

**GMSD Board Work Session**  
**June 16, 2026 4:30 PM**  
Board Room, GMSD Office

1. Revision of Policies - First Reading
2. Other Funds Budget - Second Reading
3. Miscellaneous FY 25-26 Budget Amendment #12
4. Recommendation to approve Plan for Child Trafficking Prevention and Awareness
5. School Activity Fee HHS Band 26-27
6. 26-27 Board of Education Meeting Calendar
7. Further Business

# Germantown Municipal School District

Monitoring: Review: <b>Annually</b>	Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date: <b>06/**/26</b> <b>08/29/23</b> <b>06/07/22</b> <b>10/26/15</b>
		Rescinds:	Issued:

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board, will be open to the public with the exception of:

- 3 1. Meetings with the Board Attorney to discuss pending or threatened litigation; and
- 4
- 5 2. Any meeting relating to school security, the district-wide school safety plans or the building-
- 6 level school safety plans; however, the Board shall not discuss or deliberate on any other
- 7 issues or subjects during such a meeting. Though closed to the public, reasonable notice shall
- 8 be provided to the general public prior to such a meeting.

9 Open meetings will be physically accessible to all students, employees, and interested citizens.  
10 Individuals with a disability may request an accommodation in order to fully participate as a member of  
11 the general public in School Board meetings. The Board will make every effort to reach a reasonable  
12 accommodation which will allow for participation in the School Board meeting. Such request should be  
13 made to the central office.

14 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic  
15 equipment when such recording creates a threat to public safety and welfare or impedes the conducting  
16 of efficient and orderly public meetings.

17 The Superintendent shall arrange for all business meetings and work sessions of the Board to be  
18 videotaped and shall make the videos available for viewing on the District website.

## 19 **REGULAR MEETINGS**

20 The Germantown Board of Education shall hold regular monthly meetings at a determined time and  
21 place agreeable to the Members.

22 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled  
23 by the Chair.

## 24 **SPECIAL MEETINGS**

25 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
26 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools  
27 require it, or when requested to do so by a majority of the Board.

1 Only business related to the call of the meeting, and details related to agenda items shall be discussed  
2 or transacted by the Board at a special meeting.

### 3 **ELECTRONIC ATTENDANCE**

4 Absent Board Members may attend a regular or special meeting by electronic means if the Member is  
5 absent because of work, a family emergency, or the Member's military service. If a Board Member is  
6 absent due to military service, he/she may participate electronically as often as he/she is able to do so.  
7 However, a Board Member may not participate electronically more than two (2) times per calendar year  
8 for absences due to work and/or family emergencies. A Board Member may not participate  
9 electronically more than three (3) times per calendar year for absences due to illness or being in a period  
10 of convalescence, inclement weather, or natural disaster.

#### 11 *General Requirements*

12 The following requirements apply to all electronic attendance, regardless of the reason for the Member's  
13 absence:

- 14 1. A quorum of the Board must be physically present at the meeting in order for any Member to attend  
15 electronically. However, board meeting may be conducted with electronic participation without  
16 a quorum of members being physically present at the location of the meeting when inclement  
17 weather or a natural disaster makes the physical presence of a quorum of members at the location  
18 of the meeting impractical or unsafe; provided, that a board meeting must not be conducted with  
19 electronic participation without a quorum of members being physically present at the location of  
20 the meeting more than three (3) times per year.
- 21
- 22 2. Any Member wishing to participate electronically must do so using technology which allows  
23 the Chair to visually identify the Member.
- 24
- 25 3. The responsibility for the connection lies with the Member wishing to participate electronically.  
26 No more than three (3) attempts to connect shall be made, unless the Board chooses to make  
27 additional attempts.

#### 28 *Work Related Absence*

29 The following requirements apply to electronic attendance due to a work related absence:

- 30 1. The Board Member must be absent from the County due to work.
- 31
- 32 2. The Member wishing to participate must give the Chair and Superintendent at least five (5)  
33 days' notice prior to the meeting of the Member's desire to participate electronically.

#### 34 *Board Member Illness or Convalescence*

35 The following requirement applies to electronic attendance due to Board Member illness or  
36 convalescence:

1 The Board Member must be ill or in a period of convalescence on the advice of a healthcare  
2 professional that the Member not appear in person.

3 *Inclement Weather or Natural Disaster*

4 The following requirement applies to electronic attendance due to inclement weather or natural disaster:

5 The Districts schools are closed and the Board Member is unable to attend a Board meeting due  
6 to inclement weather or natural disaster.

7 *Family Emergency*

8 The following requirement applies to electronic attendance due to a family emergency:

9 The Member must be absent due to a family emergency that inhibits the Board Member from  
10 attending the Board meeting in person. The family members to whom this Policy applies are:  
11 Member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, step-  
12 son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

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Legal References

T.C.A. § 8-44-102  
T.C.A. § 49-2-202  
T.C.A. § 49-2-203  
T.C.A. § 49-6-804  
28 CFR § 36.201  
28 CFR § 36.202

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term:  <b>Agendas</b>	Descriptor Code: <b>1.403</b>	Issued Date: <b>06/**/26</b> <b>06/07/22</b> <b>12/02/13</b>
		Rescinds:	Issued:

1 The Executive Committee of the Board shall be responsible for developing an agenda for each Board  
2 meeting. Any Board Member may place items on the agenda for discussion. The particular order  
3 may vary from meeting to meeting in keeping with the business at hand.

4 For a regular Board meeting, the agenda (which shall include the consent agenda), together with  
5 supporting materials, shall be distributed to Board Members at least five (5) calendar days prior to  
6 the scheduled date of the meeting. The agenda shall be placed on the GMSD website and be made  
7 available for public inspection and/or distribution when it is distributed to the Board Members. The  
8 final agenda, together with supporting materials, shall be published on the GMSD website no later than  
9 forty-eight (48) hours prior to the regular Board Meeting. At the beginning of each meeting, the Board  
10 shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or  
11 deletion of items previously included on the agenda.

12 ~~The agenda may allow suitable time for the remarks of the public who wish to briefly speak before~~  
13 ~~the Board.~~

## 14 **CONSENT AGENDA**

15 While developing the agenda, the Chair and Superintendent may identify routine or non-controversial  
16 items to be placed on the consent agenda, which shall become a part of the regular agenda. If any  
17 Board Member objects to including an item on the consent agenda, that item shall be moved to the regular  
18 agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single  
19 vote without discussion.

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term:  <h2 style="text-align: center;">Appearances Before the Board</h2>	Descriptor Code: <b>1.404</b>	Issued Date: <b>06/**/26</b> <b>07/27/23</b> <b>02/22/22</b> <b>10/26/21</b>
		Rescinds: <b>1.404</b>	Issued: <b>12/02/13</b>

- 1 In accordance with Tennessee law, the Germantown Board of Education reserves a period for public
- 2 comment upon: a) on matters that are germane to the items on the Board meeting agenda; and b) on any
- 3 matter that is germane to the jurisdiction of the GMSD Board of Education, regardless of whether such
- 4 matter is an item on the Board meeting agenda. ~~during each meeting that has actionable items on the~~
- 5 ~~agenda (that is, items on which the Board is voting) with the exception of disciplinary hearings of~~
- 6 ~~students or GMSD staff members.~~ Members of the public shall not be permitted to speak at meetings at
- 7 which the Board is conducting a disciplinary hearing of GMSD students or staff.
  
- 8 If an Individual wishes to address the Board, he/she shall submit a “Public Comment Form” provided
- 9 before the beginning of the Board meeting to request time to speak. Delegations must select only
- 10 one individual to speak on their behalf unless otherwise determined by the Board. The Chairman of
- 11 the Board shall take all practical steps to ensure that opposing viewpoints, if any, are represented fairly.
  
- 12 Speakers will be introduced by the Chairman in order of the names appearing on the “Public Comment
- 13 Form”.
  
- 14 Each person speaking shall state his/her name, city of residence, and subject of his/her comments.
- 15 Remarks will be limited to three (3) minutes unless time is extended by the Board or otherwise
- 16 reduced by the Chairman to reflect the number of citizens to be heard. Speakers are asked to refrain
- 17 from using names of personnel or names of persons connected with the school system when lodging a
- 18 complaint. However, after the meeting has concluded, the speaker may supply to the Board Chairman
- 19 the names of the persons about whom the complaint is being lodged and the name will be shared by the
- 20 Chairman with other members of the School Board. The Chairman shall have the authority to terminate
- 21 the remarks of any individual who is disruptive or does not adhere to Board rules.
  
- 22 Speakers will not be permitted to use obscene language when making their comments.

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Legal References

T.C.A. § 8-44-112  
T.C.A. § 39-17-306  
~~Public Acts of 2023, Public Chapter 300~~

# Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <b>School District Planning</b>	Descriptor Code: <b>1.701</b>	Issued Date: <b>06/**/26</b> <b>03/29/22</b> <b>02/17/14</b>
		Rescinds:	Issued:

- 1 The Board shall adopt a written five-year strategic plan which shall be updated at least every two years.
- 2 The Board shall develop and implement a district-level improvement plan that operationalizes the five-
- 3 year strategic plan. Each school must develop a school-level improvement plan that is student-focused
- 4 and in support of the district-level plan. The district-level and school improvement plans must address
- 5 identified priority needs and provide for continuous student growth and improvement. The district-
- 6 level and school-level improvement plans must be developed **once every three (3) years** ~~on an annual~~
- 7 ~~basis~~ and must include the essential elements of planning and specific plan requirements set forth by
- 8 the State Board of Education.

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## Legal References

T.C.A. § 49-1-613  
State Board **of Education** Policy 2.101

# Germantown Municipal School District

Monitoring:  <b>Review: Annually</b>	Descriptor Term:  <h2 style="margin: 0;">Charter Schools</h2>	Descriptor Code:  <b>1.704</b>	Issued Date: <b>06/**/26</b> 04/28/26 08/26/25 09/26/23 10/25/22
		Rescinds:	Issued:  <b>05/17/21</b>

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  
 3 be subject to all state and federal laws and constitutional provisions prohibiting discrimination on the  
 4 basis of disability, race, creed, color, gender, national origin, religion, ancestry or need for special  
 5 education services. A charter school shall not exclude students from enrollment based on race, color,  
 6 ethnicity, national origin, religion, income level, disability, proficiency in the English language, or  
 7 academic 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 ~~is~~ is not a for-profit entity; nonpublic  
 10 school as defined by T.C.A. § 49-6-3001; ~~other private, religious, or church school;~~ or postsecondary  
 11 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 notice of its intent of its plan to submit an application to operate a charter  
 16 school sixty (60) calendar days prior to February 1 of the year preceding the year in which the proposed  
 17 charter school plans to begin operation as a public charter school. The letter of intent shall be  
 18 completed on the form provided by the TDOE. Failure to submit a letter of intent to the Tennessee  
 19 Public Charter School Commission and the GMSD Superintendent by the aforementioned deadline  
 20 shall exclude a charter school sponsor from submitting an application for that application cycle. The  
 21 GMSD Superintendent/designee shall confirm receipt of the letter of intent and provide the prospective  
 22 charter school sponsor with current federal, state, and local per pupil funding estimates within five (5)  
 23 business days of receiving the letter of intent.

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

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

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

12 If the application is approved, the charter school shall follow the GMSD policy regarding out-of-  
13 district 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  
20 autonomy 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  
32 requirements of Sections 1 and 3 above, the GMSD Board shall not be required to review the  
33 application and the fee 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  
35 requirements of Sections 2 or 4 above, the charter sponsor shall be provided the opportunity to address

1 any deficiencies and re-submit the application within five (5) business days after the notification from  
2 GMSD that the application is incomplete. If the sponsor does not correct the deficiencies to meet the  
3 requirements of Sections 2 or 4, by the deadline, the GMSD Board shall not be required to review the  
4 application and 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  
6 or 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,  
13 on the approval or denial of a charter application within ninety (90) calendar days of receipt of the  
14 completed application or the application shall be deemed approved by law. If the GMSD Board of  
15 Education fails to approve or deny a charter school application within the ninety (90) calendar day  
16 time period, the charter school application shall be deemed approved.

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

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

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

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

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

1 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days from receipt  
2 of the grounds for denial, within which to submit an amended application to correct the deficiencies.  
3 The Germantown Board of Education shall have sixty (60) calendar days from receipt of the amended  
4 application, either to deny or to approve the amended application or the application shall be deemed  
5 approved by law.

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

## 12 RENEWAL

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

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

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

29 High-performing charter school renewal applications shall be automatically approved for renewal. A  
30 charter school will be deemed high-performing if it:

31 1. Has met or exceeded standards on at least seventy-five percent (75%) of the indicators  
32 in each section of the school performance framework in each of the three (3)  
33 immediately preceding school years;

34 2. Has attained a school composite level of "above expectations" or "significantly above  
35 expectations" as represented by the Tennessee Value-Added Assessment System  
36 (TVAAS) in each of the three (3) immediately preceding school years; and

37 3. Has had no significant audit findings during the term of the current charter agreement.

1 Within ten (10) days of the Board approving a high-performing charter school for renewal, the  
2 Superintendent/designee shall report the approval to the TDOE and the Tennessee Public Charter  
3 School Commission.

#### 4 **AUTHORIZER FEE**

5 If GMSD becomes the authorizer of a charter school, GMSD shall receive an annual authorizer fee  
6 that is a percentage of the charter school's per student state and local funding as allocated under T.C.A.  
7 § 49-13-112. The annual authorizer fee shall be the lesser of three percent (3%) of the annual per  
8 student state and local allocations or Thirty-Five Thousand Dollars (\$35,000) per school.

#### 9 **INTERIM REVIEW**

10 The GMSD Superintendent or his designee shall conduct an interim review of the charter school in  
11 the fifth year of the charter school's initial period of operation and in the fifth year following any  
12 renewal of a charter agreement under guidelines developed by the Tennessee State Board of Education.

#### 13 **ANNUAL REPORT**

14 The GMSD Board, through the GMSD Superintendent/designee, shall oversee and annually evaluate  
15 each charter school to ensure it meets the performance standards and targets set forth in the charter  
16 school agreements. The GMSD Superintendent/designee shall submit the charter school's evaluation  
17 to the GMSD Board at its October Board Meeting.

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

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

#### 23 **SITE VISITS**

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

#### 28 **CHARTER SCHOOL REPORTING**

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

31 By September 1<sup>st</sup>, the governing body of an approved charter school shall make a written report to the  
32 GMSD Board. The annual report shall include:

- 33 1. A report on the progress of the charter school in achieving the goals outlined in the charter  
34 school agreement;

1           2. A financial statement disclosing the financial health of the charter school, including the costs  
2           of the administration, instruction, and other spending categories of the charter school; and

3           3. A detailed accounting, including the amounts and sources, of all funds received by the charter  
4           school, other than the funds received per state law.

5 This reporting requirement shall begin in the year after the year in which the charter school begins  
6 operation.

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

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

## 12 **AUTHORIZER REPORTING AND REVIEW**

13 By December 1<sup>st</sup>, the GMSD Superintendent shall report to the Tennessee State Board of Education  
14 detailing the total amount of authorizer fees collected in the previous school year and the authorizing  
15 obligations fulfilled using the fee. By January 1<sup>st</sup>, the GMSD Board shall submit an annual authorizer  
16 report to the Tennessee Department of Education and the State Board of Education. The GMSD  
17 Superintendent/designee shall prepare the reports and provide the information to the GMSD Board  
18 prior to submission.

## 19 **CHARTER AGREEMENT**

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

## 26 **REVOCAION OF CHARTER AGREEMENT**

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

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

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

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

6  
7 If the GMSD Superintendent determines that the charter school meets the criterion for revocation set  
8 forth above, or if the GMSD Superintendent determines that the charter school is not complying with  
9 the requirements of T.C.A. § 49-13-101, *et seq.*, (The Tennessee Public Charter School Act) or with  
10 the charter agreement:

- 11 (1) The GMSD Superintendent shall notify the charter school, in writing, of the possibility of
- 12 revocation and the reasons for the possible revocation. In the notification to the charter
- 13 school, the GMSD Superintendent shall notify the charter school that the charter school must
- 14 provide GMSD's review team with a proposed plan to remediate the charter school's
- 15 deficiencies which gave rise to the notice of possible revocation.
- 16 (2) The charter school shall submit a written remediation plan to the GMSD review team within
- 17 thirty (30) days of receiving the notice of possible revocation. The remediation plan shall
- 18 provide that the remediation itself shall be completed within thirty (30) days of submission
- 19 of the remediation plan. The GMSD review team shall notify the charter school within
- 20 twenty (20) business days of receiving the proposed remediation plan of whether the
- 21 remediation plan is acceptable to the review team.
- 22 (3) If the proposed remediation plan does not, in the sole discretion of the GMSD review team,
- 23 provide a full remediation, the GMSD review team shall, within thirty (30) business days of
- 24 receiving the remediation plan, notify the charter school that the remediation plan is
- 25 unacceptable and an explanation of the means to reconcile the plan is unacceptable. The
- 26 charter school shall be given ten (10) business days to correct the proposed remediation plan
- 27 and re-submit the plan to the GMSD review team. The GMSD review team shall notify the
- 28 charter school within thirty (30) business days of the re-submission whether the re-submitted
- 29 plan is acceptable to the review team.
- 30 (4) If the charter school's re-submitted proposed remediation plan is rejected by the GMSD
- 31 review team, the charter school may appeal the decision to the GMSD Superintendent. The
- 32 GMSD Superintendent may, within thirty (30) business days of receiving the re-submission:
  - 33 (a) Approve the re-submission; or
  - 34 (b) Provide the charter school with an additional ten (10) business days to further amend
  - 35 the remediation plan; or
  - 36 (c) Reject the re-submission.
- 37 (5) If the re-submission is rejected by the GMSD Superintendent, the charter school may appeal
- 38 the GMSD Superintendent's decision to the GMSD Board of Education within ten (10)

1 business days after receiving notice of the rejection. The GMSD Board shall consider the  
2 re-submission within thirty (30) business days of receiving the appeal of the rejection. The  
3 GMSD Board shall provide the charter school with a decision regarding the re-submission,  
4 in writing, explaining the reasons the proposed plan is unacceptable.

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

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

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

15 No later than ten (10) days after the Germantown Board of Education adopts a resolution to revoke a  
16 charter agreement, the Germantown Board of Education shall report the Germantown Board of  
17 Education's decision to the TDOE and the Tennessee Public Charter School Commission and shall  
18 provide a copy of the resolution that sets forth the Germantown Board of Education's decision and the  
19 reasons for the decision.

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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 of Education Policy 6.111  
State Board of Education Policy 6.113  
State Board of Education Rule 0520-14-01  
Public Acts of 2026, Chapter No. 1012

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>06/**/26</b> <b>08/29/23</b> <b>05/05/14</b>
		Rescinds:	Issued:

1 The Principal shall contact the Germantown Police Department in cases involving assault and battery or  
2 vandalism endangering life, health, or safety, illegal entry, theft or vandalism generally, on school  
3 property, immediately upon learning of such acts.

4 The Principal is not to report fights not involving weapons or not involving serious personal injuries to  
5 the Germantown Police Department (does not include SROs).

6 Every teacher observing or otherwise having knowledge of an assault and battery or vandalism  
7 endangering life, health, or safety, illegal entry, theft, or vandalism generally, on school property, shall  
8 report such acts to the Superintendent and the school Principal.

9 The Superintendent, or his/her designee, is authorized to sign a criminal complaint and to press charges  
10 against perpetrators for vandalism of school property.

## 11 **THREAT ASSESSMENT TEAM**

12 The Superintendent shall be responsible for establishing a GMSD Threat Assessment Team. The  
13 purpose of the Threat Assessment Team shall be to develop comprehensive intervention-based  
14 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a  
15 safe, supportive, and effective school environment.

16 (a) The Threat Assessment Team must include GMSD personnel and a representative from the  
17 Germantown Police Department.

18 (b) The Threat Assessment Team shall:

19  
20 (1) Obtain training from local law enforcement or mental health service providers on how to  
21 assess individuals exhibiting threatening or disruptive behavior and develop interventions for  
22 individuals exhibiting such behavior;

23 (2) Conduct threat assessments based on dangerous or threatening behavior of individuals in the  
24 school, home, or community setting;

25 (3) Provide guidance to students, faculty, staff, and others in GMSD on how to recognize,  
26 address, and report threatening or dangerous behavior;

27 (4) Establish procedures that outline the circumstances in which GMSD personnel are required  
28 to report threatening or dangerous behavior;

- 1 (5) Establish procedures for students, faculty, and community members to anonymously report  
2 threatening or dangerous behavior and specify to whom the behavior should be reported;
- 3 (6) Provide guidance and best practices for the intervention and prevention of violence;
- 4 (7) Establish procedures for the:
- 5 (A) Assessment of individuals exhibiting behavior that may present a threat to the health  
6 or safety of the individual or others;
- 7 (B) Development of appropriate means of intervention, diversion, and de-escalation of  
8 threats; and
- 9 (C) Development of appropriate courses of actions that should be taken in the event  
10 threatening or dangerous behavior is reported, including, but not limited to, referrals to  
11 community services or healthcare providers, notification of parents or guardians, if  
12 appropriate, or notification of law enforcement and emergency medical services;
- 13 (8) Refer individuals to support services;
- 14 (9) Provide post-incident assessments and evaluate the effectiveness and response of GMSD to  
15 incidents; and
- 16 (10) Coordinate with State agencies providing support services and technical assistance to local  
17 threat assessment teams.
- 18 (c) The Threat Assessment Team shall document all behaviors and incidents deemed to pose a risk to  
19 school safety or that result in intervention and shall provide the information to GMSD. All information  
20 shall be documented in accordance with the Family Educational Rights and Privacy Act (FERPA) (20  
21 U.S.C. 1232g), T.C.A. § 10-7-504, and all other relevant state and federal privacy laws. GMSD must  
22 consider the information when reviewing and developing a building-level school safety plan.
- 23 (d) The Threat Assessment Team shall report Threat Assessment Team activities to the Board and the  
24 Superintendent, the Tennessee Department of Safety, the Tennessee School Safety Center, and the  
25 members of the State-level Safety Team, as established by State law, on a regular basis. The report must  
26 include quantitative data on Threat Assessment Team activities, including post-incident assessments,  
27 and must provide information on the effectiveness of the team's response to incidents deemed to pose a  
28 risk to school safety. The report must comply with the FERPA, T.C.A. § 10-7-504, and all other relevant  
29 state and federal privacy laws.
- 30 (e) Documents produced or obtained by the Threat Assessment Team are not open for public inspection.  
31 Threat Assessment Team meetings do not constitute open meetings as defined by T.C.A. § 8-44-102.

