	59.9%
E20400 Pensions	96,794.00	96,794.00	55,359.01	5,358.46	.00	41,434.99	57.2%
E20600 Life Insurance	1,900.00	1,900.00	2,072.52	230.28	.00	-172.52	109.1%
E20700 Medical Insurance	50,000.00	50,000.00	53,462.68	6,058.68	.00	-3,462.68	106.9%
E21200 ER Medicare	13,499.00	13,499.00	9,417.58	895.76	.00	4,081.42	69.8%
E21700 Retirement-Hybrid Stab	5,750.00	5,750.00	3,285.13	301.26	.00	2,464.87	57.1%
E32000 Dues & Memberships	2,735.00	2,735.00	2,580.00	.00	.00	155.00	94.3%
E35500 Travel	300.00	300.00	219.48	49.27	.00	80.52	73.2%
E39900 Other Contracted Services	433,190.00	433,190.00	368,882.50	36,631.46	27,889.92	36,417.58	91.6%
E43500 Office Supplies	6,700.00	10,700.00	7,880.64	107.24	1,620.50	1,198.86	88.8%
E49900 Other Supplies &Mat	2,975.00	2,975.00	1,662.62	442.71	.00	1,312.38	55.9%
E52400 In-Service/Staff Developm	44,400.00	40,400.00	20,645.49	3,591.36	.00	19,754.51	51.1%
E59900 Other Charges	1,600.00	1,600.00	200.00	80.00	.00	1,400.00	12.5%
E70100 Administration Equipment	33,000.00	33,000.00	3,950.63	559.47	.00	29,049.37	12.0%
TOTAL Fiscal Services	1,686,292.00	1,686,292.00	1,240,673.98	122,471.59	29,510.42	416,107.60	75.3%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72520 Human Resources/Personnel							
E10500 Supervisor/Director	367,405.00	367,405.00	281,966.85	28,723.64	.00	85,438.15	76.7%
E16100 Secretary(s)	53,330.00	53,330.00	50,575.46	4,597.77	.00	2,754.54	94.8%
E16200 Clerical Personnel	.00	.00	-1,834.49	.00	.00	1,834.49	100.0%
E18900 Other Salaries & Wages	.00	25,000.00	652.80	.00	.00	24,347.20	2.6%
E18907 Benefits Analyst	91,523.00	91,523.00	76,208.79	7,040.23	.00	15,314.21	83.3%
E18909 Human Resources Technicia	77,575.00	77,575.00	63,722.72	5,967.31	.00	13,852.28	82.1%
E20100 Social Security	36,570.00	38,120.00	28,203.99	2,762.26	.00	9,916.01	74.0%
E20400 Pensions	47,478.00	49,068.00	36,332.32	3,608.28	.00	12,735.68	74.0%
E20600 Life Insurance	2,000.00	2,000.00	1,627.43	180.90	.00	372.57	81.4%
E20700 Medical Insurance	40,000.00	40,000.00	28,483.92	3,164.88	.00	11,516.08	71.2%
E21000 Unemployment Compensation	36,000.00	36,000.00	11,142.44	3,257.12	.00	24,857.56	31.0%
E21200 ER Medicare	8,553.00	8,915.00	6,596.12	646.02	.00	2,318.88	74.0%
E21700 Retirement-Hybrid Stab	1,600.00	1,600.00	543.06	48.74	.00	1,056.94	33.9%
E29900 Other Fringe Benefits	10,000.00	10,000.00	8,500.00	850.00	.00	1,500.00	85.0%
E32000 Dues & Memberships	3,400.00	3,400.00	942.00	.00	.00	2,458.00	27.7%
E35500 Travel	500.00	500.00	107.51	.00	.00	392.49	21.5%
E39900 Other Contracted Services	62,700.00	62,700.00	40,618.31	17,387.08	.00	22,081.69	64.8%
E41100 Data Processing Supplies	6,000.00	6,000.00	.00	.00	.00	6,000.00	.0%
E43500 Office Supplies	6,000.00	6,000.00	5,639.04	1,390.22	224.74	136.22	97.7%
E52400 In-Service/Staff Developm	44,000.00	37,800.00	21,310.66	5,264.23	860.00	15,629.34	58.7%
E70100 Administration Equipment	9,000.00	15,200.00	9,383.96	.00	5,196.00	620.04	95.9%
TOTAL Human Resources/Personne	903,634.00	932,136.00	670,722.89	84,888.68	6,280.74	255,132.37	72.6%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72610 Operation of Plant							
E16600 Custodial Personnel	685,383.00	685,383.00	503,419.24	51,344.19	.00	181,963.76	73.5%
