

**GMSD Board Business Meeting**  
**October 26, 2021 6:00 PM**  
Board Room, GMSD Office

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Approval of Agenda
5. Recognition and Awards
6. REPORTS
  - 6.A. TLN Update (Tennessee Legislature)
  - 6.B. Chairman's Report
  - 6.C. Financial Report
  - 6.D. Superintendent's Report
7. Citizens to be heard
8. CONSENT AGENDA
  - 8.A. Approval of the Minutes
  - 8.B. Review / Revision of Policies - Second Reading
  - 8.C. Review / Revision of Policies - First Reading
  - 8.D. Miscellaneous FY 2021-22 Budget Amendments
  - 8.E. Approval of 2021 LEA Compliance Report
9. BOARD ACTION ITEMS
10. Announcements
11. Adjournment

## **Germantown Board of Education TLN Report (October 26, 2021)**

Tomorrow the Tennessee General Assembly will convene for its third special legislative session of the year. Issues related to the COVID-19 pandemic will be addressed and are expected to include masking in schools, vaccinations, independent health departments, and executive power to implement health mandates.

Additionally, non-COVID-related House Bill 9002 has been filed. If passed, the bill would allow school board elections to be conducted on a partisan basis. The Germantown Board of Education opposes House Bill 9002 for several reasons, including the Board's concern that partisan school board elections will divert the focus of school board elections from education policy to immaterial partisan disputes.

Earlier this month the Tennessee Department of Education announced that it intends to review the Basic Education Program (or BEP), which is the state's public education funding formula. The review will include 18 topical subcommittees reporting to a central steering committee of policymakers exploring what is being called a "student-centered investment strategy." Members of the public may apply to become a subcommittee member through the Department's website. The Board encourages strong public education advocates to apply.

Additionally, The Tennessee Department of Education is holding eight regional public town halls addressing the state's review of the BEP. Each town hall will take place in-person and will also be livestreamed. The town hall for the Southwest Region, which includes GMSD, will be held Thursday, October 28, at the National Civil Rights Museum, beginning at 5:30 p.m. A link to the livestream is available on the Department's website. Later in the fall the Department will also provide an opportunity for public comment through a formal survey.

In federal news, nine funding bills including legislation for the Department of Education have been released. The bills include \$98.4 billion in funding for the Department, an increase of \$24.9 billion over the 2021 fiscal year. One bill includes \$820 million to increase the number of qualified, well-trained mental health professionals in schools, including school counselors, social workers, psychologists, or other mental health professionals.

Additionally, ahead of the expected authorization of the COVID vaccine for children ages 5 to 11, the Biden administration says the vaccine will be distributed to school-based clinics as well as pediatricians' offices, pharmacies, and other sites. The federal government will also launch a program helping school districts start school-based vaccination sites by "matching" districts with vaccine providers. The Biden administration's plan, however, does not mention making vaccines mandatory for school attendance.

In legal news, on September 30, 2021, State Senator Katrina Robinson was found guilty on four of five counts of wire fraud related to use of federal grant money. Sentencing is set for January 5, 2022, though Senator Robinson has filed a motion seeking an acquittal or new trial. State Lieutenant Governor Randy McNally has called for Senator Robinson to resign her Senate seat, but Senator Robinson has not made a decision on whether to do so. Senator Robinson still faces

federal charges in another case in which she is charged with conspiracy to commit wire fraud and money laundering.

Additionally, on October 22, 2021, State Senator Brian Kelsey was indicted in the United States District Court for the Middle District of Tennessee on federal campaign finance charges arising out of his 2016 run for Tennessee's 8<sup>th</sup> Congressional District in the United States House of Representatives.

Germantown Municipal School District  
**BALANCE SHEET**  
As of Month Ending September 30, 2021

	School Operating	Federal Projects	Cafeteria	Capital Projects	Health Insurance	OPEB Trust	General Fixed Asset Account Group	Total
<b>ASSETS</b>								
Cash and Cash Equivalents	884,763.10	(1,363,342.75)	143,151.29	1,760,165.61	310,459.38	81,828.23	-	1,817,024.86
Investments - LGIP	6,064,944.81	-	-	-	1,057,361.80	4,146,910.07	-	11,269,216.68
Investments - Money Market	10,000,917.85	-	-	-	-	-	-	10,000,917.85
Accrued Interest	-	-	-	-	-	860.78	-	860.78
Accounts Receivable	17,759.79	-	-	-	-	-	-	17,759.79
Due from Other Govts	-	1,365,314.52	263,929.40	-	-	-	-	1,629,243.92
Due from City	-	-	-	-	-	-	-	-
Due from Schools	-	-	-	-	-	-	-	-
Due from Other Funds	13,711.70	-	-	-	-	-	-	13,711.70
Restricted Investments - SRT	371,525.00	-	-	-	-	-	-	371,525.00
Prepaid Expenses	-	-	-	-	-	-	-	-
Fixed Assets:	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	6,377,894.00	6,377,894.00
Land Improvements	-	-	-	-	-	-	1,951,776.25	1,951,776.25
Buildings	-	-	-	-	-	-	109,538,484.54	109,538,484.54
Improvements	-	-	-	-	-	-	2,508,803.30	2,508,803.30
Equipment	-	-	-	-	-	-	16,452,872.73	16,452,872.73
Construction-in-Progress	-	-	-	-	-	-	3,036,364.68	3,036,364.68
Accumulated Depreciation	-	-	-	-	-	-	(21,643,370.75)	(21,643,370.75)
<b>ASSETS TOTAL</b>	<b>17,353,622.25</b>	<b>1,971.77</b>	<b>407,080.69</b>	<b>1,760,165.61</b>	<b>1,367,821.18</b>	<b>4,229,599.08</b>	<b>118,222,824.75</b>	<b>143,343,085.33</b>
<b>LIABILITIES</b>								
Accounts Payable	40,955.33	1,971.77	198,894.71	-	-	-	-	241,821.81
Accrued Expenses	33,393.41	-	-	-	850,555.00	-	-	883,948.41
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Other Funds	-	-	-	-	-	-	-	-
Unearned Revenue	-	-	101,675.32	-	-	-	-	101,675.32
<b>LIABILITIES TOTAL</b>	<b>74,348.74</b>	<b>1,971.77</b>	<b>300,570.03</b>	<b>-</b>	<b>850,555.00</b>	<b>-</b>	<b>-</b>	<b>1,227,445.54</b>
<b>FUND BALANCE</b>								
Change in Fund Balance	(4,205,266.07)	-	105,233.24	-	(1,713,705.67)	(49,805.87)	-	(5,863,544.37)
Beginning Fund Balance	21,484,539.58	-	1,277.42	1,760,165.61	2,230,971.85	4,279,404.95	118,222,824.75	147,979,184.16
Ending Fund Balance	17,279,273.51	-	106,510.66	1,760,165.61	517,266.18	4,229,599.08	118,222,824.75	142,115,639.79
<b>LIABILITIES AND FUND BAL TOTAL</b>	<b>17,353,622.25</b>	<b>1,971.77</b>	<b>407,080.69</b>	<b>1,760,165.61</b>	<b>1,367,821.18</b>	<b>4,229,599.08</b>	<b>118,222,824.75</b>	<b>143,343,085.33</b>
<b>VARIANCE</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending September 30, 2021

	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
<b>REVENUES:</b>					
<b>BEP Revenue</b>	30,450,087.00	3,046,000.00	6,092,000.00	(24,358,087.00)	20.01%
<b>Shelby County:</b>					
Property Taxes	16,832,894.00	277,523.88	281,804.13	(16,551,089.87)	1.67%
Sales Tax	7,733,323.00	812,978.12	812,978.12	(6,920,344.88)	10.51%
Wheel Tax	1,477,882.00	-	-	(1,477,882.00)	0.00%
<b>City of Germantown:</b>					
Maintenance of Effort	2,549,581.00	256,838.67	770,516.01	(1,779,064.99)	30.22%
PEG Funding	148,000.00	-	-	(148,000.00)	0.00%
Mixed Drink Tax	132,000.00	16,717.26	16,717.26	(115,282.74)	12.66%
<b>Other Local Revenue</b>	595,420.00	2,218.87	95,136.56	(500,283.44)	15.98%
<b>Tuition</b>	101,885.00	3,368.00	42,244.00	(59,641.00)	41.46%
<b>Other State Revenue</b>	335,325.00	37,096.10	37,096.10	(298,228.90)	11.06%
<b>Transfers - Indirect Costs</b>	70,000.00	-	-	(70,000.00)	0.00%
<b>Reserves</b>	5,923,440.67	-	-	(5,923,440.67)	0.00%
<b>TOTAL REVENUES</b>	<b>66,349,837.67</b>	<b>4,452,740.90</b>	<b>8,148,492.18</b>	<b>(58,201,345.49)</b>	<b>12.28%</b>

<b>EXPENDITURES:</b>					
<b>Regular Instruction</b>	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	20,997,216.00	1,696,824.54	3,365,096.40	(17,632,119.60)	16.03%
Benefits	5,678,916.00	481,711.59	868,739.39	(4,810,176.61)	15.30%
Maint & Rep - Equipment	12,000.00	275.00	275.00	(11,725.00)	2.29%
Travel	1,500.00	26.04	26.04	(1,473.96)	1.74%
Other Contract Svcs	702,430.00	63,895.11	175,572.81	(526,857.19)	25.00%
Inst. Supplies	1,043,072.05	(114,321.36)	284,760.20	(758,311.85)	27.30%
Textbooks	500,000.00	(158,010.00)	-	(500,000.00)	0.00%
Software	350,000.00	-	298,440.22	(51,559.78)	85.27%
Other Supplies	169,200.00	123,241.30	159,994.05	(9,205.95)	94.56%
Other Charges	25,384.00	-	19,597.31	(5,786.69)	77.20%
Equipment	455,953.62	559.30	54,905.86	(401,047.76)	12.04%
<b>Total Regular Instruction</b>	<b>29,935,671.67</b>	<b>2,094,201.52</b>	<b>5,227,407.28</b>	<b>(24,708,264.39)</b>	<b>17.46%</b>
<b>Alternative Education</b>					
Salaries & Wages	243,214.00	20,133.09	37,777.68	(205,436.32)	15.53%
Benefits	66,810.00	4,646.08	8,434.85	(58,375.15)	12.63%
Inst. Supplies	2,000.00	-	-	(2,000.00)	0.00%
Equipment	2,000.00	-	-	(2,000.00)	0.00%
<b>Total Alternative Education</b>	<b>314,024.00</b>	<b>24,779.17</b>	<b>46,212.53</b>	<b>(267,811.47)</b>	<b>14.72%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending September 30, 2021

<b>Special Education</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	3,712,592.00	298,278.01	553,075.55	(3,159,516.45)	14.90%
Benefits	1,043,754.00	82,552.79	142,157.22	(901,596.78)	13.62%
Contract w/Priv. Agencies	42,000.00	1,697.00	3,601.00	(38,399.00)	8.57%
Contracts for Sub Teachers	600.00	-	-	(600.00)	0.00%
Noncertified Subs	5,000.00	-	-	(5,000.00)	0.00%
Inst. Supplies	33,700.00	12,256.80	30,600.80	(3,099.20)	90.80%
Equipment	5,900.00	3,131.16	3,131.16	(2,768.84)	53.07%
<b>Total Special Education</b>	<b>4,843,546.00</b>	<b>397,915.76</b>	<b>732,565.73</b>	<b>(4,110,980.27)</b>	<b>15.12%</b>
<b>Career &amp; Technical Education</b>					
Salaries & Wages	944,863.00	76,199.98	154,555.92	(790,307.08)	16.36%
Benefits	300,402.00	22,804.78	41,282.36	(259,119.64)	13.74%
Maintenance & Repairs	1,000.00	-	-	(1,000.00)	0.00%
Inst. Supplies	22,000.00	18,450.00	18,450.00	(3,550.00)	83.86%
Equipment	25,844.24	-	-	(25,844.24)	0.00%
<b>Total Career &amp; Technical Education</b>	<b>1,294,109.24</b>	<b>117,454.76</b>	<b>214,288.28</b>	<b>(1,079,820.96)</b>	<b>16.56%</b>
<b>Attendance &amp; Planning</b>					
Salaries & Wages	552,684.00	52,241.18	127,151.56	(425,532.44)	23.01%
Benefits	142,109.00	12,679.40	27,265.28	(114,843.72)	19.19%
Travel	750.00	-	-	(750.00)	0.00%
Other Contract Svcs.	1,000.00	-	-	(1,000.00)	0.00%
Other Supplies	12,000.00	-	-	(12,000.00)	0.00%
Inservice/Staff Dev.	16,750.00	1,541.68	1,596.59	(15,153.41)	9.53%
Other Charges	5,000.00	-	-	(5,000.00)	0.00%
<b>Total Attendance &amp; Planning</b>	<b>730,293.00</b>	<b>66,462.26</b>	<b>156,013.43</b>	<b>(574,279.57)</b>	<b>21.36%</b>
<b>Health Services</b>					
Salaries & Wages	409,050.00	50,663.12	113,152.40	(295,897.60)	27.66%
Benefits	137,642.00	14,607.58	27,956.07	(109,685.93)	20.31%
Other Contract Svcs.	1,000.00	1,000.00	1,000.00	0.00	100.00%
Other Supplies	25,874.00	247.33	488.77	(25,385.23)	1.89%
Inservice/Staff Dev.	4,000.00	212.25	257.25	(3,742.75)	6.43%
Other Charges	3,000.00	-	-	(3,000.00)	0.00%
Equipment	3,000.00	376.68	537.68	(2,462.32)	17.92%
<b>Total Health Services</b>	<b>583,566.00</b>	<b>67,106.96</b>	<b>143,392.17</b>	<b>(440,173.83)</b>	<b>24.57%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending September 30, 2021

