

**GMSD Work Session**  
**September 22, 2021 5:00 PM**  
Board Room, GMSD Office

1. Review / Revision of Policies - First Reading
2. Miscellaneous FY 2021-22 Budget Amendments
3. Approval of LEA Health and Safety Plan
4. Approval of ESSER Spending Plan
5. Further Business

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: <b>10/**/21</b>
		Rescinds:	Issued: <b>12/02/13</b>

## 1 ~~APPEALS TO THE BOARD~~

2 ~~Any matter relating to the operation of the school system may be appealed to the Board. However, the~~  
3 ~~Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints~~  
4 ~~or concerns which have not advanced through the proper administrative procedure from the point of origin.~~

5 ~~If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the~~  
6 ~~Board, the matter shall be referred in writing to the office of the director of schools and the Board shall~~  
7 ~~determine whether to hear the appeal.~~

## 8 ~~APPEARING BEFORE THE BOARD~~

9 **Tennessee law makes no specific provisions for the participation of the public at meetings of local boards**  
10 **of education.**

11 ~~Individuals desiring to appear before the Board must submit a written request with descriptive materials~~  
12 ~~to the office of the director of schools at least fifteen (15) days before the meeting. If the request is~~  
13 ~~approved by the Executive Committee, the item will be placed on the agenda. Individuals placed~~  
14 ~~on the agenda will be recognized at the beginning of the meeting and given time to speak when their~~  
15 ~~topic of interest is addressed on the agenda. All requests submitted will be included in the board packet.~~

16 If an Individual wish to address the Board ~~on an item on the agenda~~, he/she may sign up on the form  
17 provided before the beginning of the board meeting to request time to speak. Delegations must  
18 select only one individual to speak on their behalf unless otherwise determined by the Board.

19 ~~The chair may recognize individuals not on the agenda for remarks to the Board if it is determined that~~  
20 ~~such is in the public interest. — A majority vote of members present can overrule the decision of the~~  
21 ~~chair.~~

22 **Speakers will be introduced by the Chairman of the Board in order of the names appearing on the sign-**  
23 **up form.**

24 ~~Individuals speaking to the Board shall address remarks to the chair and may direct questions to individual~~  
25 ~~board members or staff members only upon approval of the chair.~~ Each person speaking shall state his  
26 name, address, and subject of presentation. Remarks will be limited to three (3) minutes unless time  
27 is extended by the Board or otherwise reduced by the Chairman to reflect the number of citizens to be  
28 heard. **Speakers are asked to refrain from using names of personnel or names of persons connected with**  
29 **the school system when lodging a complaint. However, after the meeting has concluded, the speaker**  
30 **may supply to the Board Chairman the names of the persons about whom the complaint is being lodged**  
31 **and the name will be shared by the Chairman with other members of the School Board.** The chair shall

1 have the authority to terminate the remarks of any individual who is disruptive or does not adhere to  
2 Board rules.

3 **Speakers will not be permitted to use obscene language when making their comments.**

4 ~~Individuals desiring additional information about any item on the agenda shall direct such inquiries~~  
5 ~~to the office of the director of schools.~~

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Legal References

T.C.A. § 39-17-306

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Cross References

School Board Meetings 1.400  
Agendas 1.403  
Complaints About School Personnel 5.502

# THIS POLICY IS BEING REPEALED – IT WAS COMBINED WITH POLICY #4.203.1

## Germantown Municipal School District

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Advanced College Placement</b>	Descriptor Code: <b>4.203</b>	Issued Date: <b>10/**/21</b>
		Rescinds:	Issued: <b>06/02/14</b>

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

\_\_\_\_\_  
Legal References

~~1. TRR/MS 0520-01-03 .06(4)(a)~~

**REPEAL**

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Enrollment in Advanced and College Level Courses</b>	Descriptor Code: <b>4.203.1</b>	Issued Date: <b>10/**/21</b>
		Rescinds: <b>4.2031</b>	Issued: <b>02/11/19</b>

1 The Germantown Municipal School Board believes in establishing educational learning opportunities  
2 that align with students' ability levels. ~~Student transcripts a should be an authentic academic record  
3 that employers, colleges and universities, military branches and technical schools should be able to  
4 assess with a strong degree of confidence that GMSD graduates are college and career ready.<sup>1</sup>~~

5 ~~Each school will work with district office staff to develop procedures to guide students, parents,  
6 teachers, guidance counselors, and administrators to make the most informed decision to place students  
7 in the highest level courses in which students will be successful and challenged. Examples of data that  
8 schools could use include:~~

- 9 ~~• Standardized assessments (Ex: Explore, PLAN, ACT, PSAT, SAT)~~
- 10 ~~• Prerequisite skills assessment~~
- 11 ~~• Benchmark assessments~~
- 12 ~~• State mandated assessments (Ex: TCAP, EOC, TN Ready)~~
- 13 ~~• Grades~~
- 14 ~~• Attendance~~
- 15 ~~• Teacher recommendation~~
- 16 ~~• Student/Parent / IEP/ 504 goals~~

17 ~~Schools shall communicate the specific procedures to parents during the second semester of each  
18 school year. Parents may request any course for a student based on the accumulated data regardless of  
19 the school's recommendation. The school will review all parent requests.~~

20 ~~Should a student encounter difficulty in making adequate progress in an Honors or Advanced  
21 Placement Course, the following procedures should be followed:~~

- 22 ~~• Student Teacher consultation on ways to improve.~~
- 23 ~~• Parent Student Teacher Counselor Administrator consultation to develop a plan of action.~~

24 ~~Approval in dropping the course is at the discretion of the school principal. Multiple factors, including  
25 if there is space available in the requested new course, need to be taken into consideration before such  
26 an allowance is granted.~~

## 27 Advanced Placement/Dual Enrollment/Dual Credit

28 ~~The school board will approve Advanced Placement (AP)/Dual Enrollment (DE)/Dual Credit (DC)  
29 courses annually. This list of courses will be made available to all Germantown Municipal School  
30 students. AP courses must substantially incorporate the learning objectives and course descriptions as~~

1 defined by the AP College Board. The DE and DC courses must substantially incorporate the learning  
 2 objectives as defined by the post-secondary institutions and the TN Department of Education.

3 Technical courses that offer a National Industry Certification through a nationally recognized  
 4 examination will be granted an additional four (4) points added to each quarter numerical grade and  
 5 each semester exam grade. The Capstone industry class will be considered as DE for the GPA  
 6 additional percentage point weighting.

7 Effective with the class of 2023, the Capstone industry certification class will be considered as AP/DE  
 8 for the additional percentage point weighting.

9 **Honors Courses**

10 Students who successfully complete a high school honors course will be given 3 additional points to  
 11 their quarterly averages for their efforts in accepting the challenges of a faster paced, more in-depth  
 12 course that requires extended reading assignments, research based writing assignments, projects that  
 13 have real-life applications, open investigations that are student driven and research based,  
 14 differentiated writing assignments that include narrative, descriptive, persuasive, expository, and  
 15 expressive styles, the use of technology to support the topic, problem solving experiences that call for  
 16 critical analysis, creativity and application, and possible job shadowing experiences.

17 All honors courses will substantially exceed content standards, learning expectations, and performance  
 18 indicators as approved by the State Board of Education. Instructional approaches by teachers will  
 19 facilitate maximum interchange of ideas amongst students that include independent study, self-  
 20 directed research and learning. Assessments will include open ended constructed responses,  
 21 performance based tasks, creative interpretations, and authentic products as portfolios and analytical  
 22 writings.

23 **GENERAL**

24 Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but  
 25 not limited to, English language arts, mathematics, or science courses subject to the following criteria:

26 **MIDDLE SCHOOL (ENRICHED AND HONORS)**

27 For students in middle school, selection for enriched/honors courses will be based on the following  
 28 criteria: TCAP data proficiency, benchmark assessment proficiency, passing grades in ELA, math or  
 29 science, student attendance, and teacher recommendation.

30 **HIGH SCHOOL (HONORS AND ADVANCED PLACEMENT)**

31 For students in high school, selection for honors/advanced placement courses will be based on the  
 32 following criteria: EOC/TCAP data proficiency, benchmark assessment proficiency, a pre-requisite  
 33 course or a previously aligned course completed, passing grades associated in an ELA, math or science  
 34 pre-requisite course or a previously aligned ELA, math, or science course completed, and a teacher  
 35 recommendation. Advanced Placement courses may have additional requirements for student placement  
 36 in partnership with The College Board.

1 **NOTIFICATION**

2 Parent(s)/guardian(s) shall be provided written notification of a student’s eligibility to enroll in advanced  
3 courses. The notification shall state that a student will remain enrolled in the course unless the  
4 parent/guardian submits a written request for removal within thirty (30) days from the first day of school.

5 Students may also be removed from advanced courses if the student’s teacher determines that the student  
6 should be removed based on performance after thirty (30) days of instruction and the Principal approves  
7 the request to remove the student. Prior to a teacher requesting removal of a student from an advanced  
8 course, at the first sign of a student not making adequate progress in the course, the following procedures  
9 shall be followed:

- 10 • Student-Teacher consultation on ways to improve.
- 11 • Parent-Student-Teacher-Counselor-Administrator consultation to develop a plan of action.

12 The teacher will submit to the Principal or designee written documentation of consultation prior to  
13 requesting removal of a student.

14 **COLLEGE LEVEL COURSES (DUAL ENROLLMENT & DUAL CREDIT)**

15 For students in high school to enroll in a dual enrollment or dual credit course, they must meet all  
16 requirements associated with the partnership university. Students may earn credit by enrolling in a  
17 postsecondary institution and taking college level courses. Students who take and pass dual enrollment  
18 courses at a postsecondary institution shall have their postsecondary credits accepted for high school  
19 credit as a substitution for an aligned graduation requirement course.

20 The District has total authority over whether these courses are offered at the high school, postsecondary  
21 institution or online. If not offered on the high school campus, GMSD shall not be responsible for  
22 transportation. Any tuition or fees due to enrollment in college level courses are the responsibility of  
23 the parent(s)/guardian(s).

