

GMSD Board Work Session
June 17, 2025 5:00 PM
Board Room, GMSD Office

1. Revision of Policies
2. GBOE Resolution 03/2024-2025: GMSD's School Federal Projects Budget
3. Further Business

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 06/**/25 06/07/22 12/02/13
		Rescinds:	Issued:

1 The Board shall ensure adequate public notice of all regular meetings by publishing a complete
 2 schedule for the entire school year. This schedule shall be posted ~~in the central office, each school,~~
 3 ~~and~~ on the **GMSD school system's** website ~~and sent to the President of the local education~~
 4 ~~association.~~

5 In the event of a special Board meeting, notice shall be provided at least **forty-eight (48) hours** ~~twenty-~~
 6 ~~four (24) hours~~ prior to the meeting and shall be posted **on the GMSD website.** ~~in the same locations~~
 7 ~~and in the same manner as regular Board meetings.~~ All notices of special Board meetings shall state
 8 the time, place and purpose of the meeting.

9 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
 10 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions,
 11 notice shall be **posted on the GMSD website as soon as is practical after the decision is made to hold**
 12 **the emergency meeting.** ~~given to all appropriate parties as is practical.~~

Legal References

- T.C.A. § 8-44-103
- T.C.A. § 8-44-110**
- T.C.A. § 49-2-202

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Charter Schools	Descriptor Code: 1.704	Issued Date: 06/**/25 09/26/23 10/25/22
		Rescinds: 1.704	Issued: 05/17/21

1 A charter school shall be a public, nonsectarian, non-religious school which operates within a public
2 school district under the terms of a charter agreement and in accordance with Tennessee law. It shall be
3 subject to all state and federal laws and constitutional provisions prohibiting discrimination on the basis
4 of disability, race, creed, color, gender, national origin, religion, ancestry or need for special education
5 services. A charter school shall not exclude students from enrollment based on race, color, ethnicity,
6 national origin, religion, income level, disability, proficiency in the English language, or academic
7 ability.

8 A Sponsor of a charter school under Tennessee law means a proposed governing body filing an
9 application for the establishment of a public charter school that:

- 10 a) Is not a for-profit entity; nonpublic school as defined by T.C.A. 49-6-3001; other private,
11 religious, or church school; or postsecondary institution not regionally accredited; and
- 12 b) Does not promote the agendas of any religious denomination or religiously affiliated entity.

13 APPLICATION PROCESS

14 A prospective charter school sponsor shall send the GMSD Superintendent and the Tennessee **Public**
15 **Charter School Commission** ~~Department of Education (TDOE)~~ notice of its intent of its plan to submit
16 an application to operate a charter school sixty (60) calendar days prior to February 1 of the year
17 preceding the year in which the proposed charter school plans to begin operation as a public charter
18 school. The letter of intent shall be completed on the form provided by the TDOE. Failure to submit a
19 letter of intent to **the Tennessee Public Charter School Commission** ~~both the TDOE~~ and the GMSD
20 Superintendent by the aforementioned deadline shall exclude a charter school sponsor from submitting
21 an application for that application cycle.

22 The **GMSD** Superintendent/designee shall determine whether the sponsor has selected the correct
23 application category within ten (10) business days of receiving the intent letter and notify the sponsor
24 within five (5) business days of a determination that the incorrect application category has been selected.

25 One (1) original, four (4) copies and one (1) electronic version of the **initial state charter school**
26 application must be received by the GMSD Superintendent on or before 11:59 p.m., central time, on
27 February 1 of the year preceding the year in which the proposed charter school plans to begin operation
28 as a charter school. **The prospective charter school sponsor must use the application form provided by**

1 the TDOE. The TDOE and the Tennessee Public Charter School Commission must receive one (1) copy
2 of the application on or before 11:59 p.m., central time, on February 1 of the year preceding the year in
3 which the proposed charter school plans to begin operation as a charter school. Applications will be
4 accepted only between January 1 and February 1. If the 1st of February falls on a Saturday, Sunday, or
5 holiday on which the school district offices are closed, applications will be accepted on the next business
6 day on or before 11:59 p.m. Late applications will not be accepted. Each charter school application
7 must be accompanied by a cashier's check in the amount of Twenty-Five Hundred Dollars (\$2500), per
8 proposed school, as an authorizer non-refundable application fee.

9 The Board shall determine whether an application is complete within ten (10) business days of receiving
10 the application and shall notify the sponsor within five (5) business days of the determination that the
11 application is determined to be incomplete.

12 If the application is approved, the charter school shall follow the GMSD policy regarding out-of-district
13 enrollment.

14 REVIEW TEAM

15 If necessary, the GMSD Superintendent shall appoint a charter school review team to assist the
16 Germantown Board of Education in reviewing and evaluating charter school applications and making
17 recommendations to the Germantown Board of Education.

18 The review team shall be comprised of persons with relevant academic, organizational, financial, and
19 legal expertise, as well as a thorough understanding of the essential principles of charter school autonomy
20 and accountability.

21 The charter school review team shall use the most current version of the TDOE "Tennessee Charter
22 School Application Scoring Criteria" for scoring each charter school application.

23 An application shall be considered complete if:

- 24 1. The application is submitted on the Department's state charter application form for that
25 application cycle;
- 26 2. The sponsor has completed all required sections of the application aligned to the category
27 indicated by the sponsor in its letter of intent and the application contains all required
28 attachments and signatures;
- 29 3. The application is submitted to the authorizer by the deadline specified; and
- 30 4. The application fee is submitted with the application.

31 If the charter application is determined to be incomplete due to the sponsor not meeting the requirements
32 of Sections 1 and 3 above, the GMSD Board shall not be required to review the application and the fee
33 shall be refunded to the charter school sponsor.

34 If the charter application is determined to be incomplete due to the sponsor not meeting the requirements
35 of Sections 2 or 4 above, the charter sponsor shall be provided the opportunity to address any deficiencies

1 and re-submit the application within five (5) business days after the notification from GMSD that the
2 application is incomplete. If the sponsor does not correct the deficiencies to meet the requirements of
3 Sections 2 or 4, by the deadline, the GMSD Board shall not be required to review the application and
4 any required application fee shall be refunded to the charter school sponsor.

5 Neither the GMSD charter school review team nor the Germantown Board of Education shall review or
6 formally act upon the application if:

7 a) The sponsor did not submit the letters of intent by the required due date;

8 b) The application is incomplete; and/or

9 c) The application and fee are not submitted to the GMSD Superintendent by “the filing
10 deadline”.

11 **APPROVAL OR DENIAL OF APPLICATION**

12 The Germantown Board of Education shall rule by resolution, at a regular or special called meeting, on
13 the approval or denial of a charter application within ninety (90) days of receipt of the completed
14 application or the application shall be deemed approved by law.

15 A cyber-based public charter school shall not be authorized.

16 No later than ten (10) days after the approval or denial of a charter school application, the Germantown
17 Board of Education shall report to the TDOE and the Tennessee Public Charter School Commission
18 whether the Germantown Board of Education approved or denied the application. The Germantown
19 Board of Education shall simultaneously provide the TDOE and the Tennessee Public Charter School
20 Commission with a copy of the aforementioned resolution setting forth the Germantown Board of
21 Education decision and the reasons for the Germantown Board of Education’s decision.

22 An approval by the Germantown Board of Education shall be accompanied by a written Agreement
23 which shall contain all components of the application. The Agreement shall be signed by the sponsor
24 and the Germantown Board of Education Executive Committee Members and the Agreement shall be
25 binding upon the governing body of the charter school. The term of the Agreement shall be ten (10)
26 academic years.

27 The Germantown Board of Education hereby adopts the Tennessee State Board of Education’s Quality
28 Charter Authorizing Standards.

29 Within ten (10) calendar days of the date of the decision to deny, the grounds upon which the
30 Germantown Board of Education based a decision to deny a charter school application must be stated in
31 writing, specifying objective reasons for the denial and the deadline by which the charter school sponsor
32 must submit an amended application.

33 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days from receipt of
34 the grounds for denial, within which to submit an amended application to correct the deficiencies. The
35 Germantown Board of Education shall have sixty (60) calendar days from receipt of the amended

1 application, either to deny or to approve the amended application or the application shall be deemed
2 approved by law.

3 If the Germantown Board of Education fails to approve or deny the amended application within sixty
4 (60) calendar days from the receipt of the amended application, the amended application shall be deemed
5 approved. If the Germantown Board of Education denies the amended application, it shall provide to the
6 charter school sponsor the grounds upon which the Germantown Board of Education based the decision
7 to deny in writing within five (5) calendar days of the date of the decision to deny, specifying objective
8 reasons for the denial.

9 RENEWAL

10 No later than April 1 of the year prior to the year in which the charter agreement expires, the governing
11 body of a public charter school shall submit a renewal application to the Germantown Board of
12 Education. The GMSD Superintendent shall report each renewal application received by GMSD to the
13 Tennessee Public Charter School Commission no later than ten (10) days from the date on which GMSD
14 received the renewal application. On or before the following February 1, the Germantown Board of
15 Education shall rule by resolution whether to approve or deny the renewal application.