<b>Other Student Support/Guidance</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	958,315.00	93,328.32	188,253.11	(770,061.89)	19.64%
Benefits	276,198.00	25,249.05	46,030.06	(230,167.94)	16.67%
Other Contract Svcs.	30,000.00	220.64	220.64	(29,779.36)	0.74%
Other Supplies	10,900.00	-	-	(10,900.00)	0.00%
Inservice/Staff Dev.	25,000.00	2,823.54	2,859.38	(22,140.62)	11.44%
Other Charges	1,500.00	287.76	787.75	(712.25)	52.52%
<b>Total Other Student Support</b>	<b>1,301,913.00</b>	<b>121,909.31</b>	<b>238,150.94</b>	<b>(1,063,762.06)</b>	<b>18.29%</b>
<b>Reg. Instruction Support</b>					
Salaries & Wages	1,745,964.00	169,242.29	393,292.79	(1,352,671.21)	22.53%
Benefits	449,675.00	43,104.15	88,440.48	(361,234.52)	19.67%
Consultants	43,000.00	-	10,000.00	(33,000.00)	23.26%
Travel	1,000.00	-	-	(1,000.00)	0.00%
Library Books/Media	43,400.00	-	43,400.00	0.00	100.00%
Other Supplies	19,500.00	151.86	1,083.08	(18,416.92)	5.55%
Inservice/Staff Dev.	49,000.00	2,609.17	6,726.30	(42,273.70)	13.73%
Other Charges	5,000.00	143.13	143.13	(4,856.87)	2.86%
Other Equipment	15,000.00	81.62	3,867.62	(11,132.38)	25.78%
<b>Total Reg. Instruction Support</b>	<b>2,371,539.00</b>	<b>215,332.22</b>	<b>546,953.40</b>	<b>(1,824,585.60)</b>	<b>23.06%</b>
<b>SPED Support</b>					
Salaries & Wages	1,315,276.00	130,317.10	275,198.71	(1,040,077.29)	20.92%
Benefits	351,878.00	33,921.75	64,200.96	(287,677.04)	18.25%
Travel	2,500.00	488.25	488.25	(2,011.75)	19.53%
Other Contract Svcs	10,000.00	-	-	(10,000.00)	0.00%
Other Supplies	13,000.00	3,141.26	4,181.47	(8,818.53)	32.17%
Inservice/Staff Dev.	19,000.00	5,191.74	5,341.74	(13,658.26)	28.11%
Other Charges	500.00	-	-	(500.00)	0.00%
<b>Total SPED Support</b>	<b>1,712,154.00</b>	<b>173,060.10</b>	<b>349,411.13</b>	<b>(1,362,742.87)</b>	<b>20.41%</b>
<b>Career and Technical Support</b>					
Director/ Supervisor	19,051.00	1,930.02	5,042.94	(14,008.06)	26.47%
Benefits	6,119.00	480.62	1,078.54	(5,040.46)	17.63%
Other Supplies	1,953.00	-	-	(1,953.00)	0.00%
Inservice/Staff Dev.	4,000.00	-	100.00	(3,900.00)	2.50%
<b>Total Vocational Support</b>	<b>31,123.00</b>	<b>2,410.64</b>	<b>6,221.48</b>	<b>(24,901.52)</b>	<b>19.99%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending September 30, 2021

<b>Technology</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	716,429.00	75,031.02	197,397.37	(519,031.63)	27.55%
Benefits	225,762.00	17,998.62	40,800.46	(184,961.54)	18.07%
Communications	81,600.00	8,827.94	18,258.01	(63,341.99)	22.38%
Consultants	17,100.00	4,500.00	4,500.00	(12,600.00)	26.32%
Maintenance & Repairs	114,001.00	5,322.86	59,491.96	(54,509.04)	52.19%
Internet Connectivity	281,369.65	12,034.11	12,034.11	(269,335.54)	4.28%
Travel	1,000.00	-	72.30	(927.70)	7.23%
Other Contract Svcs.	0.00	-	495.00	495.00	0.00%
Office Supplies	500.00	-	-	(500.00)	0.00%
Cabling	10,818.63	2,020.72	2,020.72	(8,797.91)	18.68%
Software	448,000.00	156,550.84	338,549.32	(109,450.68)	75.57%
Other Supplies	23,402.79	1,727.22	2,676.21	(20,726.58)	11.44%
Inservice/Staff Dev.	8,000.00	-	-	(8,000.00)	0.00%
Other Charges	10,000.00	-	-	(10,000.00)	0.00%
Adm Equipment	55,630.35	4,152.45	17,052.36	(38,577.99)	30.65%
Other Equipment	13,518.00	3,593.26	5,111.26	(8,406.74)	37.81%
<b>Total Technology</b>	<b>2,007,131.42</b>	<b>291,759.04</b>	<b>698,459.08</b>	<b>(1,308,672.34)</b>	<b>34.80%</b>
<b>Board of Education</b>					
Salaries & Wages	21,500.00	-	-	(21,500.00)	0.00%
Benefits	58,645.00	207.00	1,027.59	(57,617.41)	1.75%
OPEB	708,000.00	-	-	(708,000.00)	0.00%
Audit Services	51,000.00	6,500.00	27,500.00	(23,500.00)	53.92%
Dues & Memberships	20,000.00	-	9,379.00	(10,621.00)	46.90%
Legal Services	175,000.00	16,578.00	34,574.00	(140,426.00)	19.76%
Other Supplies	1,000.00	-	-	(1,000.00)	0.00%
Judgments	355,453.00	-	-	(355,453.00)	0.00%
Liability Insurance	100,748.00	-	80,647.00	(20,101.00)	80.05%
Surety Bond Premium	300.00	-	-	(300.00)	0.00%
Trustee Commissions	443,447.00	13,533.44	13,617.10	(429,829.90)	3.07%
Workers' Compensation	80,000.00	(4,500.00)	58,286.72	(21,713.28)	72.86%
Inservice/Staff Dev.	15,000.00	125.00	4,180.00	(10,820.00)	27.87%
<b>Total Board of Education</b>	<b>2,030,093.00</b>	<b>32,443.44</b>	<b>229,211.41</b>	<b>(1,800,881.59)</b>	<b>11.29%</b>
<b>Superintendent</b>					
Salaries & Wages	410,726.00	40,485.56	105,784.88	(304,941.12)	25.76%
Benefits	113,889.00	11,118.56	25,393.23	(88,495.77)	22.30%
Dues & Memberships	9,500.00	-	3,044.00	(6,456.00)	32.04%
Postal Charges	10,000.00	126.00	1,705.91	(8,294.09)	17.06%
Travel	5,000.00	-	13.33	(4,986.67)	0.27%
Other Contracted Svcs.	29,600.00	957.98	1,874.44	(27,725.56)	6.33%
Office Supplies	20,000.00	157.44	1,016.18	(18,983.82)	5.08%
Other Supplies	28,250.00	(1,895.36)	4,051.02	(24,198.98)	14.34%
Inservice/Staff Dev.	21,200.00	891.40	4,771.18	(16,428.82)	22.51%
Other Charges	1,000.00	-	-	(1,000.00)	0.00%
<b>Total Superintendent</b>	<b>649,165.00</b>	<b>51,841.58</b>	<b>147,654.17</b>	<b>(501,510.83)</b>	<b>22.75%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending September 30, 2021

<b>Office of the Principal</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	2,979,781.00	222,860.44	563,928.82	(2,415,852.18)	18.93%
Benefits	840,272.00	59,923.85	130,997.79	(709,274.21)	15.59%
Other Contract Svcs.	30,000.00	-	27,500.00	(2,500.00)	91.67%
Other Supplies	147,000.00	-	147,000.00	0.00	100.00%
Inservice/Staff Dev.	11,775.00	-	1,656.37	(10,118.63)	14.07%
Other Charges	14,725.00	-	14,725.00	0.00	100.00%
<b>Total Office of the Principal</b>	<b>4,023,553.00</b>	<b>282,784.29</b>	<b>885,807.98</b>	<b>(3,137,745.02)</b>	<b>22.02%</b>
<b>Fiscal Services</b>					
Salaries & Wages	421,117.00	40,759.05	107,093.45	(314,023.55)	25.43%
Benefits	120,877.00	9,285.31	21,257.95	(99,619.05)	17.59%
Dues & Memberships	700.00	-	-	(700.00)	0.00%
Travel	600.00	-	38.36	(561.64)	6.39%
Other Contract Svcs.	4,000.00	-	-	(4,000.00)	0.00%
Office Supplies	5,000.00	206.53	206.53	(4,793.47)	4.13%
Software	68,000.00	-	47,667.75	(20,332.25)	70.10%
Inservice/Staff Dev.	6,000.00	-	-	(6,000.00)	0.00%
Other Charges	17,250.00	1,417.21	2,839.65	(14,410.35)	16.46%
Other Equipment	1,500.00	278.00	327.99	(1,172.01)	21.87%
<b>Total Fiscal Services</b>	<b>645,044.00</b>	<b>51,946.10</b>	<b>179,431.68</b>	<b>(465,612.32)</b>	<b>27.82%</b>
<b>Human Resources</b>					
Salaries & Wages	355,421.00	35,878.38	93,090.49	(262,330.51)	26.19%
Benefits	96,023.00	8,398.16	20,045.37	(75,977.63)	20.88%
Dues & Memberships	720.00	-	-	(720.00)	0.00%
Travel	100.00	-	-	(100.00)	0.00%
Other Contract Svcs.	6,500.00	-	6,446.25	(53.75)	99.17%
Office Supplies	2,000.00	134.98	326.24	(1,673.76)	16.31%
Software	15,200.00	-	11,537.40	(3,662.60)	75.90%
Other Supplies	1,200.00	423.00	423.00	(777.00)	35.25%
Inservice/Staff Dev.	40,815.00	1,835.92	10,125.24	(30,689.76)	24.81%
Other Charges	2,000.00	984.20	984.20	(1,015.80)	49.21%
<b>Total Human Resources</b>	<b>519,979.00</b>	<b>47,654.64</b>	<b>142,978.19</b>	<b>(377,000.81)</b>	<b>27.50%</b>
<b>Operation of Plant</b>					
Salaries & Wages	371,694.00	42,489.49	116,730.89	(254,963.11)	31.41%
Benefits	126,268.00	12,357.02	27,366.58	(98,901.42)	21.67%
Janitorial Services	850,000.00	94,394.98	183,219.74	(666,780.26)	21.56%
Other Contract Svcs.	150,000.00	10,933.52	31,267.28	(118,732.72)	20.84%
Utilities	1,180,000.00	117,829.60	246,778.42	(933,221.58)	20.91%
Property Insurance	273,232.00	-	273,232.00	0.00	100.00%
Other Charges	50,922.25	1,660.00	13,703.60	(37,218.65)	26.91%
Equipment	5,000.00	-	-	(5,000.00)	0.00%
<b>Total Operation of Plant</b>	<b>3,007,116.25</b>	<b>279,664.61</b>	<b>892,298.51</b>	<b>(2,114,817.74)</b>	<b>29.67%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending September 30, 2021

<b>Maintenance of Plant</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	472,727.00	47,771.52	124,822.36	(347,904.64)	26.40%
Benefits	141,040.00	11,758.29	26,941.48	(114,098.52)	19.10%
Maintenance & Repairs	801,410.00	73,784.80	193,044.95	(608,365.05)	24.09%
Travel	20,000.00	972.67	1,787.07	(18,212.93)	8.94%
Other Contract Svcs.	10,000.00	-	-	(10,000.00)	0.00%
Office Supplies	1,000.00	-	270.94	(729.06)	27.09%
Inservice/Staff Dev.	5,000.00	-	4,090.41	(909.59)	81.81%
<b>Total Maintenance of Plant</b>	<b>1,451,177.00</b>	<b>134,287.28</b>	<b>350,957.21</b>	<b>(1,100,219.79)</b>	<b>24.18%</b>
<b>Transportation</b>					
Contracts w/Other Schools	89,351.00	5,512.00	16,536.00	(72,815.00)	18.51%
Contracts w/Private Agencies	1,750,000.00	106,565.02	106,565.02	(1,643,434.98)	6.09%
Diesel	200,000.00	18,081.42	18,081.42	(181,918.58)	9.04%
<b>Total Transportation</b>	<b>2,039,351.00</b>	<b>130,158.44</b>	<b>141,182.44</b>	<b>(1,898,168.56)</b>	<b>6.92%</b>
<b>Safety</b>					
Maintenance & Repairs	3,000.00	-	-	(3,000.00)	0.00%
Office Supplies	250.00	-	-	(250.00)	0.00%
Other Supplies & Materials	500.00	-	-	(500.00)	0.00%
Inservice/Staff Dev.	5,000.00	(388.64)	2,360.20	(2,639.80)	47.20%
Other Charges	21,944.00	474.95	5,974.95	(15,969.05)	27.23%
Other Equipment	8,000.00	133.20	133.20	(7,866.80)	1.67%
<b>Total Safety</b>	<b>38,694.00</b>	<b>219.51</b>	<b>8,468.35</b>	<b>(30,225.65)</b>	<b>21.89%</b>
<b>Capital Outlay</b>					
Architects	327,575.00	8,413.00	38,328.00	(289,247.00)	11.70%
Transfer to Other Funds	526,437.00	-	268,721.25	(257,715.75)	51.05%
Building Construction	5,755,111.00	194,515.86	198,161.42	(5,556,949.58)	3.44%
Building Improvements	1,652,703.14	111,011.74	660,611.33	(992,091.81)	39.97%
Other Capital Outlay	262,598.00	(184,300.00)	(149,129.14)	(411,727.14)	-56.79%
<b>Total Capital Outlay</b>	<b>8,524,424.14</b>	<b>129,640.60</b>	<b>1,016,692.86</b>	<b>(7,507,731.28)</b>	<b>11.93%</b>
Transfers to Cafeteria Fund	100,000.00	-	-	(100,000.00)	0.00%
<b>EXPENDITURES TOTAL</b>	<b>68,153,666.72</b>	<b>4,713,032.23</b>	<b>12,353,758.25</b>	<b>(55,799,908.47)</b>	<b>18.13%</b>
<b>TOTAL FUND BALANCE</b>	<b>(1,803,829.05)</b>	<b>(260,291.33)</b>	<b>(4,205,266.07)</b>		

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending September 30, 2021

	BUDGET	Month	FYTD	EXPENDED
<b>REVENUES:</b>				
Consolidated Admin	119,622.00	10,145.68	30,588.51	25.57%
Title I	1,163,062.00	53,772.93	81,629.63	7.02%
Title II	95,022.00	-	1,967.17	2.07%
Title III	12,832.00	1,009.13	1,009.13	7.86%
Title IV	97,611.00	3,685.00	20,455.58	20.96%
IDEA, Part B	1,204,376.00	83,703.55	152,249.87	12.64%
IDEA, Preschool	19,220.00	610.00	610.00	3.17%
IDEA, SPDG	10,000.00	-	-	0.00%
Carl Perkins - Basic	50,683.00	5,533.00	17,497.09	34.52%
ESSER 1.0	204,447.00	55,457.88	131,492.75	64.32%
ESSER 2.0	4,643,120.00	1,112,826.77	1,112,826.77	23.97%
ESSER 3.0	11,307,498.00	1,535.00	1,535.00	0.01%
ESSER Planning Grant	175,000.00	17,100.00	30,210.00	17.26%
Civics Seal Grant	15,000.00	-	-	0.00%
ARP IDEA	331,732.00	-	-	0.00%
ARP IDEA Preschool	22,116.00	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>19,471,341.00</b>	<b>1,345,378.94</b>	<b>1,582,071.50</b>	<b>8.13%</b>

<b>EXPENDITURES:</b>				
<b>Title - Cons Admin</b>				
Salaries & Wages	82,816.00	7,990.32	20,877.92	25.21%
Benefits	22,195.00	2,070.76	4,702.35	21.19%
Indirect Costs	5,564.00	-	-	0.00%
Inservice/Staff Dev.	5,000.00	84.60	1,355.23	27.10%
Other Equipment	4,047.00	-	3,653.01	90.26%
<b>Total Title - Cons Admin</b>	<b>119,622.00</b>	<b>10,145.68</b>	<b>30,588.51</b>	<b>25.57%</b>

<b>Title I</b>				
Salaries & Wages	511,361.00	25,551.88	47,313.76	9.25%
Benefits	129,758.00	5,737.46	10,389.29	8.01%
Contracts w/Other Schools	9,152.00	-	-	0.00%
Contracts for Sub Teachers	32,581.00	-	-	0.00%
Other Contract Svcs	12,092.00	-	-	0.00%
Inst. Supplies	122,680.00	22,195.64	22,313.64	18.19%
Other Supplies & Materials	600.00	-	-	0.00%
Indirect costs	27,522.00	-	-	0.00%
Inservice/Staff Dev.	202,551.00	-	1,275.00	0.63%
Other Charges	7,678.00	-	-	0.00%
Regular Instruction Equipment	104,587.00	287.95	337.94	0.32%
Other Equipment	2,500.00	-	-	0.00%
<b>Total Title I</b>	<b>1,163,062.00</b>	<b>53,772.93</b>	<b>81,629.63</b>	<b>7.02%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending September 30, 2021