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Legal References

- 1. ~~TRR/MS 0520-01-03-.05~~  
State Board of Education Rule 0520-01-03-.03  
T.C.A. § 49-6-1036

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Cross References

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Enrollment in Advanced and College Level Courses</b>	Descriptor Code: <b>4.203.1</b>	Issued Date: <b>10/**/21</b>
		Rescinds: <b>4.2031</b>	Issued: <b>02/11/19</b>

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8 ~~schools could use include:~~

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Legal References

- 1. ~~TRR/MS 0520-01-03-.05~~  
State Board of Education Rule 0520-01-03-.03  
T.C.A. § 49-6-1036

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Cross References

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Use of Copyrighted Materials</b>	Descriptor Code: <b>4.404</b>	Issued Date: <b>10/**/21</b>
		Rescinds:	Issued: <b>06/02/14</b>

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

- 4 1. All employees shall adhere to the provisions of the United States Code regarding the copying  
5 and/or the use of copyrighted materials;<sup>1</sup> and  
6
- 7 2. In the case of computer software, the ethical and practical problems caused by computer  
8 software piracy shall be taught in all computer courses;†

9  
10 Failure to follow the terms of this policy may subject the employee to disciplinary actions up to and  
11 including termination and/or payment of damages pertaining to copyright infringement.

- 12  
13 ~~3. The Superintendent shall establish specific regulations regarding the copying, distribution and~~  
14 ~~use of copyrighted materials for instructional purposes;† and~~
- 15  
16 ~~4. The principal of each school shall establish practices which will enforce this policy at the~~  
17 ~~school level.~~

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Legal References

1. 17 USCS § 106, 107, 110

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Cross References

- School and System Websites 4.407  
Use of Multimedia 4.408

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>10/**/21</b> <b>08/24/21</b>
		Rescinds: <b>4.700</b>	Issued: <b>04/19/21</b>

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

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

12 The Superintendent shall be responsible for planning and implementing the program, which includes:

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

20 State-mandated student testing programs shall be undertaken in accordance with procedures published  
21 by the State Department of Education.<sup>3</sup>

1 Student scores on the Tennessee Comprehensive Assessment Program's grades three through five (3-5)  
2 shall comprise zero (0%) percent of the student's final grade in the spring semester in the subject areas  
3 of mathematics, reading/language arts, science and social studies.<sup>4</sup> Student scores on the Tennessee  
4 Comprehensive Assessment Program's grades six through eight (6-8) shall comprise ten (10%) percent  
5 of the student's final grade in the spring semester in the subject areas of mathematics, reading/language  
6 arts, science and social studies.<sup>4</sup> The methodology used to calculate the students' scores will be the  
7 "Target Score Methodology." The Superintendent may exclude Tennessee Comprehensive Assessment  
8 Program scores from students' final grades if scores are not received by the district at least five (5)  
9 instructional days before the end of the school year.<sup>4</sup>

10 Student scores on high school TN End of Course<sup>5</sup> examinations shall be fifteen percent (15%) of the  
11 final average in the school year. The methodology used to calculate the students' scores will be the  
12 "Target Score Methodology." The Superintendent may exclude end-of-course (EOC) scores from  
13 students' final grades if scores are not received by the district at least five (5) instructional days before  
14 the end of the course.<sup>5,4</sup>

15 Any test directly concerned with measuring student ability or achievement through individual or group  
16 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee  
17 of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

18 Results of all group tests shall be recorded on the students' permanent records and shall be made  
19 available to appropriate personnel in accordance with established procedures.<sup>7</sup>

20 No later than July 31 of each year, the Board shall publish on its website information related to state  
21 and board mandated tests that will be administered during the school year. The information shall  
22 include:<sup>8</sup>

- 23 1. The name of the test;
- 24 2. The purpose and use of the test;
- 25 3. The grade or class in which the test will be administered;
- 26 4. The tentative date or dates that the test will be administered;
- 27 5. The time and manner in which parents and students will be notified of the results of the test;
- 28 6. How parents can access the questions and answers on their student's state-required tests; and
- 29 7. Identification of whether the assessment is State or Board mandated.

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

### 33 **INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>**

34 Interest inventories shall be made available to middle schoolers. These will include assessments such  
35 as the Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, Naviance Career Interest Profiler,  
36 or the College Board Career Finder.

- 1 Career aptitude assessments shall be administered to 7th or 8th graders in order to inform the student's high
- 2 school plan of study. Upon receiving the results from these assessments, the school shall provide
- 3 students with information on any available career and technical education opportunities in which the
- 4 student is eligible to participate.

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Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412; Public Acts of 2021, Chapter No. 271
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

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Cross References

- Student Surveys, Analyses, and Evaluations 6.4001  
Student Records 6.600

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>HIV / AIDS (Employees)</b>	Descriptor Code: <b>5.401</b>	Issued Date: <b>10/**/21</b>
		Rescinds: <b>5.401</b>	Issued: <b>09/25/18</b>

## 1 LIABILITY AND NON-DISCRIMINATION

2 No employee who is diagnosed with HIV infection or AIDS or perceived as having been diagnosed with  
3 HIV infection or AIDS shall be prevented from continuing their employment. No disciplinary action  
4 may be taken against an employee solely on the basis of HIV infection or AIDS. Consideration for job  
5 application, employment, advancement, discharge, competition, training, or other terms, conditions or  
6 privileges of employment shall not be denied to individuals on the basis of HIV or AIDS status.

7 Action may be taken against an employee only if the employee is disabled and the disability interferes  
8 with their ability to perform their employment duties.

9 The board shall make reasonable accommodation to enable the employee to perform employment duties  
10 as may be required by state or federal law.<sup>1</sup>

## 11 HIV/AIDS TESTING

12 No school official can require any employee to undergo an HIV **or AIDS** ~~antibody~~ test ~~or other HIV-~~  
13 ~~related~~ test. This does not preclude school officials from requiring an employee to undergo an  
14 examination when another communicable illness is suspected.<sup>2</sup>

## 15 CONFIDENTIALITY

16 If information is received regarding an employee's HIV **or AIDS** status, the **Superintendent** ~~director of~~  
17 ~~schools~~ may consult with the school board attorney on the appropriate course of action to pursue.<sup>3</sup>

18 Information about an employee's HIV **or AIDS** status is not to be documented in the employee's  
19 personnel file and shall not be faxed<sup>1,3</sup> and/or shared in any electronic format.

20 Information obtained is confidential and may not be released to anyone except:<sup>3</sup>

- 21 1. Persons named on an Authorization for Release of Confidential HIV **or AIDS**-Related  
22 Information Form;
- 23 2. Persons listed on a court order, and
- 24 3. Persons authorized to receive such information without a release or court order according to  
25 TCA 68-10-113.

26 **Under no circumstances shall information identifying an employee with **HIV or AIDS** be released**  
27 **to the public.**

## 1 INFECTION CONTROL

2 To prevent and manage exposure in the workplace, all school system employees will receive in-service  
3 training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard.  
4 The board shall follow the most current Centers for Disease Control and Prevention (CDC) Universal  
5 Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and  
6 Other Blood-borne Pathogens in Health Care Settings.<sup>1</sup>

## 7 EDUCATION AND TRAINING

8 Annually, the Superintendent ~~director of schools~~ shall ensure that all employees, including newly hired  
9 staff, receive current HIV/AIDS training. These programs can utilize the educational/training resources  
10 of agencies or private institutions with personnel trained in the areas of HIV/AIDS prevention  
11 education.<sup>1</sup>

12 The Superintendent ~~director of schools~~ shall be responsible for developing, revising and implementing  
13 the administrative guidelines and procedures for this policy.<sup>4</sup> The Superintendent ~~director of schools~~  
14 shall be responsible for enforcing this policy by communicating it to all personnel and by providing  
15 necessary instruction to all administrators.  
16

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### Legal References

1. State Board Policy 5.300
2. 29 CFR § 1630.13(b)
3. TCA 68-10-113
4. ~~TRR/MS 0502-01-03-08(2)(g)~~

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### Cross References

Section 504 & ADA Grievance Procedures 1.802

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Attendance and Truancy</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>10/**/21</b>
		Rescinds: <b>6.200</b>	Issued: <b>08/24/21</b>

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present  
2 each day school is in session. The Superintendent/designee shall develop appropriate administrative  
3 procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>4</sup>

- 5 1. All accounting and reporting procedures and their dissemination;
- 6 2. Alternative program options for students who severely fail to meet minimum attendance  
7 requirements;
- 8 3. Ensuring that all school age students attend school; ~~and~~
- 9 4. Providing documentation of enrollment status upon request for students applying for new  
10 or reinstatement of driver's permit or license;
- 11 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
12 withdraws from school; and
- 13 6. Assisting the Board, under the direction of the Superintendent, with enforcement of the  
14 compulsory attendance laws of the State, and to discharge other duties that are necessary  
15 to effectuate enforcement of laws, this Policy, and any procedures related to absenteeism  
16 and truancy.

17 The Principal shall be responsible for ensuring that:<sup>6</sup>

- 18 1. Attendance is checked and reported daily for each class;
- 19 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or  
20 absent for the majority of the day;
- 21 3. All student absences are verified;
- 22 4. Written excuses are submitted for absences and tardiness;
- 23 5. System-wide procedures for accounting and reporting are followed.;~~and~~
- 24
- 25

~~6. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.~~

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

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned.

The Superintendent/designee shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence within (5) days of returning to school. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Absences for which no written verification is submitted will be considered unexcused.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal Illness, injury, or hospitalization of student. Physician verification will be required to justify absences after the accumulation of ten (10) days of absences during the school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days. After an accumulation of ten (10) check-ins or check-outs during a school year, physician verification will be required to justify the absence from school. Any accumulation of absences, check-ins, or check-outs beyond ten (10) without physician verification will be unexcused;
- B. Personal illness in the family necessitating the presence of the student;
- C. Death in the family;
- D. School-Endorsed Activities;
- E. Absence due to the incapacity of parent/guardian;
- F. Special and recognized religious holidays regularly observed by persons of their faith;<sup>5</sup>
- G. Legal Court Summons, Court Order, or Subpoena when it is not a result of the student's misconduct as provided for by law;

1  
2 H. Pregnant Students;

3  
4 I. Extenuating circumstances approved by the Principal on a case-by-case basis; ~~and~~

5  
6 J. Upon approved request to attend a released time course in religious moral instruction;

7  
8 K. School sponsored activities; and

9  
10 L. Students participating in an activity or program sponsored by 4-H.

11 **ABSENCES FOR NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES:**

12  
13 School Principals may excuse a student from school attendance to participate in a non-school sponsored  
14 extracurricular activity if the following conditions are met:

15 (a) The student provides documentation to the school as proof of the student's participation  
16 in the non-school sponsored extracurricular activity; and

17 (b) The student's parent or guardian, prior to the extracurricular activity, submits to the  
18 Principal a written request for the excused absence. The written request shall be  
19 submitted no later than seven (7) business days prior to the student's absence and shall  
20 include:

21 (i) The student's full name and personal identification number;

22 (ii) The student's grade;

23 (iii) The dates of student's absence;

24 (iv) The reason for the student's absence; and

25 (v) The signature of the student and the student's parent or guardian.