### 32 **SCHOOL BUILDING ENTRANCES**

33 Each Principal shall ensure that their building-level school safety plan includes instructions regarding  
34 school building entrances, in an effort to prevent unauthorized entry into their school building while

1 students are present during the school day, as well as when students are present outside of regular school  
2 hours for school-related purposes or activities.

3 The primary entrance of each school may be unlocked during a school-related event or activity if the  
4 door is continuously monitored by a school district employee who is physically present at the door to  
5 ensure access is limited to only authorized persons and to alert others if an unauthorized person enters,  
6 or attempts to enter, the school building.

7 State and local law enforcement are authorized to inspect exterior doors of school buildings. If law  
8 enforcement personnel discover that a door is unlocked, in violation of this Policy, local law enforcement  
9 must provide notice of same to the Superintendent. If the Superintendent receives such notice, the  
10 Superintendent shall direct the Principal of the school at which the violation occurred, to within forty-  
11 eight (48) hours of the Superintendent's receipt of the notification, notify the law enforcement agency,  
12 in writing, that the door was immediately locked and that the processes are in place to ensure that the  
13 door remains locked. Said notification shall also state whether the school has a full-time school resource  
14 officer. The Principal shall copy said notification to the Board Chair Person, the PTSA President of the  
15 school at which the violation occurred, the Tennessee Department of Safety, and the Tennessee  
16 Department of Education.

17 Any school employee that props open an exterior school door shall receive disciplinary action, up to and  
18 including termination.

## 19 **SCHOOL POLICING**

20 The Board may enter into a memorandum of understanding with the chief of a law enforcement agency  
21 to provide school policing. Any memorandum of understanding shall address, at a minimum, the  
22 following issues:

- 23 1. Any School Resource Officer (SRO) assigned under a memorandum of understanding must be  
24 in compliance with all laws, regulations and rules of the Peace Officer Standards and Training  
25 Commission at the time of assignment and remain compliant throughout the tenure of his or her  
26 assignment;  
27
- 28 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in  
29 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall  
30 participate in a minimum of sixteen (16) hours of training specific to school policing. All training  
31 programs shall be approved by the Peace Officers Standards and Training Commission.
- 32 3. Any SRO assigned under the memorandum remains an employee of the law enforcement  
33 agency, subject to that agency's direction, control, supervision and discipline.  
34
- 35 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent  
36 of the Superintendent/designee.  
37
- 38 5. In the event that more than one SRO is assigned to a school system, the law enforcement  
39 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The  
40 duties of the senior SRO, however designate, shall include, but not limited to, the following:

- a. To represent and carry out the policies of the law enforcement agency assigning the SROs.
- b. To supervise the SROs in the performance of their duties;
- c. To consult with the Superintendent/designee regarding the best use of the available resources for school policing; and
- d. To resolve disputes between the SROs and students or faculty members.

6. The memorandum may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the memorandum. However, the memorandum shall contain a provision allowing the Superintendent/designee to suspend the active participation of the SROs in the event that the Superintendent/designee believes that such suspension is best for the health, safety and/or well-being of the students and/or faculty members.

### **CLASSROOM EVACUATIONS**

**Definition of Classroom Evacuation:** “Classroom Evacuation” means the removal of some or all students from a classroom or instructional area due to the violent, aggressive, or severely disruptive behavior of another student that creates a safety concern or substantially interrupts classroom instruction.

(1) If a classroom evacuation occurs, the Principal/Designee must provide notification to the parent/guardian of each student who was in the classroom or instructional area at the time the classroom evacuation occurred.

(2) The notification must be provided to parents/guardians by the end of the day in which the classroom evacuation occurred unless the event that prompted the classroom evacuation is an ongoing emergency or is otherwise under investigation by state or local law enforcement, in which case the notification must not be provided to parents/guardians until the emergency event is resolved or the Principal/Designee determines that providing the notification does not impede an ongoing investigation, as applicable.

(3) The notification must include:

(1) The fact that a classroom evacuation occurred;

(2) A brief description of the general nature of the incident sufficient to explain why the classroom evacuation occurred; and

(3) Any steps taken by the school to ensure the continued safety and supervision of students.

The notification must not disclose the name of the student whose conduct caused the classroom evacuation.

- 1 (4) Each school shall maintain, for each classroom evacuation, a written or electronic record of:
- 2 (a) The date and time of the classroom evacuation;
- 3 (b) The number of students evacuated;
- 4 (c) The time and manner of the parental notification; and
- 5 (d) The name of the staff member who notified parents.

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#### Legal References

2 CFR § 200.313  
T.C.A. § 49-6-804  
T.C.A. § 49-6-807  
T.C.A. § 49-6-808  
T.C.A. § 49-6-817  
T.C.A. § 49-6-2701  
T.C.A. § 49-6-4217  
T.C.A. § 49-6-4301  
Public Chapter 850, 114<sup>th</sup> Legislative Session

# THIS IS A NEW GMSD POLICY

Germantown Municipal School District			
Monitoring:  Review: <b>Annually</b>	Descriptor Term:  <b>Private Pay Provider Policy</b>	Descriptor Code:  <b>4.203</b>	Issued Date:  <b>06/**/26</b>
		Rescinds:	Issued:

1 This Policy applies only to GMSD students who have been diagnosed by a physician, psychologist or  
2 psychiatrist with autism spectrum disorder or developmental delay.

3 “Private Pay Providers”, under contract with an external entity or the parent of a GMSD enrolled  
4 student who has been diagnosed by a physician, psychologist, or psychiatrist with autism spectrum  
5 disorder or developmental delays, shall be permitted access to the student during the school day to  
6 provide the student with Private Pay Services in educational settings, including, classroom settings, if  
7 the Private Pay Services do not conflict with the student’s educational placement, as determined by the  
8 GMSD Assistant Superintendent, Exceptional Students.

9 No “LABA” or “RBT” may provide Private Pay Services in any GMSD school unless under the  
10 supervision of a parent or external entity contracted private pay “LBA”.

## 11 **DEFINITIONS**

12 “Applied Behavior Analysis” means the design, implementation, and evaluation of environmental  
13 modifications by a behavior analyst to produce socially significant improvements in human behavior.  
14 This includes the empirical identification of functional relations between behavior and environmental  
15 factors, known as functional assessment and analysis.

16 “Licensed Behavior Analyst” (“LBA”) means an individual who is certified as a Board Certified  
17 Behavior Analyst (BCBA) or Board Certified Behavior Analyst-Doctoral (BCBA-D) and is licensed in  
18 this state to practice applied behavior analysis as an independent practitioner.

19 “Licensed Assistant Behavior Analyst” (“LABA”) means an individual who is certified as a Board  
20 Certified Assistant Behavior Analyst (BCABA) and is licensed in this state to practice applied behavior  
21 analysis under the extended authority and supervision of a licensed Behavior Analyst.

22 “Registered Behavior Technician” (“RBT”) means a paraprofessional who is certified by the Behavior  
23 Analyst Certification Board to implement applied behavior analysis services under the supervision and  
24 direction of a Board-Certified Behavior Analyst who retains responsibility for clinical oversight and  
25 outcomes.

26 “Private Pay Provider” means a licensed Behavior Analyst, Registered Behavior Technician, or  
27 Licensed Assistant Behavior Analyst who provides applied behavior analysis to a student, is not

1 employed or contracted directly by GMSD, and is compensated privately by the student's family or by  
2 an external entity.

3 "Private Pay Services" means applied behavior analysis provided by a Private Pay Provider on GMSD  
4 grounds in which the student receiving the applied behavior analysis is enrolled.

### 5 **Requirements**

6 Before a parent or external entity contracted Private Pay Provider may provide services:

- 7 a) for students who have an IEP or Section 504 Plan, parents shall schedule an IEP meeting or  
8 Section 504 Plan meeting to coordinate the provision of services into the school day;  
9
- 10 b) for students who do not have an IEP or Section 504 Plan, parents shall schedule a meeting with  
11 their respective school's Principal/designee to coordinate the provision of services into the  
12 school day;
- 13 c) parents shall provide a copy of the contract between parents or external entity and Private Pay  
14 Provider to the GMSD Assistant Superintendent, Exceptional students;
- 15 d) the Private Pay Provider shall execute a Memorandum of Understanding with GMSD to outline  
16 the terms and expectations of the Private Pay Provider's presence and participation in the school  
17 environment;
- 18 e) parents must provide written consent to GMSD:
  - 19 (i) acknowledging that the parent or external entity contracted Private Pay Services have  
20 been selected by the parent for their student and are not being provided by GMSD;
  - 21 (ii) waiving any liability on GMSD arising solely from the acts or omissions of the Private  
22 Pay Provider;
- 23 f) parent or external entity contracted Private Pay Provider shall provide GMSD with proof of  
24 licensure, certification;
- 25 g) parent or external entity contracted Private Pay Provider shall provide GMSD with proof of  
26 professional liability insurance in the amount of One Million Dollars (\$1,000,000) per  
27 occurrence and Three Million Dollars (\$3,000,000) in the aggregate covering acts or omissions  
28 which may give rise to liability. GMSD shall be listed as an additional insured party on said  
29 policy;
- 30 h) parent or external entity contracted Private Pay Provider shall provide written consent to adhere  
31 to the same student confidentiality laws, rules, regulations, and policies that GMSD employees  
32 are required to follow and agreement that their services at GMSD shall be discontinued for their  
33 failure to follow all GMSD policies, including but not limited to this Policy;

1 i) parents shall provide GMSD with a written diagnosis by a physician, psychologist, or  
2 psychiatrist of autism spectrum disorder or developmental delay;

3 j) parent or external entity contracted Private Pay Provider shall comply with the background  
4 investigation requirements set forth in T.C.A. § 49-5-413.

5 Parent or external entity contracted Private Pay Providers are prohibited from:

6 a) interacting in any way with any GMSD staff member who is not a GMSD Administrator or a  
7 member of the student's IEP team;

8 b) interacting with any GMSD student other than the student whose parents or external entity have  
9 contracted with the Private Pay Provider;

10 c) violating student confidentiality laws;

11 d) violating any State or federal law or GMSD policy.

12 GMSD is not required and will not be held responsible for:

13 (i) constructing special facilities for the provision of Private Pay Services; or

14 (ii) purchasing special equipment for the provision of Private Pay Services outside of what is  
15 customarily available at the school where the Private Pay Services are being provided.

16 Under no circumstances may the provision of parent or external entity contracted Private Pay Services  
17 be permitted if the provision of services:

18 (i) conflicts with any student's educational placement;

19 (ii) disrupts the overall classroom environment, the delivery of instruction, or any student's  
20 access to their curriculum;

21 (iii) consistently fragments any student's schedule in a way that reduces any student's access to  
22 their education program or core curriculum.

### 23 **Violations**

24 Violations of the Policy shall result in the parent or external entity contracted Private Pay Provider  
25 being required to leave the GMSD premises and not return.

### 26 **Disagreements**

27 In the event that GMSD staff or Administrators disagree with the parent or external entity contracted  
28 Private Pay Provider or the provision of Private Pay Services, student's Principal/designee shall notify  
29 the student's parent in writing of the fact that there is a disagreement with the parent or external entity

- 1 contracted Private Pay Provider or the provision of Private Pay Services. After notifying the parent of
- 2 the student, the Principal/designee shall schedule a meeting with the parent to resolve the dispute.

**Legal Reference:**

Public Chapter 1112, 114<sup>th</sup> Legislative Session of the Tennessee General Assembly

# Germantown Municipal School District

Monitoring: Review: <b>Annually</b>	Descriptor Term: <b>Employee Use of <del>the Internet</del> Technology</b>	Descriptor Code: <b>4.406.1</b>	Issued Date: <b>06/**/26 08/30/22</b>
		Rescinds: <b>4.406.1</b>	Issued: <b>04/19/21</b>

## 1 GENERAL RULES AND ETHICS OF INTERNET ACCESS

2 Technical support is available when questions arise as to any complications with the use of the internet.

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

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

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

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

## 22 EMAIL ACCOUNTS

23 GMSD will provide each employee with a District email address. When using the District-provided  
24 email account, the following activities will not be allowed:

- 25 1. Sending anonymous messages;
- 26 2. Sending mass emails except for educational purposes;
- 27 3. Posting or forwarding another user's personal communication without the author's consent;
- 28 4. Sharing password for the District-provided email account; and

1           5. Sending personally identifiable information about staff or students without password  
2           encryption and permission to send information to appropriate recipient.

3   Email accounts may be locked, at GMSD's sole discretion, without notice.

4   Users with network access shall not utilize District resources to establish email accounts through third-  
5   party providers or any other nonstandard electronic mail system. All data including, but not limited to,  
6   email communications stored or transmitted on school system computers shall be monitored by GMSD.  
7   Employees have no expectation of privacy with regard to such data. Email correspondence may be a  
8   public record under the public records law and may be subject to public inspection.

## 9   **INTERNET CODE OF ETHICS**

10   When using the internet, the employee will use appropriate computer etiquette and adhere to the  
11   following code of ethics:

- 12           1. All use of the internet shall be in support of education and research and consistent with the  
13           purposes of the school District;
- 14           2. The rights of others and the integrity of the computer network shall be respected at all times;
- 15           3. All relevant Board Policy and state and federal laws shall be observed;
- 16           4. Network accounts are to be used only by the authorized user of the account for the authorized  
17           purpose;
- 18           5. Downloading any program or software on to District computers is prohibited unless permission  
19           has been received from the technology department;
- 20           6. Be considerate and polite when interacting with others on the internet;
- 21           7. Do not respond to inflammatory or inappropriate messages by any means;
- 22           8. Delete messages from unknown or untrustworthy senders, suspicious files, links, or URLs as  
23           they can contain malicious software or viruses;
- 24           9. Be mindful when sending email attachments. The file may be too large to be accommodated by  
25           the recipient's system
- 26           10. Use a signature block at the bottom of each email in which the name, phone number, job title,  
27           and location of the employee is identified;
- 28           11. Do not use the network or individual computers in a way that would disrupt the use by others;  
29           and
- 30           12. All computers shall be logged off or shut down when unattended.

## 31   **SOCIAL NETWORKING**

- 32           1. District staff who have a presence on social networking websites are prohibited from posting  
33           data, documents, photographs or inappropriate information that is likely to create a material and  
34           substantial disruption of classroom activity.

- 1        2. District staff are prohibited from accessing personal social networking sites on school  
2        computers or during school hours except for legitimate instructional purposes.
- 3        3. The Board discourages District staff from socializing with students on social networking  
4        websites. The same relationship, exchange, interaction, information, or behavior that would be  
5        unacceptable in a non-technological medium is unacceptable when done through the use of  
6        technology.

## 7        **APPROPRIATE INSTRUCTION AND OVERSIGHT OF STUDENT INTERNET USE**

8        The intent of the School District is to provide access to resources via the internet with the understanding  
9        that employees and students will access and use information that is appropriate and compliments the  
10       curriculum. All employees shall screen all internet resources before using the resource with students.

11       The School District will utilize filtering software that will, to the extent possible, prevent students from  
12       conducting prohibited activity. Any internet activity by a student will be monitored through direct  
13       observation by employees and/or by technological means to ensure that the student is not accessing  
14       inappropriate material for minors.

15       Students shall not be permitted to use computer resources without appropriate supervision. Employees  
16       shall be familiar with and consistently enforce all GMSD Policies and Procedures as they relate to student  
17       and internet usage. All relevant Board Policies and state and federal laws shall apply to the usage of the  
18       internet.

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

## 24       **K-5 EDUCATIONAL TECHNOLOGY USE**

25       GMSD recognizes that educational technology, when implemented as a structured, purposeful  
26       supplement to high-quality pedagogy, has demonstrated the capacity to enhance student academic  
27       outcomes, support individualized differentiation, and prepare students for foundational digital literacy.

28       This section of the Employee Use of Technology Policy governs the age-appropriate, instructional use  
29       of District-provided devices by students in kindergarten through fifth grade (K-5). The District provides  
30       an iPad or a Chromebooks to students, depending on the specific needs of the student or group for the  
31       instructional activity. The scope of this Policy is designed to minimize unnecessary screen time while  
32       preserving educational effectiveness and expanding teacher-led, interactive instruction. This Policy  
33       applies to all K-5 student use of District-provided hardware, software applications, and network  
34       infrastructure during the instructional day.

35       Students in grades K-5 are strictly **prohibited** from accessing social media platforms through District-  
36       owned internet services or District-provided digital devices during the instructional day.

37       **Social media shall be blocked.**

- **Platform Blocklisting:** GMSD shall maintain a robust, continuously updated Domain Name System (DNS) blacklist restricting all social media platforms.

## A. PRIMARY INSTRUCTIONAL STANDARDS & BALANCED USE

Each elementary school within GMSD serving grades K-5 shall implement the following instructional guidelines:

### i. Prioritization of Non-Electronic Instruction

In-person, teacher-led instruction and the use of physical, non-electronic materials (such as textbooks, math manipulative, writing instruments, etc.) will remain the primary mode of instruction for K-5 classrooms. GMSD supports a blended approach to instruction where District-provided devices are not the sole physical instructional resource but serve as a tool for instruction. All students (K-5) shall have access to physical copies of core High Quality Instructional Materials (HQIM)/ textbooks.

### ii. Requirements for District-provided devices

Student use of District-provided devices will be used for tasks where there is a clear, demonstrable educational benefit. Teachers must actively monitor screen interactions to ensure student engagement remains active rather than passive.

- **Passive Consumption Prohibited:** Activities where students sit passively watching video content or interacting with software lacking explicit academic milestones are prohibited during the core instructional day. Only educational applications/programs approved by the GMSD TLA Department may be used by students in any GMSD school. Teachers must follow requirements for high quality instructional materials (HQIM) when utilizing digital platforms.

- **Active, Creative Use Encouraged:** Digital devices shall prioritize student agency, creative output (*e.g.*, digital drawing, presentation building, coding concepts), and adaptive, targeted skill practice.

### iii. Standard Alignment and Developmental Progressions

All digital assessments, learning management platforms, and software applications utilized in grades K-5 shall be developmentally appropriate and directly mapped to the Tennessee Academic Standards. No instructional software shall be deployed unless approved by the GMSD TLA Department.

## B. PARENT TRANSPARENCY & COMMUNITY PARTNERSHIP

GMSD is committed to equipping parents with transparency regarding classroom technology and assisting families in cultivating healthy digital habits in the home.

The GMSD Employee Use of Technology Policy does not prohibit the use of digital devices for:

- 1 (1) Targeted instructional support, intervention, or remediation;
- 2 (2) Accommodations or services required under the Individuals with Disabilities Education  
3 Act, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act;
- 4 (3) Administration of a universal screener adopted by the State Board of Education, a  
5 Tennessee universal screener, dyslexia screenings, state-adopted benchmark  
6 assessments, or other assessments required by state or federal law;
- 7 (4) Teacher preparation, lesson planning, or professional use;
- 8 (5) Public virtual schools;
- 9 (6) Homebound instruction established in T.C.A. § 49-10-1101;
- 10 (7) Remote instructional days provided pursuant to T.C.A. § 49-6-3004(i); or
- 11 (8) Hybrid learning days provided pursuant to T.C.A. § 49-6-3004(j).

## 12 ANNUAL EDTECH DISCLOSURES

13 At the start of each school year, GMSD shall publish a complete, accessible directory detailing:

- 14 ● The names and descriptions of all educational software and applications installed on  
15 District-provided devices; and
- 16 ● The academic purpose of each tool and its direct connection to Tennessee state academic  
17 standards.

## 18 PROVIDERS

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

- 21 a) Verify that the digital or online materials do not violate T.C.A. § 39-17-902;
- 22 b) Take commercially reasonable steps to filter, block or otherwise prevent access to pornography  
23 or obscenity through one's use of the digital or online materials;
- 24 c) Verify, in writing, that it has taken commercially reasonable steps to ensure that the provider's  
25 technology will prevent a user from sending, receiving, viewing, or downloading materials that  
26 are harmful to minors, as defined in T.C.A. § 39-17-901; and
- 27 d) Remove, upon GMSD's request, GMSD's access to digital or online materials for ages or  
28 audiences for which GMSD has determined the material to be age- or audience-inappropriate. A  
29 provider must remove GMSD's access to digital or online materials that GMSD has determined  
30 not to be age- or audience- appropriate within one (1) business day of the provider's receipt of

1           GMSD’s request, unless the deadline for removal is extended by mutual consent of GMSD and  
2           the provider.

