

**GMSD Work Session**  
**October 20, 2021 5:00 PM**  
Board Room, GMSD Office

1. Revision/Review of Policies - First Reading
2. Miscellaneous FY 2021-22 Budget Amendments
3. Approval of 2021 LEA Compliance Report
4. Update on Master Facilities Plan
5. Further Business

# Germantown Municipal School District

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

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

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

## 11 FIRE AND SAFETY DRILLS

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

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

## 20 ARMED INTRUDER DRILLS

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

## 24 AED/CPR DRILLS

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

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

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

### 3 **FIRE EXTINGUISHERS**

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

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

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

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#### Legal References

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

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

TCA 49-6-804

TCA 49-6-807

TCA 49-6-1208

TCA 68-102-137(b)

TCA 68-102-137(f)

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#### Cross-References

~~Emergency Closings 1.8011~~

~~Safety 3.201~~

~~Community Use of School Facilities 3.206~~



## Germantown Municipal School District

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

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

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~~Cross References~~

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

# Germantown Municipal School District

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

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

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

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

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

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

## 24 **EMPLOYEE RESPONSIBILITIES**

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

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

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Legal References

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

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~~Cross References~~

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

# Germantown Municipal School District

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

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

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

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

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

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

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

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

21 The **Superintendent/designee** shall:

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

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

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

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

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

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

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

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

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

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

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Legal References

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

# Germantown Municipal School District

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

1 ~~General WATER Testing~~

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

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

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

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

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

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

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

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Legal References

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

Repealed and Combined

# Germantown Municipal School District

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

## 1 ENERGY USE AND CONSERVATION

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

## 7 STATEMENT OF POLICY

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

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

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

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

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

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

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

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

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

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

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

## 6   ENERGY SAVINGS CALCULATIONS

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

14   ~~These calculations will become effective at the time of approval of this Energy Use and Conservation~~  
15   ~~policy.~~

# Germantown Municipal School District

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

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

4

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

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

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

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

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

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

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

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

24

25

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Legal References

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

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Cross References

Deposit of Funds 2.500  
Financial Reports and Records 2.701

# Germantown Municipal School District

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

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

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

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

21 ~~**APPOINTING DISTRICT OFFICE COMPLAINT MANAGERS**~~

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

26 ~~**DISTRICT OFFICE COMPLAINT MANAGERS:**~~

- 27 ~~1. Human Resources Supervisor~~  
28 ~~3350 S. Forest Hill Irene Road, Germantown, TN 38138~~  
29 ~~901-752-7900~~
- 30
- 31 ~~2. Executive Director of Human Resources~~  
32 ~~3350 S. Forest Hill Irene Road, Germantown, TN 38138~~  
33 ~~901-752-7900~~



# Germantown Municipal School District

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

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

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Legal References

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

# Germantown Municipal School District

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

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

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

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Legal References

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

Repealed and Combined

# Germantown Municipal School District

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

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

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

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

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

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

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

# Germantown Municipal School District

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

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

## 5 **A. Healthcare Service**

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

## 10 **Healthcare Monitoring**

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

## 18 **Health Referral Service**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **C. Confidentiality**

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

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

# Germantown Municipal School District

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

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

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

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

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

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

Repealed and Combined

# Germantown Municipal School District

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

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

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

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

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

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

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

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

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

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Legal References

TCA 68-6-101, et. seq

# Germantown Municipal School District

Monitoring: Review: <b>Annually, in October</b>	Descriptor Term: <b>Accommodating Students with Diabetes</b>	Descriptor Code: <b>6.421</b>	Issued Date: <b>11/**/21</b> <b>07/11/16</b>
		Rescinds: <b>6.421</b>	Issued: <b>09/15/14</b>

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

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

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

- 10 A. Consult and coordinate with parents and healthcare providers of students with diabetes; and  
11 B. ~~Prior to the beginning of the school year, or upon a student's diagnosis,~~ **T**rain and supervise the  
12 appropriate staff **in concerning the** care of students with diabetes. ~~;~~ **and**  
13 ~~C. Annually provide in-service on procedure for parents to notify schools of specific health needs.~~