26 The Principal shall indicate in writing whether the absence is excused or unexcused.

27 The maximum number of days for which school Principals may excuse students for non-school  
28 sponsored extracurricular activities is ten (10) per school year; provided that the Principal may limit the  
29 number of days for which students may be excused based upon the student's grades or disciplinary  
30 record.

31 All absences must be verified in writing by the parent within two (2) days of the student's return to  
32 school.

33 Absences for which no written verification is submitted will be considered unexcused.

34 Students who have more than five (5) unexcused absences have the opportunity to appeal to the Student  
35 Services Supervisor. The decision of the Student Services Supervisor shall be final.

## 1 **POSTSECONDARY SCHOOL VISITS**

2 High School students participating in postsecondary school visits shall be counted as present, up to four  
3 (4) school days; however, the student shall only be counted present the day of the postsecondary visit  
4 and shall not be counted during any travel days. In order to be counted as present, the student must  
5 satisfy the following requirements:

- 6 a) Prior notice from a parent or legal guardian, specifying the date of the postsecondary school visit  
7 must be provided to the school attendance secretary;
- 8 b) By no later than two (2) school days following the postsecondary school visit, the student must  
9 present the school attendance secretary with a signed letter or form from a campus official of the  
10 postsecondary institution documenting that the student visited the postsecondary institution; and
- 11 c) The student must complete all schoolwork missed during the postsecondary school visit.

12 Although the student will not be counted present for travel days surrounding the aforementioned  
13 postsecondary visits, up to two (2) travel days per postsecondary school visit meeting the requirements  
14 of this Policy will be excused, provided that the student completes all schoolwork missed during the  
15 postsecondary school visit.

16 Postsecondary school visits are not required of any student. The student's parent or guardian, not  
17 GMSD, are solely responsible for facilitating postsecondary school visits and for ensuring the safety of  
18 the student during the visit.

## 19 **TRUANCY**

20 Truancy is defined as an absence for an entire school day, a major portion of the school day or the major  
21 portion of any class, study hall, or activity during the school day for which the student is scheduled.

22 By the beginning of each school year, the GMSD Student Services Supervisor shall furnish to the  
23 Principals of each school a list of students who will attend the school together with the names of the  
24 students' parents or guardians. After the opening of school, each Principal must report to the  
25 Superintendent the names of all students on the list furnished to the Principal who have not appeared for  
26 enrollment.

27 Each Principal must report to the Superintendent the names, ages, and residences of all students in  
28 attendance at the school within thirty (30) days after the beginning of the school year.

29 By the beginning of each school year, the Principal shall give written notice to the parent, guardian, or  
30 person having control of a student subject to compulsory attendance that the parent, guardian, or other  
31 person having control of the student must monitor the student's school attendance and require the student  
32 to attend school. The written notice must inform the parent, guardian, or other person having control of  
33 a student, that a student who accumulates five (5) days of unexcused absences during the school year is  
34 subject to GMSD's Progressive Truancy Plan and that continued unexcused absences may result in a  
35 referral to Juvenile Court. The five (5) days of unexcused absences need not be five (5) consecutive  
36 days of unexcused absences.

1 The Principal or designee of a school must report promptly to the GMSD Student Services Supervisor,  
2 the names of all students who have withdrawn from school or who have accumulated three (3) days of  
3 unexcused absences. Upon a student's accumulation of three (3) days of unexcused absences, the GMSD  
4 Student Services Supervisor shall serve upon the parent, guardian, or other person having control of a  
5 student subject to compulsory attendance who is unlawfully absent from school, written notice that the  
6 student's attendance at school is required by law.

7 Additionally, the Principal or designee must report promptly to the GMSD Student Services Supervisor,  
8 the names of all students who have withdrawn from school or who have accumulated five (5) days of  
9 unexcused absences. Each successive accumulation of five (5) days of unexcused absences by a student  
10 must also be reported.

11 When a student accumulates five (5) days of unexcused absences, the GMSD Student Services  
12 Supervisor shall serve upon the parent, guardian, or other person having control of a student subject to  
13 compulsory attendance who is unlawfully absent from school, written notice that the student's attendance  
14 at school is required by law. The GMSD Student Services Supervisor shall send a new notice after each  
15 successive accumulation of five (5) unexcused absences.

16 After a student has accumulated five (5) unexcused absences, and after given adequate time, as  
17 determined by the GMSD Student Services Supervisor, the student's parent, guardian, or other person  
18 having control of the student has failed to turn in documentation to excuse those absences, the GMSD  
19 Student Services Supervisor or designee shall implement the truancy intervention requirements of the  
20 second tier of the Progressive Truancy Plan.

### 21 **Progressive Truancy Plan**

22 The first tier of truancy prevention is applicable to all GMSD enrolled students. The second and third  
23 tiers of truancy intervention apply to students who have accumulated a minimum of five (5) days of  
24 unexcused absences.

#### 25 **Tier One**

26 Tier One of the Progressive Truancy Plan may include, but is not limited to, the following schoolwide  
27 prevention-oriented supports:

- 28 a) Counseling;
- 29 b) Community-based services;
- 30 c) Other services/supports to address student performance.

31 The Whole Student Director may be consulted about the school-wide prevention-oriented supports  
32 and/or individual student supports.

#### 33 **Tier Two**

34 Tier Two of the Progressive Truancy Plan shall include:

- 1 a) A conference with the GMSD Student Services Supervisor/designee, and the student and  
2 the parent, guardian, or other person having control of the student;
- 3 b) A resulting attendance contract to be signed by the student, the parent, guardian, or other  
4 person having control of the student, and the GMSD Student Services  
5 Supervisor/designee;
- 6 The contract must include:
- 7 (1) a specific description of the school's attendance expectations for the student;
- 8 (2) the period for which the contract is in effect; and
- 9 (3) penalties for additional absences and alleged school offenses, including additional  
10 disciplinary action and potential referral to Juvenile Court.
- 11 c) Regularly scheduled follow-up meetings, which may be with the student and the parent,  
12 guardian, or other person having control of the student, to discuss the student's progress;
- 13 d) An individualized assessment by a school employee of the reasons a student has been  
14 absent from school; and
- 15 e) If necessary, referral of the student to counseling, community-based services, or other in-  
16 school or out-of-school services aimed at addressing the student's attendance problems.

### 17 **Tier Three**

18 Tier Three of the Progressive Truancy Plan must be implemented if the truancy interventions under Tier  
19 Two are unsuccessful. Tier Three of the Progressive Truancy Plan may consist of one (1) or more of the  
20 following, at the discretion of the GMSD Student Services Supervisor.

- 21 a) School-based community services;
- 22 b) Collaboration with the Whole Student Director to provide appropriate supports for  
23 success; or
- 24 c) Saturday or after-school courses designed to improve attendance and behavior.

### 25 **Judicial Intervention Regarding Truancy**

26 Notwithstanding the above progressive truancy tiers, if any tier of progressive truancy intervention is  
27 unsuccessful, and the GMSD Students Services Supervisor can document that a parent or guardian on  
28 four (4) occasions has failed or refused to:

- 29 a) attend conferences as set forth in the GMSD Progressive Truancy Plan,
- 30 b) return telephone calls from the GMSD Student Services Supervisor,
- 31 c) attend follow-up meetings as set forth in the GMSD Progressive Truancy Plan,

- 1 d) enter into an attendance contract as set forth in the GMSD Progressive Truancy Plan, or  
2 e) actively participate in any of the tiers of truancy intervention set forth in the GMSD  
3 Progressive Truancy Plan,

4 the GMSD Student Services Supervisor may report the student's absences to the Juvenile Court of  
5 Shelby County, Tennessee, without need to proceed to the next tier, if any.

6 Any parent, guardian, or other person who has control of a student, and who violates the State's truancy  
7 law, commits educational neglect, which is a Class C misdemeanor. Each day's unlawful absence  
8 constitutes a separate offense.

### 9 **MILITARY**

10 Notwithstanding any other law to the contrary, if a student's parent, custodian, or other person with legal  
11 custody or control of the student is a member of the United States Armed Forces, including a member  
12 of a state National Guard or a reserve component called to federal active duty, a public school Principal  
13 shall give the student:

- 14 (1) An excused absence for one (1) day when the member is deployed;  
15  
16 (2) An additional excused absence for one (1) day when the service member returns  
17 from deployment;  
18  
19 (3) Excused absences for up to ten (10) days for visitation when the member is  
20 granted rest and recuperation leave and is stationed out of the country; and  
21  
22 (4) Excused absences for up to ten (10) days cumulatively within the school year for  
23 visitation during the member's deployment cycle.

24 **Total excused absences under numbers "3" and "4" above shall not exceed a total of ten (10) days within  
25 the school year.**

26 Students receiving an excused absence under this section shall have the opportunity to make up  
27 schoolwork missed and shall not have their class grades adversely affected for lack of class attendance  
28 or class participation due to the excused absence. Students shall have one (1) day to make up work for  
29 each day of excused absence.

30 If necessary, verification may be required to justify absences.

31 Absences other than those outlined above shall be considered unexcused.

### 32 **PREGNANT STUDENTS**

~~33 Pregnant students are allowed three (3) hours of Homebound instruction per week per six (6) weeks  
34 during maternity leave. If further time is needed, medical certification from a physician is required to~~

~~grant additional time at home. Upon reception of the medical certification, Homebound services will be granted at a three (3) hours per week rate.~~

### CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>9</sup> However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

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

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

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

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

### NOTICE

A copy of this Policy shall be posted at each school and school counselors shall be supplied copies of this Policy for discussion with students. This Policy shall be referenced in all School Handbooks. All teachers, administrative staff, and parents/guardians shall be provided a copy of this Policy.