E20100 Social Security	42,494.00	42,494.00	29,034.39	2,965.50	.00	13,459.61	68.3%
E20400 Pensions	74,296.00	74,296.00	43,737.57	4,469.09	.00	30,558.43	58.9%
E20600 Life Insurance	1,900.00	1,900.00	1,510.69	168.28	.00	389.31	79.5%
E20700 Medical Insurance	110,000.00	110,000.00	83,862.24	9,002.44	.00	26,137.76	76.2%
E21200 ER Medicare	9,938.00	9,938.00	6,820.14	693.52	.00	3,117.86	68.6%
E21700 Retirement-Hybrid Stab	5,750.00	5,750.00	4,216.96	400.82	.00	1,533.04	73.3%
E32800 Janitorial Services	2,520,000.00	2,520,000.00	1,697,189.41	3,139.00	376,330.98	446,479.61	82.3%
E39900 Other Contracted Services	617,000.00	617,000.00	324,582.68	32,958.15	400.00	292,017.32	52.7%
E41000 Custodial Supplies	30,000.00	30,000.00	23,398.29	4,653.52	2,212.82	4,388.89	85.4%
E41500 Electricity	2,400,000.00	2,400,000.00	1,692,193.24	159,873.85	.00	707,806.76	70.5%
E49900 Other Supplies &Mat	10,000.00	10,000.00	.00	.00	.00	10,000.00	.0%
E50200 Building & Content Insura	375,000.00	468,658.00	468,658.00	.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	34,000.00	12,566.00	1,637.00	2,883.00	18,551.00	45.4%
E72000 Plant Operation Equipment	10,000.00	10,000.00	2,142.36	1,569.67	6,405.72	1,451.92	85.5%
TOTAL Operation of Plant	6,926,761.00	7,020,419.00	4,893,331.21	272,875.03	388,232.52	1,738,855.27	75.2%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72620 Maintenance of Plant							
E10500 Supervisor/Director	229,710.00	229,710.00	182,619.81	17,670.00	.00	47,090.19	79.5%
E16100 Secretary(s)	59,771.00	59,771.00	50,195.20	4,597.77	.00	9,575.80	84.0%
E16700 Maintenance Personnel	498,929.00	498,929.00	381,625.72	37,994.55	.00	117,303.28	76.5%
E20100 Social Security	48,881.00	48,881.00	35,790.51	3,478.48	.00	13,090.49	73.2%
E20400 Pensions	85,464.00	85,464.00	49,929.26	4,918.12	.00	35,534.74	58.4%
E20600 Life Insurance	3,000.00	3,000.00	2,055.42	228.38	.00	944.58	68.5%
E20700 Medical Insurance	104,000.00	104,000.00	79,031.88	8,781.32	.00	24,968.12	76.0%
E21200 ER Medicare	11,432.00	11,432.00	8,370.56	813.54	.00	3,061.44	73.2%
E21700 Retirement-Hybrid Stab	12,000.00	12,000.00	6,434.34	590.04	.00	5,565.66	53.6%
E33500 Maint & Repair-Building	550,000.00	550,000.00	319,334.45	27,041.23	92,802.89	137,862.66	74.9%
E33600 Maint & Repair-Equipment	100,000.00	100,000.00	41,031.45	13,034.49	11,992.45	46,976.10	53.0%
E39900 Other Contracted Services	256,500.00	256,500.00	93,174.32	232.00	22,340.00	140,985.68	45.0%
E49900 Other Supplies &Mat	2,500.00	2,500.00	647.15	96.43	333.45	1,519.40	39.2%
E52400 In-Service/Staff Developm	12,100.00	12,100.00	1,509.10	.00	.00	10,590.90	12.5%
E59900 Other Charges	16,000.00	16,000.00	3,034.44	474.88	770.08	12,195.48	23.8%
E70100 Administration Equipment	5,000.00	5,000.00	3,027.81	2,279.59	.00	1,972.19	60.6%
E71700 Maintenance Equipment	30,000.00	30,000.00	10,109.27	4,477.47	5,284.25	14,606.48	51.3%
TOTAL Maintenance of Plant	2,025,287.00	2,025,287.00	1,267,920.69	126,708.29	133,523.12	623,843.19	69.2%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72710 Transportation							
E10500 Supervisor/Director	99,338.00	99,338.00	75,289.13	7,641.39	.00	24,048.87	75.8%