<b>Title II</b>				
Salaries & Wages	65,142.00	-	-	0.00%
Benefits	20,700.00	-	-	0.00%
Indirect Costs	2,120.00	-	-	0.00%
Inservice/Staff Dev.	7,060.00	-	1,967.17	27.86%
<b>Total Title II</b>	<b>95,022.00</b>	<b>-</b>	<b>1,967.17</b>	<b>2.07%</b>
<b>Title III</b>				
Instructional Supplies & Materials	10,582.00	104.39	104.39	0.99%
Indirect Costs	100.00	-	-	0.00%
Inservice/Staff Dev.	1,200.00	-	-	
Regular Instruction Equipment	950.00	904.74	904.74	95.24%
<b>Total Title III</b>	<b>12,832.00</b>	<b>1,009.13</b>	<b>1,009.13</b>	<b>7.86%</b>
<b>Title IV</b>				
Instructional Supplies & Materials	23,725.00	3,750.00	11,590.12	48.85%
Other Supplies	17,871.00	-	4,318.16	
Inservice/Staff Dev.	38,385.00	(65.00)	4,547.30	11.85%
Regular Instruction Equipment	17,000.00	-	-	
Other Equipment	630.00	-	-	0.00%
<b>Total Title IV</b>	<b>97,611.00</b>	<b>3,685.00</b>	<b>20,455.58</b>	<b>20.96%</b>
<b>Carl Perkins - Basic</b>				
Travel	9,670.00	-	-	0.00%
Instructional Supplies & Materials	11,075.00	4,275.00	8,075.00	72.91%
Other Supplies	17,300.00	1,258.00	6,383.00	36.90%
Inservice/Staff Dev.	6,350.00	-	3,039.09	47.86%
Vocational Equipment	6,288.00	-	-	0.00%
<b>Total Carl Perkins - Basic</b>	<b>50,683.00</b>	<b>5,533.00</b>	<b>17,497.09</b>	<b>34.52%</b>
<b>IDEA B</b>				
Salaries & Wages	782,150.00	58,724.46	92,847.33	11.87%
Benefits	290,326.00	16,706.98	25,911.95	8.93%
Contracts W/Private Agencies	40,507.00	1,008.90	24,323.10	60.05%
Maintenance & Repairs-Vehicles	3,000.00	-	-	0.00%
Travel	100.00	-	-	0.00%
Other Contract Svcs.	5,908.00	3,716.42	4,633.52	78.43%
Fuel	2,000.00	219.91	219.91	11.00%
Instr. Supplies	5,000.00	1,375.00	1,375.00	27.50%
Other Supplies	1,000.00	-	614.90	61.49%
Indirect costs	30,000.00	-	-	0.00%
Vehicle Insurance	1,000.00	-	222.28	22.23%
Inservice/Staff Dev.	33,385.00	-	150.00	0.45%
Special Education Equipment	10,000.00	1,951.88	1,951.88	19.52%
<b>Total IDEA B</b>	<b>1,204,376.00</b>	<b>83,703.55</b>	<b>152,249.87</b>	<b>12.64%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending September 30, 2021

<b>IDEA Preschool</b>				
Contracts W/Private Agencies	9,000.00	-	-	0.00%
Other Supplies	4,410.00	610.00	610.00	13.83%
Indirect Costs	788.00	-	-	0.00%
Inservice/Staff Dev.	3,022.00	-	-	0.00%
Equipment	2,000.00	-	-	0.00%
<b>Total IDEA Preschool</b>	<b>19,220.00</b>	<b>610.00</b>	<b>610.00</b>	<b>3.17%</b>

<b>IDEA SPDG</b>				
Salaries & Wages	7,134.00	-	-	0.00%
Benefits	1,560.00	-	-	0.00%
Contracts for Sub Teachers	1,045.00	-	-	0.00%
Noncertified Subs	261.00	-	-	0.00%
<b>Total IDEA SPDG</b>	<b>10,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

<b>ESSER 1.0</b>				
Contracts W/Private Agencies	19,000.00	-	-	0.00%
Contracts for Sub Teachers	41,254.00	-	-	0.00%
Other Contracted Svcs	21,303.00	21,303.00	21,303.00	100.00%
Custodial Supplies	-	-	19,672.87	0.00%
Instructional Supplies & Materials	25,348.00	438.48	438.48	1.73%
Inservice/Staff Dev.	53,988.00	-	51,617.00	95.61%
Other Charges	42,902.00	21,594.40	26,339.40	61.39%
Reg Instruction Equipment	652.00	12,122.00	12,122.00	1859.20%
<b>Total ESSER 1.0</b>	<b>204,447.00</b>	<b>55,457.88</b>	<b>131,492.75</b>	<b>64.32%</b>

<b>ESSER 2.0</b>				
Salaries & Wages	233,890.00	38,418.51	38,418.51	16.43%
Benefits	90,144.00	7,921.40	7,921.40	8.79%
Contracts W/Private Agencies	550,000.00	231,468.00	231,468.00	42.09%
Building Construction	3,769,086.00	835,018.86	835,018.86	22.15%
<b>Total ESSER 2.0</b>	<b>4,643,120.00</b>	<b>1,112,826.77</b>	<b>1,112,826.77</b>	<b>23.97%</b>

<b>ESSER 3.0</b>				
Salaries & Wages	3,965,360.00	-	-	0.00%
Benefits	890,145.00	-	-	0.00%
Contracts W/Private Agencies	710,000.00	-	-	0.00%
Custodial Services	200,000.00	-	-	0.00%
Contracts for Sub Teachers	360,000.00	-	-	0.00%
Noncertified Subs	20,000.00	-	-	0.00%
Other Contracted Svcs	17,000.00	-	-	0.00%
Software	115,000.00	1,535.00	1,535.00	1.33%
Inservice/Staff Dev.	25,000.00	-	-	0.00%
Other Charges	25,000.00	-	-	0.00%
Building Construction	3,252,899.00	-	-	0.00%
Reg Instruction Equipment	1,727,094.00	-	-	0.00%
<b>Total ESSER 3.0</b>	<b>11,307,498.00</b>	<b>1,535.00</b>	<b>1,535.00</b>	<b>0.01%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending September 30, 2021

<b>ESSER Planning Grant</b>				
Other Contracted Svcs	175,000.00	17,100.00	30,210.00	17.26%
<b>Total ESSER Planning Grant</b>	<b>175,000.00</b>	<b>17,100.00</b>	<b>30,210.00</b>	<b>17.26%</b>
<b>Civics Seal Grant</b>				
Salaries & Wages	7,600.00	-	-	0.00%
Benefits	1,257.00	-	-	0.00%
Other Supplies & Materials	1,000.00	-	-	0.00%
Inservice/Staff Dev.	2,143.00	-	-	0.00%
Other Charges	3,000.00	-	-	0.00%
<b>Total Civics Seal Grant</b>	<b>15,000.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>ARP IDEA</b>				
Salaries & Wages	65,000.00	-	-	0.00%
Benefits	15,000.00	-	-	0.00%
Contracts for Sub Teachers	12,000.00	-	-	0.00%
Other Contracted Svcs	25,000.00	-	-	0.00%
Other Supplies	34,732.00	-	-	0.00%
Inservice/Staff Dev.	15,000.00	-	-	0.00%
Special Education Equipment	165,000.00	-	-	0.00%
<b>Total ARP IDEA</b>	<b>331,732.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>ARP IDEA Preschool</b>				
Noncertified Sub	15,000.00	-	-	0.00%
Other Contracted Svcs	335.00	-	-	0.00%
Instructional Supplies & Materials	1,800.00	-	-	0.00%
Special Education Equipment	4,981.00	-	-	0.00%
<b>Total ARP IDEA Preschool</b>	<b>22,116.00</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>19,471,341.00</b>	<b>1,345,378.94</b>	<b>1,582,071.50</b>	<b>8.13%</b>
<b>TOTAL FUND BALANCE</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**HEALTH INSURANCE FUND**  
As of Month Ending September 30, 2021

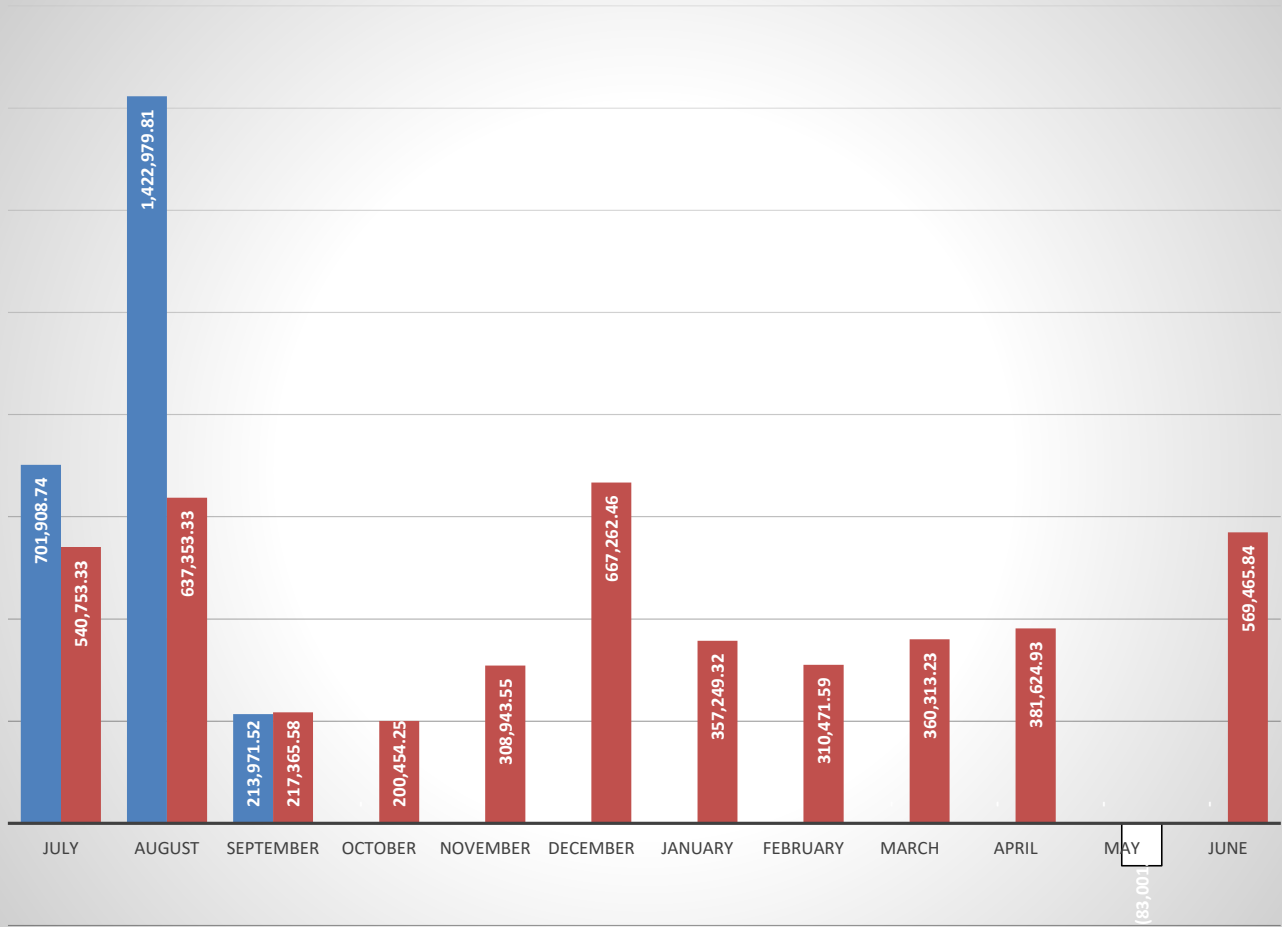
	Month	FYTD	BUDGET	EXPENDED
<b>REVENUES:</b>				
Employee Contributions	186,468.71	280,777.89	1,938,402.00	14.49%
Employer Contributions	345,615.78	522,091.63	3,606,846.00	14.48%
Other Income	-	47,583.50	200,000.00	23.79%
Interest Income	18.51	76.17	-	0.00%
Reserves	-	-	428,100.00	0.00%
<b>TOTAL REVENUES:</b>	<b>532,103.00</b>	<b>850,529.19</b>	<b>6,173,348.00</b>	<b>13.78%</b>
<b>EXPENDITURES:</b>				
Medical Claims	213,971.52	2,338,860.07	5,183,348.00	45.12%
Stop-Loss Premiums	71,939.18	161,339.16	750,000.00	21.51%
Administrative Expenses	19,534.26	64,035.63	240,000.00	26.68%
<b>TOTAL EXPENDITURES:</b>	<b>305,444.96</b>	<b>2,564,234.86</b>	<b>6,173,348.00</b>	<b>41.54%</b>
<b>FUND BALANCE</b>	<b>226,658.04</b>	<b>(1,713,705.67)</b>	-	

	FY 22 Cash Basis Claims	FY 21 Cash Basis Claims		
July	701,908.74	540,753.33		
August	1,422,979.81	637,353.33		
September	213,971.52	217,365.58		
October	-	200,454.25		
November	-	308,943.55		
December	-	667,262.46		
January	-	357,249.32		
February	-	310,471.59		
March	-	360,313.23		
April	-	381,624.93		
May	-	(83,001.04)		
June	-	569,465.84		
Y-T-D	<u>2,338,860.07</u>	<u>4,468,256.37</u>	Monthly Average Budgeted	<u>431,945.67</u>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**HEALTH INSURANCE FUND**  
 As of Month Ending September 30, 2021

**Analysis of Cash Basis Claims for FY 2021-22**

■ FY22    ■ FY21



Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**CAPITAL PROJECTS FUND**  
As of Ending September 30, 2021

	<u>BUDGET</u>	<u>Month</u>	<u>YTD</u>	<u>EXPENDED</u>
<b>REVENUES:</b>				
County Commission	2,200,000.00	-	-	0.00%
Bonds Issued	5,000,000.00	964,837.06	964,837.06	19.30%
Transfers from City of Germantown	1,500,000.00	-	-	0.00%
Interest Income	-	-	-	0.00%
Reserves	1,760,165.25	-	-	0.00%
<b>TOTAL REVENUES:</b>	<u>10,460,165.25</u>	<u>964,837.06</u>	<u>964,837.06</u>	<u>9.22%</u>
<b>EXPENDITURES:</b>				
Architects	323,040.25	-	-	0.00%
Building Construction	10,137,125.00	964,837.06	964,837.06	9.52%
<b>TOAL EXPENDITURES:</b>	<u>10,460,165.25</u>	<u>964,837.06</u>	<u>964,837.06</u>	<u>9.22%</u>
<b>FUND BALANCE</b>	<u>-</u>	<u>-</u>	<u>-</u>	