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

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

## 18 **Emergency/Individual Health Plans**

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

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

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

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

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

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

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

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

11 ~~1. Completed annually (following submission of a letter of intent) or as needed based on the~~  
12 ~~student's IHP; and~~

13  
14 ~~2. Provided by an employee of the District's Office of School Health Services or from a~~  
15 ~~Nationally Certified Diabetes Educator.~~

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

### 18 **Additional Requirements**

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

21 ~~A. Acquire the necessary parent requests and instructions for treatment.~~

22  
23 ~~B. Acquire monitoring and treatment orders from licensed healthcare providers prescribing within~~  
24 ~~the scope of their licensed authority.~~

25  
26 ~~C. Provide sufficient and secure storage for medical equipment and medication provided by the~~  
27 ~~parent.~~

28  
29 ~~D. Assess competency and independent skills in blood glucose monitoring by the student and/or~~  
30 ~~other personnel trained. The school nurse will assess competency in adequate knowledge and~~  
31 ~~skill in all aspects of the blood glucose monitoring.~~

32  
33 ~~E. Permit students with diabetes~~ Upon written request of the parent or guardian and if included in  
34 the student's Diabetes Action Plan and the student IHP, if the student has an IHP, students with  
35 diabetes shall be permitted to perform blood glucose test checks, to administer insulin, to treat

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

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

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

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

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

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

### 34 Indemnity

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

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

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

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Legal References

~~+~~ TCA 49-50-1602

# Germantown Municipal School District

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

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

## 3 ~~A. Psychological Services~~

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

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

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

## 18 ~~B. Social Services~~

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

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

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

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

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

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Legal References

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

# Germantown Municipal School District

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

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

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

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

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

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

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

28

29

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Legal References

⚖️ TCA 49-50-1602

# Germantown Municipal School District

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

~~1 Germantown Municipal School District shall have an allergy program to promote the safety and well-being of students with life-threatening allergies. While it is the Board's primary goal to provide a safe environment for all students, it is unrealistic to guarantee an allergen-free school environment. It is therefore the intent of the Board to ensure that safeguards are implemented for students with allergies determined to be life-threatening by a medical professional.<sup>†</sup>~~

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

~~13 According to TCA § 49-50-1062(e) students may carry EpiPen if prescribed to them with permission from the parent. Schools are authorized to keep extra EpiPen for treating allergic reactions in student or staff when physicians write prescriptions in the name of the schools.~~

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

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

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

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

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

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

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Legal References

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

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~~Cross-References~~

~~Medicines 6.405~~

# Germantown Municipal School District

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**Legal References**

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

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

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

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

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

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

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**Cross References**

~~Student Transportation 3.400~~

~~Parental Involvement 4.502~~

~~Promotion and Retention 4.603~~

~~School Admissions 6.203~~

~~Migrant Students 6.504~~

# Germantown Municipal School District

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

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

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

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

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

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

## 16 ACCESS TO STUDENT RECORDS

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

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

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

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

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

1 an order issued under this Act shall not be liable to any person for that production.<sup>5</sup>  
2

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

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

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

18 The school system will maintain an accurate record of all requests to disclose information  
19 from or to permit access to a student's education records. The system will maintain an accurate  
20 record of information it discloses and access it permits. The system will maintain this record as  
21 long as it maintains the student's education record.  
22

23 The record will include at least:

- 24 1. The name of the person or agency that makes the request;
- 25 2. The interest the person or agency has in the information;
- 26 3. The date the person or agency makes the request; and
- 27 4. Whether the request is granted and, if it is, the date access is permitted or the  
28 disclosure is made.