E16200 Clerical Personnel	53,700.00	53,700.00	40,512.88	4,130.77	.00	13,187.12	75.4%
E18900 Other Salaries & Wages	126,936.00	126,936.00	100,337.29	9,764.31	.00	26,598.71	79.0%
E20100 Social Security	17,358.00	17,358.00	12,661.04	1,252.12	.00	4,696.96	72.9%
E20400 Pensions	30,349.00	30,349.00	19,973.26	1,979.77	.00	10,375.74	65.8%
E20600 Life Insurance	800.00	800.00	758.88	84.32	.00	41.12	94.9%
E20700 Medical Insurance	27,000.00	27,000.00	24,054.12	2,672.68	.00	2,945.88	89.1%
E21200 ER Medicare	4,060.00	4,060.00	2,960.97	292.82	.00	1,099.03	72.9%
E21700 Retirement-Hybrid Stab	3,000.00	3,000.00	1,426.48	129.68	.00	1,573.52	47.5%
E31200 Contracts w Private Agenc	4,000,000.00	4,000,000.00	2,477,917.82	245,701.22	.00	1,522,082.18	61.9%
E35500 Travel	2,000.00	2,000.00	184.52	.00	.00	1,815.48	9.2%
E39900 Other Contracted Services	53,252.00	53,252.00	29,828.60	.00	510.00	22,913.40	57.0%
E41200 Diesel Fuel	569,000.00	569,000.00	324,983.60	41,546.50	48,253.50	195,762.90	65.6%
E42500 Gasoline	23,000.00	23,000.00	7,378.70	.00	4,701.28	10,920.02	52.5%
E49900 Other Supplies &Mat	1,500.00	1,500.00	258.37	106.98	41.63	1,200.00	20.0%
E52400 In-Service/Staff Developm	6,300.00	6,300.00	298.98	175.00	.00	6,001.02	4.7%
E59900 Other Charges	3,200.00	3,200.00	190.00	.00	.00	3,010.00	5.9%
E70100 Administration Equipment	3,000.00	3,000.00	.00	.00	.00	3,000.00	.0%
E72900 Transportation Equipment	50,000.00	50,000.00	42,995.00	.00	.00	7,005.00	86.0%
TOTAL Transportation	5,073,793.00	5,073,793.00	3,162,009.64	315,477.56	53,506.41	1,858,276.95	63.4%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
72810 Central and Other							
E10500 Supervisor/Director	150,875.00	150,875.00	117,721.30	11,605.77	.00	33,153.70	78.0%
E16100 Secretary(s)	.00	44,678.00	37,328.49	3,450.02	.00	7,349.51	83.6%
E16200 Clerical Personnel	44,678.00	.00	.00	.00	.00	.00	.0%
E18900 Other Salaries & Wages	362,088.00	362,088.00	294,998.45	27,852.92	.00	67,089.55	81.5%
E20100 Social Security	34,574.00	34,574.00	26,377.86	2,488.58	.00	8,196.14	76.3%
E20400 Pensions	41,491.00	41,491.00	32,245.53	3,104.72	.00	9,245.47	77.7%
E20600 Life Insurance	1,438.00	1,438.00	1,506.60	167.40	.00	-68.60	104.8%
E20700 Medical Insurance	36,000.00	36,000.00	41,323.68	4,591.52	.00	-5,323.68	114.8%
E21200 ER Medicare	8,086.00	8,086.00	6,168.88	582.00	.00	1,917.12	76.3%
E21700 Retirement-Hybrid Stab	2,100.00	2,100.00	2,771.23	252.04	.00	-671.23	132.0%
E35500 Travel	3,500.00	2,500.00	1,003.08	78.71	.00	1,496.92	40.1%
E39900 Other Contracted Services	115,380.00	115,530.00	49,459.65	1,421.99	.00	66,070.35	42.8%
E43500 Office Supplies	19,000.00	19,000.00	11,137.08	836.44	874.00	6,988.92	63.2%
E49900 Other Supplies & Mat	2,750.00	2,600.00	609.25	27.19	122.81	1,867.94	28.2%
E52400 In-Service/Staff Developm	32,500.00	33,500.00	18,575.86	3,347.59	.00	14,924.14	55.5%
E59900 Other Charges	32,500.00	32,500.00	25,856.57	3,777.30	3,649.96	2,993.47	90.8%
E70100 Administration Equipment	8,000.00	8,000.00	5,867.69	3,141.69	32.99	2,099.32	73.8%
E79000 Other Equipment	215,000.00	215,000.00	1,474.83	.00	154,828.94	58,696.23	72.7%
TOTAL Central and Other	1,109,960.00	1,109,960.00	674,426.03	66,725.88	159,508.70	276,025.27	75.1%

