

GMSD Work Session

September 16, 2019 5:45 PM

City Council Chambers, City of Germantown

1. Annual Review/Revision of Policies - First Reading
2. Miscellaneous FY 2019-20 Budget Amendments # 4,5 & 6
3. Update on School fees and activity costs 2019-20
4. Further Business

Germantown Municipal School District

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Discipline Procedures</h2>	Descriptor Code: 6.313	Issued Date: 10/07/19
		Rescinds:	Issued: 12/15/14

1 The following categories of misbehavior and disciplinary procedures and options are designed to
 2 protect all members of the educational community in the exercise of their rights and duties.¹ This
 3 document is not intended to be exclusive or all-inclusive. For infractions not specifically listed below,
 4 school principals shall assign discipline in accordance with the category that appears to be comparable
 5 to the offenses specifically listed in the category.

6 **MISBEHAVIORS: *Category A – State Zero Tolerance***

7 ***Examples of Behaviors (not an exclusive listing):***

- 8 1. Aggravated assault resulting in serious bodily injury upon any teacher, principal,
 9 administrator, any other employee of an LEA or SRO;
- 10 2. Unlawful possession, sale, or evidence of use of drugs/narcotics on school
 11 property, or property under the school’s jurisdiction during school hours, or at a
 12 school-sponsored activity
- 13 3. Unauthorized possession of a firearm on school property, or property under the
 14 school’s jurisdiction during school hours, or at a school-sponsored event.

15 **Disciplinary Options: Students found guilty of a Category A offense shall be suspended for 180**
 16 **days. Notification will be made to law enforcement authorities. Any modification of this penalty**
 17 **can only be made by the Superintendent.**

18 **MISBEHAVIORS: *Category B***

19 ***Examples of Behaviors (not an exclusive listing):***

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

- 1 used in communication such as threats and warnings and recruiting; gang related
2 fights, and all types of violent acts; gang graffiti especially drawn on school
3 property; electronic devices with recognized gang text, gang symbols/signs, and
4 language or actions that are threatening and or intimidating;
- 5 5. Evidence of use or possession of drug paraphernalia, substances for huffing, any
6 substance under guise of it being a controlled substance or prescription drug,
7 and/or medical preparations without proper medical authorization;
- 8 6. Possession, use, or distribution of counterfeit money on school property or at any
9 school sponsored activity;
- 10 7. Assault and/or battery upon any teacher, administrator, school resource officer,
11 or any other employee of the LEA;

12 **Disciplinary Options: Students found guilty of a Category B offense shall be suspended for 180**
13 **days, unless modified via the DHA appeal process. Notification will be made to law enforcement**
14 **authorities.**

15 **MISBEHAVIORS: *Category C***

16 ***Examples of Behaviors (not an exclusive listing):***

- 17 1. Threatening bodily harm to school personnel, including transmitting by an
18 electronic device any communication containing a credible threat to cause bodily
19 injury or death to a school employee and the transmission of such threat creates
20 actual disruptive activity at the school that requires administrative intervention;
- 21 2. Making a threat, including a false report, to use a bomb, dynamite, any other
22 explosive or destructive device, including chemical weapons, on school property
23 or at a school-sponsored event;
- 24 3. Smoking and or the possession of tobacco products by students while in or on
25 school properties or under the school's jurisdiction during school hours or while
26 participating in a school-sponsored event. This also includes electronic cigarettes
27 and/or vapors;
- 28 4. Any gang related activity or action not specified in Category B;
- 29 5. Malicious destruction of or damage to school property, including the property of
30 any person attending or assigned to the school;
- 31 6. Stealing or misappropriation of school property or personal property (regardless
32 of the intent to return);
- 33 7. Immoral disreputable conduct;

- 1 8. Insubordination with any teacher, administrator, school resource officer, or any
2 other employee of the LEA;

3 **Disciplinary Options: When appropriate for Category C offenses, notification will be made to**
4 **law enforcement authorities**

- 5 ○ Restitution
6 ○ In-School Suspension
7 ○ Out of School Suspension (1-10 days)
8 ○ Expulsion