3   If a GMSD student, the parent/guardian of a GMSD student, or a GMSD employee believes that a  
4   provider has not satisfied the aforementioned requirements, a GMSD student, the parent/guardian of a  
5   GMSD student. or a GMSD employee may file a complaint with the GMSD Deputy Superintendent,  
6   Chief of Operations/designee specifically stating the alleged violation of the aforementioned  
7   requirements. The GMSD Deputy Superintendent, Chief of Operations/designee shall review each  
8   allegation of failure to fulfill the aforementioned requirements and shall advise the GMSD student, the  
9   parent/guardian of a GMSD student, or GMSD employee of whether he/she believes that action should  
10   be taken as it relates to the provider.

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

## 12   **VIOLATIONS**

13   Violations of this Policy or a related Procedure shall be handled in accordance with the existing  
14   disciplinary Procedures of this District.

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### Legal References

T.C.A. § 10-7-512  
T.C.A. § 39-14-602  
T.C.A. § 49-1-221  
47 C.F.R. § 54.520(c)(1)(i)  
47 U.S.C.A. § 254 (h)(5)(A) – (C), 254(l)

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <h2>Grading</h2>	Descriptor Code: <b>4.600</b>	Issued Date: <b>06/**/26</b> <b>08/26/25</b> <b>08/13/24</b>
		Rescinds: <b>4.600</b>	Last Issued: <b>04/30/24</b>

1 Academic grades are intended to provide an accurate measure of a student's mastery of Tennessee  
2 Academic Standards as evidenced by demonstrated abilities, skills, and understandings. These grades  
3 serve to:

- 4     ▪ provide feedback on progress towards standards-based mastery;
- 5     • identify areas for remediation or enrichment; and
- 6     • communicate readiness for promotion and post-secondary life.

7  
8 **Therefore, academic credit/points may not be awarded or deducted for any purpose that is not**  
9 **directly related to the student's academic performance.**

10  
11 Parents shall be notified within a progress report period when a student is not performing at expectation.  
12 Parent-teacher conferences should be used for gaining parental support in an effort to improve student  
13 performance.

14  
15 In the event of an excused absence, students are expected to make up missed work within a reasonable  
16 amount of time, as determined by the student's teacher, with a minimum of one day allowed for each  
17 day absent.

18 In grades 4-12, a minimum of 9 grades are due per nine weeks. Term grades that are reported at the end  
19 of each nine (9) - week period shall be determined by the average of multiple measures of student  
20 learning. Homework assignments shall only count for a maximum of 5% of grades reported during the  
21 grading period. Grading and honor code procedures shall be developed and implemented by  
22 administration and followed by teachers and students.

23 The grading system for Germantown Municipal Schools shall be in accordance with the Tennessee  
24 Uniform Grading System.

25  
26 **NOTE:** Grading systems other than ~~the above~~ described in this Policy must be approved in writing by  
27 the GMSD Assistant Superintendent of Teaching, Learning, and Assessment and the Superintendent.  
28

## 29 GRADING SYSTEM FOR GRADES K-35

30 ~~The grading system for Germantown Municipal Schools in accordance with the Tennessee Uniform~~  
31 ~~Grading System establishes the grading system for grades kindergarten through fifth (5<sup>th</sup>) grades:~~

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

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

The Kindergarten, First, Second Grade, and Third Grade progress reports show progress toward the state standards through target-based grading. The grade level standards are set by the state and indicate what a student should know and be able to do. Students are evaluated based on their progress **each 9-weeks** toward meeting targets for each standard. This is indicated by a proficiency scale of 1 through 3 used to report the progress for each target.

In all schools, students' conduct is graded as E, G, S, N, or U and is to be reported at each grading period on the progress reports **for Music, Art, and PE classes. Students' work habits are scored as S or N and reported at each grading period on the progress reports.** ~~Self-contained classes receive one homeroom conduct grade. Individual subject classes each give a conduct grade.~~

### **GRADING SYSTEM FOR GRADES 4-8** ~~Grades 4-5 and Virtual School Grades K-5:~~

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

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

**Grades for grades 4-5 shall be reported on progress reports using the letters "A", "B", "C", "D", and "F" as indicated below. Grades for grades 6-8 shall be reported on progress reports using the following numerical values:**

A.....	90 - 100
B.....	80 - 89
C.....	70 - 79
D.....	60 - 69
F.....	Below 60

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

Semester grades for grades 4-**8** are determined by an average of grades for each of the two nine (9) – week terms. ~~Standardized tests should not be used as the sole measure for passing or failing. TCAP~~

1 ~~scores may count a percentage of the second semester average as determined in the Testing Programs~~  
2 ~~policy, IP 4.700. NOTE: Semester examinations are not given in grades 4-85 courses.~~

3 ~~Final Grade—This grade is determined by averaging the two semester grades.~~  
4 ~~Final grades shall be determined by averaging the two semester grades and applying any state-required~~  
5 ~~TCAP weighting in accordance with GMSD Testing Programs Policy 4.700. Standardized tests shall~~  
6 ~~not be used as the sole measure for passing or failing.~~

7 ~~A student's academic grade is solely intended to reflect the students' mastery of skills and standards in~~  
8 ~~the designated subject. Therefore, academic credit/points may not be awarded or deducted for any~~  
9 ~~purpose that is not directly related to the student's academic performance. For example, academic~~  
10 ~~credit/points may not be deducted for failure to purchase certain brands or types of school supplies. A~~  
11 ~~reasonable number of academic points may be deducted from a student's academic grade for failure to~~  
12 ~~submit homework or other assigned academic work on the date specified by the teacher.~~

13 ~~Parents are to be notified within a progress report period when a student is not performing at expectation.~~  
14 ~~Parent teacher conferences should be held for gaining parental support in an effort to improve student~~  
15 ~~performance.~~

16 ~~In all schools, students' conduct shall be graded as E, G, S, N, or U and shall be reported at each grading~~  
17 ~~period on the report card. Students in self-contained classes shall receive one homeroom conduct grade.~~  
18 ~~Students shall receive a conduct grade for individual subject classes.~~

19 ~~For high school courses completed in middle school:~~  
20 ~~Students who successfully complete a high school course shall earn high school credit. Semester grades~~  
21 ~~earned in high school courses mentioned above, regardless of credits earned, shall be recorded on the~~  
22 ~~high school transcript. Only courses completed for credit in grades 9, 10, 11, and 12 shall be counted~~  
23 ~~toward the Grade Point Average (GPA). Credits shall be awarded in 0.5 increments upon successful~~  
24 ~~completion of a semester; however, credits for full year courses shall be awarded if the final yearly~~  
25 ~~average is a passing grade (60 or higher).~~

## 26 ~~GRADING SYSTEM FOR GRADES 6-12~~

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

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

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

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

1 Grades will be reported on progress reports and transcript records using the numerical values indicated  
2 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 funds  
9 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 end-  
15 of-year ~~progress reports and~~ transcripts.

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

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

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

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

32 ~~Semester exams are not given in grades 6-8 with the exception of high school level courses. Students  
33 who successfully complete a high school course will earn high school credit. Semester grades earned in  
34 high school courses mentioned above, regardless of credits earned, will be recorded on the high school  
35 transcript. Only courses completed for credit in grades 9, 10, 11, and 12 shall be counted toward the  
36 Grade Point Average (GPA).~~

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

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

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

7 For courses with a state-mandated End-of-Course (EOC) assessment, final grades shall be calculated in  
 8 accordance with state requirements and GMSD Testing Programs Policy 4.700.

9 Final grade calculations vary based on the instructional schedule utilized by the school:

10 **SEMESTER BLOCK SCHEDULE FINAL GRADES:**

Course Type	Final Grade Calculation	Earned Credits
1.0 Credit	Each quarter grade: 42.5% Final exam/EOC: 15%	One (1.0) credit shall be awarded upon successful completion of a semester.
0.5 Credit	Quarter grade: 85%, Final exam: 15%	A half (0.5) credit shall be awarded upon successful completion of a quarter.

11 **YEAR LONG SCHEDULE FINAL GRADES:**

Course Type	Final Grade Calculation	Earned Credits
1.0 Credit	Each Semester Average: Each quarter grade: 42.5%, Semester final exam 15%  Final Yearly Average: Each semester grade: 50%	A half (0.5) credit shall be awarded upon successful completion of a semester, and one (1.0) credit shall be awarded if the final yearly average is a passing grade.
0.5 Credit	Each quarter grade: 42.5% Final exam: 15%	A half (0.5) credit shall be awarded upon successful completion of a semester.

12 **Semester Final Exams and Exemption**

13 No student shall receive a failing grade for the semester or year if the only failing grade is that of the  
 14 final examination, provided the student has made an honest effort on the examination.

15 Students shall be exempt from a teacher-made final exam if:

- 16 1. The student receives a ninety percent (90%) or higher final average.
- 17 2. The student has no more than 5 excused absences in a full-credit course or no more than three  
 18 (3) excused absences in a half-credit course.

1 Any unexcused absence shall disqualify the student from exemption. Neither religious holidays,  
 2 excused postsecondary travel days, nor approved school-sponsored absences count against the  
 3 exemption status of the student.

4 When a student is exempt from the final exam or there is not a final exam for the course, then the final  
 5 average shall be the average of the two (2) term grades for full-credit courses or one (1) term grade for  
 6 half-credit courses.

7 A student enrolled in an End of Course (EOC) tested subject who completes the EOC Assessment or is  
 8 enrolled in an AP course and completes the AP Exam is exempt from those respective ~~second-semester~~  
 9 ~~final~~ exams. The requirement for the final examination for Statewide Dual Credit (DC) courses shall be  
 10 determined by the Tennessee State Board of Education Rules and Policies. The requirement for ~~second~~  
 11 ~~semester final~~ exams for students enrolled in Dual Enrollment (DE) courses shall be dictated by the  
 12 University at which the student is enrolled in the DE course.

~~13 A student having a (ninety) 90 or higher average for the two (2) terms in a specific course will be  
 14 exempted from the semester exam, if the student desires. When a student is exempted from the  
 15 examination, the semester average will be the average of the two term grades. Any unexcused absence  
 16 or more than five (5) excused absences per semester in a course will disqualify the student from being  
 17 exempt from the semester exam for that particular course. Exemptions apply only to teacher-made  
 18 semester examinations. 12<sup>th</sup> grade students are eligible for exam exemption during both semesters. All  
 19 other students in high school courses who meet the above requirements may be exempted for only the  
 20 second semester exam; however, for courses that are only one semester, underclassmen may also be  
 21 exempt during first semester.~~

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

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

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

## 29 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>
<b>A</b>	<b>90-100</b>	4.0	4.5	5.0
<b>B</b>	<b>80-89</b>	3.0	3.5	4.0
<b>C</b>	<b>70-79</b>	2.0	2.5	3.0
<b>D</b>	<b>60-69</b>	1.0	1.5	2.0
<b>F</b>	<b>Below 60</b>	0.0	0.0	0.0

This weighted grading scale shall be used for all official purposes including progress reports, 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, and 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>
<b>A</b>	<b>90–100</b>	Shall include the addition of 3 <b>percentage points</b> to the grades used to calculate the semester average.	Shall include the addition of 4 <b>percentage points</b> to the grades used to calculate the semester average.	Shall include the addition of 5 <b>percentage points</b> to the grades used to calculate the semester average.
<b>B</b>	<b>80 - 89</b>			
<b>C</b>	<b>70 - 79</b>			
<b>D</b>	<b>60-69</b>			
<b>F</b>	<b>Below 60</b>			
			*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, and  
 2 Statewide Dual Credit courses are expected to sit for the culminating exam associated with Advanced  
 3 Placement courses, National Industry Certification aligned courses, and Statewide Dual Credit courses.  
 4 Students who fail to sit for the culminating exam associated with Advanced Placement courses, National  
 5 Industry Certification aligned courses, and Statewide Dual Credit courses will not be awarded the quality  
 6 points or weighting points attributed to Advanced Placement courses, National Industry Certification  
 7 aligned courses, and Statewide Dual Credit courses. For students who do not sit for the culminating  
 8 exam, grades will be adjusted for all grading periods within the current school year.

9 **REPORT TO PARENTS - GRADES K-12**

1 Progress reports are posted in GMSD's student management system at the end of each nine (9)-week  
2 session. The progress reports will be issued soon after the conclusion of each grading period. If an  
3 erroneous grade has been entered, correction shall be made, and a new report shall be issued to the student.  
4 If a universal screener and/or dyslexia screener was administered to the student in the current school  
5 year for grades K-8, the results of the screener/s shall be provided to the student's parent/guardian with  
6 the student's progress report.

7 Parents who request hard copy progress reports will be able to pick them up at the school or they will be  
8 sent home with students. The grading period schedule will be published on the district website and all  
9 school websites. Parent involvement is an important variable of student success. Parents are encouraged  
10 to discuss the student's progress with school personnel.

### 11 **TRANSCRIPTS PERMANENT ACADEMIC RECORDS – GRADES K-12**

12 The school district shall maintain an official grade record (grades K-8) and a transcript (grades 9-12) for  
13 each student which sets forth a cumulative record of the student's attendance, achievement and units of  
14 credits earned. High school transcripts may only be altered by high school counselors with authorization  
15 of the Vice-Principal. Elementary and middle school transcripts official grade records may shall only be  
16 altered by the School Principal or the Assistant Principal. Alterations to student official grade records or  
17 transcripts shall be supported by documents providing an explanation of the reason for the transcript  
18 alteration and evidence that the student has earned the grade reflected in the altered official grade record  
19 or transcript.

20 Alteration to official grade records or transcripts other than as provided in this Policy may subject the  
21 employee to disciplinary action, including but not limited to, revocation of a professional educator  
22 license or certification issued by the Department of Education and may be subject to prosecution for  
23 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](#)

[T.C.A. § 49-6-903](#)

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>06/**/26</b> <b>10/24/23</b> <b>04/25/23</b> <b>02/07/23</b>
		Rescinds: <b>4.605</b>	Issued: <b>04/19/21</b>

## *General*

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct and subject matter record which covers a planned program of education, and such record shall be kept on file in the high school.

The program of studies shall include areas required by the State Board of Education.

The courses which shall be required of all students in grades nine (9) through twelve (12) shall be in accordance with the Rules and Regulations of the State Board of Education.

## **TRADITIONAL HIGH SCHOOL DIPLOMA REQUIREMENTS**

Before graduation, every student shall:

1. Achieve the specified twenty-two (22) units of credit;
2. Have satisfactory records of attendance and conduct;
3. Take the ACT, SAT examination, or other eleventh (11<sup>th</sup>) grade post-secondary readiness assessment, as determined by the Tennessee Commissioner of Education, unless the student qualifies for a limited medical exception as defined by the Tennessee Department of Education; and
4. Take and pass a United States civics test.

Course Graduation Requirements:

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Personal Finance	0.5 credit
Wellness	1 credit
Physical Education	0.5 credit
World Language	2 credits
Fine Arts	1 credit
Elective Focus	3 credits

Students may not receive credit for courses in which the student was never enrolled.

Beginning with students who enroll in ninth (9<sup>th</sup>) grade in the 2024-2025 school year, or any subsequent school year, students must earn at least one (1) credit in computer science in high school;

1. Students may fulfill this requirement by substituting computer science for the student's fourth credit of mathematics, third credit of science, or an elective focus credit. Students may only use computer science as a substitution to fulfill one (1) credit in mathematics, or one (1) credit in science, or one (1) or more elective focus credits required for a traditional high school diploma.
2. Students who transfer from another state or country, or from a non-public school to a Tennessee high school during their twelfth (12<sup>th</sup>) grade year, are exempt from this requirement.

### **SPECIAL EDUCATION STUDENTS**

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

Students who have received the below diplomas shall continue to make progress towards a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.

#### *Special Education Diploma*

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

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

#### *Occupational Diploma*

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:

1. Completed at least four (4) years of high school;
2. Made satisfactory progress on his/her IEP;
3. Maintained satisfactory records of attendance and conduct;
4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and
5. Has two (2) years of paid or non-paid work experience.

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

### *Alternative Academic Diploma*

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

1. Completed at least four (4) years of high school;
2. Participated in the high school alternate assessments;
3. Earned the prescribed twenty-two (22) credit minimum;
4. Made satisfactory progress on their IEP;
5. Maintained satisfactory records of attendance and conduct; and
6. Completed a transition assessment that measures postsecondary education and training, employment, independent living, and community involvement.
7. Take and pass a United States civics test.

The required credits may be earned either through the state-approved standards or through alternate academic diploma modified course requirements approved by the State Board of Education. A student who earns an alternate academic diploma shall continue to be eligible for services under IDEA until he or she receives a regular high school diploma or through the school year in which the student turns twenty-two (22).

### **INDUSTRY 4.0 DIPLOMA**

The Industry 4.0 distinction shall be noted on the transcripts of all students that fulfill the Industry 4.0 distinction requirements.

The requirements for receiving the Industry 4.0 Diploma distinction are as follows.

- A. Before the end of the high school student's tenth (10<sup>th</sup>) grade year, the student shall:
  1. Notify the student's counselor or school principal of the student's intent to pursue an Industry 4.0 diploma distinction;
  2. Provide the student's counselor or school principal with documentation signed by the student's parent or legal guardian indicating that the student's parent or legal guardian is aware of the requirements for the parent's or legal guardian's student to obtain an Industry 4.0 diploma distinction and consenting to the student's participation;
  3. Register with a regional American Job Center or other career counseling or community partner approved by the student's school; and.
  4. Enroll in at least one (1) work-based learning or dual enrollment course for the student's eleventh (11th) grade year.
- B. Beginning in the student's eleventh (11th) grade year, a student pursuing an Industry 4.0 diploma distinction shall meet, no less than once per month, with a career coach who has been approved to provide career coaching services by the student's school. The career coach must:

1. Be an American Job Center career coach, a career coach from a career counseling or community partner approved by the United States Department of Labor's regional office for the state of Tennessee, or a licensed school counselor or an educator who holds a work-based learning certificate provided by the Department of Education; and
  2. Meet, no less than once per month during the school year, with students assigned to the career coach by the student's school principal to assist students in:
    - i. Developing the personal attributes required for success in the workforce, which include, but are not limited to, time management, networking, communication, teamwork, creative thinking, and conflict resolution;
    - ii. Applying for dual enrollment grants or other available financial aid opportunities, including, but not limited to, grants and scholarships administered by the Tennessee Student Assistance Corporation;
    - iii. Identifying the best combination of dual enrollment, work-based learning, and internship opportunities available to the student; and
    - iv. Preparing for standardized assessments such as the ACT.
- C. Before the end of the student's eleventh (11th) grade year, a student pursuing an Industry 4.0 diploma distinction shall enroll in work-based learning or dual enrollment courses for the student's twelfth (12th) grade year.
- D. A student receiving an Industry 4.0 diploma distinction shall successfully complete all coursework required for graduation for their diploma type.
- E. A student pursuing an Industry 4.0 diploma distinction may earn at least one (1) science credit and at least one (1) math credit through course substitutions approved by the State Board, including, but not limited to, dual enrollment and work-based learning courses that are aligned to a student's chosen career path. Work-based learning course substitutions may only fulfill a student's third (3rd) credit of science and/or fourth (4th) credit of math. Pursuant to State Board Rule 0520-01-03-.03, high schools shall accept dual enrollment courses as a substitution for an aligned graduation requirement course.
- F. A student receiving an Industry 4.0 diploma distinction shall earn nine (9) credits of dual enrollment or work-based learning in grades nine (9) through twelve (12), which may be satisfied by the student's successful completion of dual enrollment coursework, work-based learning experiences, on-the-job training, or other mentorships or structured educational experiences that allow the student to apply the student's knowledge and skills in a work environment to develop an understanding of workplace expectations.

## STUDENT LOAD

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

**STATE EARLY GRADUATION: MOVE ON WHEN READY**

A student pursuing early graduation through the Move On When Ready program shall complete an intent form available from the Department of Education and submit it to her or his high school Principal and the Department of Education. Intent forms will be available in the Counseling Office of the high school and should be completed upon entry into the 9<sup>th</sup> grade. Applications will not be accepted for Move On When Ready later than May of the Sophomore year.

In order to graduate early through Move On When Ready, students must meet the following requirements:

1. Earn required seventeen (17) credits;
2. Score on-track or mastered level for each required end-of-course exam;
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. Meet the benchmark score of twenty-five (25) or higher on the mathematics portion of the ACT and twenty-five (25) or higher on the English portion of the ACT, ~~or~~ equivalent scores on the SAT, or benchmark scores on the CLT;
5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) types of the following courses:
  - a. AP;
  - b. IB;
  - c. Dual enrollment;
  - d. Dual credit.

**GMSD EARLY GRADUATION**

A student pursuing early graduation through GMSD's early graduation must fulfill each of the following requirements:

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

1. Meet the minimum standards established by the State Board of Education;
2. Meet the Traditional High School Diploma Requirements;
3. Submit an "Intent to Graduate Early" to their respective counselors prior to their senior year; and
4. Meet qualifications for the state definition of a "College and Career Readiness".

**GMSD EARLY GRADUATION DETAILS**

1. The student's official date of graduation will be the last day of the term in which he/she meets all graduation requirements.
2. As a graduate, he/she will forfeit the right to participate in school activities, including participation in athletics and extracurriculars.
3. The students will be permitted to participate in graduation ceremonies at the end of the school year, provided that he/she participates in practice activities as required by the school.