APRIL 2025 GENERAL FUND EXP

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
76100 Regular Capital Outlay							
E30400 Architects	60,000.00	60,000.00	731.25	-9,115.00	.00	59,268.75	1.2%
E30800 Consultants	15,000.00	15,000.00	5,050.00	2,500.00	8,975.00	975.00	93.5%
E32100 Engineering Services	30,000.00	30,000.00	.00	.00	12,850.00	17,150.00	42.8%
E39900 Other Contracted Services	10,000.00	10,000.00	.00	.00	.00	10,000.00	.0%
E70700 Building Improvements	860,000.00	915,104.00	156,461.63	.00	440,600.56	318,041.81	65.2%
E72400 Site Development	510,000.00	510,000.00	69,147.70	2,355.90	34,230.75	406,621.55	20.3%
E79900 Other Capital Outlay	2,735,000.00	2,735,000.00	7,354.83	180.05	196,360.60	2,531,284.57	7.4%
TOTAL Regular Capital Outlay	4,220,000.00	4,275,104.00	238,745.41	-4,079.05	693,016.91	3,343,341.68	21.8%
TOTAL General Purpose Fund	120,647,391.00	121,845,515.00	89,313,357.70	9,201,184.04	2,742,887.50	29,789,269.80	75.6%
GRAND TOTAL	120,647,391.00	121,845,515.00	89,313,357.70	9,201,184.04	2,742,887.50	29,789,269.80	75.6%

