

GMSD Work Session
December 15, 2020 5:30 PM
Board Room, GMSD Office

1. Revision of Policies
2. Miscellaneous FY 20-21 Budget Amendments # 20 & 21
3. Further Business

Germantown Municipal School District

Monitoring: Review: Annually, in November	Descriptor Term: Class Size Ratios	Descriptor Code: 4.201	Issued Date: 12/15/20
		Rescinds:	Issued:

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Superintendent/designee may seek a waiver from the Commissioner of Education to extend the
6 career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these
7 class sizes do not exceed the maximum.

8 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
9 may grant a waiver from the maximum class sizes.

10 The Superintendent shall apply for additional waivers as needed in compliance with state law.

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)

Cross References

Graduation Requirements 4.605
Religious Content of Courses 4.804
Student Suicide Prevention 6.305

Germantown Municipal School District

Monitoring: Review: Annually, in April	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 12/15/20
		Rescinds:	Issued: 05/05/14

1 The insurance program shall provide coverages in a minimum of the following broad categories:

- 2 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
3 mischief, boiler, and machinery explosion; and vehicles;
4
5 2. Liability: Board members, Superintendent and employees resulting from discharging their
6 duties;
7
8 3. Worker's compensation; and
9
10 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

11 The Superintendent shall continually review the insurance program to ensure that adequate protection
12 is being provided at a reasonable price.

13 **GROUP HEALTH**

14 The Board shall offer group health insurance for all full-time employees.¹ The Superintendent, after
15 consultation with personnel, shall recommend carriers of insurance for programs in which the Board
16 makes partial or full payments. The Board shall approve all insurance carriers.

17 The Superintendent/designee shall develop procedures to ensure the privacy of HIPAA protected
18 information.²

19 Group health and life insurance shall also be provided as described in the Fringe Benefit Policy **3.601**.

Legal References

1. TCA 49-2-209
2. 45 CFR § 164.302 *et seq.*

Cross References

- Payroll Procedures 2.802
- Fringe Benefit Policy 3.601**

Germantown Municipal School District

Monitoring: Review: Annually, in April	Descriptor Term: Credit for Prior Courses	Descriptor Code: 4.604	Issued Date: 12/15/20 10/20/20
		Rescinds: 4.604	Issued: 05/15/17

Beginning with the graduating class of 2025:

Current GMSD students attending a Houston High School feeder school, will receive credit for high school courses successfully completed in middle school. Students enrolled in grades 9 - 12 who have successfully completed the equivalent to a high school level course in a middle school outside GMSD may earn high school credit for graduation, except in U.S History & Geography, under the following guidelines:¹

1. Students entering from outside GMSD shall be given a comparable comprehensive written examination for the course based on the academic standards required for students in grades nine (9) through twelve (12) who earned credit for graduation;
2. The examination shall provide evidence that a student has mastered all of the terminal objectives in the applicable curriculum framework adopted by the State Board of Education and shall be scored and graded on the same scale as for students who are enrolled in the course for which credit is being given;
3. Students must have earned a grade of “C” or better in the course in order to qualify to take the examination;
4. Houston High School must receive an official transcript or grade report from the previous school documenting the completion of a high school level course for high school credit;
5. Students must score a 70% or better on the examination in order to receive credit toward high school graduation;
6. The high school transcript of students who score a 70% or better on the qualifying examination will be amended with the course name and the grade noted on the official transcript or grade report provided by the previous school. If a letter grade is provided, the letter grade will be converted to a numerical average in accordance with the GMSD grade conversion procedure;
7. Grades for credits awarded by exam will count as credits on student transcripts but will not be included in GPA calculations (GMSD 4.602); and

- 1 8. Students receiving credit from middle school will be held to the twenty-two (22) credit
2 minimum to receive a regular high school diploma. As required by state graduation
3 requirements, students must complete four (4) math courses and three (3) science courses
4 while enrolled in grades 9-12.