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**CAFETERIA FUND**

As of Month Ending September 30, 2021

	BUDGET	Month	YTD	EXPENDED
<b>REVENUES:</b>				
Lunch, Breakfast, A la Carte Sales	467,180.00	57,801.64	96,031.67	20.56%
USDA School Lunch	859,552.00	229,919.82	384,028.69	44.68%
USDA Breakfast	76,890.00	34,009.58	51,710.00	67.25%
Other State Funds	-	-	-	0.00%
Other Federal Thru State Funds	-	-	-	0.00%
Other Revenue	4,000.00	-	2,270.00	56.75%
Reserves	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>1,407,622.00</b>	<b>321,731.04</b>	<b>534,040.36</b>	<b>37.94%</b>
<b>EXPENDITURES:</b>				
Other Contracted Services - SFE	1,383,622.00	198,894.71	426,221.32	30.80%
<b>NET BALANCE</b>	<b>24,000.00</b>	<b>122,836.33</b>	<b>107,819.04</b>	<b>449.25%</b>
<b>DISTRICT EXPENDITURES:</b>				
Maint and Repair - Equipment	40,000.00	1,392.78	2,090.80	5.23%
Other Supplies & Materials	7,000.00	-	495.00	7.07%
Inservice/ Staff Development	2,000.00	-	-	0.00%
Equipment	75,000.00	-	-	0.00%
<b>TOTAL DISTRICT EXPENDITURES</b>	<b>124,000.00</b>	<b>1,392.78</b>	<b>2,585.80</b>	<b>2.09%</b>
<b>EXPENDITURES TOTAL</b>	<b>1,507,622.00</b>	<b>198,894.71</b>	<b>428,807.12</b>	
Excess/(Def) of Revenues over Expenditures	(100,000.00)	122,836.33	105,233.24	-105.23%
Operating Transfer In	100,000.00	-	-	0.00%
<b>FUND BALANCE</b>	<b>-</b>	<b>122,836.33</b>	<b>105,233.24</b>	

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**OPEB TRUST**

As of Month Ending September 30, 2021

	<u>Month</u>	<u>YTD</u>	<u>BUDGET</u>	<u>EXPENDED</u>
<b>REVENUES:</b>				
Employer Contributions	-	-	755,000.00	0.00%
Retiree Contributions	-	-	80,000.00	0.00%
Interest and Dividend Income	4,286.04	12,607.30	75,000.00	16.81%
Realized gain/(loss) on investments	176,250.88	251,004.92	-	0.00%
Unrealized gain/(loss) on investments	(316,679.68)	(292,543.10)	280,000.00	-104.48%
Other Income			-	0.00%
<b>TOTAL REVENUES</b>	<b>(136,142.76)</b>	<b>(28,930.88)</b>	<b>1,190,000.00</b>	<b>-2.43%</b>
<b>EXPENDITURES:</b>				
Retiree Stipends	6,450.00	17,250.00	64,000.00	26.95%
Medical Claims	-	-	600,000.00	0.00%
Insurance Premiums	-	-	48,000.00	0.00%
Administrative Expenses	1,208.33	3,624.99	25,000.00	14.50%
<b>TOTAL EXPENDITURES</b>	<b>7,658.33</b>	<b>20,874.99</b>	<b>737,000.00</b>	<b>2.83%</b>
<b>FUND BALANCE</b>	<b>(143,801.09)</b>	<b>(49,805.87)</b>	<b>453,000.00</b>	

# 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 (Parents may submit an Override/Waiver).

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 (Parents may submit an Override/Waiver). Advanced Placement courses may have  
 36 additional requirements for student placement 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 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;<sup>1</sup> 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 <sup>4</sup> 4. Providing documentation of enrollment status upon request for students applying for new  
10 or reinstatement of driver's permit or license;

11 <sup>5</sup> 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
12 withdraws from school; and

13 <sup>6</sup> 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  
12 **ABSENCES FOR NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES:**

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 (3) Excused absences for up to ten (10) days for visitation when the member is  
19 granted rest and recuperation leave and is stationed out of the country; and
- 20 (4) Excused absences for up to ten (10) days cumulatively within the school year for  
21 visitation during the member's deployment cycle.

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

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

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

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

### 30 **PREGNANT STUDENTS**

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

~~1 grant additional time at home. Upon reception of the medical certification, Homebound services will be  
2 granted at a three (3) hours per week rate.~~

### 3 CREDIT/PROMOTION DENIAL

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

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

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

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

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

### 16 NOTICE

17 A copy of this Policy shall be posted at each school and school counselors shall be supplied copies of  
18 this Policy for discussion with students. This Policy shall be referenced in all School Handbooks. All  
19 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 ○ Referral to outside agency
- 12 ○ In-School Suspension
- 13 ○ Out of School Suspension (1-10 days)
- 14 ○ Expulsion

15 **MISBEHAVIORS: *Category D***

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

- 17 1. Open or continued defiant attitude or willful disobedience toward a member of  
18 school staff;
- 19 2. Vulgar, profane, immoral disreputable, or rude remarks or non-verbal action(s)  
20 to a staff member or fellow student;
- 21 3. Physical or verbal intimidation or threats to other students, including hazing;
- 22 4. Threatening bodily harm to school personnel, including transmitting by an  
23 electronic device any communication containing a credible threat to cause bodily  
24 injury or death to a school employee and the transmission of such threat creates  
25 actual disruptive activity at the school that requires administrative intervention;
- 26 5. Fighting in or on school property or any area under the school's jurisdiction  
27 during school hours unless, in accordance with state law, the principal  
28 recommends no disciplinary action for a student who is deemed to have acted in  
29 self-defense, including school bus stops;
- 30 6. Possession of mace or other disabling sprays;
- 31
- 32
- 33

- 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.

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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.

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### 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

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Emergency Planning</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>11/**/21 05/07/18</b>
		Rescinds: <b>3.202</b>	Issued: <b>07/11/16</b>

1 The Superintendent shall be responsible for developing, ~~maintaining~~ and acquiring Board approval of a  
2 Comprehensive District-Wide School Safety Plan and Building-level School Safety Plan (hereinafter  
3 “the Safety Plans”) regarding crisis intervention, emergency response and emergency management. ~~the~~  
4 ~~district Emergency Preparedness Plan,~~<sup>1</sup> which The Safety Plans shall include procedures for bomb  
5 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
6 medical emergencies.

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

## 11 FIRE AND SAFETY DRILLS

12 ~~The~~ Each GMSD Principal shall ensure that one fire drill requiring full evacuation is given every thirty  
13 (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school  
14 year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are  
15 conducted throughout the year.<sup>2</sup>

16 ~~The~~ Each GMSD Principal shall ensure that three (3) additional safety drills are given during the  
17 school year.<sup>3</sup> Two of these drills will cover earthquakes. One drill may cover inclement weather,  
18 ~~earthquakes, armed intruders,~~ or other emergency drills that do not require full evacuation. A record of  
19 all ~~fire or safety~~ drills, including the time and date, shall be kept in each school's office.<sup>3</sup>

## 20 ARMED INTRUDER DRILLS

21 ~~The director of schools or his/her designee~~ Each GMSD Principal shall ensure that each school safety  
22 team conducts at least one (1) armed intruder drill annually in coordination with local law  
23 enforcement.<sup>4</sup>

## 24 AED/CPR DRILLS

25 ~~Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps~~  
26 ~~that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring~~  
27 ~~the drill occurs.~~<sup>5</sup>

28 The GMSD Coordinated school Health Specialist shall schedule an annual AED training for all school  
29 personnel. The Principal for each GMSD school shall conduct an annual CPR drill and AED drill for

1 students and employees so that students and employees are aware of the steps that must be taken if an  
2 event should occur that requires the use of CPR and/or an AED.

### 3 **FIRE EXTINGUISHERS**

4 ~~The Principal~~ Each school's Plant Manager shall regularly check the quantity, locations, and  
5 conditions of fire extinguishers. ~~and shall give all school personnel instructions on how to properly use~~  
6 ~~fire extinguishers.~~

### 7 **MEDICAL EMERGENCIES/PANDEMIC ~~FLU~~**

8 In the event of medical emergencies, such as a pandemic ~~flu~~ outbreak, school officials shall cooperate  
9 and consult with the local and state health departments and other local emergency or healthcare  
10 providers in protecting students and the community from further infection. ~~The Superintendent shall~~  
11 ~~develop procedures for health emergencies in accordance with state law and regulations.~~<sup>6</sup>

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#### Legal References

~~TCA 49-1-302; TRR/MS-0520-1-3-.03(17);~~

TCA 49-2-122(b)(2);

TCA 49-6-804

TCA 49-6-807

TCA 49-6-1208

TCA 68-102-137(b)

TCA 68-102-137(f)

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#### Cross-References

~~Emergency Closings 1.8011~~

~~Safety 3.201~~

~~Community Use of School Facilities 3.206~~



## Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Crisis Management</b>	Descriptor Code: <b>3.203</b>	Issued Date: <b>11/**/21</b> <b>05/05/14</b>
		Rescinds:	Issued:

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

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~~Cross References~~

~~News Releases, News Conferences, and Interviews 1.503~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency School Closures</b>	Descriptor Code: <b>3.204</b>	Issued Date: <b>11/**/21</b> <b>08/24/21</b>
		Rescinds: <b>3.204</b>	Issued: <b>08/25/20</b>

1 In the event of an emergency, either pending or ongoing, the Superintendent or designee will make  
2 school closure decisions at the district level. <sup>1</sup> These closures may involve individual schools or the entire  
3 district. ~~Subsequently, the reopening of schools subject to emergency closure will be at the discretion of~~  
4 ~~the same authority. Emergency School Closures~~

5 In making the decision to close schools, the Superintendent **may** consider **s** many factors **including but**  
6 **not limited to** the following: ~~relative to the fundamental concern for the safety and health of children:~~

- 7 1. Weather conditions, both existing and predicted;
- 8
- 9 2. Driving, traffic, and parking conditions, affecting public and private transportation  
10 facilities;
- 11
- 12 3. Actual occurrence or imminent possibility of any emergency condition which would  
13 make the operation of schools difficult or dangerous; and  
14
- 15 4. Inability of teaching personnel to report for duty that might result in inadequate  
16 supervision of students.

17 Notwithstanding, the language above, during an emergency, if the Governor of the State of Tennessee  
18 issues an Executive Order with statewide applicability that requires schools to be open for in-person  
19 learning and instruction, then the Executive Order shall supersede the Superintendent's, or designee's,  
20 decision to close schools.

21 In the event schools are closed due to inclement weather or other calamity, all extracurricular activities  
22 scheduled within the district for those days will be canceled or postponed, unless otherwise approved  
23 by the Superintendent.

## 24 **EMPLOYEE RESPONSIBILITIES**

25 In the event of an emergency that requires closure of a school building, group of schools, or the entire  
26 district, the Superintendent is authorized to continue to pay employees who are not able to physically  
27 report for duty as a result. ~~These employees shall receive their regular wages.~~ Such payments shall not  
28 exceed the number of days budgeted for each employee.

29 During such emergencies, the location of employees' work shall be directed by the Superintendent.

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Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-02-.31(1)(a)(1)(i); ~~TCA 58-2-101; Public Acts of 2021, Chapter No. 96~~
2. **T.C.A 49-2-214**

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~~Cross References~~

~~Emergency Preparedness Plan 3.202  
Telework During Emergencies 5.1151~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Facilities Planning</b>	Descriptor Code: <b>3.208</b>	Issued Date: <b>11/**/21</b> <b>02/03/14</b>
		Rescinds:	Issued:

1 The **Superintendent** shall present an annual assessment of facility needs to the Board in October. The  
2 needs assessment shall include a review of each school site. ~~Each principal shall prepare the~~  
3 ~~assessment for his/her school with input from staff, parents and community leaders.~~

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

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

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

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

## 16 **ASBESTOS<sup>1</sup>**

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

21 The **Superintendent/designee** shall:

- 22 ~~A.~~ A. annually publish a notification on the Asbestos Management Plan availability; ~~and the~~  
23 ~~status of asbestos activities;~~

- 1 B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in  
2 accordance with state and federal statutes;
- 3 C. notify short-term or temporary workers on the locations of the building materials containing  
4 asbestos;
- 5 D. post warning labels in routine maintenance areas where asbestos was previously identified or  
6 assumed;
- 7 E. follow set plans and procedures designed to minimize the disturbance of building materials  
8 containing asbestos; and
- 9 F. survey the condition of these materials every six (6) months to assure that they remain in  
10 good condition.

11 The Superintendent/designee shall designate an Asbestos Hazard Emergency Response Act (AHERA)  
12 Manager ~~as the designated Asbestos Program Coordinator~~. All inquiries regarding the asbestos plan  
13 and asbestos-related issues should be directed to the AHERA Manager.

#### 14 ~~General~~ WATER Testing

15 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two  
16 (2) years.<sup>1</sup>

17 ~~The Superintendent or designee shall develop appropriate administrative procedures to facilitate this~~  
18 ~~testing and address any necessary corrective action.~~

#### 19 ~~RESPONSE TO TESTING RESULTS~~<sup>1</sup>

20 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts  
21 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue  
22 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

23 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall  
24 immediately remove the drinking water source from service. The drinking water source shall not be  
25 available for use until retesting confirms the water lead level does not exceed twenty parts per billion  
26 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

27 The Superintendent /designee shall notify the Commissioner of Environment and Conservation, the  
28 Commissioner of Health, the Shelby County Health Department, the City of Germantown, and the  
29 Tennessee Department of Education ~~appropriate authorities~~ within twenty-four (24) hours of a test  
30 result showing that lead levels equal or exceed twenty parts per billion (20 ppb). Parent(s)/guardian(s)  
31 of students enrolled at the school shall be notified within five (5) business days of such test result.

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Legal References

1. ~~Public Acts of 2018, Chapter No. 977~~
2. T.C.A. 49-2-133
3. 15 USCA 2643
4. 40 CFR 763.93
5. 15 USCA 2655
6. ~~40 CFR § 763.91-93;~~
7. ~~15 USCA § 2641-2656~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b style="color: red; text-align: center;">District Water Testing</b>	Descriptor Code: <b>3.212</b>	Issued Date: <b>11/**/21</b> <b>09/25/18</b>
		Rescinds:	Issued:

1 ~~General WATER Testing~~

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two  
3 (2) years.<sup>†</sup>

4 ~~The Superintendent or designee shall develop appropriate administrative procedures to facilitate this~~  
5 ~~testing and address any necessary corrective action.~~

6 ~~**RESPONSE TO TESTING RESULTS<sup>†</sup>**~~

7 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts  
8 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue  
9 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall  
11 immediately remove the drinking water source from service. The drinking water source shall not be  
12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion  
13 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Superintendent or designee shall notify the Commissioner of Environmental Conservation, the  
15 Commissioner of Health, the Shelby County Health Department, the City of Germantown, and the  
16 Tennessee Department of Education ~~appropriate authorities~~ within twenty four (24) hours of a test  
17 result showing that lead levels equal or exceed twenty parts per billion (20 ppb). Parent(s)/guardian(s)  
18 of students enrolled at the school shall be notified within five (5) business days of such test result.