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SCHOOL NUTRITION

APRIL 2025 SN FUND REVENUE

FOR 2025 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
143 School Nutrition						
43521 Lunch Payments Children	1,100,000.00	1,100,000.00	1,003,874.75	141,549.90	96,125.25	91.3%
43522 Lunch Payments Adults	35,000.00	35,000.00	30,490.00	3,915.00	4,510.00	87.1%
43523 Income from Breakfast	60,000.00	60,000.00	79,415.70	11,273.25	-19,415.70	132.4%
43525 Ala Carte Sales	650,000.00	650,000.00	695,545.60	101,169.00	-45,545.60	107.0%
43990 Other Charges for Services	15,000.00	15,000.00	7,244.58	312.60	7,755.42	48.3%
43992 CHS Catering Revenue	30,000.00	30,000.00	10,716.00	80.00	19,284.00	35.7%
44570 Contributions & Gifts	300.00	300.00	.00	.00	300.00	.0%
44990 Other Local Revenue	2,500.00	2,500.00	463.91	.00	2,036.09	18.6%
46520 State Matching	35,000.00	35,000.00	22,942.49	.00	12,057.51	65.5%
47111 USDA School Lunch Program	1,050,812.00	1,050,812.00	895,136.59	128,556.00	155,675.41	85.2%
47112 USDA Commodities	150,000.00	150,000.00	.00	.00	150,000.00	.0%
47113 Breakfast	113,000.00	113,000.00	133,274.97	19,408.95	-20,274.97	117.9%
47114 USDA - Other	300,000.00	300,000.00	6,180.30	.00	293,819.70	2.1%
49900 Revenue YE Close	.00	362,000.00	.00	.00	362,000.00	.0%
TOTAL School Nutrition	3,541,612.00	3,903,612.00	2,885,284.89	406,264.70	1,018,327.11	73.9%
GRAND TOTAL	3,541,612.00	3,903,612.00	2,885,284.89	406,264.70	1,018,327.11	73.9%

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

APRIL 2025 SN FUND EXPENDITURES

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
143 School Nutrition							
10500 Supervisor/Director	150,670.00	150,670.00	116,596.95	11,590.00	.00	34,073.05	77.4%
16200 Clerical Personnel	47,789.00	47,789.00	36,642.42	3,676.07	.00	11,146.58	76.7%
16501 Cafeteria Managers	388,189.00	388,189.00	301,881.89	33,498.84	.00	86,307.11	77.8%
16502 School Nutrition Technicia	677,900.00	677,900.00	554,705.01	55,229.22	.00	123,194.99	81.8%
18800 Bonus Payments	43,000.00	43,000.00	.00	.00	.00	43,000.00	.0%
19800 Sub Teachers-Non-Certified	10,000.00	10,000.00	20,880.84	2,651.82	.00	-10,880.84	208.8%
20100 Social Security	81,062.00	81,062.00	58,878.29	6,039.31	.00	22,183.71	72.6%
20400 Pensions	138,067.00	138,067.00	85,040.89	8,816.14	.00	53,026.11	61.6%
20600 Life Insurance	3,104.00	3,104.00	2,834.88	324.79	.00	269.12	91.3%
20700 Medical Insurance	154,665.00	154,665.00	125,247.80	14,709.00	.00	29,417.20	81.0%
21200 ER Medicare	18,959.00	18,959.00	14,102.49	1,445.28	.00	4,856.51	74.4%
21700 Retirement-Hybrid Stab	11,218.00	11,218.00	7,653.98	778.24	.00	3,564.02	68.2%
33600 Maint & Repair-Equipment	38,000.00	38,000.00	22,260.26	.00	15,739.74	.00	100.0%
35400 Transportation - Food	7,000.00	8,000.00	7,777.15	1,569.60	222.85	.00	100.0%
35500 Travel	589.00	589.00	401.99	37.63	.00	187.01	68.2%
39900 Other Contracted Services	35,000.00	35,000.00	23,450.00	.00	5,570.00	5,980.00	82.9%
42200 Food Supplies	1,215,000.00	1,545,000.00	1,255,094.10	146,506.09	69,952.64	219,953.26	85.8%
43500 Office Supplies	5,000.00	5,000.00	1,525.37	.00	.00	3,474.63	30.5%
46900 USDA Commodities	150,000.00	150,000.00	.00	.00	.00	150,000.00	.0%
49900 Other Supplies &Mat	150,000.00	181,000.00	97,535.76	11,703.19	17,071.34	66,392.90	63.3%
52400 In-Service/Staff Developme	4,000.00	4,000.00	4,096.41	1,568.33	.00	-96.41	102.4%
59900 Other Charges	2,400.00	2,400.00	905.15	.00	.00	1,494.85	37.7%
71000 Food Service Equipment	210,000.00	210,000.00	14,733.23	2,033.53	11,196.92	184,069.85	12.3%
TOTAL School Nutrition	3,541,612.00	3,903,612.00	2,752,244.86	302,177.08	119,753.49	1,031,613.65	73.6%
GRAND TOTAL	3,541,612.00	3,903,612.00	2,752,244.86	302,177.08	119,753.49	1,031,613.65	73.6%