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Legal References

T.C.A. § 49-6-408  
T.C.A. § 49-6-6001  
T.C.A. § 49-6-6005  
T.C.A. § 49-6-8103  
T.C.A. § 49-6-8303  
State Board of Education Policy 2.102  
State Board of Education Policy 2.103  
State Board of Education Rule 0520-01-03

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>06/**/26</b> <b>05/23/22</b>
		Rescinds: <b>4.700</b>	Issued: <b>08/24/21</b>

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

3 Student scores on the Tennessee Comprehensive Assessment Program's (TCAP) grades three through  
4 five (3-5) shall comprise zero (0%) percent of the student's final grade average for the school year in the  
5 subject areas of mathematics, reading/language arts, science, and social studies.

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

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

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

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

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

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

1 The testing information shall also be placed in student handbooks or other school publications that are  
2 provided to parents on an annual basis.

### 3 **INTEREST INVENTORIES AND CAREER ASSESSMENTS**

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

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

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#### Legal References

State Board of Education Rule 0520-01-03-.03  
State Board of Education Policy 2.102  
State Board of Education Policy 2.103  
T.C.A. § 10-7-504  
T.C.A. § 49-1-617  
T.C.A. § 49-6-412  
T.C.A. § 49-6-6007

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.102</b>	Issued Date: <b>06/**/26</b> <b>10/29/24</b> <b>11/28/23</b> <b>08/24/21</b>
		Rescinds: <b>5.102</b>	Issued: <b>03/02/20</b>

1 The Board of Education recognizes that it is vital to the successful operation of the District that positions  
2 created by the Board will be filled with highly qualified and competent personnel who are citizens of the  
3 United States or who are otherwise legally permitted to work in the United States.

4 An individual desiring a position with the Board shall make application to the Superintendent on forms  
5 developed by GMSD. Prior to performing any work or service on behalf of GMSD, each applicant  
6 shall submit a fingerprint sample and pass a criminal history background check conducted by the  
7 Tennessee Bureau of Investigation and the Federal Bureau of Investigation, receive a satisfactory  
8 TBI/FBI background check, and agree to enroll in the RAP Back Program.

9 Any costs incurred to perform the TBI/FBI background check shall be paid by the applicant. The cost  
10 for enrollment in the RAP Back Program shall be paid by GMSD.

11

12 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall  
13 also constitute a Class A misdemeanor which must be reported to the District Attorney General for  
14 prosecution.

## 15 Professional Employees

16 The application must include a transcript of credits earned at the colleges or universities attended along  
17 with references from persons such as previous employers and college professors and for student teachers,  
18 the student teacher's supervisor. Applicants shall be required to disclose whether such applicant has  
19 been dismissed for cause from a school system.

20 Teacher applicants who are employed by another school district at the time of application to GMSD must  
21 provide a written resignation to the school district at which they are presently employed, at least thirty  
22 (30) days prior to the beginning date of the person's employment with GMSD; provided that if GMSD  
23 receives notice from the teacher applicant's previous employer that the thirty (30) day notice is being  
24 waived, GMSD will consider the application.

25 No Principal, Assistant Principal, Vice Principal or teacher applicant that is not properly licensed may  
26 be employed by GMSD. Likewise, if the Principal, Assistant Principal, Vice Principal or teacher does  
27 not maintain an appropriate license during the course of his/her employment with GMSD, the Principal,  
28 Assistant Principal, Vice Principal or teacher may be dismissed.

29 No teacher applicant shall be employed:

30 1. Who does not hold a valid license to teach from the Tennessee State Board of Education;

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- 1        2. Who does not present a physician's certificate showing a satisfactory health record or who has  
2            any contagious or communicable disease in such form that might endanger the health of school  
3            children;
  - 4        3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee  
5            and of the United States of America;
  - 6        4. Who has not complied with the Immigration Reform and Control Act of 1986;
  - 7        5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from  
8            employment for cause, or who resigned prior employment in lieu of being terminated; or
  - 9        6. Who does not receive a satisfactory TBI/FBI background check and agree to enroll in the RAP  
10           Back Program.

### 11    **Support Employees**

12    No support applicant shall be employed:

- 13        1. Who has a contagious or communicable disease in such form that might endanger the health of  
14            the children;
- 15        2. Who has not complied with the Immigration Reform and Control Act of 1986;
- 16        3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from  
17            employment for cause; or
- 18        4. Who does not receive a satisfactory TBI/FBI background check and agree to enroll in the RAP  
19            Back Program.

## 20    **EMPLOYMENT**

### 21    **Professional Employees**

22    The Superintendent's designee must check references of all applicants.

### 23    **Support Employees**

24    The Superintendent's designee must check references of all applicants.

### 25    **Self-Reporting While Employed**

26    All GMSD employees are required to **immediately** report to the GMSD Assistant Superintendent of  
27    Human Resources any arrests and/or criminal convictions that occur after initial employment, within  
28    forty-eight (48) hours after the arrest and/or criminal conviction. Employees are also required to notify  
29    the GMSD Assistant Superintendent of Human Resources immediately if the Department of Children's  
30    Services (DCS) has named them as an indicated perpetrator of child abuse, within forty-eight (48) hours  
31    after receiving notice that the employee has been named as an indicated perpetrator of child abuse.

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## 1 **Clean Background Checks For Current Employees**

2 Enrollment in the RAP Back Program is a condition of employment for all GMSD employees. GMSD  
3 employees employed prior to September 1, 2024 shall enroll in the RAP Back Program upon reaching  
4 their five (5) year recertification period. By enrolling in the RAP Back Program, GMSD is notified of  
5 each employee's criminal and arrest record on an on-going basis. If GMSD is, during the course of  
6 employment, notified that an employee's criminal history is unsatisfactory the employee shall be  
7 terminated.

## 8 **MEDICAL REQUIREMENTS**

9 The GMSD board recognizes its responsibility to protect the health of its employees. All employees, upon  
10 initial employment, should provide a health statement on a health document provided by the District Office  
11 that reveals a lack of having an infectious disease such as tuberculosis, or any other contagious or  
12 communicable disease which would endanger the school community. Examinations and or future medical  
13 statements of clearance will be required thereafter at intervals determined by the State Department of  
14 Public Health and approved by the Commissioner of Education.

## 15 **Prohibition Against Assisting School Employees, Contractors, or Agents in Obtaining** 16 **Employment**

17 Except as provided below other than the routine transmission of administrative and personnel files,  
18 GMSD employees are prohibited from assisting a school employee, contractor or agent in obtaining a  
19 new job if the employee knows, or has probable cause to believe, that the person seeking a job change  
20 engaged in sexual misconduct regarding a minor or student.

21 Exceptions:

- 22 1. The information giving rise to probable cause to believe sexual misconduct has occurred has  
23 been reported to the appropriate law enforcement agency; and
- 24 2. The matter has been officially closed in one (1) of the following ways:
  - 25 a. The prosecutor or police have investigated the allegations and notified school officials  
26 that there is insufficient information to establish probable cause;
  - 27 b. The employee, contractor or agent has been charged and either acquitted or exonerated;  
28 or
  - 29 c. The case remains open and there have been no charges or indictment filed within four  
30 (4) years of the date the information was reported to the law enforcement agency.  
31  
32  
33  
34

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Legal References

T.C.A. § 49-2-131

T.C.A. § 49-5-405

T.C.A. § 49-5-406

T.C.A. § 49-5-413

20 U.S.C.A. § 7926

Immigration Reform and Control Act of 1985

28 C.F.R. § 16.30-16.34

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Paid Leave After Birth or Stillbirth of Employee’s Child or Adoption of Newly Placed Minor Child</b>	Descriptor Code: <b>5.303</b>	Issued Date: <b>06/**/26 08/26/25</b>
		Rescinds:	Issued: <b>07/27/23</b>

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 been employed full-time with GMSD for at least twelve (12) consecutive  
6 months in a position required by law to hold a valid license of qualification, or an  
7 emergency credential issued by the Department of Education at the time of the birth,  
8 adoption, or stillbirth of the employee’s child;\* (While being employed by GMSD, during  
9 periods of unpaid or paid leaves, eligible employees shall be considered as having been  
10 employed full-time.); and

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

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

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

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

27 The six (6) work weeks of paid leave granted pursuant to this Policy shall be taken consecutively, except  
28 in extenuating circumstances, as determined and approved by the Superintendent. The paid leave granted

- 1 pursuant to this Policy must be used within twelve (12) months of the birth or stillbirth of the employee's
- 2 child or the employee's adoption of a newly placed minor child.

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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: <b>Review: Annually</b>	Descriptor Term: <b>Vacations, Personal/Professional Days, Holidays</b>	Descriptor Code: <b>5.310</b>	Issued Date: <b>06/**/26</b> <b>07/27/23</b> <b>08/30/22</b> <b>06/07/22</b>
		Rescinds: <b>5.310</b>	Issued: <b>06/11/15</b>

1 **A. Personal/Professional Days**

- 2 1. Full-time ten (10) month classified employees will receive two (2) days per year to be used  
3 for personal/professional leave in addition to earned sick leave. After ten (10) years of  
4 continuous service, classified employees will earn an additional personal/professional day.  
5 Any personal/professional days unused by June 30 will be converted to sick days.
- 6 2. Full-time certified employees will receive ~~three (3)~~ **four (4)** days per year in addition to  
7 earned sick leave to be used for personal/professional business. Any personal/professional  
8 days unused by June 30 will be converted to sick leave days.
- 9 3. Personal/professional days may be advanced. Upon termination of the employment of an  
10 employee, before the personal/professional leave days are earned or at the end of the school  
11 year, there shall be deducted from the final paycheck of the employee an amount based on  
12 the employee's daily rate of pay sufficient to cover the excess personal/professional leave  
13 days used by the employee; if the final paycheck is insufficient for this purpose, the employee  
14 shall be liable for reimbursement to GMSD for any amount in excess of the employee's final  
15 paycheck.
- 16 4. Personal/professional day requests must be submitted to the school Principal, if the employee  
17 is a school-based employee, or to the Superintendent/designee, if the employee is a Central  
18 Office-based employee.
- 19 5. Personal/professional leave is intended to be used for personal/professional reasons. Subject  
20 to the following conditions, it can be taken at the discretion of an employee, who shall not be  
21 required to give reasons for the use of any personal/professional leave. The approval of the  
22 Superintendent/designee shall be required under the following conditions:
- 23 a. If more than ten percent (10%) of the teachers in any given school request its use on the  
24 same day; provided, that on making this calculation, any major fraction shall be  
25 considered as one (1); and in schools of five (5) teachers or less, one (1) teacher may take  
26 personal/professional leave at the teacher's discretion;
- 27 b. If personal/professional leave is requested during any prior established student  
28 examination period;

- 1 c. If personal/professional leave is requested on the day immediately preceding or following
- 2 a holiday or vacation period;
- 3 d. If personal/professional leave is requested for days scheduled for professional
- 4 development or in-service training, according to a school calendar adopted by the GMSD
- 5 Board of Education prior to the commencement of the school year; or
- 6 e. If personal/professional leave is requested for days scheduled for parent-teacher
- 7 conferences, according to the school calendar adopted by the GMSD Board of Education
- 8 prior to the commencement of the school year.
- 9 6. Except in an emergency, the employee shall give at least one (1) days' notice of intent to take
- 10 personal/professional leave.

11 **B. Vacation Days**

12  
13 I. Twelve (12) Month Employees

- 14 1. Temporary and part-time employees are not eligible for vacation.
- 15 2. Eligible full-time new employees will begin accruing vacation upon the first (1)
- 16 month of employment.
- 17 3. Any full-time twelve (12) month employee who is employed by the Municipal
- 18 School district will be granted vacation based on the following schedule:

<b>Length of Service</b>	<b>Vacation Accrued</b>	<b>Days earned on Semi-Monthly Basis</b>
Less than One (1) year, but no more than five (5) years		0.42
<i>(Maximum of 10 days per year)</i>		
Five (5) years, but less than ten (10) years		0.50
<i>(Maximum of 12 days per year)</i>		
Ten (10) years, but less than fifteen (15) years		0.63
<i>(Maximum of 15 days per year)</i>		
Fifteen years or more		0.84
<i>(Maximum of 20 days per year)</i>		

- 29 4. The accrual rates are based on the length of service and become effective on the
- 30 anniversary of the employee's date of hire, provided he/she has been in continuous
- 31 service.
- 32 5. Vacation shall be accrued semi-monthly; however, those days shall be advanced
- 33 twice per school year. Upon termination of the employment of an employee before
- 34 the vacation days are earned or at the end of the school year, there shall be deducted
- 35 from the final paycheck of the employee an amount based on the employee's daily
- 36 rate of pay sufficient to cover the excess vacation leave days used by the employee;

1 if the final paycheck is insufficient for this purpose, the employee shall be liable for  
2 reimbursement to GMSD for any amount in excess of the employee's final  
3 paycheck.

4 6. Employees shall only accrue a maximum of twenty-five (25) days of vacation leave.  
5 Any vacation days accrued in excess of twenty-five (25) as of June 30 each fiscal  
6 year shall be transferred to the employee's sick leave account.

7 7. An employee who leaves the employment of GMSD shall be paid for up to twenty-  
8 five (25) vacation days. Any vacation days in excess of 25 that are accrued as of  
9 the employee's last day of employment shall be transferred to the employee's sick  
10 leave account. Any days advanced are not considered earned and shall not be paid  
11 out. Any advanced days used before being accrued shall be deducted on the  
12 employee's final paycheck. Payment or collection for accrued or advanced vacation  
13 shall be at the employee's current rate of pay.

14 8. Vacation leave is accrued while an employee is in paid status but does not accrue  
15 while an employee is in an unpaid status.

16 9. The six (6) work weeks of paid leave after birth or stillbirth of employee's child or  
17 adoption of newly placed minor child pursuant to T.C.A. § 8-50-813 shall not be  
18 counted against the employee's vacation leave accrual.

19 II. Full-time Classified Employees Working Less Than 12 Months

20 Ten (10) vacation days are built into the employee's work calendar, so as to reduce  
21 number of unpaid days throughout the school year. These days are not paid out if the  
22 employee resigns.  
23

24 III. Full-time certified employees working less than twelve (12) months

25 Employees shall earn 1 vacation day for every 20 days worked and those days are  
26 distributed throughout the employee's work calendar. These days are not paid out if the  
27 employee resigns.

28 C. Holidays

29 I. Twelve (12) Month Employees

30 1. Holidays are not paid to employees who are in an unpaid status.

31 2. GMSD holidays that fall within an employee's vacation leave shall not be counted as  
32 vacation days. Full-time, twelve-month employees will be paid for thirteen (13) paid  
33 holidays that will be determined annually and reflected on the payroll calendar and  
34 paid during the corresponding payroll period.

- 1                   3. To the extent possible, employees shall receive prior approval from the employee's  
2                   immediate supervisor before taking vacation. Employees should schedule their  
3                   vacations such a way that the operational procedures are not interrupted.

4                   II. Full-time Classified Employees Working Less Than Twelve (12) Months

- 5                   1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the  
6                   payroll calendar and paid during the corresponding payroll period.
- 7                   2. The employee must be in paid status the day before and after a paid holiday in order to  
8                   be paid for the holiday.

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Legal References

T.C.A. § 8-50-813  
T.C.A. § 49-5-711

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term:  <b>Teacher Code of Ethics and GMSD Employee Responsibility and Ethics</b>	Descriptor Code: <b>5.611</b>	Issued Date: <b>06/**/26 08/13/24 11/28/23 09/25/18</b>
		Rescinds: <b>5.611</b>	Issued: <b>07/21/14</b>

1 **A. TEACHER CODE OF ETHICS**

2 **(1) Educator’s obligations to the Students**

3 (a) An educator shall strive to help each student realize the student’s potential as a  
4 worthy and effective member of society. An educator, therefore, works to stimulate the  
5 spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful  
6 formation of worthy goals.

7 (b) In fulfillment of this obligation to the student, an educator shall:

- 8 1) Abide by all applicable federal and state laws;
- 9 2) Not unreasonably restrain the student from independent action  
10 in the pursuit of learning;
- 11 3) Provide the student with professional education services in a  
12 nondiscriminatory manner and in consonance with accepted best  
13 practices known to the educator;
- 14 4) Respect the constitutional rights of the student;
- 15 5) Not unreasonably deny the student access to varying points of  
16 view;
- 17 6) Not deliberately suppress or distort subject matter relevant to the  
18 students’ progress;
- 19 7) Make reasonable effort to protect the student from conditions harmful to  
20 learning or to health and safety;
- 21 8) Make reasonable effort to protect the emotional well-being of  
22 the student;
- 23 9) Not intentionally expose the student to embarrassment or disparagement;
- 24 10) Not on any basis unfairly:

- 1 a) Exclude the student from participation in any program;
- 2 b) Deny benefits to the student; or
- 3 c) Grant any advantage to the student;
- 4 11) Not use the educator's professional relationship with the student for  
5 private advantage:
- 6 12) Not disclose information about the student obtained in the course of the  
7 educator's professional service, unless disclosure of the information is  
8 permitted, serves a compelling professional purpose, or is required by  
9 law;
- 10 13) Not knowingly make false or malicious statements about students or  
11 colleagues;
- 12 14) Ensure interactions with the student take place in transparent and  
13 appropriate settings;
- 14 15) A. Not engage in any sexually related behavior with:
- 15 (1) A student enrolled in the school or LEA in which:
- 16 (i) The educator provides instruction to students, serves as  
17 an administrator, or performs any other official duties as an  
18 educator, regardless of whether the educator is employed or serves  
19 as a volunteer in a teaching or a non-teaching role; or
- 20 (ii) The educator has, within the immediately preceding  
21 twelve (12) months, provided instruction to students, served as an  
22 administrator, or performed any other official duties as an educator,  
23 regardless of whether the educator was employed or served as a  
24 volunteer in a teaching or non-teaching role;
- 25 (2) A student who, within the immediately preceding twelve  
26 (12) months, graduated or withdrew from, ceased enrollment in, or  
27 completed the highest grade level offered by the LEA or school in  
28 which the student was formerly enrolled, if, during the period for  
29 which the student was enrolled in the LEA or school, the educator  
30 provided instruction to students, served as an administrator, or  
31 performed any other official duties as an educator, regardless of  
32 whether the educator was employed or served as a volunteer in a  
33 teaching or non-teaching role.
- 34 B. Educators are prohibited from engaging in sexually related  
35 behavior with a student, with or without the student's consent, and  
36 applies to all sexually related behavior regardless of whether the

1 sexually related behavior was communicated to or with the student  
2 verbally or nonverbally, or in a written, visual, auditory, physical,  
3 virtual, digital or electronic format.

4 ~~C. Not engage in any sexually related behavior with the student,~~  
5 ~~whether verbal, written, physical or electronic, with or without the~~  
6 ~~student's consent.~~—Sexually related behavior includes, but is not  
7 limited to, behaviors such as making sexual jokes or sexual  
8 remarks, engaging in sexual kidding, sexual teasing or sexual  
9 innuendo, pressuring the student for dates or sexual favors,  
10 engaging in inappropriate physical touching, groping or grabbing,  
11 kissing, ~~rape,~~ threatening physical harm and committing a sexual  
12 offense, or violent sexual offense, as those terms are defined in  
13 T.C.A. § 40-39-202;

- 14 16) Not furnish alcohol or illegal or unauthorized drugs to the student;
- 15 17) Strive to prevent the use of alcohol or illegal or unauthorized drugs by  
16 the student when the student is under the educator's supervision on  
17 school or LEA premises, during school activities, or in any private  
18 setting;
- 19 18) Refrain from the use of alcohol while on school or LEA premises or  
20 during a school activity at which students are present; and
- 21 19) Maintain a professional approach with the student at all times.

## 22 (2) Educator's Obligations to the Education Profession

23 The education profession is vested by the public with a trust and responsibility requiring  
24 the highest ideals of professional service. In the belief that the quality of the services of  
25 the education profession directly influences the nation and its citizens, the educator  
26 shall exert every effort to raise professional standards, to promote a climate that  
27 encourages the exercise of professional judgement, to achieve conditions which attract  
28 persons worthy of the trust to careers in education, and to assist in preventing the  
29 practice of the profession by unqualified persons.

- 30 (a) In fulfillment of this obligation to the profession, an educator shall not:
- 31 (1) Deliberately make a false statement or fail to disclose a material fact  
32 related to competency and qualifications in an application for a  
33 professional position;
- 34 (2) Misrepresent the educator's professional qualifications;
- 35 (3) Assist entry into the teaching profession of a person known to be  
36 unqualified in respect to character, education or other relevant attribute;

- 1 (4) Knowingly make a false statement concerning the qualifications of a  
2 candidate for a professional position;
- 3 (5) Assist a non-educator in the unauthorized practice of teaching;
- 4 (6) Disclose information about colleagues obtained in the course of  
5 professional service unless the disclosure serves a compelling  
6 professional purpose or is required by law;
- 7 (7) Knowingly make false or malicious statements about a colleague;
- 8 (8) Accept any gratuity, gift or favor that might impair or appear to  
9 influence professional decisions or actions; and
- 10 (9) Use illegal or unauthorized drugs.
- 11 (b) In fulfillment of this obligation to the profession, educators shall:
- 12 (1) Administer state-mandated assessments fairly and ethically; and
- 13 (2) Conduct themselves in a manner that preserves the dignity and integrity  
14 of the education profession.
- 15 **(3) Breaching the Teacher Code of Ethics**
- 16 (a) An educator who has personal knowledge of a breach by another educator of the  
17 teacher code of ethics prescribed in T.C.A. §§ 49-5-1003 and 49-5-1004 shall  
18 report the breach to the educator's immediate supervisor, Superintendent, or local  
19 board of education within thirty (30) days of discovering the breach.
- 20 (b) Failure to report a breach of the teacher code of ethics, or to file a report of any  
21 criminal activity or other misconduct that is required by federal or state law, is a  
22 breach of the teacher code of ethics.