**\*REPEALED AND COMBINED WITH POLICY 3.208 FACILITIES PLANNING**

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Legal References

1. ~~Public Acts of 2018, Chapter No. 977~~ T.C.A. 49-2-133

Repealed and Combined

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Energy Management</b>	Descriptor Code: <b>3.217</b>	Issued Date: <b>11/**/21</b> <b>12/15/14</b>
		Rescinds:	Issued:

## 1 ENERGY USE AND CONSERVATION

2 The Germantown Municipal Schools Board of Education is responsible for the efficient use of all  
3 natural resources required by the District. In keeping with this responsibility, the District shall provide  
4 leadership in developing a realistic energy use ethic, by increasing awareness of energy needs and their  
5 associated costs in the operation of District facilities in order to conserve energy while maintaining a  
6 comfortable learning and working environment.

## 7 STATEMENT OF POLICY

8 The District's success in achieving an effective energy use, conservation and efficiency program  
9 requires and depends upon cooperation at all levels. Therefore, every employee, student, school  
10 volunteer and contractor is expected to contribute to and actively participate in the District's energy  
11 conservation and efficiency program, and to be an "energy saver" as well as an "energy consumer."

12 Implementation of ~~the District's energy use and conservation~~ **this** policy shall be the joint and  
13 collective responsibility of the District's Board of Education, administration, teachers, staff, students  
14 and volunteers. ~~While primary accountability and responsibility for management and administration of~~  
15 ~~District's energy conservation and efficiency program shall lie with the Germantown Municipal School~~  
16 ~~District's Superintendent or Designee as needed in implementing, managing, directing, monitoring,~~  
17 ~~evaluating and reporting District conservation and efficiency in the use of energy.~~

18 The District shall, under the ~~supervision and~~ direction of ~~its Superintendent or designee~~ **the GMSD**  
19 **Deputy Superintendent, Chief of Operations** maintain accurate records of energy consumption and  
20 associated costs at each school site and shall periodically provide information on the goals and  
21 progress of the District's energy conservation program. ~~The judicious use and management of various~~  
22 ~~energy systems at each school facility shall be the joint responsibility of the administrative,~~  
23 ~~instructional and custodial staff of each such facility.~~

24 ~~The District's Superintendent or designee shall develop in cooperation with and with assistance from~~  
25 ~~such others as may be necessary and shall thereafter disseminate the appropriate short and long range~~  
26 ~~administrative guidelines or regulations necessary to implement and administer the District's energy~~  
27 ~~awareness, management and conservation programs.~~

28 The District's Superintendent or designee shall make every effort to apply for and utilize grants or low  
29 interest loan opportunities for energy efficiency and investigate opportunities for third party  
30 assessment and implementation of energy conservation measures including but not limited to self-  
31 funding projects, sustainable practices, and renewable energy measures.

1 ~~The Superintendent or designee shall monitor compliance with the following:~~

2 ~~a. Maintenance of the learning environment shall always take precedence over energy~~  
3 ~~conservation measures;~~

4 ~~b. District shall strive for continuing compliance with the most recent adoption of the American~~  
5 ~~Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standards 90.1~~  
6 ~~(minimum standard for energy efficiency), 62.1 (minimum standard for indoor air quality) and~~  
7 ~~55 (minimum standard for human comfort).~~

8 The District shall make every effort to operate its facilities in the most efficient way possible, while not  
9 diminishing the learning environment. These efforts shall include, but not be limited to:

- 10 1. New and replaced equipment purchased should incorporate technology that maximizes energy  
11 efficiency, yet provides a suitable return on investment.
- 12 2. HVAC systems shall be operated in the most economical and efficient way possible, pursuant  
13 to limitations of current equipment and controls, while maintaining proper learning  
14 environment.
- 15 3. The following temperature set points shall be used from the time of teaching occupancy, to the  
16 time of last class dismissal. If the teacher elects, they may request or manually bypass the  
17 system to provide additional space conditioning while they are working outside of the regular  
18 school day, as well as for special activities such as open house, PTA meetings, etc.
  - 19 a. Heating system up to 68 degrees Fahrenheit
  - 20 b. Cooling system down to 72 degrees Fahrenheit
  - 21 c. Acceptable temperature deviation from set point is plus or minus 2 degrees Fahrenheit,  
22 with a maximum 4-degree Fahrenheit dead-band between heating and cooling modes.
- 23 4. During non-school hours, HVAC systems will use setback temperatures for areas not in use,  
24 pursuant to limitations of current equipment and controls.
- 25 5. The District shall make every effort to keep windows and doors closed when HVAC systems  
26 are in use.
- 27 6. If equipped, window blinds/drapes shall be closed at the end of each day.
- 28 7. Lighting should be turned off when areas are unoccupied with the exception of common areas.  
29 Wherever possible, partial lighting and use of the classroom's natural lighting should be  
30 encouraged.
- 31 8. HVAC technicians or contracted services shall routinely adjust HVAC system time clocks and  
32 energy management systems (if equipped) for optimal run times considering changes in  
33 operating schedules, weather, and daylight saving time.

- 1           9. Normal heat and ventilation may be provided for scheduled activities and athletic events. If  
2           possible only the area of activity should be heated and ventilated and temperature maximums  
3           shall be the same as a regular school day.
- 4           10. Space heaters are not to be used in classrooms or work areas unless authorized by or the  
5           Deputy Superintendent, Chief of Operations on a case by case basis.

## 6   ENERGY SAVINGS CALCULATIONS

- 7   ~~Proceeds from the Energy Efficiency Fund will be utilized to implement energy conservation~~  
8   ~~measures. A percentage of the energy savings recognized will be re-invested into the facilities to~~  
9   ~~continue developing energy conservation strategies and upgrade equipment.~~ Energy savings will be  
10   calculated on a school year basis. Total energy consumption (electricity, water, gas, demand factors,  
11   etc.) will be analyzed and compared to previous years of operation to determine savings. Climatic  
12   temperature extremes, facility size and student census will be included in the energy conservation  
13   savings analysis to establish baseline indices.
- 14   ~~These calculations will become effective at the time of approval of this Energy Use and Conservation~~  
15   ~~policy.~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Food Service Management</b>	Descriptor Code: <b>3.500</b>	Issued Date: <b>11/**/21</b> <b>07/21/14</b>
		Rescinds:	Issued:

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules  
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures and service of  
3 foods and will meet all state and federal and local requirements necessary for participation.<sup>4</sup>

4

5 The ~~system's food service supervisor~~ **GMSD Chief Financial Officer** will oversee the program. All  
6 products and services necessary for the operation of the school nutrition department shall be procured  
7 using a procurement plan which must comply with federal and state purchasing procedures.

8 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit  
9 and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack  
10 Program. Meals and snacks that are offered shall meet the federal requirement for reimbursement as  
11 defined by federal regulations.<sup>2</sup>

12 As required for participants in the School Nutrition Programs, the Board agrees to the following:

- 13 1. Meals must be made available to all students in attendance.  
14 2. Free and reduced-price meals/snacks must be made available to students who are determined  
15 eligible for these benefits.

16 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a  
17 la carte items at school.

18 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must  
19 be as stringent as the current state and federal regulations concerning competitive foods.<sup>3</sup>

20 ~~Procedures for implementing guidelines established by the State Department of Education, School~~  
21 ~~Nutrition Program are on file in the district food service procedures manual.~~

22 **The District's Food Services Procedures Manual shall contain pertinent procedures pertaining to the**  
23 **District's School Nutrition Program.**

24

25

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Legal References

1. TCA 49-6-2302, 2303; ~~TRRMS~~ State Board of Education Rule 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11

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Cross References

Deposit of Funds 2.500  
Financial Reports and Records 2.701

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Employee Related Complaints</b>	Descriptor Code: <b>5.501</b>	Issued Date: <b>11/**/21 08/25/20</b>
		Rescinds: <b>5.501</b>	Issued: <b>11/12/19</b>

## 1 EMPLOYMENT-RELATED COMPLAINTS/~~GRIEVANCES~~

2 The Germantown Board of Education (The Board) believes that differences of opinions arising in the  
3 course of employment should be resolved as quickly as possible and at the lowest supervisory level.  
4 Questions regarding policies, practices, procedures or conflicts between employees should be addressed  
5 to the employee's supervisor/administrator. If the employee is not satisfied by the response provided by  
6 their supervisor/administrator or if the employee does not feel comfortable speaking with their  
7 supervisor/administrator about a matter, the employee may contact the GMSD Executive Director of  
8 Human Resources. ~~In instances of questions by an individual staff member concerning the interpretation~~  
9 ~~of policies and procedures to that staff member, administrative practices within the staff member's~~  
10 ~~particular school, and relationships with other employees, the staff member concerned must consult the~~  
11 ~~administrative or supervisory personnel to whom they are responsible.~~ If a satisfactory resolution of the  
12 problem cannot be reached after ~~ample opportunity for consideration of the matter, the staff member~~  
13 ~~concerned~~ speaking with the GMSD Executive Director of Human Resources or Director's designee, the  
14 employee may ~~discuss the matter with the next level of supervision up to and including~~ contact the  
15 Deputy Superintendent, Chief of Operations. If a satisfactory resolution of the problem cannot be reached  
16 after speaking with the Deputy Superintendent, the employee may contact the Superintendent.

17 ~~In instances where an individual staff member feels, for personal reasons, that they cannot discuss a~~  
18 ~~problem with their immediate superior, the staff member may take the problem directly to a District~~  
19 ~~Employee Complaint Manager. After review of the case, a District Employee Complaint Manager shall~~  
20 ~~take action as they deem appropriate and within a prompt, reasonable time shall notify all parties~~  
21 ~~concerned of their decision.~~

## 22 ~~APPOINTING DISTRICT OFFICE COMPLAINT MANAGERS~~

23 ~~The Superintendent shall appoint at least two District Office Complaint Managers, one of each gender.~~  
24 ~~The Federal Rights Coordinator may be appointed as a District Office Complaint Manager. The~~  
25 ~~Superintendent shall insert into this policy the names, addresses and telephone numbers of current~~  
26 ~~District Office Complaint Managers.~~

## 27 ~~DISTRICT OFFICE COMPLAINT MANAGERS:~~

28 ~~1. Human Resources Supervisor~~  
29 ~~3350 S. Forest Hill Irene Road, Germantown, TN 38138~~  
30 ~~901-752-7900~~

31  
32 ~~2. Executive Director of Human Resources~~  
33 ~~3350 S. Forest Hill Irene Road, Germantown, TN 38138~~

1            ~~901-752-7900~~

# Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: <b>Guidance and School Counseling</b>	Descriptor Code: <b>6.414</b>	Issued Date: <b>11/**/21</b> <b>03/06/17</b>
		Rescinds: <b>6.414</b>	Issued: <b>04/07/14</b>

- 1 ~~The Board of Education requires that a planned program of school counseling (formerly named~~  
2 ~~guidance) be an integral part of the educational program of the schools.<sup>†</sup> Such a program must be~~  
3 ~~found in the District Comprehensive School Counseling Plan and may:~~
- 4 ~~A. assist students in achieving their optimum growth;~~
  - 5
  - 6 ~~B. enable students to obtain maximum benefit from the offerings of the instructional program of~~  
7 ~~the schools;~~
  - 8
  - 9 ~~C. aid students in identifying options and making choices in vocational and academic planning;~~
  - 10
  - 11 ~~D. help integrate all the student's experience so that s/he can better relate school activity to life~~  
12 ~~outside the school; and~~
  - 13
  - 14 ~~E. help students learn to make their own decisions and solve problems independently.~~
- 15 **The GMSD Board of Education believes that School Counseling should play an integral role in the**  
16 **education of students.**
- 17 **The Superintendent/designee shall be responsible for ensuring that GMSD has a School Counseling**  
18 **Plan. The framework for GMSD's School Counseling Plan shall be the *Tennessee Comprehensive***  
19 ***School Counseling Model of Practice.***
- 20 ~~A program of~~ Guidance and/or school counseling shall be offered to all students and shall include the  
21 services of professional school counseling personnel and other designated faculty and staff members.

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Legal References

1. ~~TRR-MS-0520-01-03-08(1)(b)~~ State Board of Education Policy 5.103

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>First Aid and Emergency Medical Care</b>	Descriptor Code: <b>6.415</b>	Issued Date: <b>11/**/21</b> <b>11/12/19</b>
		Rescinds: <b>6.415</b>	Issued: <b>07/11/16</b>

- 1 ~~It is the objective of Germantown Board of Education to have an adequate number of staff at each site~~
- 2 ~~who are trained and certified in CPR and other First Aid emergency techniques in compliance with all~~
- 3 ~~governing state laws and regulations.~~
- 4 ~~All GMSD schools must have at least one (1) automated external defibrillator (AED) device in the~~
- 5 ~~school. Schools shall conduct a CPR and AED drill so that the students are aware of the steps that~~
- 6 ~~must be taken if an event should occur that requires the use of CPR and/or an AED.<sup>†</sup>~~
- 7 ~~In accordance with state law any person who in good faith provides emergency care or assistance at the~~
- 8 ~~place of emergency or accident will not be liable for any civil damages as a result of any act or~~
- 9 ~~omission.~~

**Repealed to Combine with Policy 3.202 Emergency Planning**

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Legal References

1. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2019, Chapter No. 391

Repealed and Combined

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Accident Report</b>	Descriptor Code: <b>6.416</b>	Issued Date: <b>11/**/21</b> <b>11/12/19</b>
		Rescinds: <b>6.416</b>	Issued: <b>03/06/17</b>

1 If a student suffers an injury, the staff member in charge shall have the responsibility to render first aid  
2 or ensure that it is rendered. Any accident or injury shall be immediately reported to the Principal.

3 **Each school shall have available forms for reporting accidents.** The report will include the student's  
4 name, date of the accident, an explanation of the accident, and care used in treating the individual.  
5 These reports will be filed in the school nurse's office for one year and then moved to the Office of  
6 Student Services for long-term storage.

7 In the event of serious injury or illness to a student, the parent(s)/guardian(s) will be notified as to  
8 whether to pick up the child at school or meet the child at the hospital. If the parents(s)/guardian(s)  
9 cannot be reached, the student will be transported to the hospital emergency room. Efforts to notify  
10 the parents(s)/guardian(s) will continue until they are reached.

11 Principals will inform the Office of Student Services immediately of any serious injuries suffered by  
12 students while under the jurisdiction of the school. ~~A report of each accident taking place in a school  
13 will be filed in both the school nurse's office and the Office of Student Services. Forms for reporting  
14 accidents will be made available from the Office of Student Services.~~

15 ~~No student will be taken and left at home or sent home unless a parent/guardian or someone designated  
16 by the parent(s)/guardian(s) is at home to accept the responsibility of the student.~~

17 ~~Parent(s)/guardian(s) who object to the procedures contained in this policy shall submit to the principal  
18 a written emergency plan for his/her approval.~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Health</b>	Descriptor Code: <b>6.418</b>	Issued Date: <b>11/**/21</b> <b>09/15/14</b>
		Rescinds:	Issued:

1 Students shall be provided access to comprehensive District preventive, early intervention, and health  
2 referral services to address potential health problems that may adversely affect their health status and  
3 learning potential. Site services shall be inclusive of (1) Vision and Hearing; (2) Body Mass Index  
4 (BMI) and Blood Pressure; and (3) Early Periodic Screening, Diagnosis, and Treatment (EPSDT).