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

FEDERAL PROGRAMS

FEDERAL FUND APRIL 2025 REVENUES

FOR 2025 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
0100 Consolidated Administratio	115,831.00	115,831.00	89,093.31	8,915.09	26,737.69	76.9%
1000 TITLE I	1,262,322.65	1,848,624.33	959,637.62	87,826.68	888,986.71	51.9%
2000 TITLE II	160,898.11	197,954.45	151,009.23	17,444.75	46,945.22	76.3%
3000 TITLE III	63,769.77	76,035.26	52,352.95	45.12	23,682.31	68.9%
4000 Title IV	162,860.56	174,719.47	79,417.04	16,846.86	95,302.43	45.5%
7000 ARP Homeless	33,006.77	19,971.19	19,971.19	.00	.00	100.0%
8005 Carl Perkins	85,527.06	88,034.97	52,562.21	153.19	35,472.76	59.7%
8930 IDEA Partners Systemic Cha	25,000.00	25,000.00	15,815.00	1,000.00	9,185.00	63.3%
9000 IDEA PART B	1,965,336.00	2,438,154.35	1,616,493.25	216,856.53	821,661.10	66.3%
9100 IDEA PRESCHOOL INCENTIVE	39,418.00	71,461.85	48,389.42	4,299.37	23,072.43	67.7%
9360 ESSER Grant 3.0	1,317,677.85	1,513,331.44	1,513,331.44	.00	.00	100.0%
GRAND TOTAL	5,231,647.77	6,569,118.31	4,598,072.66	353,387.59	1,971,045.65	70.0%

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

FEDERAL FUND APRIL 2025 REVENUES

FOR 2025 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
0100 Consolidated Administratio	115,831.00	115,831.00	89,093.31	8,915.09	26,737.69	76.9%
1000 TITLE I	1,262,322.65	1,848,624.33	959,637.62	87,826.68	888,986.71	51.9%
2000 TITLE II	160,898.11	197,954.45	151,009.23	17,444.75	46,945.22	76.3%
3000 TITLE III	63,769.77	76,035.26	52,352.95	45.12	23,682.31	68.9%
4000 Title IV	162,860.56	174,719.47	79,417.04	16,846.86	95,302.43	45.5%
7000 ARP Homeless	33,006.77	19,971.19	19,971.19	.00	.00	100.0%
8005 Carl Perkins	85,527.06	88,034.97	52,562.21	153.19	35,472.76	59.7%
8930 IDEA Partners Systemic Cha	25,000.00	25,000.00	15,815.00	1,000.00	9,185.00	63.3%
9000 IDEA PART B	1,965,336.00	2,438,154.35	1,616,493.25	216,856.53	821,661.10	66.3%
9100 IDEA PRESCHOOL INCENTIVE	39,418.00	71,461.85	48,389.42	4,299.37	23,072.43	67.7%
9360 ESSER Grant 3.0	1,317,677.85	1,513,331.44	1,513,331.44	.00	.00	100.0%
GRAND TOTAL	5,231,647.77	6,569,118.31	4,598,072.66	353,387.59	1,971,045.65	70.0%