16 Three (3) months prior to the date on which a charter school is required to submit a renewal application,
17 the GMSD Superintendent/designee shall submit to the charter school a performance report that reflects
18 the renewal evaluation. No later than ten (10) days after the Germantown Board of Education adopts a
19 resolution to renew or deny renewal of a charter agreement, the GMSD Superintendent/designee shall
20 report the GMSD Board's decision to the ~~charter school and the~~ TDOE and the Tennessee Public Charter
21 School Commission and shall provide a copy of the resolution that sets forth the Germantown Board of
22 Education's decision and the reasons for the decision. ~~and of the right to appeal to the State, if any.~~

23 A charter school renewal application must contain a report of the charter school's operations including
24 students' standardized test scores, financial statements, and audits for the eight (8) years immediately
25 preceding the date of the renewal application.

26 AUTHORIZER FEE

27 If GMSD becomes the authorizer of a charter school, GMSD shall receive an annual authorizer fee that
28 is a percentage of the charter school's per student state and local funding as allocated under T.C.A. § 49-
29 13-112. The annual authorizer fee shall be the lesser of three percent (3%) of the annual per student
30 state and local allocations or Thirty-Five Thousand Dollars (\$35,000) per school.

31 INTERIM REVIEW

32 The GMSD Superintendent or his designee shall conduct an interim review of the charter school in the
33 fifth year of the charter school's initial period of operation and in the fifth year following any renewal
34 of a charter agreement under guidelines developed by the Tennessee SState Board of Education. ~~TDOE.~~

35 ANNUAL REPORT

36 The GMSD Board, through the GMSD Superintendent/designee, shall oversee and annually evaluate
37 each charter school to ensure it meets the performance standards and targets set forth in the charter school

1 agreements. The GMSD Superintendent/designee shall submit the charter school's evaluation to the
2 GMSD Board at its October Board Meeting.

3 The GMSD Superintendent/designee shall send a copy of the charter school's annual evaluation to each
4 respective charter school within the GMSD's borders. Said report shall include, but not be limited to,
5 violations of the charter school agreement and any performance deficiencies.

6 The GMSD Board shall articulate and enforce stated consequences for failing to meet performance
7 expectations or compliance requirements.

8 **SITE VISITS**

9 A site visit to each charter school shall be conducted by the GMSD Superintendent/designee annually.
10 The purpose shall be to collect data and other qualitative information and to inspect the charter school
11 facility and observe classroom teaching and learning. The observations made during the annual site visit
12 shall be included in the annual charter school evaluation report.

13 **CHARTER SCHOOL REPORTING**

14 Charter schools shall provide the information required by the charter school agreement and state law to
15 the GMSD Board.

16 By September 1st, the governing body of an approved charter school shall make a written report to the
17 GMSD Board. The annual report shall include:

- 18 1. A report on the progress of the charter school in achieving the goals outlined in the charter
19 school agreement;
- 20 2. A financial statement disclosing the financial health of the charter school, including the
21 costs of the administration, instruction, and other spending categories of the charter
22 school; and
- 23 3. A detailed accounting, including the amounts and sources, of all funds received by the
24 charter school, other than the funds received per state law.

25 This reporting requirement shall begin in the year after the year in which the charter school begins
26 operation.

27 Multiple charter schools overseen by a single governing board shall report their performance as separate,
28 individual charter schools. Each charter school shall be independently accountable for its performance.

29 Each charter school governing body shall submit an annual audit of all accounts and records, to include
30 internal school activity and cafeteria funds, to the GMSD Board as soon as practical after June 30th.

31 **AUTHORIZER REPORTING AND REVIEW**

32 By December 1st, the GMSD Superintendent ~~GMSD Board~~ shall report to the Tennessee State Board of
33 Education ~~Department of Education~~ detailing the total amount of authorizer fees collected in the previous

1 school year and the authorizing obligations fulfilled using the fee. By January 1st, the GMSD Board
2 shall submit an annual authorizer report to the Tennessee Department of Education and the State Board
3 of Education. The GMSD Superintendent/designee shall prepare the reports and provide the information
4 to the GMSD Board prior to submission.

5 **CHARTER AGREEMENT**

6 The Germantown Board of Education's approval of a public charter school application must be in the
7 form of a written charter agreement signed by the charter school sponsor and the Germantown Board of
8 Education, which shall be binding upon the governing body of the charter school. The charter agreement
9 must be in writing and must contain all material components of the approved application required by
10 Tennessee law. A charter agreement expires ten (10) academic years after the first day of instruction.

11 **REVOCAION OF CHARTER AGREEMENT**

12 The Germantown Board of Education may revoke a public charter school agreement if the public charter
13 school receives identification as a priority school, as defined by the state's accountability system
14 pursuant to T.C.A. § 49-1-602. The revocation takes effect immediately following the close of the school
15 year in which the public charter school is identified as a priority school.

16 The Germantown Board of Education shall revoke a public charter school agreement if the public charter
17 school receives identification as a priority school for two (2) consecutive cycles. The revocation takes
18 effect immediately following the close of the school year in which the public charter school is identified
19 as a priority school for the second consecutive cycle.

20 A public charter school agreement may be revoked at any time by the Germantown Board of Education,
21 if the Germantown Board of Education determines that the school:

- 22 (1) Committed a material violation of any conditions, standards, or procedures set forth in the
23 charter agreement;
- 24 (2) Failed to meet or make sufficient progress toward the performance expectations set forth in
25 the charter agreement; or
- 26 (3) Failed to meet generally accepted standards of fiscal management.

27
28 If the GMSD Superintendent determines that the charter school meets the criterion for revocation set
29 forth above, or if the GMSD Superintendent determines that the charter school is not complying with the
30 requirements of T.C.A. § 49-13-101, *et seq.*, (The Tennessee Public Charter School Act) or with the
31 charter agreement:

- 32 (1) The **GMSD** Superintendent shall notify the charter school, in writing, of the possibility
33 of revocation and the reasons for the possible revocation. In the notification to the charter school,
34 the **GMSD** Superintendent shall notify the charter school that the charter school must provide
35 GMSD's review team with a proposed plan to remediate the charter school's deficiencies which
36 gave rise to the notice of possible revocation.

1 (2) The charter school shall submit a written remediation plan to the GMSD review team
2 within thirty (30) days of receiving the notice of possible revocation. The remediation plan shall
3 provide that the remediation itself shall be completed within thirty (30) days of submission of the
4 remediation plan. The GMSD review team shall notify the charter school within twenty (20)
5 business days of receiving the proposed remediation plan of whether the remediation plan is
6 acceptable to the review team.

7 (3) If the proposed remediation plan does not, in the sole discretion of the GMSD review
8 team, provide a full remediation, the GMSD review team shall, within thirty (30) business days
9 of receiving the remediation plan, notify the charter school that the remediation plan is
10 unacceptable and an explanation of the means to reconcile the plan is unacceptable. The charter
11 school shall be given ten (10) business days to correct the proposed remediation plan and re-
12 submit the plan to the GMSD review team. The GMSD review team shall notify the charter
13 school within thirty (30) business days of the re-submission whether the re-submitted plan is
14 acceptable to the review team.

15 (4) If the charter school's re-submitted proposed remediation plan is rejected by the GMSD
16 review team, the charter school may appeal the decision to the GMSD Superintendent. The
17 GMSD Superintendent may, within thirty (30) business days of receiving the re-submission:

18 (a) Approve the re-submission; or

19 (b) Provide the charter school with an additional ten (10) business days to further
20 amend the remediation plan; or

21 (c) Reject the re-submission.

22 (5) If the re-submission is rejected by the GMSD Superintendent, the charter school may
23 appeal the GMSD Superintendent's decision to the GMSD Board of Education within ten (10)
24 business days after receiving notice of the rejection. The GMSD Board shall consider the re-
25 submission within thirty (30) business days of receiving the appeal of the rejection. The GMSD
26 Board shall provide the charter school with a decision regarding the re-submission, in writing,
27 explaining the reasons the proposed plan is unacceptable.

28 *A charter agreement may be revoked at any time by the authorizer in an emergency situation without
29 the authorizer first having to implement the progressive intervention policy. An emergency situation
30 includes, but is not limited to, instances of fraud; misappropriation of funds; flagrant violation of health
31 and safety laws, rules, and regulations; flagrant disregard of the charter agreement; or similar
32 misconduct.

33 Thirty (30) days prior to any decision by the Germantown Board of Education to revoke a charter
34 agreement, the Germantown Board of Education shall notify the charter school in writing of the
35 possibility of revocation and the reasons for such possible revocation.

- 1 If the Germantown Board of Education revokes a charter agreement, then it shall clearly state in writing
- 2 the reasons for the revocation.

- 3 No later than ten (10) days after the Germantown Board of Education adopts a resolution to revoke a
- 4 charter agreement, the Germantown Board of Education shall report the Germantown Board of
- 5 Education's decision to the TDOE and the Tennessee Public Charter School Commission and shall
- 6 provide a copy of the resolution that sets forth the Germantown Board of Education's decision and the
- 7 reasons for the decision.