## 5 **A. Healthcare Service**

6 Preventive and early intervention health services aimed at preventing and screening for health  
7 conditions shall be available to students of Germantown Municipal School District. Services shall be  
8 conducted by qualified healthcare providers contracted and/or working in collaboration with the  
9 district.

## 10 **Healthcare Monitoring**

11 Students entering grades Pre-K, K, 2, 4, 6, 8, Lifetime Wellness courses and students entering the  
12 District from another district will be asked to provide evidence of completion of EPSDT or preventive  
13 well-child screening. Evidence of screening shall consist of a report from a qualified healthcare  
14 provider within the past 12 months. No student shall be excluded from school for failure to provide  
15 documentation of completion of or refusal to submit to an EPSDT screening. If evidence of a screening  
16 is not available, the District shall make provisions for a screening during the applicable school year  
17 upon request by the parent, guardian, or custodian.

## 18 **Health Referral Service**

19 The results of vision and hearing; BMI and blood Pressure; and EPSDT (including medical, dental, and  
20 mental/behavioral health) screening **conducted by healthcare providers contracted and/or working in**  
21 **collaboration with GMSD** shall be provided by the healthcare provider to parents. A referral to a  
22 follow-up evaluation with healthcare provider shall be provided to parents whose child's test results  
23 indicate a possible condition that may interfere or tend to interfere with the student's academic  
24 progress.

## 25 ~~**C. Accurate Medical Information**~~

- 26 ~~1.— Parents/guardians are responsible for informing school personnel of significant medical~~
- 27 ~~conditions which may lead to emergency situations or which may require some modification in~~
- 28 ~~curriculum or school activities.~~
- 29 ~~2.— Medical information will be requested by Germantown Municipal School District and~~
- 30 ~~completed by the parent/guardian each school year.~~

- ~~3.—The Principal shall ensure that any/all information concerning the medical conditions of the students are identified by:~~
- ~~a.— Directing a systematic review of all registration forms and medical documentation.~~
  - ~~b.— Mandating that information (suspected or confirmed) received by staff/faculty member be reported to the Principal; and~~
  - ~~c.— Encouraging parents/guardians to alert the Principal of any medical condition.~~

#### **D. Validation of Medical Conditions**

- ~~1.—The parent/guardian for each student identified as having a medical condition (or possible medical condition) shall be contacted by school administration/designee for the purpose of clarifying the extent of the medical condition.~~

A statement from a healthcare provider should be provided by the parent in those cases in which the medical condition appears to warrant:

- a. A modification in the standard curriculum or school related activities;
- b. The need to supervise **and/or** administer medication during the school day; or
- c. A special alert for school personnel regarding a possible requirement for emergency first aid.

#### **B. Individualized Healthcare Plans**

~~Specific healthcare accommodation plans or~~ **When an** Individualized Healthcare Plans (IHP) **becomes necessary, it** shall be written by **the** school nurse ~~staff~~ in response to student's medical condition and shall include:

- ~~1. A specific timeframe to develop student IHP that must be reviewed~~ with the parent/guardian (at least once per school year);
2. The medical condition; health assessment; emergency plan; identified health needs; and procedures/treatments required during school hours;
3. Relevant documents, such as physician's statement.

The IHP should be distributed only to school employees with a legitimate need to know.

When the ~~child is a special education student,~~ **student has a disability and has an IEP or 504 Plan,** the IHP shall be a part of the IEP **or 504 Plan.** ~~and shall be maintained in the special education records.~~

#### **C. Confidentiality**

An employee of Germantown Municipal School District shall safeguard student medical information from unauthorized disclosure except as permissible by law or as required function to perform his/her job responsibilities; and/or in a case where a student poses an imminent threat of harm to him/herself

1 or others. An employee who missuses, altars, removes, or improperly uses confidential student  
2 medication information shall be subject to disciplinary action up to and including termination.  
3 Volunteers whose volunteer activity may place them in a position where they may gain knowledge of  
4 student's healthcare information as well as other entities contracted by and/or working in collaboration  
5 with the District to provide healthcare services shall be held to the same professional standards as an  
6 employee of Germantown Municipal School District. Sanctions for breach of confidentiality may  
7 apply.

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b><del>Individualized Healthcare Plans*</del></b>	Descriptor Code: <b>6.419</b>	Issued Date: <b>11/**/21</b> <b>09/15/14</b>
		Rescinds:	Issued:

1 ~~Specific healthcare accommodation plans or~~ When an Individualized Healthcare Plans (IHP) becomes  
 2 necessary, it shall be written by the school nurse staff in response to student's medical condition and  
 3 shall include:

- 4 1. A specific timeframe to ~~develop student IHP that must be~~ reviewed with the parent/guardian (at  
 5 least once per school year);
- 6 2. The medical condition; health assessment; emergency plan; identified health needs; and  
 7 procedures/treatments required during school hours;
- 8 3. Relevant documents, such as physician's statement.

9 The IHP should be distributed only to school employees with a legitimate need to know.

10 When the ~~child is a special education student,~~ Student has a disability and has an IEP or 504 Plan, the  
 11 IHP shall be a part of the IEP ~~or 504 Plan,~~ and shall be maintained in the special education records.

**\*This Policy is REPEALED and Included into Policy 6.418 Student Health**

Repealed and Combined

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <h2 style="margin: 0;">Prevention and Treatment of Sudden Cardiac Arrest</h2>	Descriptor Code: <b>6.420</b>	Issued Date: <b>11/**/21</b> <b>12/16/15</b>
		Rescinds:	Issued:

1 Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and unexpectedly,  
 2 preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of  
 3 students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and  
 4 parents are educated about the nature and treatment of sudden cardiac arrest. Germantown Municipal  
 5 Schools recognizes that sudden cardiac arrest is a serious health issue and should be treated as such.

6 Germantown Municipal Schools ~~will~~ hereby adopts the guidelines and other pertinent information and  
 7 forms developed by the Tennessee Department of Health and/or approved by TSSAA to inform and  
 8 educate coaches, school administrators, student athletes, and parent(s) / guardian(s) of the nature, risk  
 9 and symptoms of sudden cardiac arrest. These guidelines and materials may be viewed on the  
 10 Department of Health's, TSSAA website, and shall be made available to interested parties through the  
 11 GMSD ~~Central Office~~ Student Services Department.

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

### 17 **REQUIRED TRAINING<sup>1</sup>**

18 The ~~director of schools~~ Superintendent shall ensure that each school's athletic director and coaches,  
 19 employed or volunteer, annually complete the National Federal of State High School Associations  
 20 Elective Course – Sudden Cardiac Arrest certification course.

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

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

- 1 All documentation of the completion of a sudden cardiac arrest education course program and signed  
2 sudden cardiac arrest information sheets shall be maintained by the ~~director of schools or his/her~~  
3 **Superintendent** /designee for a period of three (3) years.
- 4 **Removal from Athletics<sup>1</sup>**
- 5 Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest  
6 during or after an athletic activity or competition shall be immediately removed for evaluation by a  
7 licensed healthcare professional, if available, and if not, by a coach or other designated individuals.  
8 Signs, symptoms and/or behaviors include, but are not limited to: passing out; fainting; unexplained  
9 shortness of breath; chest pains; dizziness; racing heart rate; and extreme fatigue.
- 10 Student athletes who have been removed from an athletic activity or competition shall not return to any  
11 supervised team activities involving physical exertion, including games, competitions, or practices,  
12 until the student athlete has been evaluated by a licensed medical doctor or osteopathic physician.  
13 Clearance to full or graduated return to practice or play must be in writing.

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Legal References

TCA 68-6-101, et. seq

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <h2 style="text-align: center;">Accommodating Students with Diabetes</h2>	Descriptor Code: <b>6.421</b>	Issued Date: <b>11/**/21</b> <b>07/11/16</b>
		Rescinds: <b>6.421</b>	Issued: <b>09/15/14</b>

1 ~~The district shall provide students with diabetes a plan of care to ensure that necessary~~  
 2 ~~accommodations are available in accordance with applicable State law.<sup>†</sup> Students with diabetes~~  
 3 ~~(insulin dependent or non-insulin dependent) shall have the right to monitor their blood sugar levels~~  
 4 ~~and/or to have such levels monitored during the school day as ordered by their physician.~~

5 **The District shall develop a Diabetes Action Plan for each student with diabetes. When appropriate,**  
 6 **the District may also develop an Individual Health Plan (IHP) for each student with diabetes. Diabetes**  
 7 **Action Plans and IHPs shall be updated annually and more frequently as needed.**

8 ~~The administrator in charge of student health services is to:~~ **Coordinated School Health Supervisor**  
 9 **shall:**

- 10 A. Consult and coordinate with parents and healthcare providers of students with diabetes; and
- 11 B. ~~Prior to the beginning of the school year, or upon a student's diagnosis,~~ **Train and supervise the**  
 12 **appropriate staff in concerning the** care of students with diabetes. ~~;~~ **and**
- 13 ~~C. Annually provide in-service on procedure for parents to notify schools of specific health needs.~~

14 **Registered Nurses at schools shall train GMSD volunteer staff regarding the care of diabetic**  
 15 **students.**

16 ~~A school administrator shall notify Assistant Principals and teachers of the students who will use~~  
 17 ~~glucose monitoring devices in their schools.~~

18 **Emergency/Individual Health Plans**

19 ~~The district shall develop and follow an emergency and/or individual health plan for each student with~~  
 20 ~~diabetes. Each plan shall include an individual emergency plan. Health plans shall be updated annually~~  
 21 ~~and more frequently as needed.~~

22 **All Diabetes Action Plans shall include signed orders from the student's treating physician or nurse**  
 23 **practitioner.**

24 **A. Parent's Designated Adult**

25 **For School trained personnel or the school nurse to participate in the care of the student with**  
 26 **diabetes, the parent must grant said permission by signing the Diabetes Action Plan.**

~~Parents of students with diabetes may designate an adult to provide care of their student consistent with the student's individual health care plan. At the request of Parents, employees of the District and/or volunteer may volunteer under no duress to be a Parent Designated Adult. Participation as a Parent Designated Adult is strictly voluntary.~~

### **~~B. Letter of Intent~~**

~~A Parent Designated adult shall file a written letter of intent indicating that they voluntarily consent to serve in this capacity. The letter of intent must be dated for the current school year and shall be valid for one (1) academic year.~~

~~Parent Designated Adults shall be required to receive training in the appropriate care of students with diabetes. Such training must be:~~

- ~~1. Completed annually (following submission of a letter of intent) or as needed based on the student's IHP; and~~
- ~~2. Provided by an employee of the District's Office of School Health Services or from a Nationally Certified Diabetes Educator.~~

~~The administrator in charge of student health services is not responsible for the supervision of these procedures authorized by the parents and carried out by the Parent Designated Adult.~~

### **Additional Requirements**

~~In addition to adhering to the requirements of each IHP, for the general care of students with diabetes, the District shall:~~

- ~~A. Acquire the necessary parent requests and instructions for treatment.~~
- ~~B. Acquire monitoring and treatment orders from licensed healthcare providers prescribing within the scope of their licensed authority.~~
- ~~C. Provide sufficient and secure storage for medical equipment and medication provided by the parent.~~
- ~~D. Assess competency and independent skills in blood glucose monitoring by the student and/or other personnel trained. The school nurse will assess competency in adequate knowledge and skill in all aspects of the blood glucose monitoring.~~
- ~~E. Permit students with diabetes~~ Upon written request of the parent or guardian and if included in the student's Diabetes Action Plan and the student IHP, if the student has an IHP, students with diabetes shall be permitted to perform blood glucose test checks, to administer insulin, to treat

1 hypoglycemia and hyperglycemia and otherwise attend to the care and management of the  
 2 student's diabetes in any area of the school or school grounds and at any school-related activity,  
 3 and shall be permitted to possess on the student's person at all times all necessary diabetes  
 4 monitoring and treatment supplies, including sharps. Any sharps involved in diabetes care and  
 5 management for a student shall be stored in a secure but accessible location, including on the  
 6 student's person, until use of the sharps is appropriate. Use and disposal of sharps shall be in  
 7 compliance with the guidelines set forth by the Tennessee Occupational Safety and Health  
 8 Administration (TOSHA). ~~with easy access to the necessary supplies, equipment and  
 9 medication necessary under their IHP. This includes the option for students to carry the  
 10 necessary supplies/sharps, equipment and medication on their person and to perform  
 11 monitoring and treatment functions whenever they are on school grounds or at school  
 12 sponsored events.~~

13  
 14 ~~F. The most appropriate settings for glucose monitoring may be, in many cases, the school health  
 15 room/office. The location and method of the monitoring such as glucose levels, including safe  
 16 disposal of sharps/lancets, shall be determined by a joint decision of the school  
 17 Principal/designee and the school nurse, with input from the student, the student's parent(s)  
 18 guardian(s), and the student's physician or other licensed healthcare provider.~~

19 ~~G. Permit students with diabetes~~ Diabetic students shall be permitted unrestricted access to  
 20 necessary food and water on schedule and as needed and permit unrestricted access to  
 21 bathroom facilities. When food is served at school events, provision shall be made for  
 22 appropriate food to be available to students with diabetes.

23  
 24 ~~H.~~ Students with diabetes shall not miss meals because they are not able to pay for them. The  
 25 charge for the meal will be billed to the parent or adult student and collected consistent with  
 26 District policies.

27  
 28 ~~I. Parents and healthcare providers of student's with diabetes will be provided with a description  
 29 of their student's school schedule to facilitate the timing of monitoring, treatment and food  
 30 consumption.~~

31  
 32 ~~J.~~ Each student's Diabetes Action Plan and IHP, if the student has an IHP shall be distributed to  
 33 appropriate staff. ~~based on student's needs and the staff members contact with student.~~

### 34 Indemnity

35 ~~The administrator in charge of the student health services is not responsible for the supervision of  
 36 procedures authorized by the parents and carried out by the Parent Designated Adult.~~

37 ~~Additionally, the district, its employees, agents or Parent Designated Adults that act in good faith and  
 38 in substantial compliance with a student's individual health care plan and the instructions of the~~

- 1 ~~student's healthcare provider shall not be criminally or civilly liable for services provide~~

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Legal References

~~+~~ TCA 49-50-1602

# Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: <b>Psychological and Social Services</b>	Descriptor Code: <b>6.422</b>	Issued Date: <b>11/**/21</b> <b>09/15/14</b>
		Rescinds:	Issued:

1 The District shall make psychological and social service programs available for all students of  
2 Germantown Municipal School District.<sup>+</sup>

### 3 ~~A. Psychological Services~~

4 ~~The psychological services program shall may cooperate with other agencies in consultative screening~~  
5 ~~and assessment services. School counselors shall respect the rights and privacy of the students they~~  
6 ~~counsel and confidentiality shall be maintained, except as outlined in the administrative rules and~~  
7 ~~regulations to this policy.~~

8 Confidentiality shall be maintained by any District employee providing **psychological** services ~~related~~  
9 ~~to psychological services~~ except:

- 10 1. Where there is a clear present danger to the student or other person;
- 11
- 12 2. To consult with another psychologist **or other District employee** when it is in the best interest of
- 13 the student;
- 14
- 15 3. When the student and/or Parent waives this privilege in writing; or
- 16
- 17 4. When required by federal law.