#### Legal References

- ~~1. TCA 49-6-3006~~
- ~~2. TCA 49-6-3017(e)~~
- ~~3. 20-USCA § 1232g~~
- ~~4. TRR/MS 0520-01-02-17(5); State Board of Education Policy 4.100~~
- ~~5. TCA 49-6-2904(b)(5)~~
- ~~6. TCA 49-6-3007~~
- ~~7. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2021, Chapter No. 223~~
- ~~8. TCA 49-6-3019~~
- ~~9. TCA 49-2-203(b)(7); TCA 49-6-3002(b)~~

State Board Policy 4.100  
 State Board Rule 0520-01-02-.17  
 State Board Rule 0520-01-03-.03

#### Cross References

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

State Board Rule 0520-01-03-.06

T.C.A. § 10-7-504

T.C.A. § 49-6-2904

T.C.A. § 49-6-3006

T.C.A. § 49-6-3007

T.C.A. § 49-6-3009

T.C.A. § 49-6-3017

T.C.A. § 49-6-3019

T.C.A. § 49-6-3021

T.C.A. § 49-6-3022

T.C.A. § 49-6-3026

**REPEAL THIS POLICY – INFORMATION ADDED TO POLICY # 6.200**

<b>Germantown Municipal School District</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Attendance During Postsecondary Visits</b>	Descriptor Code: <b>6.2001</b>	Issued Date: <b>09/25/18</b>
		Rescinds:	Issued:

- 1 ~~While postsecondary school visits are not required, any high school student wishing to participate in a~~
- 2 ~~postsecondary school visit during the school year shall submit to the principal/designee prior notice~~
- 3 ~~from the his/her parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the~~
- 4 ~~student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety~~
- 5 ~~of the student during the visit.<sup>1</sup>~~
- 6 ~~The principal/designee shall count a student present for no more than 4 days each school year for~~
- 7 ~~students participating in a postsecondary school visit. The student shall be counted present for the day~~
- 8 ~~of the postsecondary school visit and shall not be counted present during any travel days.~~
- 9 ~~In order to be counted present for the school day missed, the student shall submit to the~~
- 10 ~~principal/designee a signed letter or form from a campus official verifying that the visit to the~~
- 11 ~~postsecondary school occurred.~~
- 12 ~~The student shall complete any school work missed due to the student participating in a postsecondary~~
- 13 ~~school visit.~~

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Legal References

1. State Board of Education Policy 4.100

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Cross References

- Attendance 6.200

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Care of School Property</b>	Descriptor Code: <b>6.311</b>	Issued Date: <b>10/**/21</b>
		Rescinds:	Issued: <b>06/02/14</b>

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

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

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

11 In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible  
12 for vandalism or theft or otherwise incurring any debt to a school until the student or the student's  
13 parent/guardian has paid for the damages.<sup>2</sup> If a student and/or his/her parent dispute damages or the  
14 amount of damages, the Superintendent ~~director of schools~~ shall meet with them to discuss the matter.  
15 Within five (5) days of the meeting, the Superintendent ~~director of schools~~ shall notify the student and  
16 his/her parent of the final decision. The rights of parents to have access to their children's educational  
17 records pursuant to the Family Educational Rights and Privacy Act shall not be superseded by this  
18 policy.

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

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## Legal References

1. TCA 37-10-101
2. TRR/MS 0520-01-03-.03(15)

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## Cross References

Visitors to the School 1.501  
Safety 3.201  
Security 3.205  
Community Use of School Facilities 3.206  
Student Fees and Fines 6.709

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Discipline Policy</b>	Descriptor Code: <b>6.313</b>	Revised Date: <b>10/**/21</b>
		Rescinds: <b>6.313</b>	Issued: <b>09/24/20</b>

1 This Policy applies to behavior violations that take place on school grounds; property under the  
2 school's jurisdiction during school hours; at bus stops; en route to and from school, but not limited to,  
3 school buses; off grounds at school-sponsored activities; or off school grounds if the behavior is  
4 disruptive to the learning environment or constitutes a threat to the safety, health, or welfare of a  
5 student or students and/or school personnel. The following categories of misbehavior and disciplinary  
6 procedures and options are designed to protect all members of the educational community in the  
7 exercise of their rights and duties.<sup>+</sup> Alternative disciplinary practices such as parent/student  
8 teacher conference, parent/student administrator conference, consultation with school counselor or  
9 district social worker, referral to outside agencies when necessary, behavioral accommodations,  
10 behavioral contracts or plans, loss of privileges, and individual incentive plans, shall be used when  
11 disciplining kindergarten and pre-kindergarten students. In these grades, exclusionary discipline shall  
12 only be used as a measure of last resort.

13 For infractions not specifically listed below, school principals shall assign discipline in accordance  
14 with the category that appears to be comparable to the offenses specifically listed in the category.

15 This document is not intended to be exclusive or all-inclusive. Its purpose is to maintain a safe learning  
16 environment. Disciplinary measures shall be implemented in a way that:

- 17 1. Balances accountability with an understanding of traumatic behavior;
- 18 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not  
19 allowed at school;
- 20 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and  
21 behavioral intervention plans;
- 22 4. Creates consistent rules and consequences; and
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following  
25 trauma-informed discipline practices: behavior intervention plans, consultation with school  
26 counselor or district social worker, referral to outside agencies, multi-tiered  
27 system of supports, incentives, and restorative practices.<sup>2</sup>

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

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

- 1 1. Aggravated assault resulting in serious bodily injury upon any teacher, principal,  
2 administrator, any other employee of an LEA or SRO;
- 3 2. Unlawful possession, sale, or evidence of use of any drug, including controlled  
4 substances, as defined by T.C.A. § 39-17-402 - § 39-17-415, controlled  
5 substance analogues, as defined by T.C.A. § 39-17-454, or legend drugs, as  
6 defined by T.C.A. § 53-10-101, on school property, or property under the  
7 school's jurisdiction during school hours, or at a school-sponsored activity.
- 8 3. Unauthorized possession of a firearm on school property, or property under the  
9 school's jurisdiction during school hours, or at a school-sponsored event.

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

13 In addition to the consequences listed above, the following may be necessary:

- 14 • Referral to school counselor/district social worker or transition specialist
- 15 • Development of behavior plan/determination of additional supports
- 16 • Referral to outside agency

#### 17 **MISBEHAVIORS: *Category B***

#### 18 ***Examples of Behaviors (not an exclusive listing):***

- 19 1. Possession of a knife or any other potentially lethal weapon, taser, or explosive  
20 on school property or at a school-sponsored activity;
- 21 2. Evidence of drinking or possession of alcoholic beverages in school or at a  
22 school sponsored activity;
- 23 3. Off-campus criminal behavior resulting in a felony charge, when the behavior  
24 poses a danger to persons or property or disrupts the educational process;
- 25 4. Gang Activities- Activity that is threatening and/or intimidating, harassing in  
26 nature or recruiting; gang notebook with pledges, codes and symbols that are  
27 used in communication such as threats and warnings and recruiting; gang related  
28 fights, and all types of violent acts; gang graffiti especially drawn on school  
29 property; electronic devices with recognized gang text, gang symbols/signs, and  
30 language or actions that are threatening and or intimidating;
- 31 5. Evidence of use or possession of drug paraphernalia, substances for huffing, any  
32 substance under guise of it being a controlled substance or prescription drug,  
33 and/or medical preparations without proper medical authorization;
- 34 6. Possession, use, or distribution of counterfeit money on school property or at any  
35 school sponsored activity;

1 7. Assault and/or battery upon any teacher, administrator, school resource officer,  
2 or any other employee of GMSD;

3 8. Failure to report threat of mass violence;

4 9. Any hacking or cyberattack of GMSD technology.

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

8 In addition to the consequences listed above, the following may be necessary:

- 9 • Referral to school counselor/district social worker or transition specialist
- 10 • Development of behavior plan/determination of additional supports
- 11 • Referral to outside agency

12 **MISBEHAVIORS: *Category C***

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

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

1 9. Making a false report of harassment, intimidation, bullying, cyberbullying or  
2 hazing;

3 10. Providing false evidence in a harassment, intimidation, bullying, cyberbullying  
4 or hazing investigation;

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

7 ○ Restitution

8 ○ Referral to school counselor/district social worker or transition specialist

9 ○ Restorative practices

10 ○ Development of behavior plan/determination of additional supports

11

12 ○ Referral to outside agency

13 ○ In-School Suspension

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

15 ○ Expulsion

16 **MISBEHAVIORS: *Category D***

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

18 1. Open or continued defiant attitude or willful disobedience toward a member of  
19 school staff;

20 2. Vulgar, profane, immoral disreputable, or rude remarks or non-verbal action(s)  
21 to a staff member or fellow student;

22 3. Physical or verbal intimidation or threats to other students, including hazing;

23 4. Threatening bodily harm to school personnel, including transmitting by an  
24 electronic device any communication containing a credible threat to cause bodily  
25 injury or death to a school employee and the transmission of such threat creates  
26 actual disruptive activity at the school that requires administrative intervention;

27 5. Fighting in or on school property or any area under the school's jurisdiction  
28 during school hours unless, in accordance with state law, the principal  
29 recommends no disciplinary action for a student who is deemed to have acted in  
30 self-defense, including school bus stops;

31 6. Possession of mace or other disabling sprays;

32

- 1 7. Gambling
- 2 8. Inappropriate use of electronic media, including but not limited to: all calls (land
- 3 line, cell phone, computer generated), instant messaging, text messaging, audio
- 4 recording devices, iPods, MP3s, or any type of electronic music or entertainment
- 5 device, cameras, camera phones, and all social media;
- 6 9. Harassment on the basis of sex, race, religion, natural origin, ethnicity, gender,
- 7 disability;
- 8 10. Harassment, bullying, intimidation, cyberbullying, hazing;
- 9 11. Inciting, advising, or counseling of others to engage in any acts in Categories A,
- 10 B, or C;
- 11 12. Violating the GMSD Use of Internet policy (depending on severity)
- 12 13. Continuous and/or severe Category E offenses

13 **Disciplinary Options: When appropriate for Category D offenses, notification will be made to**  
14 **law enforcement authorities.**

- 15 ○ Parent-Principal Conference
- 16 ○ Overnight Suspension
- 17 ○ Referral to guidance, prevention liaison, and/or social worker
- 18 ○ Restorative Practices
- 19 ○ Development of a behavior plan/determination of additional supports
- 20 ○ In-School Suspension
- 21 ○ Out-of-School Suspension (1-10 days)
- 22 ○ Expulsion

23 **MISBEHAVIORS: Category E**

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

- 25 1. Disturbances of the classroom, cafeteria, or other school activity;
- 26 2. Habitual and/or excessive classroom tardiness;
- 27 3. Cutting class or leaving school grounds without permission;
- 28 4. Being in an unauthorized area without permission;

- 1 5. Possession of lighters or matches;
- 2 6. Cheating and lying;
- 3 7. Abusive language;
- 4 8. Failure to do assignments or carry out directions;
- 5 9. Inciting, advising, or counseling others to engage in any acts in any category;
- 6 10. Wearing while on the grounds of a public school during the regular school day,
- 7 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 8 learning environment<sup>3</sup>;
- 9 11. Violating the GMSD Use of Internet policy (depending on severity)

10 ***Disciplinary Options:***

- 11 ○ Parent-Principal Communication
- 12 ○ Verbal reprimand
- 13 ○ Special Assignment
- 14 ○ Restricting activities
- 15 ○ Assigning work details
- 16 ○ Counseling
- 17 ○ Withdrawal of privileges
- 18 ○ Strict supervised study
- 19 ○ Restorative Practices
- 20 ○ Detention
- 21 ○ In-school suspension

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

24 **ADDITIONAL GUIDELINES:**

- 25 1. A student shall not be suspended solely because charges are pending against him/her in  
26 juvenile or other court.