23 The GMSD Executive Director of Student Services shall ensure that an annual professional development  
24 training is conducted concerning the teacher code of ethics and its requirements. The professional  
25 development training shall address what constitutes unethical conduct.

## 26 **B. GMSD EMPLOYEE ETHICS**

27 All GMSD employees serve as representatives of the GMSD Board. The GMSD Board is judged by its  
28 employees. All employees should strive to maintain standards of ethical behavior which will not detract  
29 from the educational process in fulfillment of that goal, GMSD employees shall:

- 30 1. Maintain just and courteous professional relationships with students, parents, staff members  
31 and others;
- 32 2. Maintain their own efficiency and knowledge of the developments in their fields of work;

- 1 3. Transact all official business with the properly designated authorities of the school system;
- 2 4. Establish friendly and intelligent cooperation between the community and the school system;
- 3 5. Represent the school system on all occasions such that the contributions of the school system to
- 4 the community are recognized;
- 5 6. Ensure that the welfare of the children is the first concern of the school system when placing
- 6 professional personnel. The use of pressure on school officials for appointments or transfers is
- 7 unethical;
- 8 7. Refrain from using school contacts and privileges to promote partisan politics, sectarian
- 9 religious views or selfish propaganda of any kind;
- 10 8. Make any criticism of other staff members or of the school system directly to the particular
- 11 school administrator who has the administrative responsibility for improving the situation and
- 12 then to the Superintendent, if necessary;
- 13 9. Properly use and protect all school properties, equipment and materials;
- 14 10. Wear appropriate dress for work as determined by the employee's supervisor;
- 15 11. Abide by all applicable federal and state laws;
- 16 12. Make reasonable effort to protect the student from conditions harmful to learning or to health
- 17 and safety;
- 18 13. Make reasonable effort to protect the emotional well-being of the student;
- 19 14. Not intentionally expose the student to embarrassment or disparagement;
- 20 15. Not use the employee's professional relationship with a student for private advantage;
- 21 16. Not disclose information about a student obtained in the course of the employee's service,
- 22 unless disclosure of the information is permitted, serves a compelling professional purpose, or
- 23 is required by law;
- 24 17. Not knowingly make false or malicious statements about students or colleagues;
- 25 18. Ensure interactions with students take place in transparent and appropriate settings;
- 26 19. Not engage in any sexually related behavior with a student, with or without the student's consent,
- 27 and applies to all sexually related behavior regardless of whether the sexually related behavior
- 28 was communicated to or with the student verbally or nonverbally, or in a written, visual, auditory,
- 29 physical, virtual, digital, or electronic format. ~~whether verbal, written, physical or electronic,~~
- 30 ~~with or without the student's consent.~~ Sexually related behavior includes, but is not limited to,
- 31 behaviors such as making sexual jokes or sexual remarks, engaging in sexual kidding, sexual
- 32 teasing or sexual innuendo, pressuring the student for dates or sexual favors, engaging in
- 33 inappropriate physical touching, groping or grabbing, kissing, ~~rape,~~ threatening physical harm

- 1 and committing a sexual offense assault, or violent sexual offense, as those terms are defined in  
2 T.C.A. § 40-39-202;
- 3 20. Not furnish alcohol or illegal or unauthorized drugs to a student;
- 4 21. Strive to prevent the use of alcohol or illegal or unauthorized drugs by a student when the  
5 student is under the employee's supervision on school or LEA premises, during school  
6 activities, or in any private setting;
- 7 22. Refrain from the use of alcohol while on school or LEA premises or during a school activity at  
8 which students are present;
- 9 23. Maintain a professional approach with students at all times;
- 10 24. Not disclose information about colleagues obtained in the course of professional service unless  
11 the disclosure serves a compelling professional purpose or is required by law;
- 12 25. Not accept any gratuity, gift or favor that might impair or appear to influence professional  
13 decisions or actions; and
- 14 26. Not use illegal or unauthorized drugs.

15 **C. EMPLOYEE STAFF-STUDENT RELATIONS**

16 All GMSD employees shall avoid excessive informal and social involvement with students. Any  
17 appearance of impropriety shall be avoided. Sexual relationship between employees and students are  
18 strictly prohibited. Employees engaging in sexual relationships with students shall be terminated.

19 **D. DISCIPLINARY ACTION**

20 Failure to abide by this Policy will result in disciplinary action up to and including termination.

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Legal References

[T.C.A. § 49-5-501](#)  
[T.C.A. § 49-5-1003](#)  
[T.C.A. § 49-5-1004](#)

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <h2 style="text-align: center;">Home Schools</h2>	Descriptor Code: <b>6.202</b>	Issued Date: <b>06/**/26</b> <b>08/29/23</b> <b>06/27/23</b> <b>08/24/21</b>
		Rescinds: <b>6.202</b>	Issued: <b>07/07/14</b>

1 A “home school” is a school conducted or directed by a parent or parents or legal guardian or guardians  
 2 for their own children. Home schools, which teach K-12 where the parents are associated with an  
 3 organization that conducts church-related schools (*as defined by § 49-50-801*) are exempt from the  
 4 following provisions, but must follow procedures issued by the State Department of Education.

5 A parent wishing to conduct a home school shall meet the following requirements:

- 6 1. Provide annual notice to the director of school before the commencement of each school year of  
 7 the intent to conduct a home school;
- 8 2. Submit to the Superintendent, the name, number, age, grade level of children involved, location  
 9 of the school, curriculum to be offered, proposed hours of instruction, qualifications of the  
 10 parent/teacher;
- 11 3. Maintain attendance records, subject to inspection of the local Superintendent;
- 12 4. Submit attendance records to the Superintendent at the end of each school year;
- 13 5. Provide instruction for at least four (4) hours per day for the same number of instructional days  
 14 as are required by state law for public schools;
- 15 6. Possess a high school diploma or high school equivalency credential approved by the Tennessee  
 16 State Board of Education;
- 17 7. Cooperate in the administration to home school students of appropriate tests by the  
 18 Commissioner of Education, his/her designee or by a professional testing service in grades five  
 19 (5), seven (7), and nine (9);
- 20 ~~8. Take actions according to state law if home school student falls behind appropriate grade level;~~
- 21 **98.** If the student participates in a GMSD sponsored interscholastic activity or event or a GMSD  
 22 sponsored extracurricular activity, submit proof that the student received a health service or  
 23 examination that is required for the student to participate in the activity or event by law.
- 24 **910.** Submit proof to the Superintendent that other health services and examinations as  
 25 required by law have been received by the home school student; and

1       101.       In the event of illness or inadequacy of the home school parent-teacher to teach a specific  
2               subject, employ a tutor having the same qualifications as required of parent/teacher.

3       If one or more of these requirements are not met, the Board authorizes the Superintendent to take formal  
4       action to bring the child into compliance with the compulsory attendance law (until the child has reached  
5       age 17), either in the home school or in a public, private or church-related school.

6       It shall be the policy of this Board that all students that wish to attend a school in the Germantown  
7       Municipal District, and are coming from a Home School or non-accredited public/private school, will  
8       complete a placement test. The Superintendent's designee will give the test and the student will be placed  
9       in the appropriate grade, depending on the results of the test.

10       ~~The Superintendent, through the attendance supervisor, shall have the attendance records of the home~~  
11       ~~school inspected at least two (2) times each school year in order to provide assistance in implementing~~  
12       ~~the Compulsory Attendance Law.~~

13       ~~If a home school student falls more than one (1) year behind his appropriate grade level in his/her~~  
14       ~~comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught~~  
15       ~~the child at his/her grade level determines through appropriate means that the student is not learning~~  
16       ~~disabled, the Superintendent shall require the parents to enroll the child in a public, private or church-~~  
17       ~~related school.~~

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Legal References

T.C.A. § 49-6-3004  
T.C.A. § 49-6-3050  
T.C.A. § 49-6-5001  
T.C.A. § 49-50-801

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term:  <b>Interrogations and Searches</b>	Descriptor Code: <b>6.303</b>	Issued Date: <b>06/**/26</b> <b>08/26/25</b> <b>12/15/20</b>
		Rescinds: <b>6.303</b>	Issued: <b>07/21/14</b>

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 1. A particular student has violated school policy;
- 13
- 14 2. The search will yield evidence of the violation of school policy or will lead to disclosure of a  
15 dangerous weapon, drug paraphernalia or drug;
- 16
- 17 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,  
18 safety, supervision and education of students;
- 19
- 20 4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal  
21 prosecution; and
- 22 5. The search shall be reasonably related to the objectives of the search and not excessively intrusive  
23 in light of the age and sex of the student as well as the nature of the infraction alleged to have  
24 been committed.

25 Searches may be conducted only by a:

- 26 (A) School Resource Officer who is acting, for the purpose of the search, as a school  
27 official;
- 28 (B) School Security Officer; ~~or~~

1 (C) School administrator who has completed the required training; or-

2 (D) School employee designated by the Superintendent who has completed the  
3 required training.

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

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

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

## 12 INTERROGATIONS BY SCHOOL PERSONNEL

13 Students may be questioned by teachers or a school or district administrator about any matter pertaining  
14 to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discreetly  
15 and under circumstances which will avoid unnecessary embarrassment to the student. Any student  
16 answering falsely or evasively or refusing to answer a question may be subject to disciplinary action,  
17 including suspension.

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

## 20 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

21 If a school or district administrator has requested assistance by law enforcement to investigate a crime,  
22 the police may interrogate a student suspect in school during school hours. The school or district  
23 administrator shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances  
24 require otherwise. However, the interrogation may proceed without attendance of the  
25 parent(s)/guardian(s), but the school or district administrator shall be present during the interrogation.

## 26 POLICE-INITIATED INTERROGATIONS

27 If the police deem circumstances are of sufficient urgency to interrogate students at school for unrelated  
28 crimes committed outside of school hours, the police should first contact the school or district  
29 administrator regarding the planned interrogation and inform him/her of the probable cause to  
30 investigate. The school or district administrator shall make reasonable efforts to notify the  
31 parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may  
32 proceed without attendance of the parent(s)/guardian(s), but the school or district administrator shall be  
33 present during the interrogation.

- 1 **NOTICE**
- 2 This Policy shall be posted on the GMSD website and in Student Handbooks.

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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](#)

# Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <b>Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>06/**/26</b> 08/13/24
		Rescinds: <b>6.304</b>	Last Issued: <b>08/25/20</b>

1 The Germantown Municipal School District Board of Education has determined that a safe, civil, and  
2 supportive environment in school is necessary for students to learn and achieve high academic standards.  
3 In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment and  
4 intimidation, ~~hazing or any other victimization of students, based on any actual or perceived traits or~~  
5 ~~characteristics, are prohibited.~~

6 This policy shall be disseminated annually to all school staff, students, and parents. This policy shall  
7 cover employees, employees' behaviors, students and students' behaviors while on school property, at  
8 any school-sponsored activity, on school-provided equipment or transportation, or at any official school  
9 bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy  
10 is in effect if the conduct is directed specifically at a student or students and has the effect of creating a  
11 hostile educational environment or otherwise creating a substantial disruption to the education  
12 environment or learning process.

13 Building administrators are responsible for educating and training their respective staff and students as  
14 to the definition and recognition of discrimination/harassment.

## 15 DEFINITIONS

16 *Bullying/Intimidation/Harassment* - An act that substantially interferes with a student's educational  
17 benefits, opportunities, or performance, and the act has the effect of:

- 18 • Physically harming a student or damaging a student's property;
- 19 • Knowingly placing a student or students in reasonable fear of physical harm to the student or  
20 damage to the student's property;
- 21 • Causing emotional distress to a student or students; or
- 22 • Creating a hostile educational environment.

23 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race,  
24 nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and  
25 creates a hostile environment.

1 *Cyber-bullying* - A form of bullying undertaken through the use of electronic devices. Electronic devices  
2 include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices,  
3 text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

4 ~~*Hazing*—An intentional or reckless act by a student or group of students that is directed against any other  
5 student(s) that endangers the mental or physical health or safety of the student(s) or that induces or  
6 coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees  
7 of the school district shall not encourage, permit, condone or tolerate hazing activities.~~

8 ~~“Hazing” does not include customary athletic events or similar contest or competitions and is limited to  
9 those actions taken and situations created in connection with initiation into or affiliation with any  
10 organization.~~

## 11 COMPLAINTS AND INVESTIGATIONS

12 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher,  
13 counselor or building administrator. All school employees are required to report alleged violations of  
14 this policy to the principal/designee. All other members of the school community, including students,  
15 parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.  
16 Sexual harassment complaints shall be made pursuant to GMSD Board Policy 1.8071, *Title IX*  
17 *Complaints, Including Sexual Harassment Complaints*.

18 While reports may be made anonymously, an individual’s need for confidentiality must be balanced with  
19 obligations to cooperate with police investigations or legal proceedings, to provide due process to the  
20 accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the  
21 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a  
22 need to know.

23 The pPrincipal/designee at each school shall be responsible for investigating and resolving complaints.  
24 Once a complaint is received, the pPrincipal/designee shall initiate and investigation within forty-eight  
25 (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the  
26 principal/designee shall provide the Superintendent ~~director of schools~~ with appropriate documentation  
27 detailing the reasons why the investigation was not initiated within the required timeframe. The  
28 pPrincipal/designee is responsible for determining whether an alleged act constitutes a violation of this  
29 policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 30 • It places the student in reasonable fear or harm for the student’s person or property;
- 31 • It has a substantially detrimental effect on the student’s physical or mental health;
- 32 • It has the effect of substantially interfering with the student’s academic performance; or
- 33 • It has the effect of substantially interfering with the student’s ability to participate in or benefit  
34 from the services, activities, or privileges provided by a school.

35 Upon the determination of a violation, the pPrincipal/designee shall conduct a prompt, thorough, and  
36 complete investigation of each alleged incident. All investigations shall be completed and appropriate  
37 intervention taken within twenty (20) calendar days from the receipt of the initial report. If the

1 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the  
2 pPrincipal/designee shall provide the Superintendent director of schools with appropriate documentation  
3 detailing the reasons why the investigation has not been completed or the appropriate intervention has  
4 not taken place. Within the parameters of the federal Family Educational Rights and Privacy Act  
5 (FERPA) at 20 USC § 1232g, a written report on the investigation will be delivered to the parents of the  
6 complainant, parents of the accused students and to the Superintendent.

## 7 **RESPONSE AND PREVENTION**

8 School administrators shall consider the nature and circumstances of the incident, the age of the violator,  
9 the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to  
10 properly respond to each situation. Each year, all school staff will receive bullying prevention training  
11 as designed by the eDistrict. During an investigation, if the incident is confirmed as a violation of the  
12 bullying policy, all involved parties will be offered supportive counseling services through the school  
13 counseling program.

14 Bullying and cyberbullying are delinquent acts pursuant to T.C.A. § 39-17-308, which acts are  
15 punishable as provided in T.C.A. § 37-1-131.

16 A substantiated charge against an employee shall result in disciplinary action up to and including  
17 termination. A substantiated charge against a student may result in corrective or disciplinary action up  
18 to and including suspension.

19 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal  
20 Rights Commission or the Office of Civil Rights. Any student disciplined for violation of this policy  
21 may appeal the decision in accordance with disciplinary policies and procedures.

## 22 **REPORTS**

23 When a complaint is filed alleging a violation of this policy where there is a physical harm or threat of  
24 physical harm to a student of a student's property, the pPrincipal/designee of each middle or high school  
25 shall report the findings and any disciplinary actions taken to the Superintendent and the chair of the  
26 bBoard of eEducation.

27 ~~By August 1 of each year, the Superintendent/designee shall prepare a report of all of the bullying cases~~  
28 ~~brought to the attention of school officials during the prior academic year. The report shall also indicate~~  
29 ~~how the cases were resolved and/or the reasons they are still pending. This report shall be presented to~~  
30 ~~the board of education at its regular August meeting, and it shall be submitted to the state department of~~  
31 ~~education by August 1.~~

## 32 **RETALIATION AND FALSE ACCUSATIONS**

33 Retaliation against any person who reports or assists in any investigation of an act alleged in this  
34 policy is prohibited. The consequences and appropriate remedial action for a person who engages in  
35 retaliation shall be determined by the administrator after consideration of the nature, severity, and  
36 circumstances of the act.

- 1 False accusations accusing another person of having committed an act prohibited under this policy are
- 2 prohibited. The consequences and appropriate remedial action for a person found to have falsely
- 3 accused another may range from positive behavioral interventions up to and including suspension and
- 4 expulsion.

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#### Legal References

T.C.A. § 37-1-131  
T.C.A. § 37-17-308  
~~T.C.A. § 49-2-120~~  
T.C.A. § 49-6-4502  
T.C.A. § 49-6-4503  
T.C.A. § 49-6-4505



# GMSD BUDGET

OTHER FUNDS  
SECOND READING  
JUNE 16, 2026

**FY 27**



GMSD

## VISION

Inspiring Personal Excellence

## MISSION

Cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

## ABOUT GMSD

Germantown Municipal School District (GMSD) serves more than 5,800 students across seven schools in Germantown, Tennessee. Known for academic excellence, strong parent involvement, and a focus on the whole child, GMSD includes three elementary schools (K-5), one K-8 school, one middle school (6-8), one high school (9-12), and an online learning academy. Since launching in 2014, the district has consistently ranked among the top public school systems in the state.

## INVESTED IN WHAT MATTERS

This year's budget represents more than operational needs—it's a commitment to the bold goals in our Strategic Plan, from narrowing achievement gaps to recruiting and retaining top talent.

Over 75% of our budget is invested in people—because research tells us an effective teacher is the most impactful factor in student success. This plan reflects that priority.

## BUDGET REPORT

**Brian Curry**, Chairman  
**Angela Griffith**, Vice Chairman  
**Scotty Hendricks Jr.**, Member  
**Brian Curry**, Member  
**Ryan Strain**, Member

**Jason Manuel**, Superintendent  
**Josh Cathey**, Deputy Superintendent  
**Missy Abel**, Assistant Superintendent  
Teaching Learning, and Assessment  
**Chauncey Bland**, Assistant  
Superintendent Student Services  
**Sarah Huffman**, Assistant  
Superintendent Exception Student  
Education  
**Stuart Reckord**, Chief Financial  
Officer  
**Elissa Stratton**, Assistant  
Superintendent Human Resources  
**Kate Crowder**, Communications  
Supervisor



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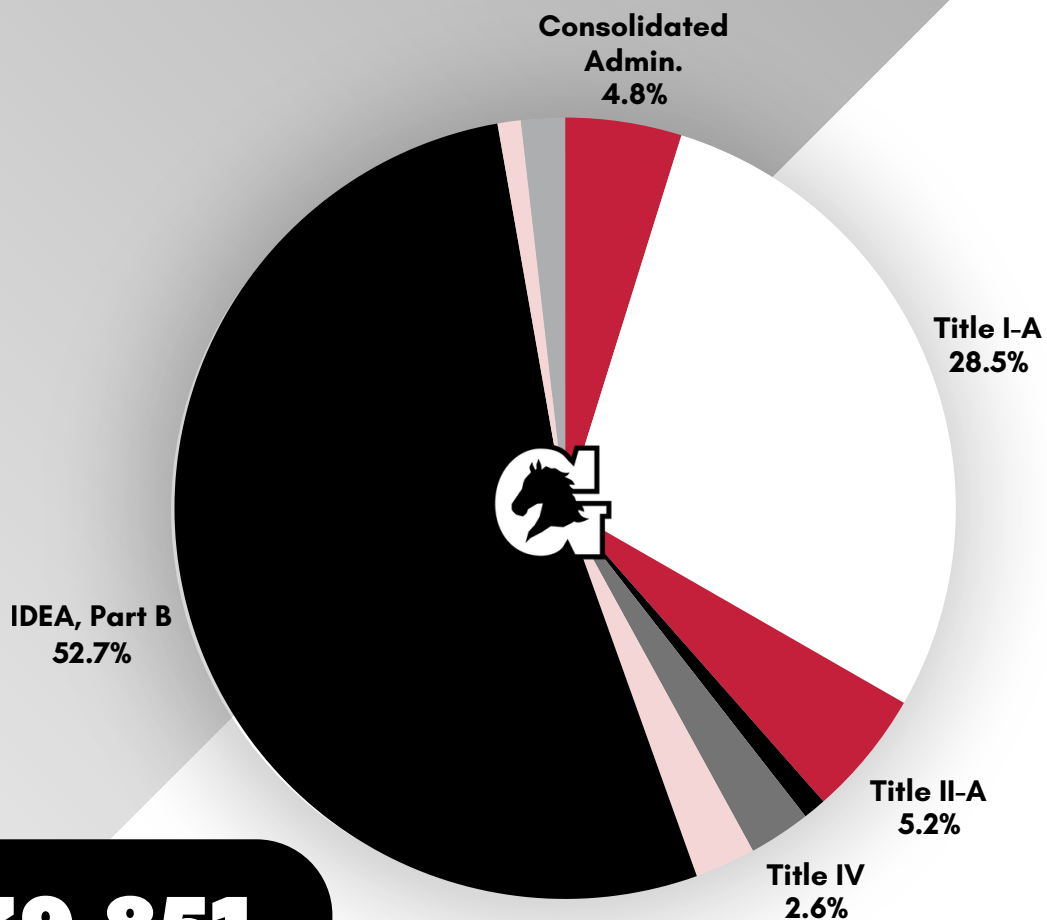
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60