### 18 ~~B. Social Services~~

19 ~~Each school The District shall provide social service programs for all students through the cooperative~~  
20 ~~efforts of the principal, teachers, and school counselors. The Principal, in consultation with the social~~  
21 ~~service provider and the offices responsible for student support and Coordinated School Health, shall~~  
22 ~~ensure the development of a program of social services.~~

### 23 ~~C. Confidentiality in Psychological Service~~

24 Confidentiality shall be maintained by any District employee providing **psychological** services related  
25 ~~to psychological services~~ except:

- 26 5. ~~Where there is a clear present danger to the student or other person;~~
- 27

- 1 ~~6. To consult with another psychologist or other District employee when it is in the best interest of~~
- 2 ~~the student;~~
- 3
- 4 ~~7. When the student and/or Parent waives this privilege in writing; or~~
- 5
- 6 ~~8. When required by federal law.~~

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Legal References

- ~~1. TRR/MS 0520-01-03-08(1)(c)~~  
Tennessee State Board Policy 4.209

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Seizure Management</b>	Descriptor Code: <b>6.423</b>	Issued Date: <b>11/**/21</b> <b>09/15/14</b>
		Rescinds:	Issued:

1 ~~The Board recognizes its responsibility to protect the health of its students as well as to uphold their~~  
2 ~~individual rights. As such, the Germantown Municipal School Board of Education makes this~~  
3 ~~statement related to child health and wellbeing for students with epilepsy and/or seizure disorders.<sup>†</sup>~~

4 The District, in accordance with TCA § 49-5-415, shall permit ~~an~~ employees, who have been properly  
5 trained by a registered nurse, to volunteer to administer anti-seizure medication in emergency  
6 situations to a student in compliance with the student's IHP. However, if a school nurse is available and  
7 on site, the nurse shall administer the anti-seizure medication to the student.

8 ~~For training of volunteers and administration of anti-seizure medications, including diazepam gel, the~~  
9 ~~District shall adhere to Tennessee's "Guidelines for Use of Health Care Professionals and Health Care~~  
10 ~~Procedures in a School Setting" created jointly by the State Departments of Education and Health. The~~  
11 ~~District office responsible for Coordinated School Health will determine the criteria and response for~~  
12 ~~seizure emergency in Germantown Municipal Schools based on guideline recommendations by the~~  
13 ~~State of Tennessee. In addition, a procedure will be developed; roles will be defined for students,~~  
14 ~~parents/guardians, school administrators/designee, and district school health staff.~~

15 Prior to administration of an anti-seizure medication to a student by volunteer school personnel or a  
16 school nurse, the student's parent or guardian shall provide:

- 17 1) The student's school with a written authorization to administer the medication at school;
- 18 2) A written statement from the student's healthcare practitioner, which statement shall contain  
19 the student's name, the name and purpose of the medication, the prescribed dosage, the route of  
20 administration, the frequency that the medication may be administered, and the circumstances  
21 under which the medication may be administered; and
- 22 3) Prior to its expiration, the prescribed medication to the school in its unopened, sealed package  
23 with the intact label affixed by the dispensing pharmacy.

24 A student's parent or guardian who has given the student's school written authorization to administer  
25 anti-seizure medication shall, in accordance with the student's IHP, notify the school nurse if anti-  
26 seizure medication or prescription or over the counter medicines are administered to the student at a  
27 time at which the student is not present at school.

28

29

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Legal References

⚖️ TCA 49-50-1602

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Life-Threatening Allergy Management</b>	Descriptor Code: <b>6.425</b>	Issued Date: <b>11/**/21</b> <b>07/11/16</b>
		Rescinds: <b>6.425</b>	Issued: <b>09/15/14</b>

~~Germantown Municipal School District shall have an allergy program to promote the safety and well-being of students with life-threatening allergies. While it is the Board's primary goal to provide a safe environment for all students, it is unrealistic to guarantee an allergen-free school environment. It is therefore the intent of the Board to ensure that safeguards are implemented for students with allergies determined to be life-threatening by a medical professional.<sup>†</sup>~~

To effectively respond to student allergy risks, parents/guardians of students diagnosed with a life-threatening allergy should promptly notify the school upon diagnosis of the allergy. The District shall implement an Allergy and Anaphylaxis Emergency Plan based, in part, on the *Guidelines for Managing Life-Threatening Food Allergies*. ~~An IHP tailored to the needs of each individual child at risk for anaphylaxis, with accommodations for allergy management will be developed following the "Guidelines for Managing Life-Threatening Food Allergies in Tennessee schools"~~. The District shall provide training for school-based staff in the appropriate administration of epinephrine.

~~According to TCA § 49-50-1062(e) students may carry EpiPen if prescribed to them with permission from the parent. Schools are authorized to keep extra EpiPen for treating allergic reactions in student or staff when physicians write prescriptions in the name of the schools.~~

A student with anaphylaxis is entitled to possess and self-administer prescription anaphylaxis medication while on school property or at a school-related event or activity if:

1. The prescription anaphylaxis medication has been prescribed for that student as indicated by the prescription label on the medication;
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
3. A parent of the student provides to the school:
  - a) Written authorization, signed by the parent, for the student to self-administer prescription anaphylaxis medication while on school property or at a school-related event or activity;
  - b) A written statement, signed by the parent, in which the parent releases the District and its employees and agents from liability for an injury arising from the student's self-administration of prescription anaphylaxis medication while on school property or at a school-related event or activity, except in cases of wanton or willful misconduct; and

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c) A written statement from the student’s physician or other health care provider, signed by the physician or provider that:

- 1) Supports a diagnosis of anaphylaxis;
- 2) Identifies any food or other substances to which the student is allergic;
- 3) Describes any prior history of anaphylaxis, if appropriate;
- 4) Lists any medications prescribed for the child for the treatment of anaphylaxis;
- 5) Details emergency treatment procedures in the event of a reaction;
- 6) Lists the signs and symptoms of a reaction;
- 7) Assesses the student’s readiness for self-administration of prescription medication; and
- 8) Provides a list of substitute meals that may be offered by food services personnel.

The Physician’s statement must be kept on file in the school nurse’s office.

If a student uses the medication in a manner other than prescribed, the student may be subjected to disciplinary action.

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Legal References

- 1. ~~TCA 49-50-1602(f); Guidelines for Use of Health Care Professionals and Health Care Procedures in a School Setting, including Guidelines for Managing Life Threatening Food Allergies in Tennessee Schools (Tennessee Department of Education and Tennessee Department of Health) (2014).~~

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~~Cross-References~~

~~Medicines 6.405~~

# Germantown Municipal School District

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <h2 style="text-align: center;">Homeless Students</h2>	Descriptor Code: <h3 style="text-align: center;">6.503</h3>	Issued Date: <span style="background-color: yellow;">11/**/21</span> <h3 style="text-align: center;">01/30/17</h3>
		Rescinds: <h3 style="text-align: center;">6.503</h3>	Issued: <h3 style="text-align: center;">02/01/14</h3>

1 Children who meet the Federal definition of "homeless" will be provided a free appropriate public  
 2 education in the same manner as all other students of the District.<sup>1</sup> To that end, homeless students will  
 3 not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the  
 4 school serving those non-homeless students residing in the area in which the homeless child is actually  
 5 living. The District shall establish safeguards that protect homeless students from discrimination on the  
 6 basis of their homelessness.

7 Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime  
 8 residence, and include those who meet any of the following criteria:<sup>2</sup>

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary night time residence that is a public or private place not designed for or ordinary used as a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

9 Additionally, pursuant to Federal and State law, migratory children who are living in circumstances  
 10 described in A-~~G~~ F above are also considered homeless.

11 Homeless preschool-aged children and their families shall be provided equal access to the educational  
 12 services for which they are eligible, including preschool programs administered by the School District.

13 The District shall remove barriers to the enrollment and retention of homeless students in schools in  
 14 the District.<sup>3</sup> Homeless students shall be enrolled immediately, even if they do not have the necessary

1 enrollment documentation such as immunization and health records, proof of residency or  
2 guardianship, birth certificate, school records, and other documentation.

3 Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs;
- F. Before and after-school programs.

4 Homeless students have the right to remain in their school of origin of the local attendance area school,  
5 according to the child's best interest.<sup>4</sup> The school of origin is the school that the student attended when  
6 permanently housed or last enrolled. The local attendance area school is any public school that non-  
7 homeless students who live in the attendance area in which the student is actually living are eligible to  
8 attend.

9 Homeless students have the right to dispute their school assignment, if their assignment is other than  
10 their school of origin. In determining the best interest of the student, the District shall, to the extent  
11 feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the  
12 homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school  
13 other than the school of origin or a school requested by the parent or guardian, a written explanation,  
14 including a statement regarding the right to appeal, will be provided to the homeless student's parent or  
15 guardian or the unaccompanied youth.<sup>5</sup>

16 The Board of Education requires that these rights and the dispute process be communicated to the  
17 parent or guardian of the homeless student or unaccompanied youth.

18 In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the  
19 rights described above, the District shall post public notice of educational rights of children and youth  
20 experiencing homelessness in each school.

1 At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless  
2 liaison, transportation shall be provided for a homeless student to and from the school of origin as  
3 follows:

- A. If the homeless student continues to live in the School District in which the school of origin is located, transportation will be provided in accordance with District policy/administrative guidelines.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

4 ~~The Superintendent will appoint a~~ The GMSD Federal Programs/ESL Coordinator shall serve as the  
5 GMSD Liaison for Homeless Children who will perform the duties as assigned by the Superintendent.  
6 Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education  
7 of Homeless Children and Youth as well as with community and school personnel responsible for the  
8 provision of education and related services to homeless children and youths.

9 The homeless liaison will assist, to the extent feasible, the homeless students and their parent(s) or  
10 guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet  
11 State and local requirements for entry into school.

12 All records for homeless students shall be maintained so that they are available in a timely fashion and  
13 can be transferred promptly as necessary.

14 No Board policy, administrative procedure, or practice ~~will be~~ is intended to be interpreted or applied  
15 in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

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**Legal References**

42 USCS §§ 11431 to ~~11435~~ 11434; McKinney-Vento Education Assistance Improvements Act of 2001, Part C, § 721

McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 725

McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(C)(i), § 722(g)(3)(H)

McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(A)

McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(B)

**T.C.A. 49-50-1701-1703**

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**Cross References**

~~Student Transportation 3.400~~

~~Parental Involvement 4.502~~

~~Promotion and Retention 4.603~~

~~School Admissions 6.203~~

~~Migrant Students 6.504~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date: <b>11/**/21</b> <b>06/02/14</b>
		Rescinds:	Issued:

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

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

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

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

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

## 16 ACCESS TO STUDENT RECORDS

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

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

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

- 28
- 29 1. To comply with a judicial order or lawfully issued subpoena pursuant to the terms of  
30 state law. The school system will make a reasonable effort to notify the student's  
31 parent(s) or the eligible student before making a disclosure;

- 1
- 2 2. If the disclosure is an item of directory information;
- 3
- 4 3. To comply with the requirements of child abuse reports to the extent known by the
- 5 school officials including the name, address, and age of the child; the name and
- 6 address of the person responsible for the care of the child, and the facts requiring the
- 7 report;<sup>3</sup>
- 8
- 9 4. When certain federal and state officials need information in order to audit or enforce
- 10 legal conditions related to federally supported education programs in the school system;
- 11
- 12 5. When the school system has entered into a contract or written agreement for an
- 13 organization to conduct scientific research on the system's behalf to develop tests or
- 14 improve instruction, provided that the studies are conducted in a manner which will
- 15 not permit the personal identification of students and their parents by individuals
- 16 other than representatives of the organization and the information will be destroyed
- 17 when no longer needed for the purpose for which the study was conducted;
- 18
- 19 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
- 20 Internal Revenue Code;
- 21
- 22 7. To accrediting organizations to carry out their accrediting functions;
- 23
- 24 8. When a student seeks or intends to enroll in another school district or a post-secondary
- 25 school. Parent(s) of students or eligible students have a right to obtain copies
- 26 of records transferred under this provision;<sup>4</sup>
- 27
- 28 9. To financial institutions or government agencies that provide or may provide
- 29 financial aid to a student in order to establish eligibility, to determine the amount of
- 30 financial aid, to establish conditions for the receipt of financial aid, and to enforce
- 31 financial aid agreements.
- 32
- 33 10. To make the needed disclosure in a health or safety emergency when warranted by the
- 34 seriousness of the threat to the student or other persons, when the information is
- 35 necessary and needed to meet the emergency, when time is an important and limiting
- 36 factor, and when the persons to whom the information is to be disclosed are qualified
- 37 and in a position to deal with the emergency.
- 38
- 39 11. To the Attorney General or his designee for official purposes related to the
- 40 investigation or prosecution of an act of domestic or international terrorism. An
- 41 educational agency that, in good faith, produces education records in accordance with

1 an order issued under this Act shall not be liable to any person for that production.<sup>5</sup>

2  
3 12. To any agency caseworker or other representative of a state or local child welfare  
4 agency or tribal organization authorized to access the student's educational records  
5 when such agencies or organizations are legally responsible for the care and protection  
6 of the student.<sup>6</sup>

7 Authorized school officials may release information from a student's education record if the  
8 student's parent(s) or the eligible student gives written consent for the disclosure. The written  
9 consent must include:

- 10  
11 1. A specification of the records to be released;  
12  
13 2. The reasons for the disclosure;  
14  
15 3. The person, organization, or class of persons or organizations to whom the disclosure  
16 is to be made;  
17  
18 4. The signature of the parent(s) or eligible student;  
19  
20 5. The date of the consent and, if appropriate, a date when the consent is to be  
21 terminated. The student's parent(s) or the eligible student\* may obtain a copy of any  
22 records disclosed under this provision.

23 The school system will maintain an accurate record of all requests to disclose information  
24 from or to permit access to a student's education records. The system will maintain an accurate  
25 record of information it discloses and access it permits. The system will maintain this record as  
26 long as it maintains the student's education record.

27 The record will include at least:

- 28  
29 1. The name of the person or agency that makes the request;  
30  
31 2. The interest the person or agency has in the information;  
32  
33 3. The date the person or agency makes the request; and  
34  
35 4. Whether the request is granted and, if it is, the date access is permitted or the  
36 disclosure is made.

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

### 3 **ANNUAL NOTIFICATION**

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

9  
10 1. Request, inspect, and review the student's education records;

11 2. Seek correction of items in the record which are believed to be inaccurate, misleading or  
12 in violation of the student's rights, including the right to a hearing upon request;

13 3. File a complaint with the appropriate state or federal officials when the school system  
14 violates laws and regulations relative to student records;

15 4. Obtain a copy of this policy and a copy of the student's educational records;

16 5. Exercise control over other people's access to the records, except when prior written consent  
17 is given, or under circumstances as provided by law or regulations, or where the school  
18 system has designated certain information as "directory information."

### 19 **DIRECTORY INFORMATION**

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

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

31 Parent(s) intending to limit or withhold student directory information should file notice in writing  
32 with their student's school principal no later than September 1 annually.