- 1           2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten  
2           (10) days for the same offense.
- 3           3. A teacher or other school official shall not reduce or authorize the reduction of a student's  
4           grade because of discipline problems except in department or citizenship.
- 5           4. A student shall not be denied the passing of a course or grade promotion solely on the basis of  
6           absences except as provided by board policy.
- 7           5. A student shall not be denied the passing of a course or grade promotion solely on the basis of  
8           failure to:
- 9                 a. pay any activity fee;
- 10                b. pay a library or other school fine; or
- 11                c. make restitution for lost or damaged school property.

## 12 **NOTICE**

13 This Policy shall be posted at each school. School counselors shall be supplied a copy of this Policy to  
14 discuss with students. This Policy shall be referenced in all School Handbooks. All teachers,  
15 administrative staff, and parents/guardians shall be provided a copy of this Policy.

16 The Principals/designees of each school shall apply this Policy uniformly and fairly to each student  
17 without particularity or discrimination.

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### Legal References

TCA § 49-6-4002 to 4005; ~~20 USCA § 7114, 7118~~  
 TCA § 49-6-4109  
 TCA § 49-6-4009  
 T.C.A. § 49-6.4007  
 T.C.A. § 49-6-4009  
 T.C.A. § 49-6-4103  
 T.C.A. § 49-6-4215

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### Cross References

Traffic and Parking Controls 3.403  
 Procedural Due Process 6.302  
 Student Discrimination, Harassment, Bullying,  
 Cyber-bullying, and Intimidation 6.304  
 Bus Safety and Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Code 6.310  
 Corporal Punishment 6.314  
 Detention 6.315  
 Suspension 6.316  
 Safe Relocation of Students 6.4081

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Corporal Punishment</b>	Descriptor Code: <b>6.314</b>	Issued Date: <b>10/**/21</b>
		Rescinds:	Issued: <b>02/03/14</b>

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

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#### Legal References

1. TCA 49-6-4104

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#### Cross References

Discipline Procedures 6.313  
Student Records 6.600-604

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>10/**/21</b>
		Rescinds:	Issued: <b>07/21/14</b>

1 Unless otherwise provided by law, the Board may deny admission of any student who has been  
2 expelled or suspended from another school system in Tennessee or another state even though the  
3 student has established residency in the district.

4 After a request for enrollment is made, the Superintendent shall investigate the facts surrounding the  
5 suspension/expulsion from the former school system and make a recommendation to the Board to  
6 approve or deny the request.

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

8 If the action of the Board is to deny admission, the Superintendent shall, on behalf of the Board of  
9 Education, notify the Commissioner of Education of the decision.

10 A student may be dismissed if it is determined subsequent to the enrollment that the student has been  
11 suspended or expelled from the former school system.<sup>1</sup>

12 If a student who has been expelled or suspended from another school system in Tennessee or another  
13 state is admitted by GMSD, the GMSD Superintendent may review the grounds of the student's  
14 suspension or expulsion, but is not required to enforce the suspension or expulsion. If the GMSD  
15 Superintendent elects to enforce the student's suspension or expulsion, then, the GMSD Superintendent  
16 may but is not required to assign the student to an alternative school or alternative program for the  
17 remainder of the suspension or expulsion period.

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#### Legal References

1. TCA 49-6-3401(f); 20 USCS § 1232G(b)(4), (h)

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#### Cross References

School Admissions 6.203

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Student Surveys, Analyses, and Evaluations</b>	Descriptor Code: <b>6.4001</b>	Issued Date: <b>10/**/21</b>
		Rescinds: <b>6.4001</b>	Issued: <b>06/06/16</b>

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

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be  
 8 notified of their ability to review the materials. Such notification shall include information indicating the  
 9 purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following  
 10 such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians  
 11 may opt their child out of participation.

12 ~~The director of schools shall develop procedures for granting such parental requests and to implement~~  
 13 ~~the other provisions of this policy.~~<sup>6</sup>

14 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that  
 15 reveals information concerning:<sup>2,5</sup>

- 16 1. mental or psychological problems of the student or the student's family;
- 17
- 18 2. sexual behavior or attitudes;
- 19
- 20 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 21
- 22 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 23
- 24 5. legally privileged relationships;
- 25
- 26 6. income; or
- 27
- 28 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain  
 29 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood  
 30 volume, posture, and eye-tracking<sup>7</sup>

31 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case  
 32 of an unemancipated minor, without the prior written consent of the parent.<sup>5</sup>

1 The collection of the following student data is strictly prohibited: <sup>8</sup>

- 2 1. political affiliation or voting history;
- 3
- 4 2. religious practices; and
- 5
- 6 3. firearm ownership.

### 7 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING** <sup>3</sup>

8 In general, the district will not collect, disclose or use personal student information for the purpose of  
9 marketing or selling that information or otherwise providing that information to others for that purpose.  
10 If any collected information is to be marketed or sold, parents will be directly notified at least annually  
11 at the beginning of the school year of the specific or approximate dates when such information will be  
12 collected. Parents, upon request, may inspect any instrument used to collect personal information for  
13 the purpose of marketing or selling that information before the instrument is administered or  
14 distributed to the student. All parents and students of appropriate age may decline to provide the  
15 information requested.

16 This portion of the policy does not apply to the collection, disclosure or use of personal information  
17 collected from students for the exclusive purpose of developing, evaluating or providing educational  
18 products or services for or to students or educational institutions to the extent allowed by law, such as  
19 the following: <sup>4</sup>

- 20 1. College or other postsecondary education recruitment or military recruitment.
  - 21 a. Each local educational agency receiving assistance under the Every Student Succeeds
  - 22 Act shall provide, upon a request made by a military recruiter or an institution of higher
  - 23 education, access to the name, address, and telephone listing of each secondary school
  - 24 student served by the local educational agency, unless the parent has indicated to opt
  - 25 out during the registration process or written notification to the school.<sup>5</sup>
  - 26
- 27 2. Book clubs, magazines and programs providing access to low-cost literary products.
- 28
- 29 3. Tests and assessments used by elementary schools and secondary schools to provide cognitive,  
30 evaluative, diagnostic, clinical, aptitude or achievement information about students (or to  
31 generate other statistically useful data for the purpose of securing such tests and assessments)  
32 and the subsequent analysis and public release of the aggregate data from such tests and  
33 assessments.
- 34
- 35 4. The sale by students of products or services to raise funds for school-related or education  
36 related activities.
- 37
- 38 5. Student recognition programs.

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Legal References

1. TCA 49-2-211
2. 20 USCS § 1232h
- ~~3. TCA 49-1-706~~
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCS § 1232h(c)(4)

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Cross References

Testing Programs 4.700

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Physical Examinations and Immunizations</b>	Descriptor Code: <b>6.402</b>	Issued Date: <b>10/**/21</b>
		Rescinds: <b>6.402</b>	Revised: <b>08/24/21</b>

## 1 **PHYSICAL EXAMINATIONS<sup>1</sup>**

2 The District is concerned about the health and wellness of the entire student community. To this end,  
3 physical examinations, except as exempt by statute, shall be required of students.

- 4 1. Entering school for the first time<sup>2</sup> (applies to all schools, including Pre-K, for whom there is no  
5 health record); or  
6 2. Participating in interscholastic athletics<sup>2</sup> (including any strenuous physical activity program  
7 covered by TSSAA)

8  
9 Cost for the examination shall be borne by the parent or guardian of the student and a copy retained on  
10 file at the school.

## 11 12 Physical Examination Administered by the District<sup>3</sup>

13 The District will not conduct student physical examinations without parental consent. Parents have the  
14 right to opt their child out of non-emergency, invasive physical examination or screening that is (1) not  
15 required as a condition of attendance, administered by the school and scheduled by the school in  
16 advance; and (2) not necessary to protect the immediate health and safety of the student, or of other  
17 students.

18 An invasive physical examination does not include hearing, vision, blood pressure, height, weight, or  
19 scoliosis screening. Parents/guardians will be notified of dates and times when such screenings will be  
20 conducted and will receive written notification of any screening results indicating a condition that  
21 might interfere or tend to interfere with student's progress.

## 22 **IMMUNIZATIONS**

- 23 A. No students entering school, including those entering pre-kindergarten, kindergarten, or first  
24 grade, will be permitted to enroll (or attend) without proof of immunization.  
25 B. It is the responsibility of all parents and guardians to have their children immunized and to  
26 provide such proof to the principal of the school the student is to attend.<sup>4</sup>  
27 C. (1) Proof of immunizations shall be established by a Certificate of Immunization listing all  
28 immunizations that a child has received. The certificates shall be signed by a physician or a  
29 health care provider administering immunizations. All Certificates of Immunizations shall be  
30 on forms furnished by the Tennessee Department of Health.  
31  
32 (2) However, if a student is a natural or adopted child or stepchild of a member of the

1 Armed Forces engaged in active military service of the United States or a member of  
2 the Tennessee National Guard engaged in active military service for the United States,  
3 the following shall satisfy the proof of immunization requirement. Notwithstanding  
4 Section (C)(1) above, out-of-state immunization records evidencing a child's  
5 immunization are sufficient to permit a child to attend GMSD schools provided that the  
6 parent of a child immunized in another state provides GMSD and the Tennessee  
7 Department of Health with the child's out-of-state immunization records.

8 For Exemptions, in absence of epidemic or immediate threat, parents or guardian shall file with school  
9 authorities a signed, written statement that such measures conflict with his/her religious tenets or  
10 practice<sup>5</sup>; or due to medical reasons if such child has a written statement from his/her doctor excusing  
11 him from such immunizations.<sup>6</sup>

12 No child or youth determined to be homeless shall be denied admission to any school or school facility  
13 if the child or youth has not been immunized or is unable to produce immunization records due to being  
14 homeless. If the child or youth needs to obtain immunizations or medical records, the enrolling school  
15 shall immediately refer the parent or guardian of the homeless child or youth to the Coordinated School  
16 Health Specialist who shall assist in obtaining necessary immunizations or medical records.