5 The Superintendent or his/her designee shall develop procedures for:

- 6
7 1. Making application for credit;
8
9 2. Administering and scoring the examination; and
10
11 3. Record keeping to ensure the proper credit is given.

Legal References

1. TRR/MS 0520-01-03-.06(2); TCA 49-6-1202;
State Board of Education Policy 2.102

Cross References

Honor Roll, Awards, & Laude System 4.602
Graduation Requirement 4.605

Germantown Municipal School District

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Sick Leave</h2>	Descriptor Code: 5.302	Issued Date: 12/15/20 03/19/18
		Rescinds: 5.302	Issued: 03/29/16

1 The Germantown Municipal School District Board of Education participates in the State Sick Leave
2 Plan for which provides the following:

- 3 • One day of sick leave for each month employed including time worked under an extended
4 contract up to a maximum of twelve (12) sick days per year.¹
- 5 • Sick leave days may be accumulated from year to year. There is no limit to the number of days
6 that may be accumulated.
- 7 • At retirement, the unused accumulated sick leave may be used as retirement credit.
- 8 • Upon request from a prior certificated employee, sick leave accumulated at the time of
9 separation from the Germantown Municipal School District will be forwarded to the employing
10 system and/or the employee upon request.²
- 11 • Sick leave is to be administered as outlined in Tennessee Code.
- 12 • Full-time (working more than 30 hours per week) classified employees will have the same sick
13 leave benefits as our teachers as noted above in this policy.

14 **SICK LEAVE DEFINED³**

15 Sick leave shall be defined as: illness of a certified employee from natural causes or accident,
16 quarantine, or illness or death of a member of the immediate family of a teacher, including the
17 certified employee's wife or husband, parents, grandparents, children, grandchildren, brothers,
18 sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

19 **SPECIAL CONSIDERATIONS**

20 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
21 by the Superintendent and shall promptly be given to the immediate supervisor in support of all claims
22 for sick leave pay. A falsified statement shall be grounds for dismissal.

23 A certificate from the physician on forms furnished by the Board may be required in support of any
24 claim for sick leave pay. The principal shall notify the Human Resources office at once if an employee
25 is sick beyond the limit of his/her sick leave accumulation.

26 ~~Sick leave for maternity purposes may be taken during the period of physical disability only. A
27 certified employee may use up to thirty (30) days of accumulated sick leave for the adoption of a child.
28 If both adoptive parents are teachers, only one parent may request leave. Written verification from the
29 adoption agency or other entity handling the adoption shall be required before the leave is granted.⁴~~

Legal References

1. TCA 49-5-710(a)(1)
2. TCA 49-5-710(a)(5)
3. TRR/MS 0520-01-02-.04(2)
- ~~4. TCA 49-5-710(a)(2)~~
5. TCA 49-5-804; TCA 49-5-805

Cross References

Workers' Compensation 3.602
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Germantown Municipal School District

Monitoring: Review: Annually, in August	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 12/15/20
		Rescinds:	Issued: 07/21/14

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

4 Physical searches of students and searches of vehicles and containers or packages brought onto school
5 grounds by students and visitors may be conducted if the principal has a reasonable suspicion that a
6 student or school visitor has in his/her possession a prohibited item or substance (including but not
7 limited to drugs, drug paraphernalia, dangerous weapons, and other property not properly in their
8 possession).¹

9 Physical searches of students shall meet all the following standards of reasonableness:

- 10
- 11 1. A particular student has violated school policy;
- 12 2. The search will yield evidence of the violation of school policy or will lead to disclosure of a
13 dangerous weapon, drug paraphernalia or drug;
- 14 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
15 safety, supervision and education of students;
- 16 4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal
17 prosecution; and
- 18 5. The search shall be reasonably related to the objectives of the search and not excessively intrusive
19 in light of the age and sex of the student as well as the nature of the infraction alleged to have
20 been committed.
- 21

22 The lockers are property of Germantown Municipal Schools and, therefore, can be searched at the
23 discretion of the principal. Random searches or searches of all lockers may occur at any time. Individual
24 searches will be conducted based upon reasonable suspicion as described above.