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

---

## 1 **INSPECTION PROCEDURE**

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

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

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

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

## 14 **FEES FOR COPIES**

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

## 18 **CORRECTION PROCEDURES**

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

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

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Legal References

10 U.S.C. § 503(c)

20 USCS 1232g

T.C.A. 10-7-503

T.C.A. 10-7-504

T.C.A. 37-1-403

T.C.A. 49-1-703

T.C.A. 49-1-704

T.C.A. 49-6-406

T.C.A. 49-6-3001(e)(1)

34 CFR § 99.3, § 99.10

34 CFR § 99.11

34 CFR § 99.20, § 99.21, § 99.22

34 CFR 99.30

34 CFR 99.32(a)

34 CFR 99.4

34 CFR 99.5

34 CFR 99.7

~~504; TRR/MS 0520-01-03-.03(13)~~

~~(a)(4); 20 USCS 1232g~~

~~20 USCS 1232g(b)(2)(B)~~

~~20 USCS 1232g(b)(2); TCA 10-7-504(a)(4)(A)~~

~~20 USCS 1232g(b)(3)~~

~~20 USCS 1232g(b)(1)(F)~~

~~20 USCS 1232g(b)(1)(H)~~

~~20 USCS 1232g(b)(1)(G)~~

~~TRR/MS 0520-01-03-.03(11)(e)~~

~~20 USCS 1232g(b)(1)(D)~~

~~20 USCS 1232g(b)(1)(I)~~

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Cross References

~~School District Records 1.407~~

~~Promotion and Retention 4.603~~

~~Attendance 6.200~~

~~Child Custody/Parental Access 6.209~~

~~Disciplinary Hearing Authority 6.317~~

~~AIDS 6.404~~

~~20 USCS 1232g(j); USA Patriot Act of 2001 § 507~~

~~20 USCS 1232g~~

~~TCA 49-1-701, et seq.~~

# Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: <b>Student Records Annual Notification of Rights</b>	Descriptor Code: 6.601	Issued Date: 11/**/21 08/21/17
		Rescinds:	Issued:

## 1 Annual Notification

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

- 6 1. Request, inspect, and review the student's education records;
- 7 2. Seek correction of items in the record which are believed to be inaccurate, misleading or in  
8 violation of the student's rights, including the right to a hearing upon request;
- 9 3. File a complaint with the appropriate state or federal officials when the school system violates  
10 laws and regulations relative to student records;
- 11 4. Obtain a copy of this policy and a copy of the student's educational records;
- 12 5. Exercise control over other people's access to the records, except when prior written consent is  
13 given, or under circumstances as provided by law or regulations, or where the school system  
14 has designated certain information as "directory information."

## 15 DIRECTORY INFORMATION

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

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

25 Parent(s) intending to limit or withhold student directory information should file notice in writing with their  
student's school principal no later than September 1 annually.

---

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

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Legal References

~~34 CFR 99.4~~

~~34 CFR 99.5~~

~~34 CFR 99.7~~

~~TCA 49-6-406~~

~~10 U.S.C. §503(e)~~

1. ~~34 CFR 99.4; 34 CFR § 99.7; TCA 49-1-703~~
2. ~~34 CFR § 99.7~~
3. ~~34 CFR § 99.3~~
4. ~~TCA 49-6-406; 10 U.S.C. §503(e)~~
5. ~~34 CFR § 99.3, § 99.5; TCA 49-1-704~~

**REPEALED AND COMBINED WITH POLICY 6.600 STUDENT RECORDS**

Repealed and Combined

Repealed and Combined

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Records Inspection &amp; Correction Procedure</b>	Descriptor Code: <b>6.602</b>	Issued Date: <b>11/**/21 05/05/14</b>
		Rescinds:	Issued:

## **INSPECTION PROCEDURE**

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

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

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

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

## **FEEES FOR COPIES**

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

## **CORRECTION PROCEDURES**

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

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

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Legal References

34 CFR § 99.4

34 CFR § 99.3, § 99.10; TCA 49-1-704

34 CFR § 99.11

34 CFR § 99.20, § 99.21, § 99.22

Repealed and Combined

# Germantown Municipal School District

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Fees and Fines</b>	Descriptor Code: <b>6.709</b>	Issued Date: <b>11/**/21 05/05/14</b>
		Rescinds:	Issued:

1 Germantown Municipal School District is able to offer many programs due to the generous financial  
 2 commitments of our parents and guardians. Without those financial commitments, Germantown  
 3 Municipal School District would not be able to offer many programs. School systems may request but  
 4 not require payment of school “fees”. A “fee” is defined by State law and rules promulgated by the  
 5 Tennessee Board of Education to be:<sup>1</sup>

- 6 1. Fees for activities that occur during regular school hours, including field trips, any portion of  
 7 which falls within the school day; or for activities outside regular school hours if required for  
 8 credit or grade;  
 9
- 10 2. Fees for activities and supplies required to participate in all courses offered for credit or grade,  
 11 including interscholastic athletics and marching band if taken for credit in accordance with  
 12 local board policies;  
 13
- 14 3. Fees or tuition applicable to courses taken during the summer by a student; except that  
 15 nonresident students regularly enrolled in another school system may be required to pay fees or  
 16 tuition for such summer course;  
 17
- 18 4. Fees required for graduation ceremonies; and  
 19
- 20 ~~5. Fees for a copy of the student record; and~~  
 21
- 22 6. Refundable security deposits collected by a school for use of school property for courses  
 23 offered for credit or grade, including interscholastic athletics and marching band if taken for  
 24 credit.

25 The ~~District-office~~ Board must approve all fees before they are requested.

26 However, if parents or guardians do not desire to or are not financially able to pay the aforementioned  
 27 fees, they may notify the Principal of the school at which their child is enrolled that they desire for fees  
 28 assessed to their child be waived. The “request for fee waiver” shall be made on a form that will be  
 29 provided to each parent at the time a school fee is requested.

30 School fees do not include:

- 31 1. Fines<sup>2</sup> imposed on all students for late-returned library books; parking or other traffic fines  
 32 imposed for abuse of parking privileges on school property; or reasonable charges for lost or  
 33 destroyed textbooks, library books, workbooks or any other property of the school;  
 34

- 1        2. Refundable security deposits collected by a school for use of school property for participating
- 2        in extracurricular, **non-credit-bearing** activities;
- 3        3. Costs for extracurricular activities occurring outside the regular school day including sports,
- 4        optional trips, clubs, or social events; and
- 5
- 6        4. Non-resident tuition charged of all students attending a school system other than the one serving
- 7        their place of residence.

#### 8        **Withholding of Student Grades for Debts Owed to the School**

9        Report cards, diplomas, and transcripts of students who take Germantown Municipal School District  
10       property or students who have incurred a debt to a school, shall be withheld until the student makes  
11       restitution in full.

12       Germantown Municipal School District shall permit the student and/or the student's parent to direct  
13       any dispute of a debt, the amount of the debt, or the application of sanctions to the **Director GMSD**  
14       **Assistant Superintendent** of Student Services. The decision of the **Director GMSD Assistant**  
15       **Superintendent** of Student Services shall be final.

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#### Legal References

1. TCA 49-2-114; ~~TRR/MS 0520-01-03-.03(14)~~
2. TCA 37-10-101, 102; ~~TRR/MS 0520-01-03-.03(15)~~
3. Tennessee State Board Rule O 520-01-02-16

## **10.20.21 RATIONALE FOR REVISION OF POLICIES**

Revisions are recommended for the following 23 policies

**First Reading 10.26.21 / Second Reading 11.30.21**

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

### **Department of Human Resources**

HR 5.501 Employee related Complaints - The title of this policy was changed to remove the word “grievances” in order to avoid confusion that there is a union type responsibility. Other changes were made to make clearer the primary avenues for making complaints and for providing alternative avenues, when appropriate.

### **Department of Operations**

SS 3.208 Facilities Planning- Policy 3.212 was folded into this policy for purposes of streamlining the policy manual and changes were made to that former section, as described below. Additionally, excess or inapplicable language was removed from this policy.

SS 3.212 District Water Testing - **Repealed and Combined with 3.208 - It is recommended that this policy be repealed and combined with policy 3.208, in an effort to streamline the policy manual and make it more user friendly. As folded into policy 3.208, the existing policy 3.212 was amended to reflect the appropriate entities necessary for reporting, as per state law. Additionally, the section regarding the development of procedures is superfluous in that the procedure for water testing is inherent in the policy itself.**

SS 3.217 Energy Management - This policy was originally written to comport with the requirements of a grant which GMSD no longer has, thus changes in the policy are necessary because some portions of the policy are no longer relevant. However, staff felt strongly that other parts of the policy are still relevant and should be part of the District’s philosophy.

### **Department of Student Services**

SS 3.202 Emergency Planning- Excess or inapplicable language in this policy was removed and statutory requirements were refined.

SS 3.203 Crisis Management - The correct reference to the Superintendent was made and the GMSD staff member responsible for media is now referenced in the policy, via the changes made.

SS 3.204 Emergency School Closures- Removed excess language. Removed mandate that employees shall receive their regular wages, in that this might not always be appropriate given certain circumstances, and in order to avoid legal liability for paying wages when not appropriate to do so.

SP 6.414 Guidance and Counseling- Amendments were made to this policy to streamline it in that the elements of the District's Comprehensive School Counseling Plan are inherent in the *Tennessee Comprehensive School Counseling Model of Practice*, referenced in the policy itself.

SP 6.415 First Aid and Emergency Medical Care – Repealed and Combined with 3.202- It is recommended that this policy be repealed and combined with policy 3.202, in an effort to streamline the policy manual and make it more user friendly.

SP 6.416 Student Accident Reports - Changes were made to this policy to remove inapplicable and unnecessary language. It is to be remembered that excess or unnecessary language in policies could subject the District to liability that it would otherwise not bear.

SP 6.418 Student Health - Removed excess, superfluous and inapplicable language.

SP 6.419 Individualized Healthcare Plans – Repealed and Combined with 6.418 - In an effort to streamline the policy manual and for ease of reference for parents and staff, it is recommended that this policy be repealed and combined with 6.418. Additionally, excess or superfluous language was removed.

SP 6.420 Prevention and Treatment of Sudden Cardiac Arrest- Changes were made to this policy to reflect the proper reference to the Superintendent and to make clear to whom questions regarding the guidelines concerning sudden cardiac arrest should be referred.

SP 6.421 Accommodating Students with Diabetes- Excess or inapplicable language was removed. Language was added to make it easier for parents to understand the statutory requirements necessary for the administration of , diabetes medications, testing and care of students with diabetes.

SP 6.422 Psychological and Social Services - Excess or inapplicable language was removed.

SP 6.423 Seizure Management- Changes made to this policy are intended to make it easier for parents to understand their statutory responsibilities in regard to the administration of anti-seizure medication at school, without the need for parents to refer to an extrinsic document. Additionally, language was removed that was excess or superfluous.

SP 6.425 Life-Threatening Allergy Management- Changes made to this policy are intended to make it easier for parents to understand the requirements necessary for the administration of anaphylaxis medication at school, without the need for parents to refer to an extrinsic document. Additionally, language was removed that was excess or superfluous.

SP 6.503 Homeless Students- Changes were made to this policy to reflect the staff person assigned to be the GMSD Liaison for Homeless Children, as required by State law.

SP 6.600 Student Records - Confusing language was removed from the policy. Additionally, it is recommended that policies 6.601 and 6.602 be folded into policy 6.600, in an effort to streamline the policy manual and provide ease of reference for parents and staff.

SP 6.601 Student Records and Annual Notification of Rights - Repealed and Combined with 6.600 - No changes to this policy, however, it is recommended that this policy be repealed and combined with

policy 6.600, in an effort to streamline the policy manual and provide ease of reference for parents and staff.

SP 6.602 Student Records Inspection and Correction Procedure - Repealed and Combined with 6.600 - No changes to this policy, however, it is recommended that this policy be repealed and combined with policy 6.600, in an effort to streamline the policy manual and provide ease of reference for parents and staff.

### Department of Finance

SS 3.500 Food Service Management - Changes were made to this policy to reflect the cabinet member responsible for food service management, and to remove superfluous language.

SP 6.709 School Fees and Debts- Changes were made to this policy to reflect the relevant state board rule. Although the policy is being amended to reflect that school fees must be approved by the Board, rather than the District, the practice of having the Board approve the fees has historically been properly followed.



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021 - 2022

Amendment # 14

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-72130-524	In-service/Staff development	10,000	-	(5,000)	5,000
141-72130-790	Other Equipment	-	-	44,771	44,771
141-72210-189	Other Salaries & Wages	61,919	-	3,000	64,919
141-46981	Revenues - Safe Schools Grant	71,919	-	42,771	114,690

**REASON FOR AMENDMENT:**

Revisions for the Safe Schools Grant. Equipment purchases are for flock camera services and emergency radios.

**APPROVAL / DENIAL:**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

## 2021 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 30, 2021**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Beginning school year 2021-22, the department is formally reinstating LEA approval classifications as outlined in SBE Rule [0520-01-02-.01](#). Annual compliance report data may inform an LEA's approval classification.

I certify that the LEA is in compliance with all federal and state education laws and SBE rules.

I certify that, with the exception of areas indicated in the **attached corrective action plan**, the LEA is in compliance with all federal and state education laws and SBE rules.

**LEA:**

**Director of Schools/Superintendent Name:**

**Director of Schools/Superintendent **Signature:****

**School Board Chair Name:**

**School Board Chair **Signature:****

**Date of School Board Approval:**

**UPLOAD COMPLETED REPORT TO ePlan BY **NOVEMBER 30, 2021****

**(including the corresponding corrective action plan if applicable).**

**Upload instructions are accessible [here](#).**

## Appendix A

### 2021 Noncompliance Corrective Action Plan

**Instructions:** Below is a screenshot of the corrective action plan template. The actual template, which is provided [here](#) in Word format, includes an example and can also be accessed by downloading and opening this PDF and then clicking the attachment (paper clip) icon in the navigation pane.

Additionally, the current edition of *Commissioner's Update for Directors* includes individual links to the compliance report, corrective action plan template, and ePlan submission instructions.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) (background checks)	Due to a misunderstanding of T.C.A. § 49-5-413(a) compliance requirements, 104 employees hired prior to 2000 have not been fingerprinted.	<ul style="list-style-type: none"> <li>▪ Notify the 104 impacted employees and their supervisors of the outstanding requirement and next steps in writing.</li> <li>▪ Coordinate fingerprinting scheduling, results processing, and related communications.</li> <li>▪ Notify the TDOE director of LEA approval of compliance plan completion.</li> </ul>	<p>Human Resources Director</p> <p>Human Resources Director</p> <p>Human Resources Director (with director of schools copied)</p>	<p>Oct. 12, 2021</p> <p>Oct. 13 – Dec. 6, 2021</p> <p>December 7, 2021</p>

## Appendix B

For your convenience, the following is a list of helpful links to state education laws and SBE rules:

Public chapters regarding education passed during the 2021 legislative session:

[https://www.tn.gov/content/dam/tn/education/legal/2021\\_legislative%20report\\_final.pdf](https://www.tn.gov/content/dam/tn/education/legal/2021_legislative%20report_final.pdf)

Current and pending SBE rules:

<https://www.tn.gov/sbe/rules--policies-and-guidance.html>

SBE frequently asked questions:

<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:

<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding education laws or SBE rules, please contact the department's deputy general counsel, Lee Danley, at (615) 253-1550 or [Lee.Danley@tn.gov](mailto:Lee.Danley@tn.gov).