Legal References

T.C.A. § 49-13-104
T.C.A. § 49-13-106
T.C.A. § 49-13-107
T.C.A. § 49-13-108
T.C.A. § 49-13-110
T.C.A. § 49-13-111
T.C.A. § 49-13-120
T.C.A. § 49-13-121
T.C.A. § 49-13-122
T.C.A. § 49-13-127
T.C.A. § 49-13-128
T.C.A. § 49-13-130
State Board Policy 6.111
State Board Policy 6.113
State Board Rule 0520-14-01

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: School Calendar/School Day	Descriptor Code: 1.800	Issued Date: 06/**/25 08/30/22 04/19/22
		Rescinds: 1.800	Issued: 04/07/14

1 No later than the end of the school year, the Germantown Board of Education will adopt, upon the
2 recommendation of the Superintendent, an official school calendar for the succeeding school year. The
3 calendar will identify holidays, vacation days, summer sessions and other extensions of the school year.
4 The calendar may be revised by the Germantown Board of Education, upon the recommendation of the
5 Superintendent, due to inclement weather or other factors.

6 The calendar shall be distributed to the school staff at the opening of the school term.

7 The minimum length of the school day for students shall be six and one-half (6-1/2) hours total for all
8 grades. However, teachers shall be on duty for at least seven (7) hours and such additional time as the
9 school administration requires.

10 *Emergencies*

11 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement
12 weather, the time lost shall be made up to the required minimum unless otherwise approved by the State
13 Department of Education. The Superintendent shall determine the need for emergency closures of
14 schools.

15 In the event of dangerous or extreme weather conditions or of serious outbreaks of illness affecting or
16 endangering students or staff, **five (5)** ~~two (2)~~ of the one hundred eighty (180) days of classroom
17 instruction referenced above may be delivered by remote instruction **and up to four (4) days of the one**
18 **hundred eighty (180) days of classroom instruction may be delivered via hybrid learning.** The
19 Superintendent may require a class, school, or all schools to utilize remote **or hybrid** instruction during
20 those circumstances. The Superintendent may require a class, school, or all schools to utilize remote **or**
21 **hybrid** instruction on days that the school administers end-of-course assessments or post-secondary
22 assessment exams; provided that the students who are administered the end-of-course assessment or
23 post-secondary assessment exams take the assessments in person. If remote **or hybrid** instruction is
24 required, students enrolled in Kindergarten shall have access to at least four (4) hours of instruction each
25 day and students enrolled in grades 1-12 shall have access to at least six and a half (6.5) hours of
26 instruction each day. During those remote **or hybrid** instructional days, students may be counted as
27 present as long as the student exhibits proof of attendance by daily periodic visual, verbal, and/or written
28 confirmation of participation. Students will be provided required methods of proof of attendance by
29 their respective teachers.

30 During the remote **or hybrid** instruction days, services required by a student's IEP shall be made available
31 to those students.

32

1 **IN-SERVICE EDUCATION**

2 Each day of in-service education included in the school calendar shall be equivalent to not less than six
3 (6) hours of planned activities.

4 **DISCRETIONARY DAYS**

5 Four (4) discretionary days shall be included in the calendar and may be designated by the Germantown
6 Board of Education as student attendance days, in-service days or administrative days, which may be
7 used by administrators, faculty and staff for preparation for commencement of classes, record keeping,
8 grading examinations, parent-teacher conferences and other classroom functions.

Legal References

T.C.A. § 49-6-3004

State Board of Education Rule 0520-01-02-.31

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Non-Discrimination Statements	Descriptor Code: 1.809	Issued Date: 06/**/25 03/29/22 08/25/20
		Rescinds:	Issued:

1 The purpose of this policy is to ensure that Germantown Municipal School District’s students, parents,
2 employees, employment applicants and other third parties interacting with the District are treated in a
3 non-discriminatory manner as provided by state and federal law.

4 This policy applies to all students, parents, employees, employment applicants, and other third parties
5 as provided by state and federal law.

6 **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED**

7 The Germantown Municipal School District Board of Education prohibits discrimination and harassment
8 on the basis of race, color and national origin, including antisemitism, in the educational programs or
9 activities which are operated by Germantown Municipal School District.

10 “Antisemitism” is a certain perception of Jews, which may be expressed as hatred toward Jews.
11 Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish
12 individuals and/or their property, toward Jewish community institutions and religious facilities.

13 Students or employees who believe that they have been discriminated against or harassed on the basis of
14 their race, color or national origin must contact Germantown Municipal School District's designated
15 Federal Rights Coordinators whose contact information appears below.

16 **TITLE IX OF THE EDUCATION AMENDMENTS ACT OF 1972, AS AMENDED**

17 The Germantown Municipal School District Board of Education prohibits discrimination on the basis of
18 sex in the educational programs or activities which it operates. The prohibition against discriminating
19 on the basis of sex in educational programs and activities extends to employment in and admission to
20 such programs and activities.

21 Students or employees who believe that they have been discriminated against on the basis of sex in the
22 educational programs or activities which Germantown Municipal School District operates must contact
23 the district’s designated Title IX Coordinator whose contact information is below:

24 Student Services Supervisor
25 3350 S. Forest Hill Irene Rd.
26 Germantown, TN. 38138
27 Telephone: (901) 752-7900
28 E-mail: titleix@gmsdk12.org

Human Resources Supervisor
3350 S. Forest Hill Irene Rd.
Germantown, TN. 38138
Telephone: (901) 752-7900
E-mail: titleix@gmsdk12.org

1 **SECTION 504 OF THE REHABILITATION ACT OF 1973/TITLE II OF THE AMERICANS**
2 **WITH DISABILITIES ACT, AS AMENDED**

3 The Germantown Municipal School District Board of Education prohibits the exclusion from
4 participation in, the denial of benefits of, or the discrimination of any qualified persons with
5 disabilities in any Germantown Municipal School District program on the basis of disability.

6 Qualified parents, students or employees with disabilities that believe that they have been excluded
7 from participating in, denied benefits of, or have been discriminated against in any Germantown
8 Municipal School District's program on the basis of disability must contact Germantown Municipal
9 School District' designated Federal Rights Coordinators whose contact information appears below.

10 **TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED**

11 The Germantown Municipal School District Board of Education prohibits discrimination of its
12 employees and applicants for employment on the basis of race, color, religion, sex or national origin.
13 The Germantown Municipal School District also prohibits discrimination against its employees on the
14 basis of the employee's or applicant's association with another individual of a particular race, color,
15 religion, sex or national origin.

16 Employees or applicants for employment that believe that they have been discriminated against on the
17 basis of their race, color, religion, sex or national origin must contact Germantown Municipal School
18 District's designated Federal Rights Coordinators whose contact information appears below.

19 **AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967**

20 The Germantown Municipal School District Board of Education prohibits discrimination of its
21 employees and applicants for employment on the basis of age. Employees or applicants for
22 employment that believe they have been discriminated against on the basis of age must contact
23 Germantown Municipal School District's designated Federal Rights Coordinators whose contact
24 information appears below.

25 **TITLE II OF THE GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008**

26 The Germantown Municipal School District Board of Education prohibits discrimination of its
27 employees and applicants on the basis of genetic information. Employees or applicants for
28 employment who believe they have been discriminated against on the basis of genetic information
29 must contact Germantown Municipal School District's designated Federal Rights Coordinators whose
30 contact information appears below.

31 **AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED**

32 The Germantown Municipal School District's Board of Education prohibits discrimination against
33 employees and applicants on the basis of disability.

34 Employees and applicants who believe they have been discriminated against on the basis of disability
35 must contact Germantown Municipal School District's designated Federal Rights Coordinators whose
36 contact information appears below.

1 Retaliation for Reporting Discrimination

2 The Germantown Municipal School District Board of Education prohibits retaliation by or against
3 students, parents or guardians of students, and employees who file complaints of discrimination.

4 Contact Information

5 The following persons have been designated to handle inquiries regarding the non-discrimination
6 policies, other than Title IX complaints:

7	<u>For Employees</u>	<u>For Students</u>
8	Federal Rights Coordinator	Federal Rights Coordinator
9	Human Resources Assistant Superintendent	Student Services Assistant Superintendent
10	3350 S. Forest Hill Irene Rd.	3350 S. Forest Hill Irene Rd.
11	Germantown, Tennessee 38138	Germantown, Tennessee 38138
12	Telephone: (901) 752-7900	Telephone: (901) 752-7900
13	Email: frce@gmsdk12.org	Email: frcs@gmsdk12.org

Legal References

29 C.F.R. § 1604.11

34 C.F.R. § 106.8

34 C.F.R. § 110.25

20 U.S.C. § 1681

T.C.A. § 49-50-1801

T.C.A. § 49-50-1802

T.C.A. § 49-50-1803

Title VI of the Civil Rights Act of 1964, as Amended

Title IX of the Education Amendments Act of 1972, as Amended

Section 504 of the Rehabilitation Act of 1973

Title II of the Americans with Disabilities Act of 1990, as Amended

Title VII of the Civil Rights Act of 1964, as Amended

Age Discrimination in Employment Act of 1967

Title II of the Genetic Information Nondiscrimination Act of 2008

~~Title IX of the Education Amendments, 20 USCA § 1681 et seq.~~

~~Age Discrimination Employment Act, 29 USCA § 621 et seq.~~

~~Section 504 of the Rehabilitation Act, 29 USCA § 701 et seq. Title VII of Civil Rights Act,
42 USCA § 2000e et seq.~~

~~U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil
Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of
1967; Section 504 of the Rehabilitation Act of 1973; 42 USCA § 12101-12213~~

~~Americans with Disabilities Act, 42 USCA § 12101 et seq.~~

~~Genetic Information Nondiscrimination Act of 2008~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Emergency Planning	Descriptor Code: 3.202	Issued Date: 06/**/25 08/13/24
		Rescinds: 3.202	Last Issued: 08/29/23

1 The Superintendent shall be responsible for developing 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, emergency management, and
4 cybersecurity. The Safety Plans shall include procedures for bomb threats, civil disturbances, armed
5 intruders, earthquakes, fires, tornadoes, or other severe weather, medical emergencies, and cyber-attacks.
6 Each district-wide school safety team and each building-level school safety team shall annually review
7 the respective district-wide school safety plan or building-level school safety plan.