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

### 3 **ANNUAL NOTIFICATION**

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

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

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

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

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

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

### 19 **DIRECTORY INFORMATION**

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

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

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

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

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## 1 **INSPECTION PROCEDURE**

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

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

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

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

## 14 **FEES FOR COPIES**

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

## 18 **CORRECTION PROCEDURES**

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

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

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Legal References

10 U.S.C. § 503(c)

20 USCS 1232g

T.C.A. 10-7-503

T.C.A. 10-7-504

T.C.A. 37-1-403

T.C.A. 49-1-703

T.C.A. 49-1-704

T.C.A. 49-6-406

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

34 CFR § 99.3, § 99.10

34 CFR § 99.11

34 CFR § 99.20, § 99.21, § 99.22

34 CFR 99.30

34 CFR 99.32(a)

34 CFR 99.4

34 CFR 99.5

34 CFR 99.7

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

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

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

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

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

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

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

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

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

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

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

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Cross References

~~School District Records 1.407~~

~~Promotion and Retention 4.603~~

~~Attendance 6.200~~

~~Child Custody/Parental Access 6.209~~

~~Disciplinary Hearing Authority 6.317~~

~~AIDS 6.404~~

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

~~20 USCS 1232g~~

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

# Germantown Municipal School District

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

## 1 Annual Notification

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

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

## 15 DIRECTORY INFORMATION

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

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

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

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

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Legal References

~~34 CFR 99.4~~

~~34 CFR 99.5~~

~~34 CFR 99.7~~

~~TCA 49-6-406~~

~~10 U.S.C. §503(e)~~

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

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

Repealed and Combined

Repealed and Combined

# Germantown Municipal School District

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

## **INSPECTION PROCEDURE**

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

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

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

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

## **FEEES FOR COPIES**

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

## **CORRECTION PROCEDURES**

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

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

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Legal References

34 CFR § 99.4

34 CFR § 99.3, § 99.10; TCA 49-1-704

34 CFR § 99.11

34 CFR § 99.20, § 99.21, § 99.22

Repealed and Combined

# Germantown Municipal School District

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

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

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

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

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

30 School fees do not include:

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

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

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

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

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

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#### Legal References

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

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

Revisions are recommended for the following 23 policies

**First Reading 10.26.21 / Second Reading 11.30.21**

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

### **Department of Human Resources**

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

### **Department of Operations**

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

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

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

### **Department of Student Services**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Department of Finance

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

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



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2021 - 2022

Amendment # 14

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

**REASON FOR AMENDMENT:**

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

**APPROVAL / DENIAL:**

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

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

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

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

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

## 2021 Local Education Agency Compliance Report

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

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

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

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

**LEA:**

**Director of Schools/Superintendent Name:**

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

**School Board Chair Name:**

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

**Date of School Board Approval:**

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

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

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

## Appendix A

### 2021 Noncompliance Corrective Action Plan

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

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

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

## Appendix B

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

Public chapters regarding education passed during the 2021 legislative session:

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

Current and pending SBE rules:

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

SBE frequently asked questions:

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

Tennessee Code Annotated:

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

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

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GERMANTOWN MUNICIPAL SCHOOL DISTRICT

# MASTER FACILITIES PLAN

FY 22



## GERMANTOWN BOARD OF EDUCATION:

Amy Eoff, Chairman  
Betsy Landers, Vice Chairman  
Brian Curry  
Angela Griffith  
Ryan Strain

## GERMANTOWN FACILITIES MASTER PLANNING COMMITTEE:

Missy Abel, Executive Director of Teaching, Learning, and Assessment  
Chauncey Bland, Assistant Superintendent of Student Services  
Josh Cathey, Deputy Superintendent  
Billy Cawein, Parent/Community Member  
Reynold Douglas, General Services Director, City of Germantown  
Sarah Huffman, Assistant Superintendent of Exceptional Student Education  
Jason Huisman, Assistant City Administrator, City of Germantown  
Kevin Jones, Assistant Superintendent of Finance  
Aaron Law, Operations Coordinator  
Jason Manuel, Superintendent  
Forrest Owens, Parent/Community Member  
John Pierce, Director of Information Technology  
Ryan Strain, Germantown Board of Education  
Elissa Stratton, Assistant Superintendent of Human Resources

## GERMANTOWN MUNICIPAL SCHOOL DISTRICT:

Joseph Bond, Principal, Riverdale Elementary School  
Ashley Brasfield, Principal, Farmington Elementary School  
Shamira Davis, Principal, Houston Middle School  
Zac Percoski, Principal, Forest Hill Elementary School  
Rob Taylor, Principal, Houston High School  
Jessica Woody, Principal, Dogwood Elementary School

## SPECIAL THANKS TO:

Kate Crowder, Communications Coordinator

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The Germantown community voted through a referendum to create a municipal school district in July 2013. Less than one year later, the Tennessee Department of Education approved a local education agency for the Germantown Board of Education in May 2014. With State approval, Germantown Municipal School District (GMSD) was officially formed and assumed responsibility for the management, administration, and operation of five schools within its borders.