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

DISCRETIONARY GRANTS

DISCRETIONARY FUND APRIL 2025 REVENUES

FOR 2025 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
8010 Voluntary Pre-K	184,851.03	184,851.03	142,315.70	15,834.69	42,535.33	77.0%
8015 State Special Ed Preschool	420,826.45	420,826.45	253,155.03	32,698.39	167,671.42	60.2%
8031 Public School Safety Grant	233,531.38	233,531.38	125,546.13	.00	107,985.25	53.8%
8036 America's Farmers Grow	978.21	978.21	.00	.00	978.21	.0%
8042 Youth Risk Behavior Survey	600.00	600.00	.00	.00	600.00	.0%
8043 Donations-Greenhouse CMS	3,729.94	3,729.94	.00	.00	3,729.94	.0%
8046 Family Resource/Race4 Vill	18,862.40	29,527.40	14,665.00	.00	14,862.40	49.7%
8047 Donations-Auditorium (CHS)	2,475.00	2,475.00	.00	.00	2,475.00	.0%
8051 Battelle Edu Donation-WCMS	1,042.73	1,042.73	.00	.00	1,042.73	.0%
8052 Battelle Edu Donation-SES	28,957.50	28,957.50	.00	.00	28,957.50	.0%
8053 Dollar General Literacy Fo	.00	4,500.00	4,500.00	.00	.00	100.0%
8061 Battelle STEM (TVA/BVI)	.00	18,500.00	18,500.00	.00	.00	100.0%
8098 CPR Training Project	876.75	876.75	850.00	.00	26.75	96.9%
8100 Collierville HS Television	72,483.22	72,483.22	14,471.29	.00	58,011.93	20.0%
8200 Athletic Fund	100,000.00	78,847.08	12,734.64	52,900.00	66,112.44	16.2%
8201 Mike O'Neill Memorial Fund	.00	10,000.00	10,000.00	.00	.00	100.0%
8300 Sodexo Scholarship	20,512.50	20,512.50	.00	.00	20,512.50	.0%
8320 Bryan Gatlin Mem Scholarsh	6,963.00	6,963.00	.00	.00	6,963.00	.0%
8330 Garrett Helms Memorial Fun	21,270.31	21,270.31	.00	.00	21,270.31	.0%
8350 Chris Dufour Mrm Scholarsh	4,276.34	4,276.34	.00	.00	4,276.34	.0%
8361 Elem STEM/Cville Chamber	975.01	975.01	.00	.00	975.01	.0%
8370 Dragon Games	11,270.82	19,455.82	8,185.00	275.00	11,270.82	42.1%
8711 Learning Camps FY22	470,767.96	470,767.96	365,034.59	.00	105,733.37	77.5%
8800 Resp to Dispr-IDEA Part B	26,499.41	26,499.41	8,947.00	.00	17,552.41	33.8%
9371 Innovative School Models	768,203.60	768,203.60	101,745.74	10,363.09	666,457.86	13.2%
GRAND TOTAL	2,399,953.56	2,430,650.64	1,080,650.12	112,071.17	1,350,000.52	44.5%