25
26 Vehicles parked on school property or areas designated for use by GMSD during school hours or special
27 events, may also be searched by school administrators at the discretion of the school principal, if
28 reasonable suspicion exists to believe a violation of the law or school policy may exist.

~~A. Use of Metal Detectors~~

~~1. There may be occasions when school principals feel the need to use hand-held metal detectors to facilitate a search, which is found to be necessary to ensure the safety of the students, faculty, staff and visitors.¹~~

~~2. When metal detectors are to be used, the following rules must be followed:~~

~~a. Only Germantown Municipal School administrators, will operate~~

1 ~~the detectors, under the direction of the school principal.~~

2 ~~— b. — Screenings may be conducted on an entire group or by random~~
3 ~~selection. Random screenings must ensure that no bias enters into~~
4 ~~the selection of the individuals to be screened (for example gender,~~
5 ~~religion, race, etc.).~~

6 ~~— c. — In no instance shall school personnel select a particular person to~~
7 ~~screen unless school personnel have reasonable suspicion that the~~
8 ~~person has a weapon.~~

9 ~~— d. — In cases when there is reasonable suspicion that a weapon may be~~
10 ~~present, law enforcement officers shall be present at the time of the~~
11 ~~screening.~~

12 INTERROGATIONS BY SCHOOL PERSONNEL

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

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

20 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

21 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
22 school, the police may interrogate a student suspect in school during school hours. The principal shall
23 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
24 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the
25 principal/designee shall be present during the interrogation.¹

26 POLICE-INITIATED INTERROGATIONS

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

33 SEARCHES BY SCHOOL PERSONNEL

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

Legal References

1. TCA 49-6-4201 to 4218
2. TCA 49-6-4203(b)
3. TCA 49-6-4201 *et seq.*; Tenn. Op. Att'y Gen. No. 14-21 (February 24, 2014)

Germantown Municipal School District

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		Rescinds:	Issued: 07/21/14

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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 Physical searches of students and searches of vehicles and containers or packages brought onto school
5 grounds by students and visitors may be conducted if the principal, **assistant principal, or a district**
6 **administrator** has a reasonable suspicion that a student or school visitor has in his/her possession a
7 prohibited item or substance (including but not limited to drugs, drug paraphernalia, dangerous weapons,
8 and other property not properly in their possession).¹

9 **Reasonable suspicion warranting physical searches of students or premises exists when there is reason**
10 **to believe that:**

- 11
- 12 1. A particular student has violated school policy;
 - 13 2. The search will yield evidence of the violation of school policy or will lead to disclosure of a
14 dangerous weapon, drug paraphernalia or drug;
 - 15 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
16 safety, supervision and education of students;
 - 17 4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal
18 prosecution; and
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30 reasonable suspicion exists to believe a violation of the law or school policy may exist.

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2 **SEARCHES BY SCHOOL PERSONNEL**

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Legal References

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2. TCA 49-6-4203(b)
3. TCA 49-6-4201 *et seq.*; Tenn. Op. Att'y Gen. No. 14-21 (February 24, 2014)



Germantown Municipal School District Budget Amendment

Fiscal Year: 2020-2021

Amendment # 20

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-72220-524 - SPED SUPPT	In-service/Staff Development	-	-	1,000	1,000
142-47143	Revenues - IDEA, Tech Partnership Grant	-	-	1,000	1,000

REASON FOR AMENDMENT:

To appropriate carryover funding IDEA, Tech Partnership Grant for professional development expenditures - project 892

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

GMSD Board Chair Date

GMSD Superintendent Date



Germantown Municipal School District Budget Amendment

Fiscal Year: 2020-2021

Amendment # 21

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
177-91300-707	Building Improvements	-	-	417,075	417,075
177-44990	Revenues - County Commission	-	-	417,075	417,075

REASON FOR AMENDMENT:

To appropriate capital project funding received from the Shelby County Commission.

APPROVAL / DENIAL:

_____ Budget revision is approved effective _____.

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

_____ Date _____

_____ Date _____