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# FEDERAL PROJECTS REVENUES



**\$ 2,539,851**

## SUBCATEGORIES

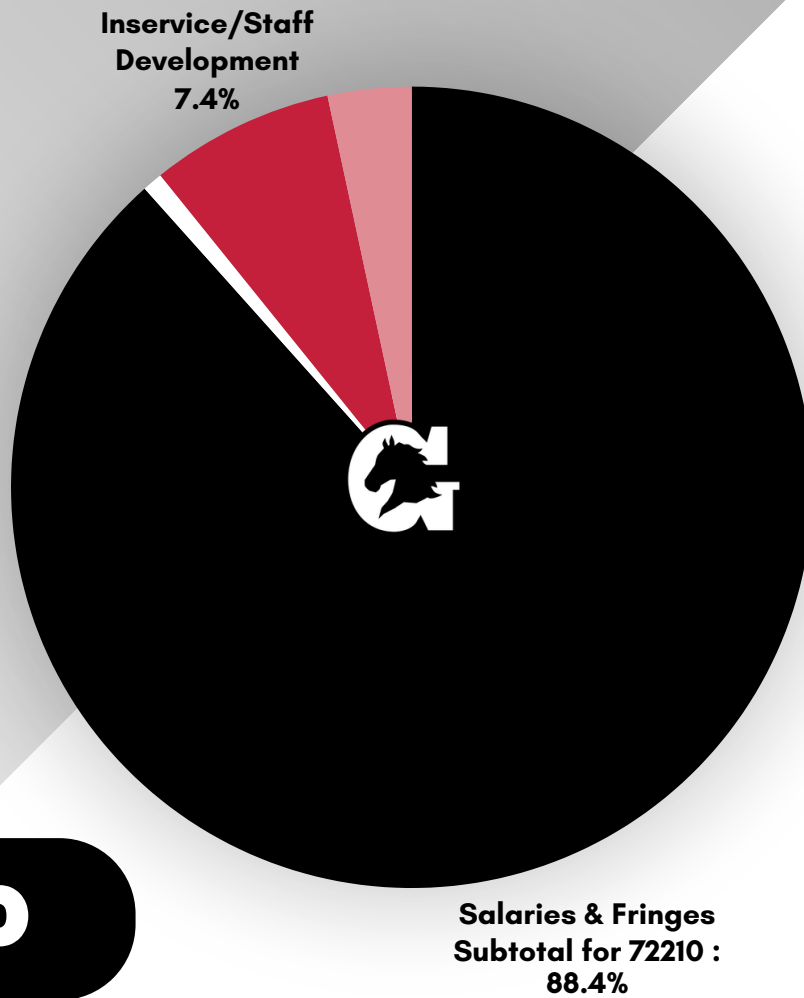
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## FEDERAL PROJECTS REVENUES

<u>Program</u>	<u>Description</u>	<u>FY 2027</u> <u>Budget</u>	<u>FY 2026</u> <u>Budget</u>	<u>FY 2025</u> <u>Actual</u>
010	Consolidated Admin.	122,200	78,700	74,502
100	Title I-A	723,544	895,174	1,889,685
200	Title II-A	132,214	111,826	142,273
300	Title III	24,181	16,970	15,919
400	Title IV	65,055	75,266	182,317
800	Carl Perkins Basic	63,761	61,175	51,930
801	Carl Perkins Reserve	46,000	-	100,000
900	IDEA, Part B	1,338,411	1,289,182	1,129,515
910	IDEA, Preschool	24,485	23,483	33,597
<b>FEDERAL PROJECTS REVENUES TOTAL:</b>		<b>2,539,851</b>	<b>2,551,776</b>	<b>3,619,738</b>

Title I-A provides funding for children from low-income families. This funding is allocated based on census poverty estimates. Annual IDEA funding also supports special education programs to meet the needs of children with disabilities.

# CONSOLIDATED ADMINISTRATION



**\$122,200**

## OVERVIEW

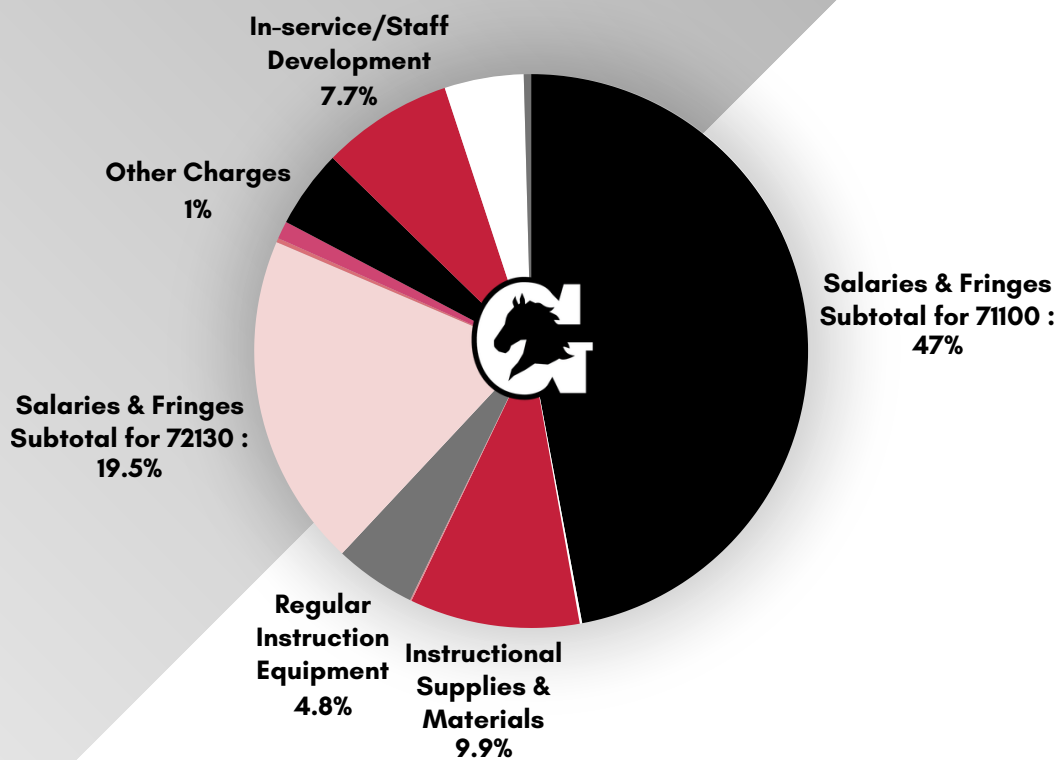
Consolidated Administration funds are utilized to administer Elementary and Secondary Education Act (ESEA) programs which provide services for children, teachers, principals, other instructional staff, and parents. These resources are also used to ensure compliance with all applicable statutes, regulations, and procedures. Programs included are Title I, Part A; Title II, Part A; and Title III, Part A.



## CONSOLIDATED ADMIN

<u>Fund</u>	<u>Description</u>	<u>FY 2027</u> <u>Budget</u>	<u>FY 2026</u> <u>Budget</u>	<u>FY 2025</u> <u>Actual</u>
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (0.8 FTE)	90,138	55,235	54,122
201	Social Security	5,589	3,606	3,188
204	State Retirement	5,210	4,000	3,442
206	Life Insurance	145	76	81
207	Medical Insurance	5,615	4,130	4,127
212	Medicare	1,310	850	745
	<b>Salaries &amp; Fringes Subtotal for 72210 :</b>	<b>108,007</b>	<b>67,897</b>	<b>65,705</b>
499	Other Supplies and Materials	1,000	300	-
524	Inservice/Staff Development	9,068	8,503	5,797
790	Other Equipment	-	-	-
Transfers Out (99100)				
504	Indirect Costs	4,125	2,000	3,000
	<b>CONSOLIDATED ADMIN TOTAL:</b>	<b>122,200</b>	<b>78,700</b>	<b>74,502</b>

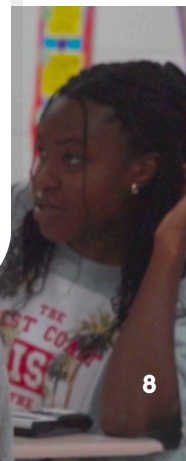
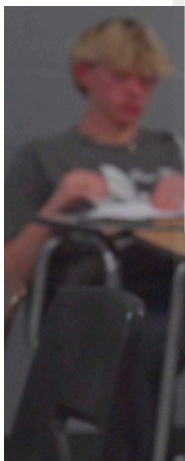
# TITLE I-A



**\$ 723,544**

## OVERVIEW

Title I, Improving Academic Achievement, provides resources to help ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education, and reach, at a minimum, proficiency on challenging state academic standards and state academic assessments. The major focus of this funding are school improvement, assessment, and accountability.



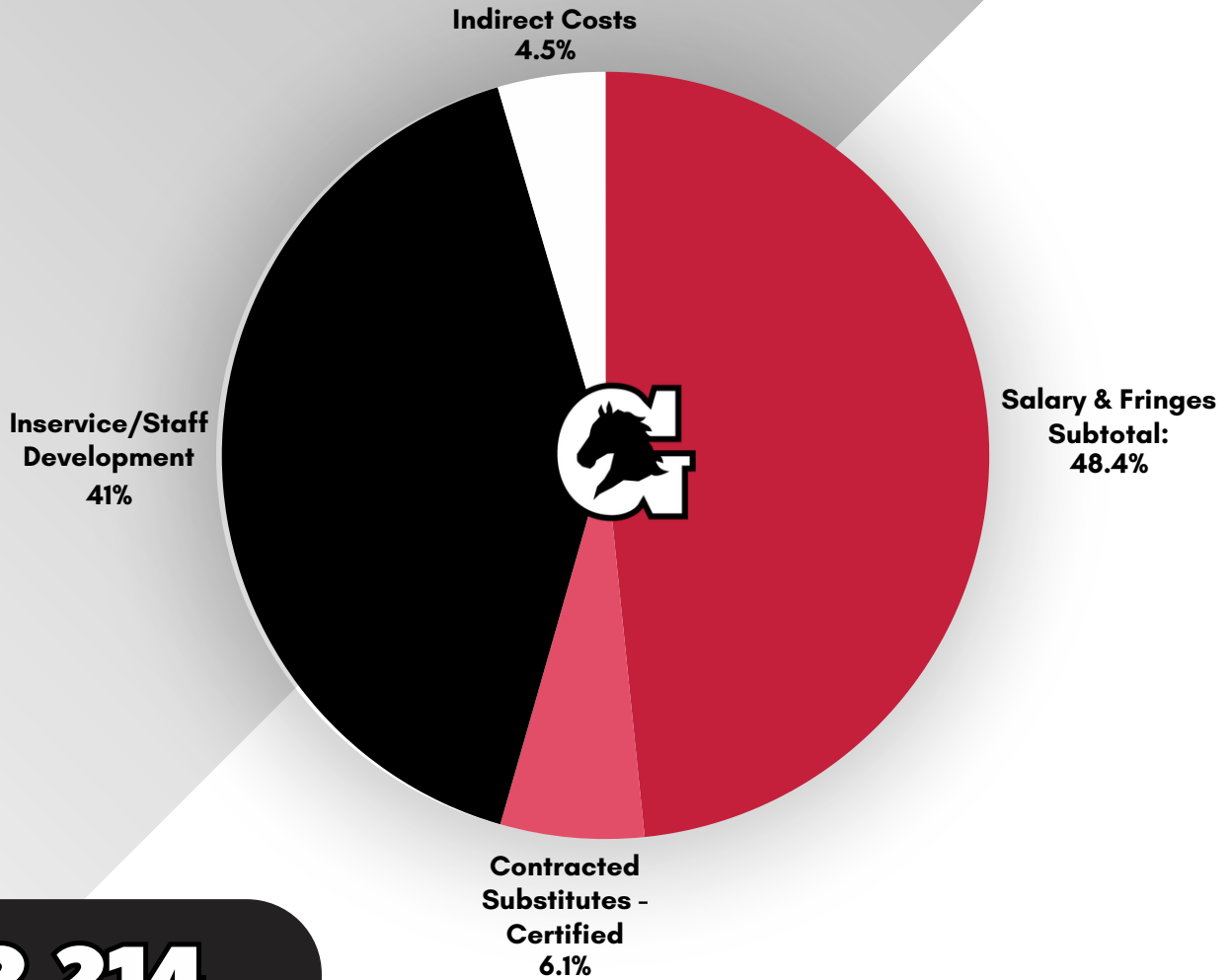
**TITLE I-A**

<b><u>Fund</u></b>	<b><u>Description</u></b>	<b><u>FY 2027 Budget</u></b>	<b><u>FY 2026 Budget</u></b>	<b><u>FY 2025 Actual</u></b>
<b>Regular Instruction (71100)</b>				
116	Teachers	174,700	246,600	215,152
189	Other Salaries & Wages	105,170	148,797	163,123
201	Social Security	17,944	24,775	21,758
204	State Retirement	14,850	27,560	22,668
206	Life Insurance	350	400	324
207	Medical Insurance	14,564	28,430	28,062
212	Medicare	3,225	6,293	5,088
	<b>Salaries &amp; Fringes Subtotal for 71100 :</b>	<b>330,803</b>	<b>482,855</b>	<b>456,175</b>
399	Other Contracted Services (71100)	-	-	6,540
429	Instructional Supplies & Materials	69,781	68,250	226,425
499	Other Supplies & Materials (71100)	600	600	-
722	Regular Instruction Equipment	34,470	103,091	553,811

**TITLE I-A**

<b><u>Fund</u></b>	<b><u>Description</u></b>	<b><u>FY 2027</u></b>	<b><u>FY 2026</u></b>	<b><u>FY 2025</u></b>
		<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
<b>Other Student Support (72130)</b>				
123	Guidance Personnel	92,604	-	
189	Other Salaries & Wages	21,000	28,000	35,000
201	Social Security	7,400	2,865	2,128
204	Retirement	6,800	3,813	2,456
206/7	Life Insurance	7,475	-	-
212	Medicare	1,690	590	498
	<b>Salaries &amp; Fringes Subtotal for 72130 :</b>	<b>136,939</b>	<b>35,268</b>	<b>40,082</b>
471	Software	1,700	6,000	4,956
499	Other Supplies & Materials	3,000	-	6,297
599	Other Charges	7,292	9,041	6,259
790	Other Equipment			917
<b>Support: Regular Instruction (72210)</b>				
189	Other Salaries & Wages	6,400	10,500	10,500
201	Social Security	520	660	837
204	Retirement	690	1,116	991
212	Medicare	95	152	196
369	Contracted Substitutes - Certified	32,131	12,000	39,289
399	Other Contracted Services	11,690	-	-
499	Other Supplies & Materials (72210)	-	-	-
524	In-service/Staff Development	53,902	125,641	463,227
790	Other Equipment			-
<b>Transportation (72710)</b>				
799	Travel	1,000	-	
<b>Transfers Out (99100)</b>				
504	Indirect Costs	32,501	40,000	73,183
<b>TITLE I-A TOTAL:</b>		<b>723,544</b>	<b>895,174</b>	<b>1,889,685</b>

# TITLE II-A



**\$ 132,214**

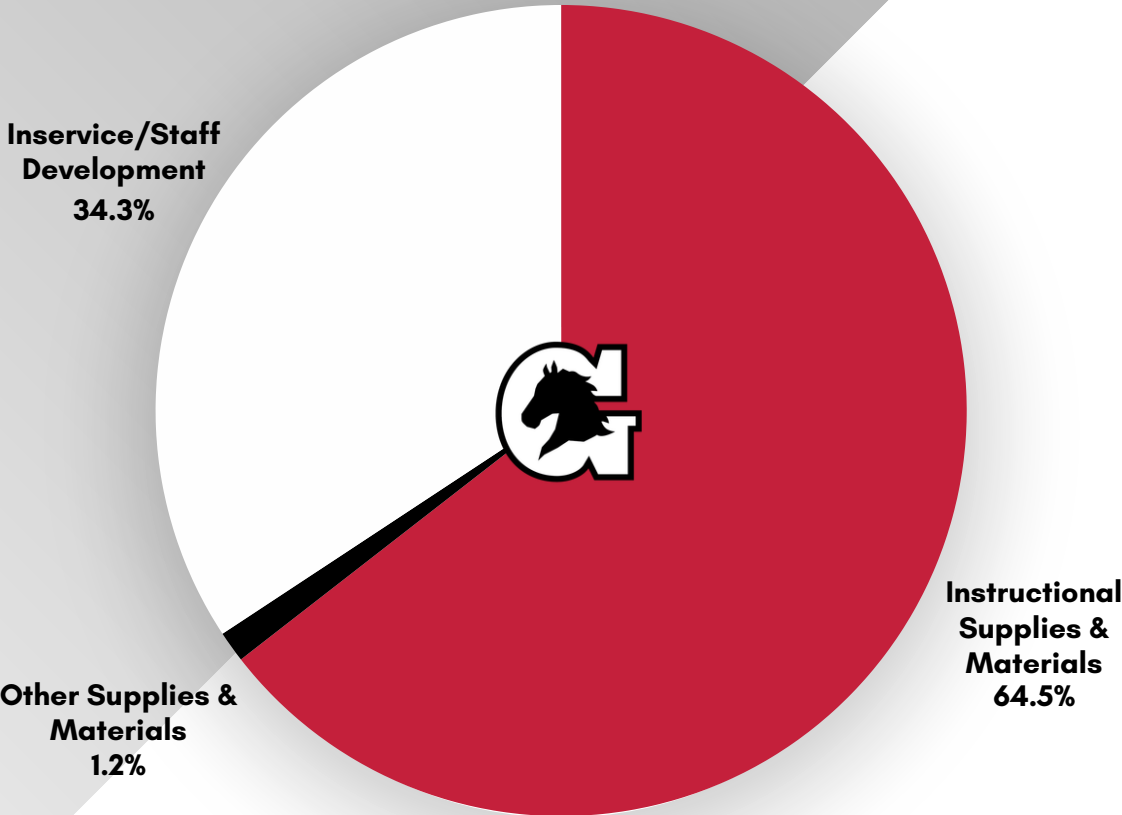
## OVERVIEW

Title II, Training & Recruiting, is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality and ensure that all teachers are highly qualified. These funds are utilized to provide professional development activities.

**TITLE II-A**

<b><u>Fund</u></b>	<b><u>Description</u></b>	<b><u>FY 2027</u></b> <b><u>Budget</u></b>	<b><u>FY 2026</u></b> <b><u>Budget</u></b>	<b><u>FY 2025</u></b> <b><u>Actual</u></b>
<b>Support: Regular Instruction (72210)</b>				
189	Other Salaries & Wages	52,600	49,556	46,956
201	Social Security	3,300	3,100	2,738
204	State Retirement	3,600	3,380	2,986
206	Life Insurance	88	60	63
207	Medical Insurance	3,600	3,310	3,302
212	Medicare	770	725	641
	<b>Salary &amp; Fringes Subtotal:</b>	<b>63,958</b>	<b>60,131</b>	<b>56,686</b>
369	Contracted Substitutes - Certified	8,000	5,160	1,226
524	Inservice/Staff Development	54,256	40,535	78,361
<b>Transfers Out (99100)</b>				
504	Indirect Costs	6,000	6,000	6,000
	<b>TITLE II-A TOTAL:</b>	<b>132,214</b>	<b>111,826</b>	<b>142,273</b>

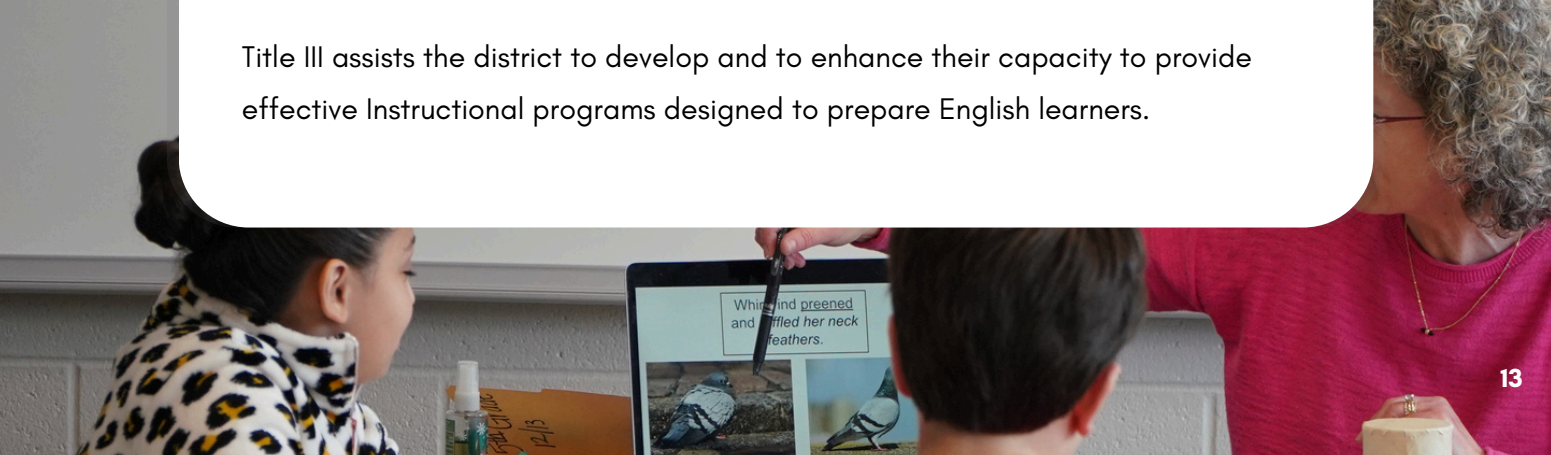
# TITLE III



**\$ 24,181**

## OVERVIEW

Title III assists the district to develop and to enhance their capacity to provide effective Instructional programs designed to prepare English learners.