The Facilities Master Plan is a comprehensive planning document that focuses on the facility improvement needs of the school district. The plan is built upon a framework of information and data on enrollment, programs and facilities. These three pillars of the plan work interdependently, as changes in one area often will impact the other. As such, the district has committed to the ongoing process of evaluating the physical condition of the district's school buildings and how well they support current and future student populations and educational initiatives.

GMSD now consists of one high school, one middle school, three elementary schools, and one K-8 school. Also, the District now has a fully virtual school for grades 6-12. Germantown Online Academy of Learning (G.O.A.L.) was created for the 2021-2022 school year, largely in response to the COVID pandemic.

The 2021-22 school year began with an enrollment of 5,933 regular education students—including 667 non-resident students. The district draws its enrollment from students residing in Germantown, Collierville and from other areas throughout Shelby County. Enrollment among students living in Germantown is projected to increase over the next ten years as a result of rising births in the 38138 and 38139 zip codes and from migrating populations in areas of Memphis and Shelby County. As enrollment among Germantown resident students continues to grow, the district will continue to limit open enrollment and reduce the number of non-resident students eligible to enroll in the district.

The Office of Teaching, Learning, and Assessment has established a curriculum that promotes a rigorous and progressive instructional program to support all students through engaging, challenging, and innovative academics. Over the next five years, the district will continue to undertake educational initiatives to expand the Science, Technology, Engineering and Math (STEM) program at the middle and high school grade levels, upgrade the technology infrastructure in every school, and enhance academic programs including pre-school, honors, advanced placement, dual enrollment, Career and Technical Education, and fine arts courses and classrooms. These programs will be supported within the existing building space and in certain instances may require the redesign or repurposing of classroom space. For example, the current Mechatronics lab and classroom underwent remodeling, and the Physical Therapy room was converted into a state-of-the-art STEM classroom and lab during

the 2020-2021 school year. In future years the science labs will be considered for remodeling to update safety equipment, to promote the current trends in science education, and to improve the usability of the lab space for current and future needs. Additionally, spaces used

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for fine arts programs need to be carefully reviewed for updates or remodeling to maximize the layout and space.

- Through an annual inspection, the district performs an assessment of building usage and suitability to determine if the space provided adequately supports the number of students enrolled and the program offerings. The 2021-22 assessment identified specific facility improvement needs and rated the overall physical condition of each school building. Most of the school buildings are rated in fair to good condition; however, each school has significant capital improvement needs that require immediate attention. Funding for capital improvements is received through the Shelby County Commission and City of Germantown. Since the district's inception in 2014, there has been a total investment of over \$96 million in capital improvements, including new construction and deferred maintenance list items. The district has four main funding sources through which these projects are funded: The City of Germantown has invested just over \$45 million, GMSD has invested just over \$28 million from the general fund, the Shelby County Commission has invested just over \$12 million, and the federal government has invested just under \$9 million in helping to complete these projects. Just under \$2 million has also been contributed to complete projects through private donors.

Deferred maintenance among the district's six schools totals \$18,290,000 for projects involving mechanical improvements, structural improvements, general maintenance, and ADA improvements. The consequences of deferred maintenance can be costly. There is the potential risk of liability, increasing safety hazards, as well as escalating costs from delayed repairs.