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

DISCRETIONARY FUND APRIL 2025 EXPENDITURES

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
8010 Voluntary Pre-K	184,851.03	184,851.03	156,679.46	14,363.76	.00	28,171.57	84.8%
8015 State Special Ed Preschool	420,826.45	420,826.45	282,591.36	29,436.33	5,598.66	132,636.43	68.5%
8031 Public School Safety Grant	233,531.38	233,531.38	125,546.13	.00	104,607.04	3,378.21	98.6%
8036 America's Farmers Grow	978.21	978.21	.00	.00	.00	978.21	.0%
8042 Youth Risk Behavior Survey	600.00	600.00	598.54	598.54	.00	1.46	99.8%
8043 Donations-Greenhouse CMS	3,729.94	3,729.94	.00	.00	.00	3,729.94	.0%
8046 Family Resource/Race4 Vill	18,862.40	29,527.40	9,429.31	557.47	.00	20,098.09	31.9%
8047 Donations-Auditorium (CHS)	2,475.00	2,475.00	.00	.00	.00	2,475.00	.0%
8051 Battelle Edu Donation-WCMS	1,042.73	1,042.73	.00	.00	700.00	342.73	67.1%
8052 Battelle Edu Donation-SES	28,957.50	28,957.50	1,591.15	124.65	1,875.35	25,491.00	12.0%
8053 Dollar General Literacy Fo	.00	4,500.00	4,500.00	.00	.00	.00	100.0%
8061 Battelle STEM (TVA/BVI)	.00	18,500.00	12,646.63	4,004.56	15.92	5,837.45	68.4%
8098 CPR Training Project	876.75	876.75	.00	.00	.00	876.75	.0%
8100 Collierville HS Television	72,483.22	72,483.22	45,385.96	2,248.18	2,200.36	24,896.90	65.7%
8200 Athletic Fund	100,000.00	78,847.08	60,798.35	.00	11,100.00	6,948.73	91.2%
8201 Mike O'Neill Memorial Fund	.00	10,000.00	.00	.00	.00	10,000.00	.0%
8300 Sodexo Scholarship	20,512.50	20,512.50	.00	.00	.00	20,512.50	.0%
8320 Bryan Gatlin Mem Scholarsh	6,963.00	6,963.00	.00	.00	.00	6,963.00	.0%
8330 Garrett Helms Memorial Fun	21,270.31	21,270.31	.00	.00	.00	21,270.31	.0%
8350 Chris Dufour Mrm Scholarsh	4,276.34	4,276.34	.00	.00	.00	4,276.34	.0%
8361 Elem STEM/Cville Chamber	975.01	975.01	.00	.00	.00	975.01	.0%
8370 Dragon Games	11,270.82	19,455.82	.00	.00	.00	19,455.82	.0%
8711 Learning Camps FY22	470,767.96	470,767.96	365,034.59	.00	.00	105,733.37	77.5%
8800 Resp to Dispr-IDEA Part B	26,499.41	26,499.41	8,947.00	.00	.00	17,552.41	33.8%
9371 Innovative School Models	768,203.60	768,203.60	111,574.74	9,829.00	.00	656,628.86	14.5%
GRAND TOTAL	2,399,953.56	2,430,650.64	1,185,323.22	61,162.49	126,097.33	1,119,230.09	54.0%

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C.I.P.

APRIL 2025 CIP FUND REVENUE

FOR 2025 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
177 Education Capital Projects						
6117 Crosswind Renovation	4,077,608.00	7,406,345.00	.00	.00	7,406,345.00	.0%
6207 WCMS Renovation	.00	1,339,266.00	.00	.00	1,339,266.00	.0%
6215 CO (U of M) Renovation	.00	215,347.00	.00	.00	215,347.00	.0%
6306 CHS Addition	.00	758,862.00	.00	.00	758,862.00	.0%
6407 HVAC at BSE, CES	.00	537,864.00	.00	.00	537,864.00	.0%
6434 CWES Fire Alarm Sys Replac	.00	14,750.00	.00	.00	14,750.00	.0%
6525 Unallocated CIP from Shelb	.00	.00	1,706,070.28	.00	-1,706,070.28	100.0%
TOTAL Education Capital Projec	4,077,608.00	10,272,434.00	1,706,070.28	.00	8,566,363.72	16.6%
GRAND TOTAL	4,077,608.00	10,272,434.00	1,706,070.28	.00	8,566,363.72	16.6%

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APRIL 2025 CIP FUND EXPENDITURES

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
177 Education Capital Projects							
6117 Crosswind Renovation	4,152,716.00	7,406,345.00	5,096,508.20	854,305.15	172,085.84	2,137,750.96	71.1%
6207 WCMS Renovation	17,500.00	1,339,266.00	1,307,957.02	23,791.84	.00	31,308.98	97.7%
6215 CO (U of M) Renovation	.00	215,347.00	99,238.23	.00	.00	116,108.77	46.1%
6306 CHS Addition	.00	758,862.00	749,000.12	.00	.00	9,861.88	98.7%
6407 HVAC at BSE, CES	.00	537,864.00	537,864.00	.00	.00	.00	100.0%
6434 CWES Fire Alarm Sys Replac	.00	14,750.00	14,750.00	.00	.00	.00	100.0%
TOTAL Education Capital Projec	4,170,216.00	10,272,434.00	7,805,317.57	878,096.99	172,085.84	2,295,030.59	77.7%
GRAND TOTAL	4,170,216.00	10,272,434.00	7,805,317.57	878,096.99	172,085.84	2,295,030.59	77.7%

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