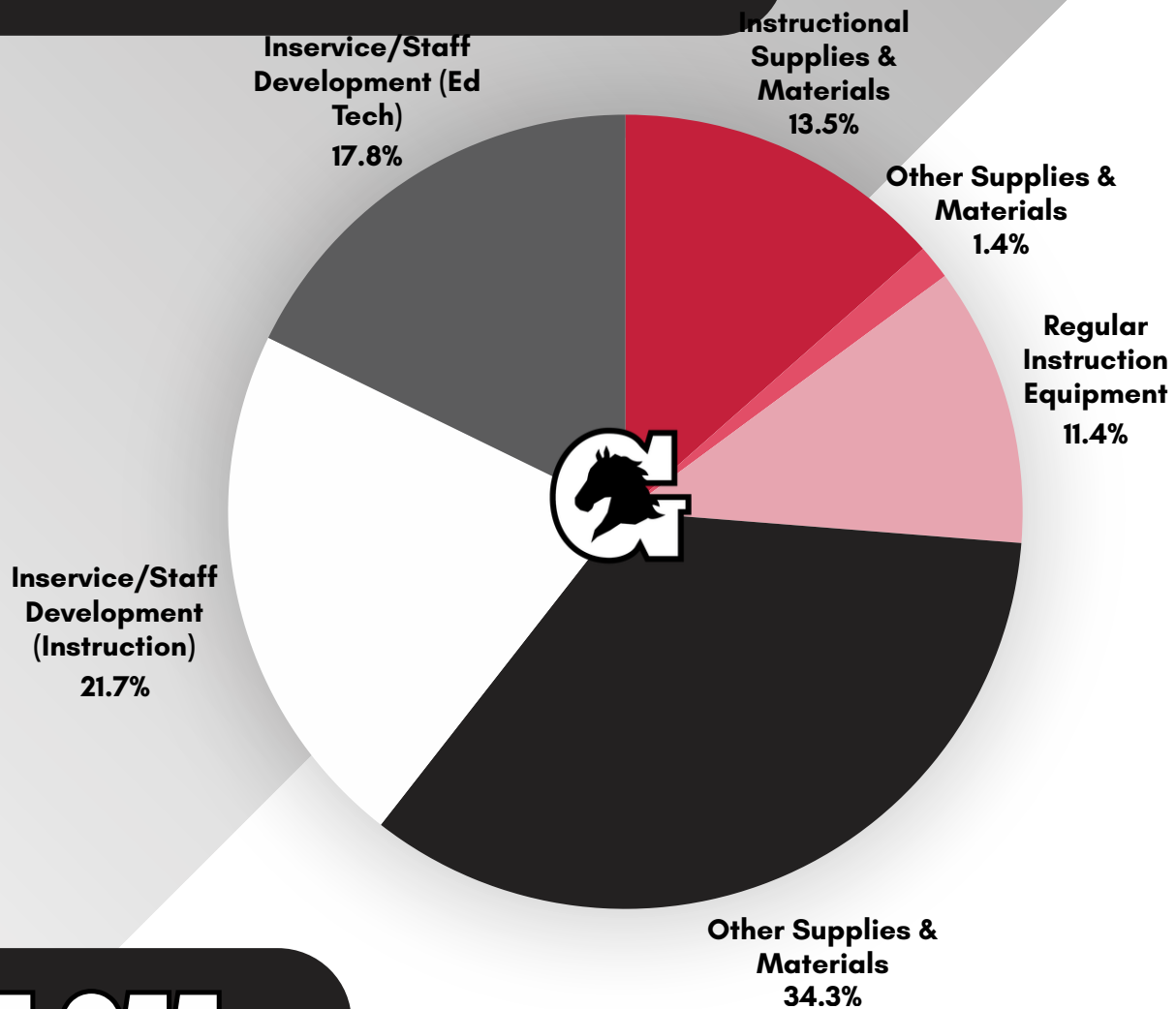
**TITLE III**

<u>Fund</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
<b>Regular Instruction (71100)</b>				
429	Instructional Supplies & Materials	15,593	12,201	12,023
<b>Other Student Support (72130)</b>				
499	Other Supplies & Materials	300	200	187
<b>Support: Regular Instruction (72210)</b>				
524	Inservice/Staff Development	8,288	4,569	3,709
<b>TITLE III TOTAL:</b>		<b>24,181</b>	<b>16,970</b>	<b>15,919</b>

**Students in GMSD bring global flavor to the classroom, speaking more than 40 different languages across the district.**



# TITLE IV



**\$ 65,055**

## OVERVIEW

Title IV, Student Support and Academic Enrichment (SSAE), is intended to improve students' academic achievement by increasing the capacity of state educational agencies, local educational agencies, and local communities to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology to improve the digital literacy of all students.

## TITLE IV

<u>Fund</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
<b>Regular Instruction (71100)</b>				
116	Teachers	-	-	25,507
169	Part-Time Personnel	-	-	-
201	Social Security	-	-	1,391
204	State Retirement	-	-	2,009
206	Life Insurance	-	-	38
207	Medical Insurance	-	-	4,137
212	Medicare	-	-	325
	<b>Salary &amp; Fringes Subtotal:</b>	-	-	<b>33,407</b>
369	Other Contracted Services	-	-	14,721
429	Instructional Supplies & Materials	8,500	18,000	15,435
499	Other Supplies & Materials	882	1,284	71
722	Regular Instruction Equipment	7,173	3,808	44,029



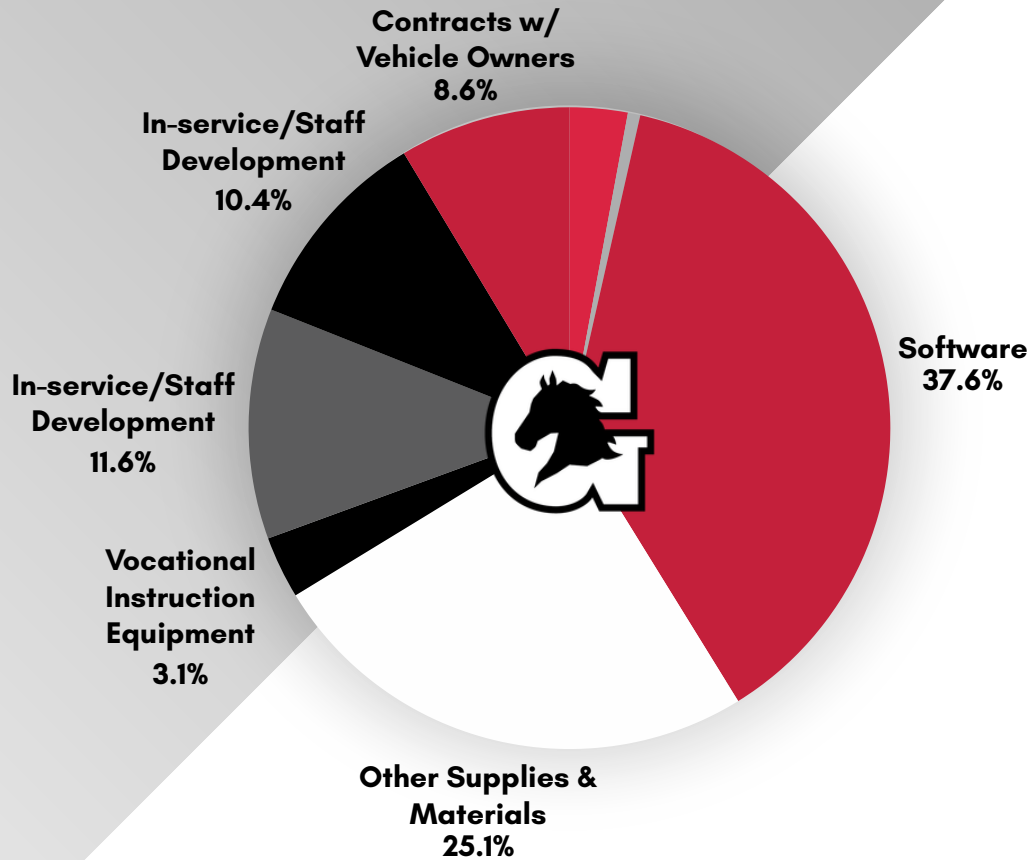
**Title IV funds a variety of programs including art instruction, digital theatre, and musical instruments.**

## TITLE IV

<u>Fund</u>	<u>Description</u>	<u>FY 2027</u> <u>Budget</u>	<u>FY 2026</u> <u>Budget</u>	<u>FY 2025</u> <u>Actual</u>
<b>Health Services (72120)</b>				
399	Other Contracted Services	-	5,000	10,000
499	Other Supplies & Materials	21,627	16,000	15,337
<b>Support: Regular Instruction (72210)</b>				
369	Contracted Substitutes - Certified	2,000	5,160	3,806
524	Inservice/Staff Development	13,662	10,000	34,130
790	Other Equipment	-	-	-
<b>Education Technology (72250)</b>				
524	Inservice/Staff Development	11,211	16,014	7,672
790	Other Equipment	-	-	2,709
<b>Transfers Out (99100)</b>				
504	Indirect Costs	-	-	1,000
<b>TITLE IV TOTAL:</b>		<b>65,055</b>	<b>75,266</b>	<b>182,317</b>

**Title IV also funds school health initiatives such as suicide prevention, nursing supplies, and professional development for the lead nurse, lead PE teacher, social workers, and school counselors.**

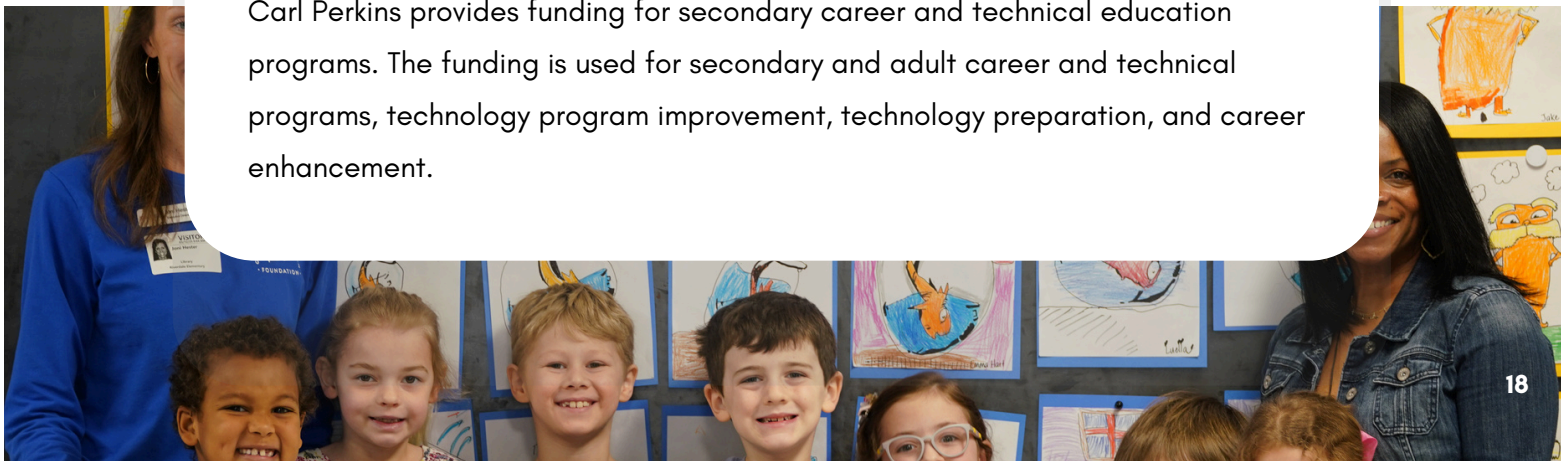
# CARL PERKINS BASIC



**\$ 63,761**

## OVERVIEW

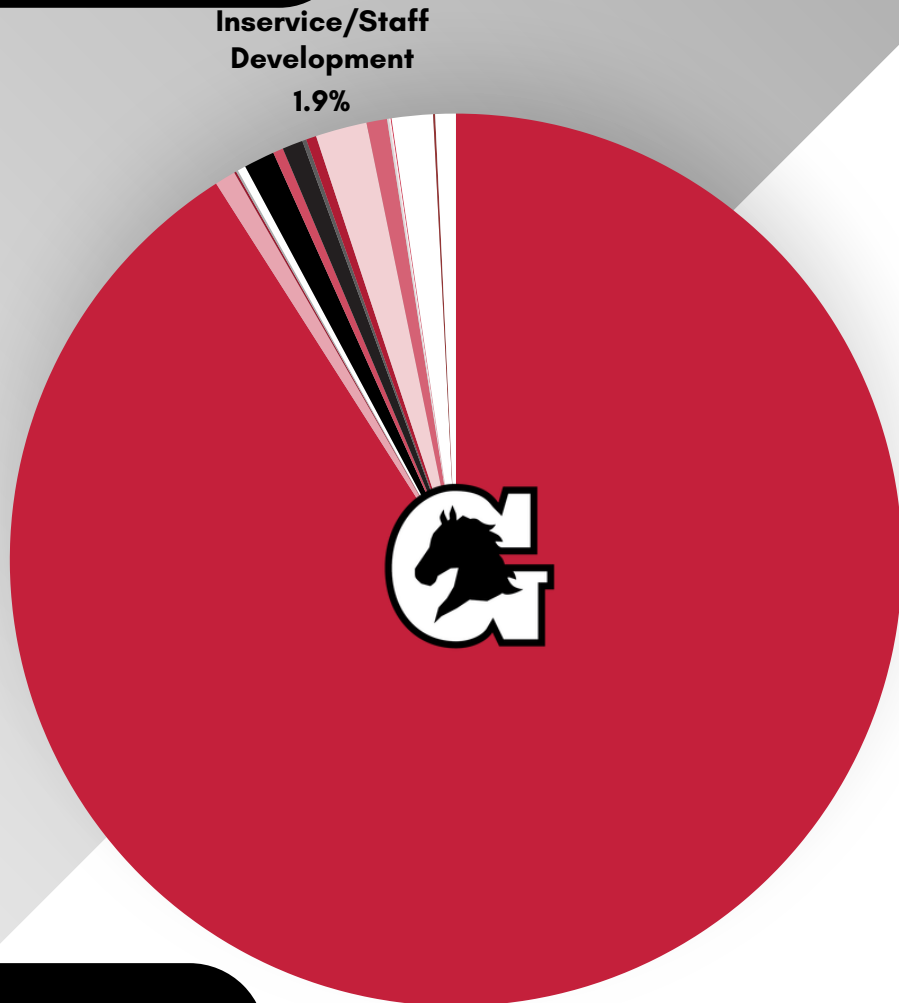
Carl Perkins provides funding for secondary career and technical education programs. The funding is used for secondary and adult career and technical programs, technology program improvement, technology preparation, and career enhancement.



## CARL PERKINS BASIC

<u>Fund</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
<b>Vocational Instruction (71300)</b>				
369	Contracted Substitutes - Certified	1,861	4,193	2,774
429	Instructional Supplies & Materials	400	2,000	1,934
471	Software	24,000	12,582	12,582
499	Other Supplies & Materials	16,000	8,918	8,918
730	Vocational Instruction Equipment	2,000	15,095	7,335
<b>Other Student Support (72130)</b>				
355	Travel	-	-	-
399	Other Contracted Services	-	-	-
524	In-service/Staff Development	7,400	8,300	8,300
<b>Support: Vocational Education (72230)</b>				
524	In-service/Staff Development	6,600	3,687	3,687
790	Other Equipment	-	-	-
<b>Transportation (72710)</b>				
315	Contracts w/ Vehicle Owners	5,500	6,400	6,400
<b>Transfers Out (99100)</b>				
504	Indirect Costs	-	-	-
<b>CARL PERKINS BASIC TOTAL:</b>		<b>63,761</b>	<b>61,175</b>	<b>51,930</b>

# IDEA PART B



**\$1,338,411**

**Salaries & Fringes  
Subtotal for 71200 :  
91%**

## OVERVIEW

IDEA, Part B, is for students ranging in ages of three through twenty-one who are eligible for special education services. The Individuals with Disabilities in Education Act (IDEA, Part B) provides services such as specialized instruction and programs, interpretation services, and behavior interventions.

## IDEA-B

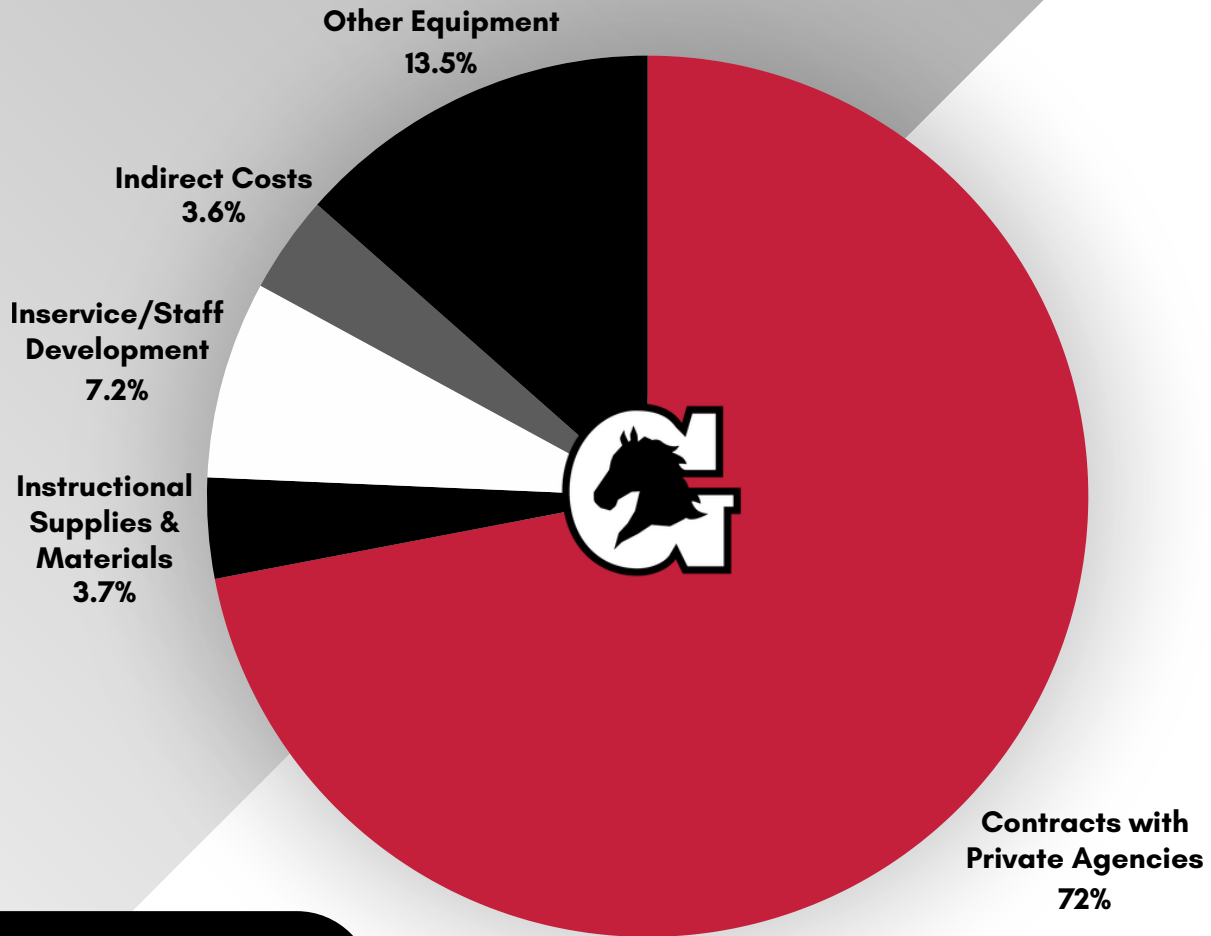
<u>Fund</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
<b>Special Education (71200)</b>				
116	Teachers (2 FTEs)	160,000	151,000	143,807
163	Educational Assistants (20 FTEs)	694,248	604,719	511,579
188	Instructional Responsibility	25,000	75,000	45,975
201	Social Security	57,294	57,294	39,871
204	State Retirement	87,435	87,435	56,140
206	Life Insurance	8,769	8,769	1,001
207	Medical Insurance	176,000	176,000	75,282
212	Medicare	13,306	13,306	9,324
	<b>Salaries &amp; Fringes Subtotal for 71200 :</b>	<b>1,222,052</b>	<b>1,173,523</b>	<b>882,979</b>
312	Contracts with Private Agencies	8,159	20,159	-
369	Contracts for Substitute Teachers - Certified	1,000	2,000	9,491
370	Contracts for Substitute Teachers - Non-certified	1,000	500	5,570
399	Other Contracted Services	14,000	20,000	23,118
429	Instructional Supplies & Materials	25,000	15,000	7,176
499	Other Supplies & Materials	1,000	1,000	26,660
725	SPED Equipment	1,000	2,000	42,983

The Exceptional Student Education (ESE) Department facilitates opportunities for students ages 3 through 22 with an educational disability,

## IDEA-B

<u>Fund</u>	<u>Description</u>	<u>FY 2027</u> <u>Budget</u>	<u>FY 2026</u> <u>Budget</u>	<u>FY 2025</u> <u>Actual</u>
<b>SPED Support (72220)</b>				
312	Contracts with Private Agencies	2,000	2,000	1,248
322	Evaluation & Testing	5,000	5,000	14,530
355	Travel	-	-	-
499	Other Supplies & Materials	1,000	3,000	-
524	Inservice/Staff Development	25,000	10,000	53,332
599	Other Charges	5,000	7,000	1,403
790	Other Equipment	5,000	-	-
<b>Transportation (72710)</b>				
338	Maintenance and Repairs - Vehicles	800	3,000	-
425	Gasoline	1,000	4,000	1,210
511	Vehicle Insurance	400	1,000	251
729	Transportation Equipment	-	-	-
<b>Transfers Out (99100)</b>				
504	Indirect Costs	20,000	20,000	59,564
<b>IDEA-B TOTAL:</b>		<b>1,338,411</b>	<b>1,289,182</b>	<b>1,129,515</b>

# IDEA PRESCHOOL



**\$24,485**

## OVERVIEW

Federal funds provided for special education services to preschool students.