9 **MISBEHAVIORS: *Category D***

10 ***Examples of Behaviors (not an exclusive listing):***

- 11 1. Open or continued defiant attitude or willful disobedience toward a member of
12 school staff;
- 13 2. Vulgar, profane, immoral disreputable, or rude remarks or non-verbal action(s)
14 to a staff member or fellow student;
- 15 3. Physical or verbal intimidation or threats to other students, including hazing;
- 16 4. Threatening bodily harm to school personnel, including transmitting by an
17 electronic device any communication containing a credible threat to cause bodily
18 injury or death to a school employee and the transmission of such threat creates
19 actual disruptive activity at the school that requires administrative intervention;
- 20 5. Fighting in or on school property or any area under the school's jurisdiction
21 during school hours unless, in accordance with state law, the principal
22 recommends no disciplinary action for a student who is deemed to have acted in
23 self-defense, including school bus stops;
- 24 6. Possession of mace or other disabling sprays;
- 25 7. Gambling
- 26 8. Inappropriate use of electronic media, including but not limited to: all calls (land
27 line, cell phone, computer generated), instant messaging, text messaging, audio
28 recording devices, iPods, MP3s, or any type of electronic music or entertainment
29 device, cameras, camera phones, and all social media;
- 30 9. Sexual, racial, ethnic, or religious harassment/discrimination;
- 31 10. Bullying/Intimidation/Harassment;

1 11. Inciting, advising, or counseling of others to engage in any acts in Categories A,
2 B, or C;

3 12. Continuous and/or severe Category E offenses.

4 **Disciplinary Options: When appropriate for Category **E** offenses, notification will be made to**
5 **law enforcement authorities**

6 ○ Parent-Principal Conference

7 ○ Overnight Suspension

8 ○ Referral to guidance, prevention liaison, and/or social worker

9 ○ In-School Suspension

10 ○ Out-of-School Suspension (1-10 days)

11 ○ Expulsion

12 **MISBEHAVIORS: Category E**

13 ***Examples of Behaviors (not an exclusive listing):***

14 1. Disturbances of the classroom, cafeteria, or other school activity;

15 2. Habitual and/or excessive classroom tardiness;

16 3. Cutting class or leaving school grounds without permission;

17 4. Being in an unauthorized area without permission;

18 5. Possession of lighters or matches;

19 6. Cheating and lying;

20 7. Abusive language;

21 8. Failure to do assignments or carry out directions;

22 9. Inciting, advising, or counseling others to engage in any acts in any category;

23 10. Wearing while on the grounds of a public school during the regular school day,
24 clothing that exposes underwear or body parts in an indecent manner that disrupts the
25 learning environment.²

26 ***Disciplinary Options:***

27 ○ Parent-Principal Communication

- 1 ○ Verbal reprimand
- 2 ○ Special Assignment
- 3 ○ Restricting activities
- 4 ○ Assigning work details
- 5 ○ Counseling
- 6 ○ Withdrawal of privileges
- 7 ○ Strict supervised study
- 8 ○ Detention
- 9 ○ In-school suspension

10 Multiple infractions of any one or more of the offenses in Category E over a period of time by a
11 student may result in an out-of-school suspension at the discretion of the school administrators.

12 **ADDITIONAL GUIDELINES:**

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

Legal References

1. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
2. TCA 49-6-4009
3. TCA 49-6-3007(h)(3)

Cross References

Traffic and Parking Controls 3.403

Germantown Municipal School District

Monitoring: Review:	Descriptor Term: Title IX Grievance Procedure	Descriptor Code: 1.807	Issued Date: 10/07/19
		Rescinds:	Issued:

1 The Germantown Municipal School District’s Board of Education prohibits discrimination on the basis
 2 of sex in educational programs and activities which it operates. The prohibition against
 3 discriminating on the basis of sex in educational programs and activities extends to
 4 employment in and admission to such programs and activities.
 5

6 **DEFINITION**

7 Title IX of the Education Amendments Act of 1972 provides that: No person in the United States shall,
 8 on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to
 9 discrimination under any education program or activity receiving Federal financial assistance (some
 10 exceptions to this prohibition are more fully set forth in federal law).
 11

12 **COORDINATOR**

13 The GMSD Federal Rights Coordinator shall be responsible for ensuring GMSD’s compliance with
 14 Title IX of the Education Amendments Act of 1972, as amended, including investigations of
 15 complaints alleging non-compliance with the Act or alleging any actions that would be prohibited by
 16 the Act.
 17