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#### Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Tennessee School Health Screening Guidelines,  
[https://www.tn.gov/content/dam/tn/education/csh/csh\\_school\\_health\\_screening\\_guidelines.pdf](https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf); 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(c)(2)

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#### Cross References

Promoting Student Welfare 6.400

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>HIV/AIDS (Students)</b>	Descriptor Code: <b>6.404</b>	Issued Date: <b>10/**/21</b>
		Rescinds:	Issued: <b>02/17/14</b>

## 1 LIABILITY AND NON-DISCRIMINATION

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

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

## 11 ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY

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

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

## 18 CONFIDENTIALITY

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

26 Under no circumstances shall information identifying a student with **HIV or** AIDS be released to the  
27 public.<sup>2,3</sup>

## 28 APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS

29 In determining the educational placement of a student known to **have been diagnosed** ~~be-infected~~ with  
30 HIV **or AIDS**, school authorities shall follow established policies and procedures for students with

1 disabilities. School authorities shall reassess placement if there is a change in the student's need for  
2 accommodations or services.

### 3 **HIV/AIDS PREVENTION EDUCATION/CURRICULUM**

4 The **Superintendent** ~~director of schools~~ shall be responsible for developing instructional objectives to  
5 address each terminal objective in the state **HIV/AIDS** curriculum framework and provide each teacher  
6 responsible for teaching **HIV/AIDS** education with these objectives. Students shall further be taught  
7 age-appropriate precautions through the K-8 Healthful Living and Lifetime Wellness curricula and  
8 through the District's **HIV/AIDS** prevention education program. **All employees shall receive annual**  
9 **HIV/AIDS training.**

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

13 Students shall have access to voluntary and confidential counseling about matters related to **HIV** and  
14 **AIDS**. Administrators shall maintain a list of counseling and testing resources for student use.

### 15 **INFECTION CONTROL**

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

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

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#### Legal References

1. ~~TRR/MS 0502-01-03-.08(2)(g)~~
2. TCA 68-10-113
3. 20 USCS 1232(g); 34 CFR § 300.622, .623
4. TRR/MS 0520-01-03-.05(1)(c)
5. Tennessee State Board of Education Policy 5.300,  
*HIV/AIDS Policy for Employees and Students of  
Tennessee Public Schools*  
**State Board of Education Rule 0520-01-13-.02**

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#### Cross References

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

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Administering Medicines to Students</b>	Descriptor Code: <b>6.405</b>	Issued Date: <b>10/**/21</b>
		Rescinds: <b>6.405</b>	Issued: <b>12/09/19</b>

1 If under exceptional circumstances a student is required to receive medication during school hours in  
2 the event that a parent cannot be at school to administer the medication, only the school nurse or  
3 Principal's designee will administer the medication in compliance with the regulations that follow:<sup>1</sup>

4 A. Written instructions will be signed by the parent and legal guardian and will include:

- 5 1. Student's name
- 6 2. Name of medication
- 7 3. Purpose of medication
- 8 4. Time administered
- 9 5. Dosage
- 10 6. Possible side effects
- 11 7. Termination date for administering the medication
- 12 8. Name and phone number of student's physician

13 B. The signed instruction form will be kept on file at school.

14 C. All medications must be brought to school by the parent or guardian, unless other arrangements  
15 have been approved by the school Principal, but under no circumstance shall a student bring the  
16 medication to school him/herself. All medication must be in its original container, whether  
17 prescription or nonprescription, and be clearly marked with student's name, prescription number,  
18 medication name/dosage, administration route, date and refill, licensed prescriber's name, pharmacy  
19 address and phone number. Over-the-counter medication must be in original container with ingredients  
20 listed and the child's name affixed to the container.

21 D. The principal or his/her designee will:

- 22 1. Inform appropriate school personnel of the medication being taken.
- 23 2. Keep a record of the administration of medication on a designated form and keep this  
24 record on file at school.
- 25 3. Keep medication in the locked area (Exception: When District procedures are followed,  
26 students may self-carry emergency medications such as a rescue inhaler and epinephrine).
- 27 4. Return unused medication to the parent only or discard appropriately. If discarded at  
28 school, the following procedure will be followed:
  - 29 a. medication will be disposed in a manner so that no student will be able to get the  
30 medication.
  - 31 b. the method used, the date the medication is discarded, and the person or people  
32 involved will be documented.

- 1 E. The parents of the student must assume responsibility for informing the school principal of any  
2 change in the student's health or change in medication.
- 3 F. Should medications of an invasive nature (ex. intramuscular, intravenous, or suppository) be  
4 required to be given by school personnel for emergency action, proper physician's orders and  
5 instructions will be obtained and proper training will be given to appropriate personnel.
- 6 G. The school system retains the discretion to reject a request for administration of medication.
- 7 H. A copy of this **policy** ~~procedure~~ will be provided to the parents upon the request for  
8 administration of medication in the schools

### 9 **Self-Administration of Medication**

10 The provision of Tennessee Code Annotated, Section 49-5-415(a) states that a local board of education  
11 or a governing board for non-public school may permit an employee or person under contract to the  
12 board to assist in self-administration of medications, under the following conditions:

- 13 (1)(A) The student must be competent to self-administer nonprescription or prescription medication  
14 with assistance;
- 15 (B) The student's condition, for which the medication is authorized or prescribed, must be stable;
- 16 (C) The self-administration of the medication must be properly documented;
- 17 (D) Guidelines, not inconsistent with this section, for the assistance in self-administration of  
18 nonprescription or prescription medication by personnel in the school setting, developed by the  
19 Department of Health and Education and approved by the board of nursing, must be followed;
- 20 (E) The student's parent or guardian must give permission in writing for school personnel to assist  
21 with self-administration of medications. The written permission shall be kept in the student's school  
22 records; and
- 23 (F) Assistance with self-administration shall primarily include storage and timely distribution of  
24 medication.

25 All training of school personnel providing assistance with self-administration of medications shall be  
26 done by a registered nurse employed by or contracted by Germantown Municipal School District.  
27 Training for school personnel in the assistance with self-administration of medications shall be  
28 repeated annually, and competencies shall be documented in the employee personnel file.

29 T.C.A. § 49-49-415 (a)(3) requires that any person assisting in self-administration of medication or  
30 performing health care procedures, including administration of medication under the section, and any  
31 local board or governing board of nonpublic school authorizing the self-administration of medications  
32 of the performance of health care procedures shall not be liable in any court of law for injury resulting  
33 from the reasonable performance of the health care procedures, including administration of  
34 medications, if performed pursuant to the policies and guidelines developed by the Department of  
35 Health and Education and approved by applicable regulatory or governing boards or agencies.

## 1 Student with Pancreatic Insufficiency or Cystic Fibrosis<sup>2</sup>

2 An IHP shall be developed by a Registered Nurse (RN) in collaboration with the family, student,  
3 student's healthcare providers, and school personnel for the management of pancreatic insufficiency or  
4 cystic fibrosis while in school, participating in school-sponsored activities, and in transit from school or  
5 school-sponsored activities.

6 The IHP shall be child-specific and shall address or include:

7 (A) A written format for nursing assessment that includes health status, risks, concerns and  
8 strength;

9 (B) Nursing diagnoses;

10 (C) Interventions;

11 (D) Delegation;

12 (E) Training;

13 (F) Expected outcomes; and

14 (G) Goals to:

15 (i) Meet the healthcare needs of a student with pancreatic insufficiency or cystic  
16 fibrosis; and

17 (ii) Protect the safety of all students from the misuse or abuse of medication.

18 With written authorization from the health care provider and parent, a student with pancreatic  
19 insufficiency or cystic fibrosis shall be allowed to carry and self-administer prescribed pancreatic  
20 enzymes.

21 ~~Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage~~  
22 ~~their prescribed medication in a manner directed by a licensed healthcare provider without additional~~  
23 ~~assistance or direction. The Director of Schools shall develop produces for the development of both an~~  
24 ~~Individualized Health Care Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law~~  
25 ~~for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.~~

## 26 Administration of Adrenal Insufficiency Medication<sup>3</sup>

27 "Adrenal Insufficiency" means a hormonal disorder that occurs when the adrenal glands do not  
28 produce enough adrenal hormones.

29 "Adrenal Crisis" means a sudden, severe worsening of symptoms associated with adrenal  
30 insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration,  
31 low blood pressure, or loss of consciousness.

1 GMSD employees who have successfully completed educational training in the treatment of adrenal  
2 insufficiency may administer medications that treat adrenal insufficiency as prescribed by the student's  
3 licensed health care provider. In an emergency situation when a licensed health care professional is not  
4 immediately available, GMSD employees that are not health care professionals may administer the  
5 medication to the student if the student is suffering an adrenal crisis. GMSD employees shall not  
6 administer adrenal insufficiency medications unless they have received appropriate training to  
7 administer the medication.

8 Parents and students must follow the "General Medication Administration Guidelines" set forth above.

9 GMSD shall annually offer training to GMSD employees who volunteer to administer adrenal  
10 insufficiency medications in emergency situations when a licensed health care professional is  
11 immediately available. All health care professionals employed by and/or contracted by GMSD shall  
12 receive educational training in the treatment of adrenal insufficiency.

13 The training shall be conducted under the supervision of a physician or nurse practitioner or any other  
14 health care professional licensed by State law. The training shall include, at a minimum, the following  
15 subjects:

- 16 a. General information about adrenal insufficiency and the dangers associated with adrenal  
17 insufficiency;
- 18 b. Recognition of the symptoms of a person who is experiencing an adrenal crisis;
- 19 c. The types of medications that are available for treating adrenal insufficiency; and
- 20 d. Proper administration of medications that treat adrenal insufficiency.

## 21 **ASTHMA INHALERS**

22 A. Students with a diagnosis of asthma may possess and self-administer prescribed, metered dosages  
23 of an asthma-reliever inhaler provided that the parent/guardian:

24 a) Provides to the school Principal written authorization for the student to possess  
25 and self-administer the inhaler; and

26 b) Provides the Principal with a written statement from the student's health care  
27 practitioner stating that the student suffers from asthma and has been instructed  
28 in self-administration of the prescribed, metered dosage asthma-reliever inhaler.  
29 The statement from the health care practitioner must also contain the following  
30 information:

31 (i) The name and purpose of the medication;

32 (ii) The prescribed dosage;

33 (iii) The time or times the prescribed inhaler is to be regularly administered, as  
34 well as any additional special circumstances under which the inhaler is to  
35 be administered; and

36 (iv) The length of time for which the inhaler is prescribed.