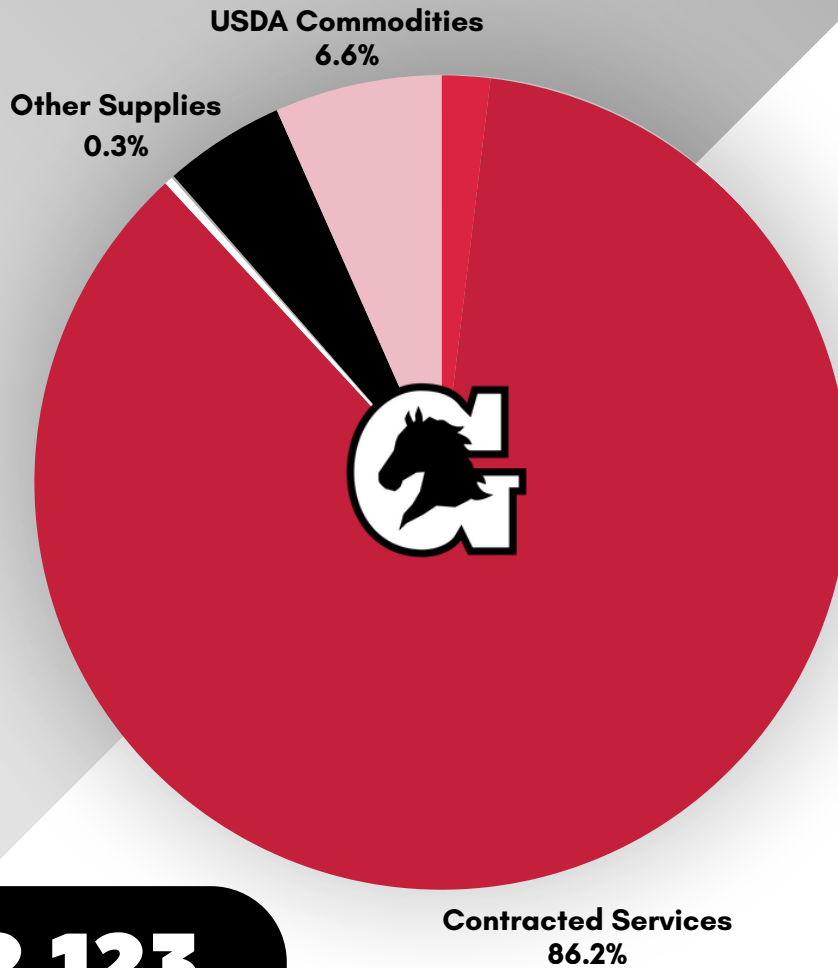
## IDEA- PRESCHOOL

<u>Fund</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
<b>Special Education (71200)</b>				
399	Other Contracted Services	17,628	13,650	13,650
429	Instructional Supplies & Materials	903	3,903	2,150
725	Special Education Equipment	-	-	15,611
<b>Support: Special Education (72220)</b>				
524	Inservice/Staff Development	1,774	4,772	1,200
790	Other Equipment	3,303	-	-
<b>Transfers Out (99100)</b>				
504	Indirect Costs	877	1,158	986
<b>IDEA- PRESCHOOL TOTAL:</b>		<b>24,485</b>	<b>23,483</b>	<b>33,597</b>



GMSD currently has eight early childhood preschool programs located in four elementary schools that serve students identified with disabilities, ages 3 - 5.

# SCHOOL NUTRITION



**\$ 2,162,123**

## OVERVIEW

SFE, an independent contractor, is responsible for all District cafeteria operations. All sales and USDA breakfast and lunch reimbursements are received directly by the District.



## SCHOOL NUTRITION

### REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
43521	Lunch Income- Children	854,101	815,560	897,235
43522	Lunch Income- Adults	9,935	16,879	9,462
43523	Breakfast Income	50,546	48,846	55,471
43525	Ala Carte Sales	676,802	679,974	643,180
47111	USDA Lunch	375,804	396,530	407,779
47113	USDA Breakfast	46,220	45,650	53,078
47112	USDA Commodities	138,042	138,074	138,911
47121	Miscellaneous - Other Revenue - Catering	10,673	7,296	12,995
47590	Other Federal Through State	-	60,729	-
	<b>Transfers In</b>			-
	Reserves	-	-	-
	<b>TOTAL NUTRITION REVENUES:</b>	<b>2,162,123</b>	<b>2,209,538</b>	<b>2,210,683</b>

**Includes federal reimbursements from the Federal Government for meals served, payments made by students, teachers, and parents eating at schools, and other miscellaneous revenues.**

## SCHOOL NUTRITION

### EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
336	Maintenance & Repairs - Equipment	40,000	40,000	16,554
399	Contracted Services	1,848,844	1,794,994	1,849,669
499	Other Supplies	5,000	7,000	1,913
524	In-service/Staff development	2,000	2,000	-
707	Building Improvements	-	-	-
710	Equipment	128,205	100,000	49,105
469	USDA Commodities	138,074	138,074	138,911
	<b>TOTAL NUTRITION EXPENDITURES:</b>	2,162,123	2,082,068	2,056,152
	<b>CHANGE IN CAFETERIA FUND BALANCE:</b>	-	127,468	154,531

**Includes expected contracted service to food service management company.**

# CAPITAL IMPROVEMENTS



**\$3,000,000**

**Building Improvements  
100%**

## OVERVIEW

Sources to fund capital improvement projects come from the Shelby County Commission and from the City of Germantown. Budgeted amounts include funds for building improvements to schools and building construction costs.



## CAPITAL IMPROVEMENT

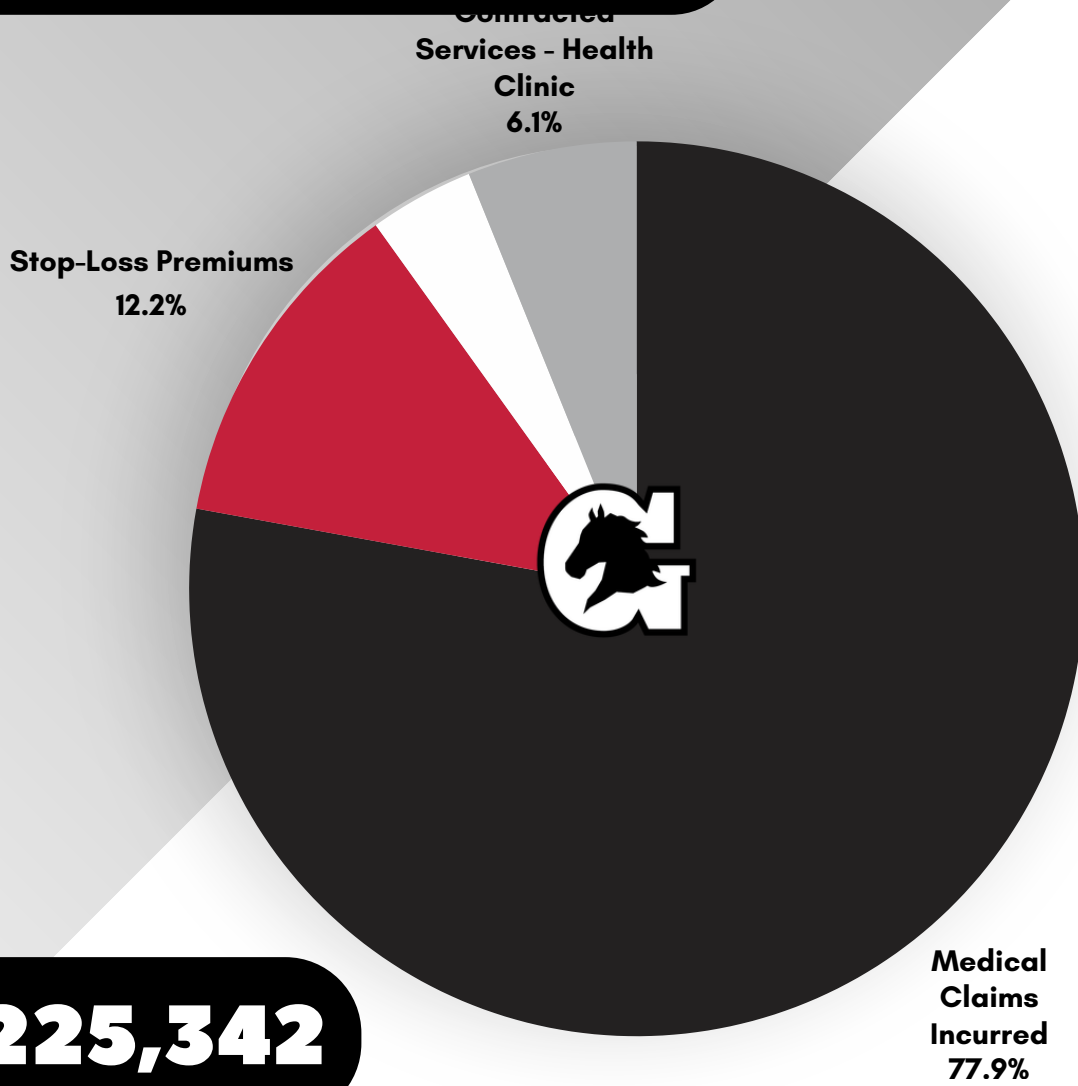
### REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
44190	County Commission	3,000,000	2,500,000	2,800,861
39000	Reserves	-	500,000	
	<b>TOTAL CAPITAL IMPROV. REVENUE:</b>	<b>3,000,000</b>	<b>4,565,657</b>	<b>2,800,861</b>

### EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
304	Architects	-	-	-
706	Building Construction	-	-	139,627
707	Building Improvements	3,000,000	3,000,000	252,514
790	Other Equipment	-	-	-
	<b>TOTAL CAPITAL IMPROV. EXPENDITURES:</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>392,141</b>
	<b>CHANGE IN CAPITAL IMPROVEMENT FUND BALANCE:</b>	<b>-</b>	<b>-</b>	<b>2,408,720</b>

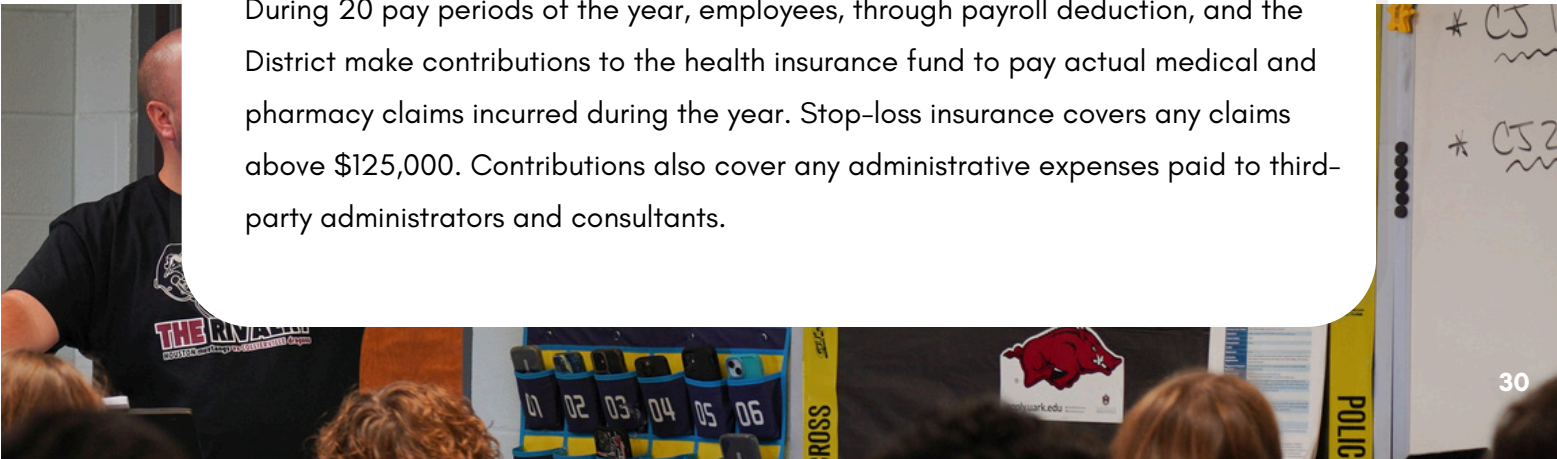
# HEALTH INSURANCE



**\$10,225,342**

## OVERVIEW

During 20 pay periods of the year, employees, through payroll deduction, and the District make contributions to the health insurance fund to pay actual medical and pharmacy claims incurred during the year. Stop-loss insurance covers any claims above \$125,000. Contributions also cover any administrative expenses paid to third-party administrators and consultants.



## HEALTH INSURANCE

### REVENUES

<u>Acct</u>	<u>Description</u>	<b>FY 2027</b> <u>Budget</u>	<b>FY 2026</b> <u>Budget</u>	<b>FY 2025</b> <u>Actual</u>
42000	Employee Contributions	2,313,376	2,203,215	2,092,238
42100	Employer Contributions	7,111,966	4,675,360	5,259,356
42500	COBRA payments	-	-	-
42900	Other Income	800,000	100,000	75,919
44110	Interest income	-	-	-
	Reserves	-	1,200,000	-
<b>TOTAL HEALTH INSURANCE FUND REVENUES:</b>		<b>10,225,342</b>	<b>8,178,575</b>	<b>7,427,513</b>

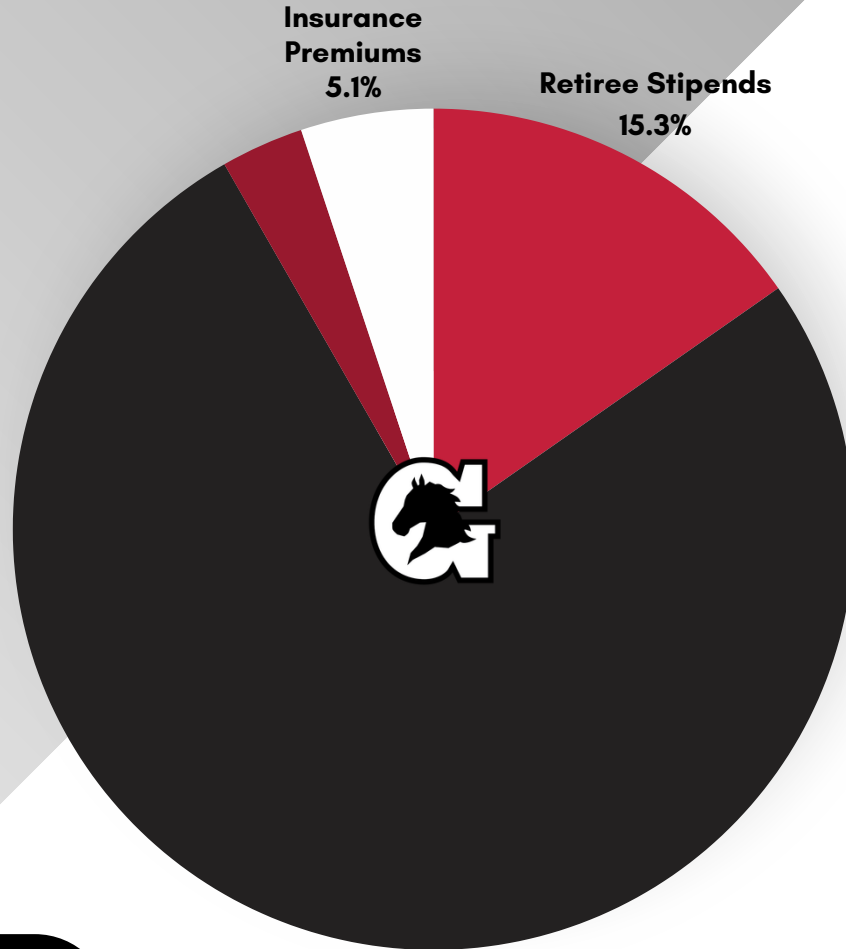
### EXPENDITURES

<u>Acct</u>	<u>Description</u>	<b>FY 2027</b> <u>Budget</u>	<b>FY 2026</b> <u>Budget</u>	<b>FY 2025</b> <u>Actual</u>
280	Medical Claims Incurred	8,223,342	6,226,575	6,532,797
281	Stop-Loss Premiums	1,150,000	1,100,000	975,994
282	Administrative Expenses	312,000	312,000	289,064
399	Contracted Services - Health Clinic	540,000	540,000	425,707
<b>TOTAL HEALTH INSURANCE FUND EXPENDITURES:</b>		<b>10,225,342</b>	<b>8,178,575</b>	<b>8,223,562</b>

<b>CHANGE IN HEALTH INSURANCE FUND BALANCE:</b>	<b>0</b>	<b>0</b>	<b>-796,049</b>
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Includes employees' and the District's contributions for health insurance. Other income includes pharmacy rebates. Includes claims expense for medical and pharmacy, stop loss premiums, and third-party administrative expenses.

# OPEB TRUST



**\$735,000**

**Retiree  
Medical  
Claims  
76.4%**

## OVERVIEW

The District and retirees participating in the health insurance plan make contributions to the Other Post-Employment Benefits (OPEB) trust during the year. Contributions cover actual retiree medical and pharmacy claims, retiree stipends to help cover premiums, certain health and life insurance premiums, custodial and investment management fees, and actuarial costs.

## OPEB TRUST

### REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
42100	Employer Contributions	547,000	547,000	544,476
42200	Retiree Contributions	96,000	96,000	100,000
44110	Investment Income	75,000	75,000	157,619
44111	Unrealized and Realized Gain/Loss on Investment	250,000	318,000	574,999
	<b>TOTAL OPEB TRUST FUND REVENUES:</b>	<b>968,000</b>	<b>1,036,000</b>	<b>1,377,094</b>

### EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2027 Budget</u>	<u>FY 2026 Budget</u>	<u>FY 2025 Actual</u>
280	Retiree Stipends	150,000	120,000	134,850
281	Retiree Medical Claims	525,000	600,000	384,041
282	Administrative Expenses	20,000	25,000	16,250
283	Health and Life Insurance Premiums	40,000	40,000	38,487
	<b>TOTAL OPEB TRUST FUND EXPENDITURES:</b>	<b>735,000</b>	<b>785,000</b>	<b>573,988</b>
	<b>CHANGE IN OPEB TRUST FUND BALANCE:</b>	<b>233,000</b>	<b>443,000</b>	<b>803,106</b>

Includes district-paid health and life insurance benefits for retirees, retiree contributions from TCRS, a 6% assumed investment return, medical and pharmacy claims, retiree health stipends, insurance premiums, and third-party admin costs.



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2025 - 2026

Amendment # 12

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-76100-707	Regular Capital Outlay- Building Improvements	462,831	392,414	(50,000)	805,245
141-72610-415	Operation of Plant- Utilities	1,250,000	-	50,000	1,300,000

**REASON FOR AMENDMENT:**

Moving funds from Building Improvements to Utilities to Cover Remaining Utility Bills for Fiscal Year 25-26

**APPROVAL / DENIAL:**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GMSD Board Chair Date

\_\_\_\_\_

GMSD Superintendent Date

## Tentative GMSD BOE Meeting Dates 2026-2027

### AUGUST 2026

Work Session 8/18  
Business Meeting 8/25

### SEPTEMBER 2026

Work Session 9/15 (2<sup>nd</sup> Tuesday - *to avoid conflict with TOSS 9/20-23*)  
Business Meeting 9/29 (4<sup>th</sup> Tuesday – *would you want to move it to 3<sup>rd</sup> Tuesday?*)

### OCTOBER 2026

Work Session 10/20 (Fall break: 10/12-16)  
Business Meeting 10/27

### NOVEMBER 2026

Work Session 11/10  
Business Meeting 11/17 (2<sup>nd</sup> & 3<sup>rd</sup> Tuesday *to avoid Thanksgiving week; TSBA Nov. 5-8*)

### DECEMBER 2026

Work Session & Business Mtg 12/15 (3<sup>rd</sup> Tuesday – *winter break begins 12/18*)

### JANUARY 2027

Work Session 1/19  
Business Meeting 1/26

### FEBRUARY 2027

Work Session 2/16 (*TSBA Legislative & Legal Institute Feb. 15-16 – could do joint mtgs on 23<sup>rd</sup>?*)  
Business Meeting 2/23

### MARCH 2027

Work Session 3/23 (4<sup>th</sup> Tuesday – *might conflict with Arlington?*)  
Business Meeting 3/30 (5<sup>th</sup> Tuesday – *spring break 3/15-19; Good Friday/Easter Monday 3/26 & 29*)

### APRIL 2027

Budget/Work Session 4/13 (AIMS April 19-21)  
Business Meeting 4/27 (*consideration – when does city require budget?*)

### MAY 2027

Work Session 5/11  
Business Meeting 5/18 (2<sup>nd</sup> & 3<sup>rd</sup> Tuesday – *last day of school 5/21*)

### JUNE 2027

Work Session & Business Mtg 6/22 (4<sup>th</sup> Tuesday)