18 Contact information for the GMSD Federal Rights Coordinator is as follows:
 19

<p>20 <u>For Employees:</u></p> <p>21 Federal Rights Coordinator</p> <p>22 Executive Director of HR</p> <p>23 6685 Poplar Ave. #202</p> <p>24 Germantown, Tennessee 38138</p> <p>25 Telephone: (901) 752-7900</p> <p>26</p>	<p>20 <u>For Students:</u></p> <p>21 Federal Rights Coordinator</p> <p>22 Assistant Superintendent of Student Services</p> <p>23 6685 Poplar Ave. #202</p> <p>24 Germantown, Tennessee 38138</p> <p>25 Telephone: (901) 752-7889</p> <p>26</p>
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27 **COMPLAINT PROCEDURE**

28 Complaints of violations of this Policy or Title IX of the Education Amendments Act of 1972 shall be
 29 submitted orally or in writing to the GMSD Federal Rights Coordinator who will endeavor to
 30 accomplish prompt and equitable resolution of complaints. The Federal Rights Coordinator will
 31 respond to all complaints within twenty (20) business days with a written response as well as
 32 information on further grievance procedures that may be followed if the complaining party is not
 33 satisfied with the coordinator’s proposed resolution.

Legal References
 34 C.F.R. § 106.8

Germantown Municipal School District

Monitoring: Review: Annually, in January	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 10/07/19
		Rescinds:	Issued: 05/15/17

1 IN-SERVICE EDUCATION

2 In-service education¹ is a program of planned activities designed to increase the competencies needed
3 by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge,
4 skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness to
5 increase student achievement.

6 *Administrative and Supervisory Employees*

7 Administrative and supervisory employees shall show evidence of continual professional growth by
8 attendance at in-service programs and institutes, studying professional literature, meeting with other
9 professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and
10 student growth and development.

11 Each principal and administrator shall be required to ~~attend the principal administrator academy for~~
12 ~~instruction at least once every five (5) years.~~² earn fourteen (14) TASL credit hours during each one (1)
13 year cycle from July 1 to June 30. Principals and Administrators with fifteen (15) or more years of
14 experience as a Principal, Supervisor or Administrator, may be exempt from TASL requirement,
15 provided that the GMSD Superintendent approves the exemption and the Principal/Administrator
16 submits the exemption request in TNCompass and receives approval through TNCompass. ~~In addition,~~
17 ~~the requirement for attendance at the principal administrator academy shall be optional to any principal,~~
18 ~~supervisor, or other administrator with fifteen (15) or more years of experience as a principal, supervisor~~
19 ~~or other administrator unless the local board of education requires such attendance.~~

20 *Professional Employees*

21 A system-wide in-service committee, composed of membership from a cross-section of other personnel,
22 shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate
23 the in-service program.¹

24 In-service credit shall not be given while performing duties which are required as part of regular teaching
25 assignments.

26 *Support Personnel*

27 The immediate supervisors of support personnel shall be responsible for providing in-service trainings.
28 Absences to attend meetings relating to the employee's job description may be granted by the director of
29 schools without loss of pay to the employee.

30

1 **HUMAN TRAFFICKING IN-SERVICE TRAINING**

2 Every certified employee shall be required to attend a one-time in-service training on the detection,
3 intervention, prevention, and treatment of human trafficking in which the victim is a child.⁴ The in-
4 service training must be accomplished through the viewing of a video recording approved by the GMSD
5 Superintendent.

6 Each certified employee attending the human trafficking in-service training shall receive in-service credit
7 for viewing the video equal to the length of the video.

8 GMSD shall maintain a record of each certified employee who completes the human trafficking in-
9 service training.

10 **PROFESSIONAL LEARNING PROGRAM**

11 Professional learning programs and activities shall reflect the Standards for Professional Learning³
12 (Learning Forward, 2011) as listed below and shall reflect the needs identified in school improvement
13 plans.

14 The Board may pay expenses of selected personnel who participate in the training sessions conducted
15 by the State Department of Education.