8 FIRE AND SAFETY DRILLS

9 Each GMSD Principal shall ensure that no more than one (1) fire drill requiring full evacuation is given
10 every thirty (30) school days, except that with two (2) full evacuation fire drills, and no more than two
11 (2) full evacuation fire drills, are conducted ~~occurring~~ during the first thirty (30) full days of the school
12 year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.

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

18 Each GMSD Principal shall ensure that each school safety team conducts at least one (1) armed intruder
19 drill, incident command drill, and emergency safety bus drill, annually in coordination with local law
20 enforcement. The incident command drill and the emergency safety bus drill shall be conducted without
21 students present. A record of all fire and safety drills, including the time and date, shall be kept in each
22 school's office for a period of five (5) years.

23 AED/CPR DRILLS

24 The GMSD Coordinated school Health Specialist shall schedule an annual AED training for all school
25 personnel. The Principal for each GMSD school shall conduct an annual CPR drill and AED drill for
26 students and employees so that students and employees are aware of the steps that must be taken if an
27 event should occur that requires the use of CPR and/or an AED.

28 REMOTE LEARNING DRILLS

29 The District shall conduct a remote learning drill once per school year to ensure that schools, students,
30 and parents of students can easily transition from in-person learning to remote learning.

1 The drill must accurately reflect the District's Plan for transitioning students to remote learning in the
2 event of disruption to school operations.

3 Students shall not be required or asked to transition exclusively to remote learning at any time during
4 the remote learning drill.

5 The District shall address any issues that are identified during the remote learning drill.

6 **FIRE EXTINGUISHERS**

7 Each school's Plant Manager shall regularly check the quantity, locations, and conditions of fire
8 extinguishers.

9 **MEDICAL EMERGENCIES/PANDEMIC**

10 In the event of medical emergencies, such as a pandemic outbreak, school officials shall cooperate and
11 consult with the local and state health departments and other local emergency or healthcare providers
12 in protecting students and the community from further infection.

Legal References

T.C.A. § 49-2-122
T.C.A. § 49-2-139
T.C.A. § 49-6-804
T.C.A. § 49-6-807
T.C.A. § 49-6-1208
T.C.A. § 68-102-137
T.C.A. § 68-140-404

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Student Use of the Internet	Descriptor Code: 4.406.2	Issued Date: 06/**/25 08/30/22
		Rescinds: 4.406.2	Issued: 04/19/21

1 GENERAL RULES AND ETHICS OF INTERNET ACCESS

2 GMSD will provide access to the internet for all students for educational purposes only.

3 Students are prohibited from accessing social media platforms, message boards, and/or instant
4 messaging services using internet access provided by GMSD except when expressly authorized by a
5 teacher for educational purposes only.

6 “Social media platforms” are defined as, online digital services or websites that allow users to create,
7 share, and interact with content and connect with other users.

8 “Message Boards” are defined as websites or webpages where users can post comments about a
9 particular issue or topic and/or reply to other users’ postings.

10 “Instant Message Services” are defined as online digital services or websites that allow real-time text-
11 based conversations between users.

12 When using the internet, the following activities are prohibited:

- 13 1. Sending or displaying offensive messages or pictures;
- 14 2. Using obscene language;
- 15 3. Harassing, insulting, defaming, or attacking others;
- 16 4. Damaging computers, computer systems, or computer networks;
- 17 5. Hacking or attempting unauthorized access;
- 18 6. Violation of copyright laws;
- 19 7. Trespassing in another's folders, work, or files;
- 20 8. Intentional misuse of resources;
- 21 9. Using another's password or other identifier (impersonation);
- 22 10. Using the network for commercial purposes; and
- 23 11. Buying or selling on the internet.

24 GMSD reserves the right to monitor, inspect, copy, review, and store, at any time and without prior
25 notice, any and all usage of the computer network and internet access, including any and all information
26 transmitted or received in connection with such usage.

27 GMSD will utilize filtering software that will, to the extent possible, prevent students from conducting
28 prohibited activity. Any internet activity by a student will be monitored through direct observation and/or
29 by technological means to ensure that the student is not accessing inappropriate material for minors.

1 When using the internet, the student will use appropriate computer etiquette and shall adhere to the
2 following guidelines:

- 3 1. All use of the internet shall be in support of education and research and consistent with the
4 purposes of the school district;
- 5 2. Network accounts are to be used only by the authorized user of the account for the authorized
6 purpose;
- 7 3. Personal information (i.e. address, phone number, bank account information, social security
8 number) shall not be shared with others;
- 9 4. Downloading programs or software on to district computers is prohibited unless permission has
10 been granted;
- 11 5. Any interactions with others on the internet shall be done in a considerate and polite manner;
12 and
- 13 6. The network or individual computers shall not be used in a way that would disrupt the use by
14 others.

15 A written parental consent shall be required prior to the student being granted access to electronic
16 media involving district technological resources. The required permission/agreement form, which shall
17 specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural
18 violation, must be signed by the parent/guardian of minor students (those under 18 years of age). This
19 document shall be executed each year and shall be valid only in the school year in which it was signed
20 unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In order to rescind the
21 agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the
22 Superintendent with a written request.

23 **INTERNET SAFETY MEASURES**

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

- 25 1. Controlling access by students to inappropriate material on the internet and other web-based
26 resources;
- 27 2. Safety and security of students when they are using email, web-based chat methods, and other
28 forms of direct electronic communications;
- 29 3. Preventing unauthorized access, including "hacking" and other unlawful activities by student
30 online;
- 31 4. Unauthorized disclosure, use and dissemination of personal information regarding students; and
32 5. Restricting students' access to materials harmful to them.

33 The GMSD Deputy Superintendent, Chief of Operations/designee shall take commercially reasonable
34 steps to select technology for GMSD's computers having internet access that will, to the extent possible,
35 filter, block, or otherwise prevent access to pornography or obscenity through online resources, and
36 prohibit, and, to the extent possible, prevent a user from sending, receiving, viewing, or downloading
37 materials that are deemed to be harmful to minors as defined in T.C.A. § 39-17-901.

38 **PROVIDERS**

1 All providers of digital or online resources with which GMSD contracts for the provision of digital or
2 online materials created and marketed for kindergarten through grade 12 shall:

- 3 a) Verify that the digital or online materials do not violate T.C.A. § 39-17-902;
- 4 b) Take commercially reasonable steps to filter, block or otherwise prevent access to pornography
5 or obscenity through one's use of the digital or online materials;
- 6 c) Verify, in writing, that it has taken commercially reasonable steps to ensure that the provider's
7 technology will prevent a user from sending, receiving, viewing, or downloading materials that
8 are harmful to minors, as defined in T.C.A. § 39-17-901; and
- 9 d) Remove, upon GMSD's request, GMSD's access to digital or online materials for ages or
10 audiences for which GMSD has determined the material to be age- or audience-inappropriate. A
11 provider must remove GMSD's access to digital or online materials that GMSD has determined
12 not to be age- or audience- appropriate within one (1) business day of the provider's receipt of
13 GMSD's request, unless the deadline for removal is extended by mutual consent of GMSD and
14 the provider.

15 If a GMSD student, the parent/guardian of a GMSD student, or a GMSD employee believes that a
16 provider has not satisfied the aforementioned requirements, the GMSD student, the parent/guardian of a
17 GMSD student, or a GMSD employee may file a complaint with the GMSD Deputy Superintendent,
18 Chief of Operations/designee specifically stating the alleged violation of the aforementioned
19 requirements. The GMSD Deputy Superintendent, Chief of Operations/designee shall review each
20 allegation of failure to fulfill the aforementioned requirements and shall advise the GMSD student, the
21 parent/guardian of a GMSD student, or GMSD employee of whether he/she believes that action should
22 be taken as it relates to the provider.

23 This policy provision pertains to all contracts entered into with providers after July 1, 2022.

24 **EMAIL**

25 Users with network access shall not utilize district resources to establish electronic mail accounts
26 through third-party providers or any other nonstandard electronic mail system. All data including email
27 communications stored or transmitted on school system computers shall be monitored. Students have
28 no expectation of privacy with regard to such data.

29 **INTERNET SAFETY INSTRUCTION**

30 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
31 computer resources. The Superintendent/designee shall provide adequate in-service instruction on
32 internet safety. Parents and students will be provided with material to raise awareness of the dangers
33 posed by the internet and ways in which the internet may be used safely.

34 **VIOLATIONS**

- 1 Violations of this policy or a related procedure shall be handled in accordance with the existing
- 2 disciplinary procedures of this District.