37 The written authorization from the parent/guardian and the statement from the physician shall be kept in  
38 the office of the school Principal.

1 B. GMSD employees and agents of GMSD shall incur no liability as a result of any injury sustained  
2 by the student or any other person from possession or self-administration of the inhaler. The student's  
3 parent/guardian shall sign a statement acknowledging that the school shall incur no liability and the  
4 parent/guardian shall indemnify and hold harmless the school and its employees against any claims  
5 relating to the possession or self-administration of the inhaler.

6 The parental permission for self-administration of the prescribed, metered dosage asthma-reliever  
7 inhaler shall be effective for the school year in which it is initially granted and must be renewed each  
8 following school year by providing the written permission and information referenced in Section A  
9 above.

10 The Principal may suspend or revoke the student's possession and self-administration privilege if the  
11 student misuses the inhaler or makes the inhaler available for usage by any other person.

---

Legal References

1. TCA 49-50-1602, et seq.
2. TCA 49-50-1601; State Board of Education Policy 4.205
3. TRR/MS 0520-01-13; State Board of Education Policy 4.205

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Child Abuse and Child Sexual Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>10/**/21</b>
		Rescinds: <b>6.409</b>	Revised: <b>08/24/21</b>

1 It is the policy of the GMSD that all instances of suspected child abuse or neglect be reported to the  
2 Department of Children's Services, **law enforcement**, as well as the appropriate GMSD personnel. All  
3 personnel shall be alert for any evidence of child abuse or neglect.<sup>1</sup> It is the law of the State of  
4 Tennessee that teachers and other persons employed in the public school system are required to report  
5 suspected child abuse and child sexual abuse.<sup>1</sup> The following reporting guidelines will be followed by  
6 all GMSD employees.

7 If any teacher, school official or other personnel has knowledge or reasonable cause to suspect that a  
8 child who attends the school may be a victim of child abuse or child sexual abuse, the teacher, school  
9 official, or other school personnel must follow this policy.

## 10 **Child Abuse Coordinator**<sup>2</sup>

11 A Child Abuse Coordinator and an Alternate Child Abuse Coordinator has been assigned to each  
12 GMSD school. The name and contact information for each child abuse coordinator and alternative  
13 child abuse coordinator shall be posted in each GMSD school at the commencement of each school  
14 year.

15 The Child Abuse Coordinator and the Alternative Child Abuse Coordinator shall serve in the capacity  
16 set forth by TC.A. § 49-6-1601 and shall likewise receive the training set forth in that State law.<sup>3</sup>

## 17 **REPORTING**

18  
19 I. A. If a child voluntarily discloses information about possible abuse to a school teacher,  
20 school official, or other school personnel, then the child must be provided a quiet and  
21 private place to speak and the person receiving the information must listen openly and  
22 speak at the child's level in a positive, non-judgmental tone.

23 B. The person receiving the information from the child must:

24 (i) Allow the child to say what happened in the child's own words;

25 (ii) Avoid conducting an investigation by asking the child detailed questions;

26 (iii) Make every effort to write down the child's exact words;

27  
28 (iv) Refrain from making any statements to the child about the alleged abuse, the  
29 alleged abuser, or the consequences of the child reporting the alleged abuse; and  
30  
31

1  
2 (v) Immediately notify the school Child Abuse Coordinator and report the  
3 information to the Department of Children's Services and ~~or~~ law enforcement.<sup>4</sup>  
4

5 II. Teachers, school officials, and other school personnel should be observant of any bruising,  
6 injury, markings, or other unusual behavior that may be the result of child abuse or neglect,  
7 and immediately report any suspicions to the school's Child Abuse Coordinator.  
8 Photographs of any bruising, injury, or markings must not be taken by any school Child  
9 Abuse Coordinator, teacher, official, or other school personnel. Upon receiving a report of  
10 suspicion of child abuse or child sexual abuse, the Child Abuse Coordinator, along with the  
11 reporting school personnel who obtained the information from the child, must report any  
12 suspected child abuse or child sexual abuse to the Department of Children's Services and ~~or~~  
13 law enforcement.

14 III. If a third party informs a teacher, school official, or other school personnel of a reasonable  
15 suspicion that a child at the school may be the victim of child abuse or child sexual abuse, then  
16 the teacher, school official, or other school personnel must:  
17

- 18 a. Encourage the third party to report the suspicion to the Department of Children's  
19 Services and ~~or~~ law enforcement;  
20 b. Notify the school's Child Abuse Coordinator; and  
21 c. Report all information received from the third party to the Department of Children's  
22 Services and ~~or~~ law enforcement.

23 IV. Teachers, school officials, and other school personnel must maintain confidentiality of all  
24 information regarding any child abuse or child sexual abuse report and all information regarding the  
25 suspected child abuse or child sexual abuse must be maintained by the school Child Abuse Coordinator  
26 in a confidential file separate from the child's educational file.

27 V. (1) In conjunction with the Department of Children's Services, School Child Abuse  
28 Coordinators, teachers, school officials and other school personnel shall provide information relevant  
29 to the suspected child abuse, child sexual abuse, or neglect to the child's parent or guardian if:  
30

- 31 1. Federal law or regulation mandates disclosure and (2) if the parent or guardian is not alleged to  
32 be the perpetrator, or in any way complicit in the child abuse, child sexual abuse, or neglect.  
33  
34 2. School Child Abuse Coordinators, teachers, school officials, and other school personnel shall  
35 NOT provide information relevant to the suspected child abuse or child sexual abuse to the  
36 child's parent or guardian if: (1) federal law or regulation does not mandate disclosure or (2) if  
37 the parent or guardian is alleged to be the perpetrator or in any way complicit in the child abuse  
38 or child sexual abuse. Under such circumstances, all questions from parents or guardians  
39 concerning the alleged child abuse or child sexual abuse shall be referred to the investigating

1 law enforcement agency and the Department of Children's Services.

2 VI. The principal or his/her designee will inform the School Resource Officer of all allegations of child  
3 abuse or neglect which may have occurred on GMSD property. Administration shall make necessary  
4 notifications as required by Tennessee state law.

5 ~~VII. The superintendent or his/her designee shall develop reporting procedures, including sample  
6 indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.~~

## 7 INVESTIGATIONS

8 School administrators and employees have a duty to cooperate, provide assistance, and information in  
9 child abuse investigations<sup>5</sup> including permitting child abuse investigators to conduct interviews while  
10 the child is at school. The principal may control the time, place, and circumstances of the interview but  
11 may not insist that a school employee be present even if the suspected abuser is a school employee or  
12 another student.<sup>6</sup>

## 13 PENALTIES

14  
15 Any person required to file a report regarding suspected child abuse and neglect who is found guilty of  
16 failure to do so is subject to disciplinary action up to and including termination, as well as current legal  
17 penalties established by state law.

18 Any employee found to have committed child abuse or child sexual abuse upon any GMSD student  
19 shall be terminated from their employment with GMSD.

20 Any student found to have committed child abuse or child sexual abuse upon another student shall  
21 receive the appropriate disciplinary action which may include expulsion.

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### Legal References

1. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602;  
TCA 37-1-605(a)(4)
2. TCA 49-6-1601
3. TCA 37-1-408
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. TCA 37-1-611(b)
6. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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### Cross References

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Promoting Student Welfare 6.400

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date: <b>10/**/21</b> <b>12/09/19</b> <b>09/16/19</b> <b>08/21/17</b>
		Rescinds: <b>SP 6.411</b>	Issued: <b>07/11/16</b>

1 The Board recognizes the link between student wellness and academic achievement. In order to  
2 provide an environment conducive to overall student wellness, this policy shall be followed by all  
3 schools in the District.<sup>1</sup> The board shall permit teachers, school health professionals, parents,  
4 administrators, and any interested citizens to participate in development of wellness polices.

## 5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the CDC's Coordinated School Health approach to managing new and  
7 existing wellness related programs and services in schools and the surrounding community based on  
8 State law and State Board of Education CSH standards and guidelines. The district's Coordinated  
9 School Health Coordinator shall be responsible for overseeing compliance with the State Board of  
10 Education CSH standards and guidelines in the school district.

## 11 **SCHOOL HEALTH ADVISORY COUNCIL<sup>2,3</sup>**

12 A school health advisory council shall be established to serve as a resource at school sites for  
13 implementing policies and programs and to develop an active working relationship with the  
14 community health council. The council shall consist of individuals representing the school and  
15 community, including parents, students, teachers, school administrators, health professionals, school  
16 food service representatives, and members of the public. The primary responsibilities of the council  
17 include but are not limited to:

- 18 1. Making recommendations regarding student physical activity and nutrition policies;
- 19 2. Ensuring that all schools within the district create and implement an action plan related to all  
20 School Health Index modules;
- 21 3. Ensuring that the results of the action plan are annually reported to the council; and
- 22 4. Ensuring that school level results include measures of progress on each indicator of the School  
23 Health Index.

24 The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used  
25 as guidance by the Council to make recommendations. The board will consider recommendations of  
26 the Council in making policy changes or revisions.

27 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,  
28 community members, and administrators.<sup>2</sup> The Team will hold Healthy School Team meetings during  
29 the school year to assess needs and oversee planning and implementation of school health efforts. The  
30 **Superintendent** ~~Director of Schools~~/designee will ensure compliance with school wellness policy, to

1 include an assessment of the implementation of the wellness policy and the progress made in attaining  
2 policy goals. The assessment will be made available to the public.

### 3 **SCHOOL HEALTH INDEX**

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

### 7 **NUTRITION GUIDLELINES**

8 The nutrition guidelines for all food and beverages offered for sale to students are follows:

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

### 17 **COMMITMENT TO NUTRITION**

18 All schools within the District shall participate in the USDA child nutrition programs, which may  
19 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the  
20 Summer Food Service Program, and the After-School Snack Program.<sup>4,5,6</sup>

21 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate  
22 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be  
23 encouraged. All food, including vending machines, fundraising items, and concessions during the  
24 school day, must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks  
25 in Schools.<sup>4,5,6</sup> The school principal/designee shall be responsible for overseeing the school district's  
26 compliance with the State Board of Education Rules and Regulations for sale of food items in the  
27 school district.<sup>2,5,6</sup>

### 28 **DISTRICT GOALS**

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

## 1 **FOOD AND BEVERAGE MARKETING**

2 Only those foods and beverages that meet the nutritional standards 7 C.F.R. § 210.11 may be marketed  
3 on GMSD campuses. Marketing and advertising of food and beverages other than that sold on the  
4 school campus is prohibited

## 5 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION<sup>7</sup>**

6 The board recognizes that physical activity is extremely important to the overall health of a child.  
7 Schools will provide students with certain periods of physical activity depending on grade level:

- 8 • 130 minutes of physical activity each full school week for all elementary school students.  
9 Elementary schools must offer at least one period of physical activity that is at least 15 minutes  
10 each day.
- 11 • 90 minutes of physical activity each full school week for middle and high school students.
- 12 • Physical activity may be integrated into any areas of the school program
- 13 • Physical activity shall not be employed as a form of discipline or punishment.