16 The Superintendent shall involve district office personnel and other employees as needed in developing
17 the system-wide professional learning program and shall recommend it to the Board for approval.

18 **Standards for Professional Learning**

19 **LEARNING COMMUNITIES:** Professional learning that increases educator effectiveness and results
20 for all students occurs within learning communities committed to continuous improvement, collective
21 responsibility, and goal alignment.

22 **LEADERSHIP:** Professional learning that increases educator effectiveness and results for all students
23 requires skillful leaders who develop capacity, advocate, and create support systems for professional
24 learning.

25 **RESOURCES:** Professional learning that increases educator effectiveness and results for all students
26 requires prioritizing, monitoring, and coordinating resources for educator learning.

27 **DATA:** Professional learning that increases educator effectiveness and results for all students uses a
28 variety of sources and types of student, educator, and system data to plan, assess, and evaluate
29 professional learning.

30 **LEARNING DESIGNS:** Professional learning that increases educator effectiveness and results for all
31 students integrates theories, research, and models of human learning to achieve its intended outcomes.

32 **IMPLEMENTATION:** Professional learning that increases educator effectiveness and results for all
33 students applies research on change and sustains support for implementation of professional learning for
34 long term change.

- 1 OUTCOMES: Professional learning that increases educator effectiveness and results for all students
- 2 aligns its outcomes with educator performance and student curriculum standards.

Legal References

1. Tennessee State Board of Education Policy 5.200, *Professional Development*; TCA 49-1-214(b); TCA 49-6-3004(c)(1)
2. TCA 49-5-5703(a)
3. Tennessee State Board of Education Policy 5.200, *Professional Development*
4. **T.C.A. 49-6-3004**

Cross References

- School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.601

Germantown Municipal School District

Monitoring: Review: Annually, in February	Descriptor Term: Purchase Orders	Descriptor Code: 2.808	Issued Date: 10/7/19 03/19/18
		Rescinds: 2.808	Issued: 06/19/17

- 1 ~~All~~ **Most** purchases made by the school system shall be by purchase order or formal contract, and no
2 purchase shall be made, nor payment approved unless covered by an approved purchase order or
3 formal contract.
- 4 Prior to being issued, a purchase requisition requires two levels of approval (a department head and the
5 designated purchasing ~~specialist~~ **analyst**).
- 6 Purchase orders will include the following essentials:
- 7 1. A specification which adequately describes to the supplier the characteristics and the quality
8 standards of the required item;
 - 9 2. A firm, net delivered price, whenever possible; and
 - 10 3. Signature of the purchasing ~~specialist~~ **analyst**
- 11 ~~Additional bids~~ **Three quotes** are required for purchases of a single item or like items in excess of ~~\$500~~
12 **\$2,500** for individual schools. **All school purchase orders must be approved by the principal.**
- 13 Purchase orders of \$100,000 or more must be approved by the Board of Education.



Germantown Municipal School District Budget Amendment

Fiscal Year: 2019-2020

Amendment # 4

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
177-49200	Houston High Athletic & Arts Found	-	-	3,500,000	3,500,000
177-91300-706	Construction - Field House	-	-	3,500,000	3,500,000

REASON FOR AMENDMENT:

To appropriate funds for the HHS field house construction project.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

_____ Budget revision is denied for the following reason(s):



Germantown Municipal School District Budget Amendment

Fiscal Year: 2019-2020

Amendment # 5

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-40210	Sales Tax Revenues	6,806,386	-	12,954	6,819,340
141-72320-330	Operating Lease Payments	38,862	-	12,954	51,816

REASON FOR AMENDMENT:

Additional month's rent at the Carrefour District Office

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

_____ Budget revision is denied for the following reason(s):



Germantown Municipal School District Budget Amendment

Fiscal Year: 2019-2020

Amendment # 6

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-47131	CTE Perkins Reserve Revenues	-	-	34,000	34,000
142-71300-499	Other Supplies and Materials	-	-	15,000	15,000
142-71300-730	Vocational Instruction Equipment	-	-	19,000	19,000

REASON FOR AMENDMENT:

Funding for the CTE Perkins Reserve program.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

_____ Budget revision is denied for the following reason(s):

GMSD Board Chair

Date

GMSD Superintendent

Date