Legal References

T.C.A. § 10-7-512
T.C.A. § 39-14-602
T.C.A. § 49-1-221
T.C.A. § 49-6-4605
47 CFR § 4.520(c)(1)(i)
47 USCA § 254 (h)(5)(A) – (C), 254(l)

Germantown Municipal School District			
Monitoring: Review: Annually	Descriptor Term: <b style="font-size: 2em;">Grading	Descriptor Code: 4.600	Issued Date: 06/**/25 08/13/24
		Rescinds: 4.600	Last Issued: 04/30/24

1 **GRADING SYSTEM FOR GRADES K-5**

2 The grading system for Germantown Municipal Schools in accordance with the Tennessee
3 Uniform Grading System establishes the grading system for grades kindergarten through fifth (5th)
4 grades:

5 Two (2) progress reports ~~report cards~~ are used in grades K-5; Teachers should refer to the
6 appropriate report card for explanation of the grading system for each level. If a universal screener
7 and/or dyslexia screener was administered to the student in the current school year, the results of
8 the screener/s shall be provided to the student’s parent/guardian with the student’s progress report.

9 **Kindergarten, First Grade, Second Grade, and Third Grade:**

10 The Kindergarten, First, Second Grade, and Third Grade progress reports ~~report cards~~ show
11 progress toward the state standards through target-based grading. The grade level standards are set
12 by the state and indicate what a student should know and be able to do. Students are evaluated
13 based on their progress toward meeting targets for each standard. This is indicated by a proficiency
14 scale of 1 through 3 used to report the progress for each target.

15 In all schools, students’ conduct is graded as E, G, S, N, or U and is to be reported at each grading
16 period on the progress reports ~~report card~~. Self-contained classes receive one homeroom conduct
17 grade. Individual subject classes each give a conduct grade.

18 **Grades 4-5 and Virtual School Grades K-5:**

19 In all schools, students’ conduct is graded as E, G, S, N, or U and is to be reported at each grading
20 period on the report card. Self-contained classes receive one homeroom conduct grade. Individual
21 subject classes each give a conduct grade.

22 The letters “A”, “B”, “C”, “D”, and “F” express the basic grading system for knowledge/subject
23 areas with the following numerical values:

- 24 A..... 90 - 100
- 25 B..... 80 - 89
- 26 C..... 70 - 79
- 27 D..... 60 - 69
- 28 F..... Below 60

1 In grades 4-5 a minimum of 9 grades are due per nine weeks, with the recommendation of a
2 minimum of one grade per week should be recorded for every student. Term grades that are
3 reported at the end of each nine (9) - week period will be determined by the average of daily work,
4 oral assignments, written assignments, and tests. Homework assignments are of value in affording
5 students needed practice, and such assignments should be necessary for mastery. Homework
6 assignments may count for a maximum of 10% of the grading period. Grading and honor code
7 procedures shall be developed and implemented by administration and followed by teachers.

8 Semester grades for grades 4-5 are determined by an average of grades for each of the two nine
9 (9) – week terms. Standardized tests should not be used as the sole measure for passing or failing.
10 TCAP scores may count a percentage of the second semester average, as determined in the Testing
11 Programs policy, IP 4.700.

12 **NOTE: Semester examinations are not given in grades 4-5.**

13 Final Grade – This grade is determined by averaging the two semester grades.
14

15 A student’s academic grade is solely intended to reflect the students’ mastery of skills and
16 standards in the designated subject. **Therefore, academic credit/points may not be awarded or**
17 **deducted for any purpose that is not directly related to the student’s academic performance.**
18 For example, academic credit/points may not be deducted for failure to purchase certain brands or
19 types of school supplies. A reasonable number of academic points may be deducted from a
20 student’s academic grade for failure to submit homework or other assigned academic work on the
21 date specified by the teacher.

22 Parents are to be notified within a **progress report** ~~report-card~~ period when a student is not
23 performing at expectation. Parent-teacher conferences should be held for gaining parental support
24 in an effort to improve student performance.

25 **GRADING SYSTEM FOR GRADES 6-12**

26 Germantown Municipal School District policy in accordance with the Tennessee Uniform Grading
27 System establishes the grading system for grades 6-12.

28 Parents must be notified within a **progress report** ~~report-card~~ period when a student is not
29 performing at expectation. Parent- teacher conferences should be held for gaining parental support
30 in an effort to improve student performance.

31 In Grades 6-8, students’ conduct is graded as excellent, satisfactory, needs improvement, or
32 unsatisfactory, and the initial letter “E”, “S”, “N”, or “U” is used to report the conduct grade. It is
33 to be reported at each grading period on the **progress report** ~~report-card~~ with each subject grade.

34 **NOTE:** If an erroneous grade has been entered, correction must be made, and a new report will
35 be issued to the student.

1 Grades will be reported on **progress reports** ~~report cards~~ and transcript records using the
2 numerical values indicated below:

3	A	90-100
4	B	80-89
5	C	70-79
6	D	60-69
7	F	Below 60

8 Students applying for lottery scholarships and other Tennessee Student Assistance Corporation
9 funds will use the same grading scale.

10 The high school counselors shall be responsible for communicating Lottery/HOPE Scholarship
11 requirements annually. Incoming freshmen will be provided information on college core courses
12 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT
13 scores, number of credits, etc.) that must be met in order to receive a scholarship.

14 The student's unweighted GPA, weighted GPA, and HOPE GPA will be posted on the student's
15 end-of-year **progress reports** ~~report card~~ and transcripts.

16 Grades given at the end of each nine (9) - week period will be determined by the average of daily
17 work, oral, and written assignments, and tests. In grades 6-12 a minimum of 10 grades are due
18 per nine weeks, with the recommendation of a minimum of one grade per week should be
19 recorded for every student. Homework assignments may count for a maximum of 10% of the
20 grading period. Grading and honor code procedures shall be developed and implemented by
21 administration and followed by teachers.

22 **NOTE:** Grading systems other than the above must be approved in writing by the GMSD
23 Assistant Superintendent of Teaching, Learning, and Assessment and the Superintendent.

24 A student's academic grade is solely intended to reflect the students' mastery of skills and
25 standards in the designated subject. **Therefore, academic credit/points may not be awarded or
26 deducted for any purpose that is not directly related to the student's academic performance.**
27 For example, academic credit/points may not be deducted for failure to purchase certain brands or
28 types of school supplies. The number of academic points that may be deducted from a student's
29 academic grade for failure to submit homework or other assigned academic work on the date
30 specified by the teacher shall be determined by the teacher and approved by the school's
31 administration.

32
33 In the event of an excused absence, students are expected to make up missed work within a
34 reasonable amount of time, with a minimum of one day allowed for each day absent.

35 Semester exams are not given in grades 6-8 with the exception of high school level courses.
36 Students who successfully complete a high school course will earn high school credit. Semester
37 grades earned in high school courses mentioned above, regardless of credits earned, will be

1 recorded on the high school transcript. Only courses completed for credit in grades 9, 10, 11, and
2 12 shall be counted toward the Grade Point Average (GPA).

3
4 No student should fail for the semester or year if the only failing grade is that of the semester
5 examination, provided the student has made an honest effort on the examination.

6
7 Credits will be awarded in 0.5 increments upon successful completion of a semester; however,
8 credits for full year courses may be awarded if the final yearly average is a passing grade (60 or
9 higher).

10 For high school courses, semester grades are determined by counting the two (2) quarters as eighty
11 (80) percent and the semester examination or a comparable evaluation, as twenty (20) percent. For
12 high school courses in which students are exempt from the semester exam, the semester grades are
13 determined by counting the two (2) quarters as fifty (50%) percent.

14 **Semester Exam Exemption**

15 A student enrolled in an End of Course (EOC) tested subject who completes the EOC Assessment
16 or is enrolled in an AP course and completes the AP Exam is exempt from those respective second
17 semester exams. The requirement for the final examination for Statewide Dual Credit (DC)
18 courses shall be determined by the Tennessee State Board of Education Rules and Policies. The
19 requirement for second semester exams for students enrolled in DE courses shall be dictated by
20 the University at which the student is enrolled in the DE course.

21 A student having a (ninety) 90 or higher average for the two (2) terms in a specific course will be
22 exempted from the semester exam, if the student desires. When a student is exempted from the
23 examination, the semester average will be the average of the two term grades. Any unexcused
24 absence or more than five (5) excused absences per semester in a course will disqualify the student
25 from being exempt from the semester exam for that particular course. Exemptions apply only to
26 teacher-made semester examinations. 12th grade students are eligible for exam exemption during
27 both semesters. All other students in high school courses who meet the above requirements may
28 be exempted for only the second semester exam; however, for courses that are only one semester,
29 underclassmen may also be exempt during first semester.

30 GMSD will not rank students numerically; a laude system will be used to distinguish three ranges
31 of academically high performing students based on cumulative weighted grade point average, as
32 determined by the GMSD Honor Roll, Awards, & Laude System Policy.

33 Online courses taken outside of a GMSD high school will not count toward GPA unless approved
34 for credit recovery purposes.

35 One (1) quality point shall be added to the numerical quality point value corresponding to the letter
36 grade received in an early postsecondary course.