Projects listed in the capital improvements budget have been prioritized with the most critical needs and major capital projects included in the budget. To ensure the long-term success of its students, programs and the longevity of its facilities, GMSD must continue developed strategies to secure adequate funding for deferred maintenance and other capital costs. One of the big strides made with the Shelby County Commission is that capital improvement funding is now being received on a monthly basis. Having a set amount of funding for capital projects on a monthly basis will allow the district to plan more strategically for capital projects moving forward.



The process of developing the facilities master plan began with the formation of a planning committee at the start of the 2014-15 school year. A planning committee was formed, representing the school district administration, board of education representatives, and parents. In a series of meetings over several months, the committee provided its expertise and knowledge to critique various information about the school community and established specific goals to ensure the successful implementation of the plan. While the makeup of the committee has changed significantly throughout the years, the purpose remains the same. This committee meets annually to provide input for plan updates.

## PLAN GOALS

The following goals were developed through the planning process and serve to guide the recommendations of the plan:

- Optimize the use of school facilities to accommodate current and future enrollment
- Eliminate temporary (portable) classrooms
- Expand elementary and middle school building capacity
- Upgrade school facilities to comply with ADA guidelines, life safety code, building code and fire safety code
- Upgrade existing school facilities to support innovative and advanced instructional technology infrastructure
- Continue to promote standards of traditional neighborhood based schools
- Maintain cooperative joint use agreements and partnerships for the use of school facilities and city-owned facilities
- Upgrade academics, arts, and athletics facilities throughout the district, with the goal of all students being able to practice, compete, and perform at the school they attend.

Enrollment and demographics provide an accurate picture of the number of students attending Germantown schools and the instructional needs they bring with them. Changes in enrollment and student demographics over time can have major implications on the physical space provided and how it is used. Enrollment can reveal patterns of growth, decline or stability that are often good indicators of future trends. This section of the plan provides an analysis of historical, current enrollment, and predicted future demographics for Germantown schools.

TABLE 1. HISTORICAL RESIDENT ENROLLMENT

Year	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Total
2014-15	336	357	351	366	339	389	360	344	336	331	253	258	198	4,218
2015-16	335	367	361	380	387	353	371	349	326	326	325	200	245	4,325
2016-17	416	348	363	369	406	398	375	391	368	330	341	315	198	4,618
2017-18	392	428	364	359	393	417	436	376	379	372	318	333	289	4,856
2018-19	406	403	443	386	400	408	463	454	392	396	383	310	325	5,169
2019-20	430	395	409	445	402	409	448	473	471	394	398	389	330	5,393
2020-21	381	407	401	406	438	415	417	433	458	488	384	382	389	5,399
2021-22	406	391	425	390	402	434	377	414	416	450	434	354	373	5,266

TABLE 2. HISTORICAL NON-RESIDENT ENROLLMENT

Year	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Total
2014-15	51	51	58	38	47	54	70	121	101	134	256	244	225	1,450
2015-16	33	49	53	52	44	53	86	90	128	124	144	267	252	1,375
2016-17	34	52	58	51	61	50	59	72	84	161	109	145	244	1,180
2017-18	28	43	53	67	50	75	60	68	86	123	165	110	152	1,080
2018-19	16	23	31	36	45	41	44	52	48	106	111	144	98	795
2019-20	18	14	21	23	20	27	11	31	37	83	94	113	131	623
2020-21	16	20	16	22	22	18	26	18	31	82	89	95	113	568
2021-22	31	22	23	19	26	30	35	34	28	94	112	101	112	667