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

## 18 **COMMITMENT TO CURRICULUM<sup>3</sup>**

19 All applicable courses of study should be based on Lifetime Wellness Curriculum Standards, the K-8  
20 Healthful Living Curriculum Standards, and the K-12 Physical Education Curriculum Standards.

## 21 **RECORD KEEPING COMPLIANCE**

22 The district's Coordinated School Health Supervisor shall ensure that records demonstrating  
23 stakeholder's involvement requirements are maintained. The Coordinated School Health Supervisor  
24 shall additionally document the school wellness policy and ensure triennial assessments are made  
25 available to the public.

---

### Legal References

TCA § 49-1-1002  
State Board of Education Policy 4.204  
State Board of Education Policy 4.206  
42 USCA § 1758b (~~Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)~~)  
TRR/MS 0520-01-06  
7 C.F.R. § 210 and 220  
TCA § 49-6-1021  
7 C.F.R. § 210.31(f)  
7. C.F.R. § 210.10  
7 C.F.R. § 210.31  
T.C.A. § 49-6-2303

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Concussion</b>	Descriptor Code: <b>6.413</b>	Issued Date: <b>10/**/21</b>
		Rescinds: <b>6.413</b>	Issued: <b>10/17/16</b>

1 All coaches, whether employed by GMSD or as a volunteer, shall annually complete a Concussion  
2 Recognition and Head Injury Safety Course Program by the Tennessee Department of Health.

3 Each year, all GMSD student-athletes and the student-athlete's parent or guardian must sign a statement  
4 acknowledging that they have reviewed and signed the materials from TSSAA describing the signs and  
5 symptoms of concussions, criteria for removal from and return to athletic participation, and the risks of  
6 not reporting the injury and continuing to play. Each coach shall make available the forms that are to be  
7 signed and returned by each student-athlete. The forms are also available on the TSSAA website. The  
8 signed form should be on file with coaches, before the student-athlete participates. Each coach shall  
9 maintain each athlete's file for three (3) years.

10 Each coach, regardless of whether they are GMSD employees shall comply with TSSAA concussion  
11 requirements. After the completion of the concussion course(s), the school's Athletic Director shall  
12 maintain for three (3) years and make available the certificate of completion for coaches and the signed  
13 "Information and Signature Form" or any other form TSSAA has designated as necessary for  
14 compliance.

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

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

19 No student athlete who has been removed from an athletic activity or competition due to a concussion  
20 or suspected concussion shall be allowed to return to any supervised team activities involving physical  
21 exertion, including games, competitions, or practices, until the student athlete has been evaluated by and  
22 received written clearance on forms approved by the Department of Health from a licensed health care  
23 provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical  
24 doctor (M.D.), osteopathic physician (D.O.), a clinical neuropsychologist with concussion training, or a  
25 physician's assistant (P.A.) with concussion training who is a member of a health care team supervised  
26 by a Tennessee licensed medical doctor or osteopathic physician.<sup>2</sup>

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

30 Schools, Administrators, Coaches, Student-Athletes, and Parents shall conform to the aforementioned  
31 procedures and all others as outlined by TSSAA and TCA § 68-55-502.

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Legal References

1. TCA 68-55-502
2. TCA 68-55-501

## **9.22.21 RATIONALE FOR REVISION OF POLICIES**

Revisions are recommended for the following policies

First Reading **9.28.21** / Second Reading **10.26.21**

*\* Policies are uploaded in BOE Connect in Numerical Order*

### Department of Student Services

**SP 6.200 Attendance and Truancy** - Moved responsibility language regarding driver's licenses and permits to attendance supervisor; added statutory language regarding excused absences; added statutory language regarding absences for non-school sponsored extracurricular activities; added language regarding postsecondary school visits in order to provide easier reference and language regarding travel; added statutory language regarding military absences; removed language regarding "pregnant students" because it is now included in homebound policy; added statutory notice requirement.

**SP 6.2001 Attendance During Postsecondary Visits - Repealed** this policy and folded this policy into 6.200 for ease of use by families and added more language surrounding travel.

**SP 6.311 Care of School Property** - Changed from "Director of Schools" to "Superintendent" to be consistent.

**SP 6.313 Discipline Policy** - Adds new mass violence language and hacking and cyberattacking to discipline policy; adds notice language to provide due process to students. Title changed from "Discipline Procedures" to "Discipline Policy"

**SP 6.314 Corporal Punishment** - Strikes language that became obsolete when latest discipline policy was drafted, which provides for alternative disciplinary practices.

**SP 6.318 Admission of Suspended or Expelled Students** - Added statutory language regarding students admitted from other school districts that have been suspended or expelled.

**SP 6.4001 Students Surveys, Analyses and Evaluations** - Removed unnecessary procedure language in that procedure is set forth in policy.

**SP 6.402 Physical Examinations and Immunizations** - Added statutory language regarding homeless students.

**SP 6.404 HIV / AIDS (Students)** - Added statutory language in order to correct confusion between AIDS discrimination not just HIV as it relates to students; deleted infection control language in that the district provides protocols for infection control.

**SP 6.405 Administering Medicines to Students** - Corrected typo which referenced policy as a procedure; expanded language to include statutory language pertaining to students with

pancreatic insufficiency or cystic fibrosis; added statutory language permitting the use of asthma inhalers.

**SP 6.409 Child Abuse and Child Sexual Abuse** - Corrected typo correcting “or” to “and”, removed procedure provision because all is explained in policy.

**SP 6.411 Student Wellness** - Frequency of legislative changes has caused footnotes to oftentimes be inaccurate and require re-ordering of numbers, which causes confusion. Moving forward we will be transitioning away from footnote numbering; changed from “director of schools” to “superintendent” to be consistent with GMSD reference.

**SP 6.413 Concussion** - Added statutory language regarding annual completion of concussion training for employed and volunteer coaches.

### School Board Operations

**1.404 - Appearances Before the Board** - Amended policy to be in conformance with new legal precedent; both counsels have reviewed and approved.

### Department of Teaching, Learning and Assessment

**4.203 - Advanced College Placement – Repealed** this policy because it is subsumed into 4.203.1

**4.203.1 - Enrollment in Advanced and College Level Courses** - This policy was overhauled as a result of new statutory requirements.

**4.404 - Use of Copyrighted Materials** - 4.404- Added language to clarify employee responsibility in regard to copyright infringement, based upon recent claims by copyright owners; removed language regarding “regulations” and “practices” in that the law is clear and does not require further regulations, and because all employees have now received in-service training regarding copyright infringement.

**4.700 - Testing Programs – Page 3/Line 1 – 7<sup>th</sup> OR 8<sup>th</sup> Graders added**

### Department of Human Resources

**5.401 – HIV / AIDS (Employees)** - This policy was changed to be consistent with the language changes regarding clarifications pertaining to AIDS and HIV that were made in the Policy 6.404 HIV / AIDS (Students). This policy 5.401 pertains to employees. Title changed to be consistent with the Student Policy 6.404



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021 - 2022

Amendment # 10

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71200-116	Teachers' Salaries	-	-	50,000	50,000
142-71200-163	Teacher Assistants Wages	-	-	15,000	15,000
142-71200-201	Social Security	-	-	5,000	5,000
142-71200-204	Retirement	-	-	8,000	8,000
142-71200-212	Medicare	-	-	1,200	1,200
142-71200-217	Retirement - Hybrid	-	-	800	800
142-71200-369	Contracted Substitutes - Certified	-	-	12,000	12,000
142-71200-399	Other Contracted Services	-	-	25,000	25,000
142-71200-429	Instructional Supplies & Materials	-	-	34,732	34,732
142-72220-524	In-service/Staff Development	-	-	15,000	15,000
142-71200-725	Special Education Equipment	-	-	165,000	165,000
142-47143-902	Revenues - ARP IDEA	-	-	331,732	331,732
142-71200-369	Contracted Substitutes - Certified	-	-	15,000	15,000
142-71200-399	Other Contracted Services	-	-	335	335
142-71200-429	Instructional Supplies & Materials	-	-	1,800	1,800
142-71200-725	Special Education Equipment	-	-	4,981	4,981
142-47144-912	Revenues - ARP IDEA - Preschool	-	-	22,116	22,116

**REASON FOR AMENDMENT:**

To appropriate funds for the American Rescue Plan IDEA and IDEA Preschool programs

**APPROVAL / DENIAL:**

\_\_\_\_\_ Budget revision is approved effective \_\_\_\_\_.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
GMSD Board Chair Date

\_\_\_\_\_  
GMSD Superintendent Date



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021 - 2022

Amendment # 11

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71200-163	Teacher Assistants Wages	841,221	16,824	8,700	866,745
141-71200-201	Social Security	224,731	4,911	539	230,181
141-71200-204	Retirement	362,407	8,158	783	371,348
141-71200-212	Medicare	61,071	1,149	126	62,346
141-40210	Revenues - Sales Tax	7,723,175	-	10,148	7,733,323

**REASON FOR AMENDMENT:**

To appropriate funds for 2 additional professional development days for SPED assistants.

**APPROVAL / DENIAL:**

\_\_\_\_\_ Budget revision is approved effective \_\_\_\_\_.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
GMSD Board Chair Date

\_\_\_\_\_  
GMSD Superintendent Date



# Germantown Municipal School District Budget Amendment

Fiscal Year: 2021 - 2022

Amendment # 12

<u>GMSD Acct #</u>	<u>GMSD Acct</u>	<u>Original Budget</u>	<u>Approved Changes</u>	<u>Requested Changes</u>	<u>Amended Budget</u>
141-71100-722-365	Equipment	148,000	-	123,307	271,307
141-34755	Restricted Reserves - TV Studios	123,307	-	(123,307)	-

**REASON FOR AMENDMENT:**

To appropriate funds for June 30, 2021 reserves for PEG Funding/TV Studios

**APPROVAL / DENIAL:**

\_\_\_\_\_ Budget revision is approved effective \_\_\_\_\_.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
GMSD Board Chair Date

\_\_\_\_\_  
GMSD Superintendent Date