37 **CALCULATION FOR HIGH SCHOOL COURSE GRADE POINT AVERAGE WEIGHTING**

<u>Grade</u>	<u>Value</u>	<u>Standard</u>	<u>Honors</u>	<u>AP/Dual Enrollment Statewide Dual Credit/ Local Dual Credit/ National Industry Certification</u>
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	Below 60	0.0	0.0	0.0

This weighted grading scale shall be used for all official purposes including **progress reports** ~~report cards~~, GPA, honor roll, *etc.*, except the Lottery/Hope Scholarship.

ADDITIONAL POINTS FOR ADVANCED HIGH SCHOOL COURSES

<u>Grade</u>	<u>Percentage Range</u>	<u>Honors Courses</u>	<u>Local and Statewide Dual Credit Courses, Industry Certification-Aligned Courses, and Dual Enrollment Courses*</u>	<u>Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate, and Dual Enrollment Courses*</u>
A	90–100	Shall include the addition of 3 percentage points to the grades used to calculate the semester average.	Shall include the addition of 4 percentage points to the grades used to calculate the semester average.	Shall include the addition of 5 percentage points to the grades used to calculate the semester average.
B	80 - 89			
C	70 - 79			
D	60-69			
F	Below 60			
			*Dual Enrollment Courses completed in the 2022-23 and 2023-24 school years shall include the addition of 4 percentage points to the grades used to calculate the semester average.	*Dual Enrollment Courses completed in the 2024-25 school year and thereafter shall include the addition of 5 percentage points used to calculate the semester average.

1 Students enrolled in Advanced Placement courses, National Industry Certification aligned courses,
2 and Statewide Dual Credit courses are expected to sit for the culminating exam associated with
3 Advanced Placement courses, National Industry Certification aligned courses, and Statewide Dual
4 Credit courses. Students who fail to sit for the culminating exam associated with Advanced
5 Placement courses, National Industry Certification aligned courses, and Statewide Dual Credit
6 courses will not be awarded the quality points or weighting points attributed to Advanced
7 Placement courses, National Industry Certification aligned courses, and Statewide Dual Credit
8 courses. For students who do not sit for the culminating exam, grades will be adjusted for all
9 grading periods within the current school year.

10 **REPORT TO PARENTS**

11 **Progress reports** ~~Report cards~~ are posted in **GMSD's student management system Skyward** at the
12 end of each nine (9)-week session. The **progress reports** ~~report cards~~ will be issued soon after the
13 conclusion of each grading period. Parents who request hard copy **progress reports** ~~report cards~~
14 will be able to pick them up at the school or they will be sent home with students. The grading
15 period schedule will be published on the district website and all school websites. Parent
16 involvement is an important variable of student success. Parents are encouraged to discuss the
17 student's progress with school personnel.

18 **TRANSCRIPTS**

19 The school district shall maintain a transcript for each student which sets forth a cumulative record
20 of the student's attendance, achievement and units of credits earned. High school transcripts may
21 only be altered by high school counselors with authorization of the Vice-Principal. Elementary
22 and middle school transcripts may only be altered by the School Principal or the Assistant
23 Principal. Alterations to student transcripts shall be supported by documents providing an
24 explanation of the reason for the transcript alteration and evidence that the student has earned the
25 grade reflected in the altered transcript.

26 Alteration to transcripts other than as provided in this Policy may subject the employee to
27 disciplinary action, including but not limited to, revocation of a professional educator license or
28 certification issued by the Department of Education and may be subject to prosecution for
29 falsification of educational or academic records.

Legal References

[State Board of Education Rule 0520-01-03](#)

[State Board of Education Policy 3.301](#)

[T.C.A. § 49-2-203](#)

[T.C.A. § 49-2-301](#)

[T.C.A. § 49-6-407](#)

[T.C.A. § 49-50-1101](#)

Public Acts of 2025, Chapter No. 330

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Paid Leave After Birth or Stillbirth of Employee's Child or Adoption of Newly Placed Minor Child	Descriptor Code: 5.303	Issued Date: 06/**/25
		Rescinds:	Issued: 07/27/23

1 This Policy applies only to teachers, principals, supervisors, or other individuals required by law to hold
2 a valid license of qualification for employment in a school district **and meets the following requirements:**

3 **(a) has a valid license of qualification or an emergency credential issued by the**
4 **Department of Education;**

5 **(b) has ~~who have~~ been employed full-time with GMSD for at least twelve (12)**
6 **consecutive months in a position required by law to hold a valid license of qualification,**
7 **or an emergency credential issued by the Department of Education at the time of the birth,**
8 **adoption, or stillbirth of the employee's child; and**

9 **(c) has held a valid license of qualification or an emergency credential issued by the**
10 **Department of Education for the entire twelve (12) consecutive months of employment**
11 **with GMSD.**

12 Effective May 11, 2023, the aforementioned group of employees will be granted absence from work
13 with pay for a period of time equal to six (6) work weeks after the birth or stillbirth of the employee's
14 child or the employee's adoption of a newly placed minor child, upon the employee giving thirty (30)
15 days' notice to the GMSD Benefits Specialist. However, if the employee learns of the birth, stillbirth, or
16 adoption of the employee's child less than thirty (30) days in advance of the birth, stillbirth, or adoption,
17 then the employee must give notice of the birth, stillbirth, or adoption to the GMSD Benefits Specialist
18 as soon as reasonably possible to be eligible to receive pay granted pursuant to this Policy.

19 Any employee granted leave pursuant to this Policy shall not be required to use the employee's sick,
20 annual, or other leave for the leave taken under this Policy. However, the leave granted pursuant to this
21 Policy shall count toward the maximum number of days said employee is entitled to receive pursuant to
22 State law (T.C.A. § 4-21-408) and the federal Family and Medical Leave Act (29 U.S.C. § 2601, *et seq.*).

23 An employee granted leave pursuant to this Policy may receive no more than six (6) work weeks of paid
24 leave pursuant to this Policy within a twelve (12) month period.

25 The six (6) work weeks of paid leave granted pursuant to this Policy **shall be taken ~~do not need to be~~**
26 **consecutively, ~~except in extenuating circumstances, as determined and approved by the Superintendent,~~**
27 **~~taken; provided, that~~ The paid leave granted pursuant to this Policy **must be is** used within twelve (12)**

- 1 months of the birth or stillbirth of the employee's child or the employee's adoption of a newly placed
- 2 minor child.

Legal References

T.C.A. § 4-21-408

T.C.A. § 8-50-813

T.C.A. § 8-50-814

29 U.S.C. § 2601, *et seq.*

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Attendance and Truancy	Descriptor Code: 6.200	Issued Date: 06/**/25 02/27/25
		Rescinds: 6.200	Last Issued: 08/13/24

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
2 each day school is in session.

3 The attendance supervisor shall oversee the entire attendance program which shall include:

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

21 The Principal shall be responsible for ensuring that:

- 22 1. Attendance is checked and reported daily for each class;
- 23
- 24 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or
25 absent for the majority of the day;
- 26
- 27 3. All student absences are verified;
- 28
- 29 4. Written excuses are submitted for absences and tardiness; and
- 30 5. System-wide procedures for accounting and reporting are followed.

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

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

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

12 I. UNEXCUSED ABSENCES

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

14 A. Unexcused Absences Due to Reasons Other Than Suspensions

15 Students with an unexcused absence due to reasons other than suspensions will be
16 provided the opportunity to make up missed work for up to five (5) unexcused absences.

17 B. Students in Grades 6-12 with Unexcused Absences Due to First Time Suspensions

18 Students in Grades 6-12 receiving their first suspension in a school year may be permitted
19 to complete and receive credit on make-up work for their assignments by performing pre-
20 approved community service. This option will be available only to students in Grades 6-
21 12 serving their first suspension in a school year, provided that the following process is
22 followed:

- 23 1. When the student is readmitted, the Principal or his/her designee will meet
24 with the student to agree upon the community service to be completed.
- 25 2. The Principal or his/her designee will keep a record of the student's
26 community service documentation.
- 27 3. The Principal or his/her designee will notify the teachers of the student when
28 the student has completed the community service.
- 29 4. At that time, the teacher and student will develop a plan for the student to
30 complete and have counted as a grade his make-up work. Make-up work will
31 be completed in a timely manner, directed by the teacher and in accordance
32 with the school's general make-up work procedure.

33 Make up work must be requested no later than two (2) days after the student returns to school.

1 **II. EXCUSED ABSENCES**

2 In the following situations, the absences of school students shall be excused. These students shall be
3 permitted the opportunity to complete all missed assignments.

4 A. Personal Illness, injury, or hospitalization of student. Physician verification will be
5 required to justify absences after the accumulation of ten (10) days of absences during
6 the school year. Notes must be date specific and will be required for subsequent absences
7 beyond ten (10) days. After an accumulation of ten (10) check-ins or check-outs during a
8 school year, physician verification will be required to justify the absence from school.
9 Any accumulation of absences, check-ins, or check-outs beyond ten (10) without
10 physician verification will be unexcused;

11 B. Personal illness in the family necessitating the presence of the student;

12 C. Death in the family;

13 D. Absence due to the incapacity of parent/guardian;

14 E. Special and recognized religious holidays regularly observed by persons of their faith;

15 F. Legal court summons, court order, or subpoena when it is not a result of the student's
16 misconduct as provided for by law;

17 G. Pregnant Students;

18 H. Extenuating circumstances approved by the Principal on a case-by-case basis;

19 I. Upon approved request to attend a released time course in religious moral instruction.

20 a) Before approving a request to attend a released time course in religious moral
21 instruction, the entity providing the religious instruction must provide the
22 student's GMSD Principal with written verification that the student's released
23 time course instruction, as well as any other person holding a position with the
24 entity providing the religious instruction requiring proximity to students
25 participating in a released time course, has complied with the requirements of
26 T.C.A. § 49-2-130.

27 b) If a student is absent for twenty (20) or more days during a school year for
28 religious purposes, the school may require the parent to attend a meeting to
29 discuss the child's education future.

30 **III. STUDENTS COUNTED AS PRESENT**

31 In the following situations, students shall be counted as present in the same manner as an educational
32 field trip, rather than given an excused or unexcused absence. Students counted as present shall be
33 afforded the opportunity to complete all missed assignments.

- 1 1. Students serving in-school suspension and receiving educational services.
- 2 2. Students receiving medical or educational homebound instruction.
- 3 3. Students who serve as Pages for the General Assembly during the school year, either at a
4 regular or special session.
- 5 4. Students participating in school-sponsored events shall be counted present provided the
6 event or activities are school-directed, related to an instructional activity, and have prior
7 approval of the Board.
- 8 5. Students participating in an activity or program sponsored by 4-H, provided the program
9 or activity does not occur during the TCAP testing window or any period of time for
10 which the student has been suspended, expelled, or assigned to an alternative school or
11 program, if the suspension, expulsion, or program would otherwise preclude the student
12 from participating in an educational field trip.
- 13 6. Students appointed as the student member of the State Board of Education shall be
14 counted as present for the time the student spends in the performance of duties as a
15 member of the State Board of Education. The student shall provide to the
16 Principal/designee of the student's school written certification from the Executive
17 Director of the State Board of Education that the student was participating in duties as a
18 member of the State Board of Education.

19 **IV. ABSENCES FOR NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES**

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

- 22 (a) The student provides documentation to the school as proof of the student's participation
23 in the non-school sponsored extracurricular activity; and
- 24 (b) The student's parent or guardian, prior to the extracurricular activity, submits to the
25 Principal a written request for the excused absence. The written request shall be
26 submitted no later than seven (7) business days prior to the student's absence and shall
27 include:
 - 28 (i) The student's full name and personal identification number;
 - 29 (ii) The student's grade;
 - 30 (iii) The dates of student's absence;
 - 31 (iv) The reason for the student's absence; and
 - 32 (v) The signature of the student and the student's parent or guardian.

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

34 The maximum number of days for which school Principals may excuse students for non-school
35 sponsored extracurricular activities is ten (10) per school year; provided that the Principal may limit the

1 number of days for which students may be excused based upon the student's grades or disciplinary
2 record.

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

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

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

8 **V. ABSENCES OF STUDENTS OF DEPLOYED MILITARY PARENTS OR GUARDIANS**

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

13 (1) An excused absence for one (1) day when the member is deployed;

14 (2) An additional excused absence for one (1) day when the service member returns from
15 deployment;

16 (3) Excused absences for up to ten (10) days for visitation when the member is granted rest
17 and recuperation leave and is stationed out of the country; and

18 (4) Excused absences for up to ten (10) days cumulatively within the school year for
19 visitation during the member's deployment cycle.

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

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

26 The student shall provide documentation to the school Principal proof of the service member's
27 deployment.

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

29 **VI. ABSENCES OF STUDENTS FOR POSTSECONDARY SCHOOL VISITS**

30 High School students participating in postsecondary school visits shall be counted as present, up to four
31 (4) school days; however, the student shall only be counted present the day of the postsecondary visit
32 and shall not be counted during any travel days. In order to be counted as present, the student must
33 satisfy the following requirements:
34

- 1 a) Prior written notice from a parent or legal guardian, specifying the date of the postsecondary
2 school visit must be provided to the school attendance secretary;
- 3 b) By no later than two (2) school days following the postsecondary school visit, the student must
4 present the school attendance secretary with a signed letter or form from a campus official of the
5 postsecondary institution documenting that the student visited the postsecondary institution;
- 6 c) The student must complete all schoolwork missed during the postsecondary school visit; and
- 7 d) The postsecondary school visit shall not occur during the TCAP testing window.

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

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

15 **VII. STATE-MANDATED TESTS/ END OF COURSE EXAMS**

16 Students who are absent the day of the scheduled End of Course Exams, whether excused or unexcused,
17 must make up the exam. Make-up dates will occur during the state-mandated testing window.

18 **CHRONICALLY ABSENT STUDENTS**

- 19 1. "Chronically absent" is defined as a student who has been absent from school for eighteen
20 (18) or more school days of the respective school year. "Chronic absenteeism" includes
21 all absences, excused and unexcused.
- 22 2. Within five (5) school days after a student is identified as being chronically absent, the
23 GMSD Department of Student Services shall provide the parent/guardian of a chronically
24 absent student, written notice of the student's status as being chronically absent.
- 25 3. Chronically absent students shall be required to provide documentation from the student's
26 healthcare provider each time a student is absent from school due to receiving medical
27 treatment for chronic illness or other health-related issues, in order for the absence to be
28 excused.
- 29 4. Within five (5) school days after a student is identified as being a chronically absent, and
30 within five (5) school days of every five (5) days a student is absent thereafter, the
31 student's parents/guardians shall receive written correspondence from the GMSD
32 Attendance and Truancy Officer which sets forth:
 - 33 a) a schedule for meeting with a school official and the student's parent/guardian;

- 1 b) a description of how the academic progress of the chronically absent student will be
2 monitored by their school; and
- 3 c) other intervention methods which are available to assist parents/guardians of
4 chronically absent students in addressing the factors that may be causing or contributing
5 to the student's absence from school.

6 TRUANCY

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

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

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

16 By the beginning of each school year, the Principal shall give written notice to the parent, guardian, or
17 person having control of a student subject to compulsory attendance that the parent, guardian, or other
18 person having control of the student must monitor the student's school attendance and require the student
19 to attend school. The written notice must inform the parent, guardian, or other person having control of
20 a student, that a student who accumulates five (5) days of unexcused absences during the school year is
21 subject to GMSD's Progressive Truancy Plan and that continued unexcused absences may result in a
22 referral to Juvenile Court. The five (5) days of unexcused absences need not be five (5) consecutive
23 days of unexcused absences.

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

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

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

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

6 **Progressive Truancy Plan**

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

10 **Tier One**

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

- 13 a) Counseling;
- 14 b) Community-based services;
- 15 c) Other services/supports to address student performance.

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

18 **Tier Two**

19 Tier Two of the Progressive Truancy Plan shall include:

- 20 a) A conference with the GMSD Student Services Supervisor/designee, and the student and
21 the parent, guardian, or other person having control of the student;
- 22 b) A resulting attendance contract to be signed by the student, the parent, guardian, or other
23 person having control of the student, and the GMSD Student Services
24 Supervisor/designee;

25 The contract must include:

- 26 (1) a specific description of the school's attendance expectations for the student;
- 27 (2) the period for which the contract is in effect; and
- 28 (3) penalties for additional absences and alleged school offenses, including additional
29 disciplinary action and potential referral to Juvenile Court.
- 30 c) Regularly scheduled follow-up meetings, which may be with the student and the parent,
31 guardian, or other person having control of the student, to discuss the student's progress;

- 1 d) An individualized assessment by a school employee of the reasons a student has been
- 2 absent from school; and
- 3 e) If necessary, referral of the student to counseling, community-based services, or other in-
- 4 school or out-of-school services aimed at addressing the student’s attendance problems.

Tier Three

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

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

Judicial Intervention Regarding Truancy

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

- 17 a) attend conferences as set forth in the GMSD Progressive Truancy Plan,
- 18 b) return telephone calls from the GMSD Student Services Supervisor,
- 19 c) attend follow-up meetings as set forth in the GMSD Progressive Truancy Plan,
- 20 d) enter into an attendance contract as set forth in the GMSD Progressive Truancy Plan, or
- 21 e) actively participate in any of the tiers of truancy intervention set forth in the GMSD
- 22 Progressive Truancy Plan,

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

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

NOTICE

A copy of this Policy shall be posted on the GMSD Website and school counselors shall be supplied copies of this Policy for discussion with students. This Policy shall be referenced in all School Handbooks. All teachers, administrative staff, and parents/guardians shall be provided a copy of this Policy, electronically or in writing.

Legal References

[T.C.A. § 10-7-504](#)

[T.C.A. § 49-2-130](#)

[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](#)

[State Board of Education Rule 0520-01-02-.17](#)

[State Board of Education Rule 0520-01-03-.06](#)

[State Board of Education Policy 4.100](#)

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 06/**/25 12/15/20
		Rescinds: 6.303	Issued: 07/21/14

1 It is the policy of the GMSD to interdict the introduction of weapons or contraband on school premises
2 by conducting limited searches of students and visitors. Such searches are necessary to maintain the
3 safest environment possible for students, staff, and visitors on campuses throughout the GMSD.

4 **SEARCHES BY SCHOOL PERSONNEL**

5 When circumstances dictate, GMSD Principals may order that vehicles parked on school property by
6 students or visitors, containers, packages, lockers or other enclosures used for storage by students or
7 visitors, and other areas accessible to students or visitors be searched in the Principal's presence or in
8 the presence of other members of the Principal's staff.

9 A student may be subject to a physical search because of the results of a locker search, or because of
10 information received from a teacher, staff member, student or other person if the Principal determines
11 that all of the following standards of reasonableness are met:

12 ~~Physical searches of students and searches of vehicles and containers or packages brought onto school~~
13 ~~grounds by students and visitors may be conducted if the principal, assistant principal, or a district~~
14 ~~administrator has a reasonable suspicion that a student or school visitor has in his/her possession a~~
15 ~~prohibited item or substance (including but not limited to drugs, drug paraphernalia, dangerous~~
16 ~~weapons, and other property not properly in their possession).[†]~~

17 ~~Reasonable suspicion warranting physical searches of students or premises exists when there is reason~~
18 ~~to believe that:~~

- 19
- 20 1. A particular student has violated school policy;
- 21
- 22 2. The search will yield evidence of the violation of school policy or will lead to disclosure of a
23 dangerous weapon, drug paraphernalia or drug;
- 24
- 25 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
26 safety, supervision and education of students;
- 27
- 28 4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal
29 prosecution; and

- 1 5. The search shall be reasonably related to the objectives of the search and not excessively intrusive
2 in light of the age and sex of the student as well as the nature of the infraction alleged to have
3 been committed.

4 **Searches may be conducted only by a:**

- 5 (A) School Resource Officer who is acting, for the purpose of the search, as a school
6 official;
- 7 (B) School Security Officer; or
- 8 (C) School administrator who has completed the required training.

9 If a student is under eighteen (18) years of age, then the Principal must notify the student's parent or
10 legal guardian within a reasonable time of the search.

11 A school or district administrator may search cellphones and other electronic devices that are brought to
12 school by student if a reasonable suspicion that a school policy and/or school district policy has been or
13 will be violated. The search must be reasonably related to the objective of ascertaining whether a school
14 policy and/or school district policy has been or will be violated.

15 Any dangerous weapon or drug located in the course of a search shall be turned over to the appropriate
16 law enforcement officer.

17 ~~The lockers are property of Germantown Municipal Schools and, therefore, can be searched at the~~
18 ~~discretion of the principal/ assistant principal, or a district administrator. Random searches or searches~~
19 ~~of all lockers may occur at any time. Individual searches will be conducted based upon reasonable~~
20 ~~suspicion as described above.~~

21 ~~Vehicles parked on school property or areas designated for use by GMSD during school hours or special~~
22 ~~events, may also be searched by the principal, assistant principal, or district administrator, if reasonable~~
23 ~~suspicion exists to believe a violation of the law or school policy may exist.~~

24 **INTERROGATIONS BY SCHOOL PERSONNEL**

26 Students may be questioned by teachers or a school or principal, assistant principal, or a district
27 administrator ~~administration~~ about any matter pertaining to the operation of a school and/or the
28 enforcement of its rules. Questioning shall be conducted discreetly and under circumstances which will
29 avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing
30 to answer a question may be subject to disciplinary action, including suspension.

31 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the school
32 or principal, assistant principal, or a district administrator may interrogate the student without the presence
33 of parent(s)/guardian(s).

1 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

2 If a school ~~the principal, assistant principal,~~ or a district administrator ~~administration~~ has requested
 3 assistance by law enforcement to investigate a crime ~~involving his/her school~~, the police may interrogate
 4 a student suspect in school during school hours. The ~~school principal, assistant principal,~~ or district
 5 administrator shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances
 6 require otherwise. However, the interrogation may proceed without attendance of the
 7 parent(s)/guardian(s), but the ~~school principal, assistant principal,~~ or district administrator shall be
 8 present during the interrogation.⁴

9 POLICE-INITIATED INTERROGATIONS

10 If the police deem circumstances ~~are~~ of sufficient urgency to interrogate students at school for unrelated
 11 crimes committed outside of school hours, the police ~~department~~ should first contact the ~~school or~~
 12 ~~principal/district administrator administration~~ regarding the planned interrogation and inform him/her of
 13 the probable cause to investigate. The ~~school principal, assistant principal,~~ or district administrator shall
 14 make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless circumstances
 15 require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but
 16 the ~~school principal, assistant principal,~~ or district administrator shall be present during the interrogation.

17 NOTICE

18 This Policy shall be posted on the GMSD website and in Student Handbooks.

19 SEARCHES BY SCHOOL PERSONNEL

20 ~~In order to ensure a safe and secure learning environment, the Superintendent of Schools shall develop~~
 21 ~~procedures regarding the searching of students, lockers, vehicles, and containers which are consistent~~
 22 ~~with state law. The Superintendent shall develop additional procedures to ensure compliance with all of~~
 23 ~~the provisions of the School Security Act of 1981.^{2,3}~~

Legal References

T.C.A. § 49-6-4202

T.C.A. § 49-6-4204

T.C.A. § 49-6-4205

T.C.A. § 49-6-4210

T.C.A. § 49-6-4212

~~TCA 49-6-4201 to 4218~~

~~TCA 49-6-4203(b)~~

~~TCA 49-6-4201 et seq.; Tenn. Op. Att'y Gen. No. 14-21 (February 24, 2014)~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Wireless Communication Devices	Descriptor Code: 6.312	Issued Date: 06/**/25
		Rescinds:	Last Issued: 07/21/14

1 **A. DEFINITIONS:**

2 **(1) “Wireless Communication Device”** - A portable wireless device that has the capability
3 to provide voice, messaging, OR other data communication between two (2) or more
4 parties, including, but not limited to:

5
6 (a) Cellular telephones;

7
8 (b) Tablet computers;

9
10 (c) Laptop computers, and;

11
12 (d) Gaming devices.

13
14 **(2) “Emergency”** - A situation that requires immediate action due to an urgent, unexpected,
15 and dangerous condition that poses an immediate risk to health, life, property, or the
16 environment.

17 **B. POLICY:**

18 With limited exceptions, students may not use wireless communication devices during
19 instructional time.

20 Those limited exceptions are as follows:

21 **(1)** The student’s teacher authorizes the student to use a wireless communication device
22 for educational purposes.

23 **(2)** The student may use a wireless communication device in the event of an
24 emergency.

25
26 **(3)** The student may use a wireless communication to manage the student’s health.
27

1 (4) The student may use a wireless communication device if the student's
2 Individualized Education Plan, Section 504 Plan or Individual Learning Plan,
3 provides for the use.

4
5 (5) The student may use a wireless communication device if the device is being used
6 by a student with a disability for the operation of assistive technology to increase
7 maintain or improve the student's functional capabilities.

8 ~~Students may possess personal communication devices and personal electronic devices, including cell~~
9 ~~phones, laptops, tablets, wearable technology such as eye glasses, rings, or watches that have the~~
10 ~~capability to record, live stream, or interact with wireless technology, and MP3 players on school~~
11 ~~property as long as the devices are turned off and stored in backpacks, purses, or personal carry-alls.~~
12 ~~However, with prior approval from the principal or his/her designee, a teacher may grant permission for~~
13 ~~the use of these devices in his/her classroom. Students should not remove cell phones or any other~~
14 ~~electronic/communication device for personal usage at any point during the school day, without the~~
15 ~~appropriate approval.~~ School/District administrators may, if they have reasonable suspicion to do so,
16 search any cell phone brought onto any GMSD property, which includes but is not limited to parking
17 areas or any other property ~~the~~ designated for school use. The **School/District are** ~~school is~~ not
18 responsible for any lost, damaged, or stolen devices while on school property.

19 ~~Unauthorized use or improper storage of a device will result in confiscation until such time as it may be~~
20 ~~released to the student's parents or guardian.~~ A student in violation of this policy is subject to disciplinary
21 actions.

22 ~~A student found to be in violation of this policy shall have the device taken and kept by the school~~
23 ~~principal or his/her designee until the following school day. The school shall determine a time and place~~
24 ~~the device may be picked up by the parent/guardian the next school day following the day the device~~
25 ~~was taken. If the device is not picked up the next day, the parent shall coordinate with the school to~~
26 ~~determine when the device can be picked up.~~

27 ~~For each subsequent violation of this policy, the student shall receive additional consequences in~~
28 ~~accordance with the district wide discipline policy.~~

29 **This Policy shall be placed on the GMSD website.**

Legal References

Public Acts of 2025, Chapter No. 103

Germantown Municipal School District

Monitoring: Review: Annually, in October	Descriptor Term: Seizure Management	Descriptor Code: 6.423	Issued Date: 06/**/25 11/30/21 09/15/14
		Rescinds:	Issued:

1 The District, in accordance with T.C.A. § 49-5-415, shall permit employees, who have been properly
2 trained by a registered nurse, to volunteer to administer anti-seizure medication in emergency situations
3 to a student in compliance with the student's IHP. However, if a school nurse is available and on site, the
4 nurse shall administer the anti-seizure medication to the student.

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

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

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

18 **At least one full-time employee or volunteer at each school, who is not a school nurse, shall annually**
19 **receive training in seizure safety and first aid to assist students and staff in the event of an emergency.**

Legal References

T.C.A. § 49-50-1602
Public Acts of 2025, Chapter No. 165