CHART 1. PERCENT CHANGE OF RESIDENT ENROLLMENT

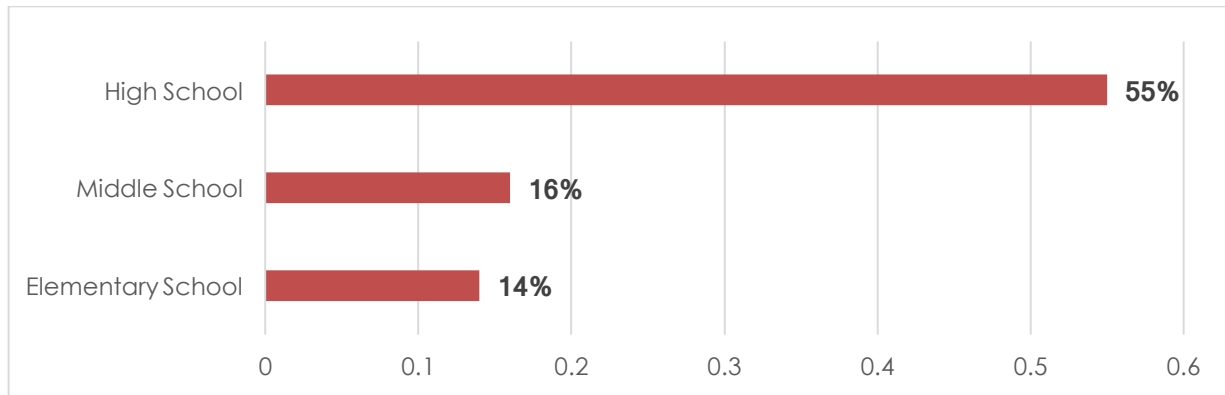


TABLE 3. NUMERIC CHANGE OF RESIDENT GRADE GROUP ENROLLMENT

Year	K – 5	6 – 8	9 – 12	Total
2014-15	2138	1040	1040	<b>4,218</b>
2015-16	2183	1046	1096	<b>4,325</b>
2016-17	2300	1134	1217	<b>4,651</b>
2017-18	2353	1191	1312	<b>4,856</b>
2018-19	2446	1309	1414	<b>5,169</b>
2019-20	2490	1392	1511	<b>5,393</b>
2020-21	2448	1308	1643	<b>5,399</b>
2021-22	2448	1207	1611	<b>5,266</b>
Change	<b>+ 310</b>	<b>+ 167</b>	<b>+571</b>	<b>+ 1,048</b>

Since our inception as a district, the greatest increase has occurred at the high school level with an increase of 571 (55%) resident students. The middle school level has experienced growth with an increase of 167 (16%) resident students. The elementary level also experienced growth with an increase of 310 (14%) resident students. Overall, the district has grown 1,048 (25%) resident students since our inception.

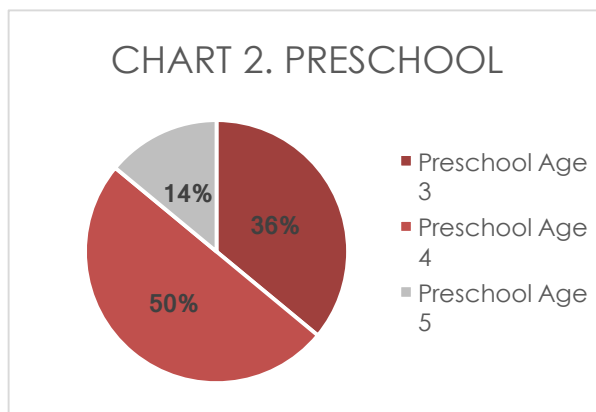
TABLE 4. STUDENTS BY PLACE OF RESIDENCE AND SCHOOL OF ATTENDANCE

	DES	%	FES	%	FHES	%	RES	%	HMS	%	HHS	%
Residents	601	97%	565	96%	577	90%	1064	92%	825	94%	1,572	79%
Non-Residents	17	3%	22	4%	67	10%	91	8%	51	6%	419	21%
Total	<b>618</b>		<b>587</b>		<b>644</b>		<b>1,155</b>		<b>876</b>		<b>1,991</b>	

- Table 4** identifies the enrollment totals of students attending Germantown schools based on the place of residence and school of attendance. Houston High has the highest percentage of non-resident students at 21% percent, followed by Forest Hill Elementary with 10% percent. The geographical location of each school and its proximity to neighboring school systems contributes to the percentage of non-resident populations. Non-resident students attending Houston High includes 419 students from Collierville and Shelby County. Riverdale Elementary draws most of its non-resident students from the Cordova area within the city limits of Memphis. The majority of these non-resident students attended a Germantown school prior to the formation of GMSD, and re-enrolled through the district's non-resident enrollment policy.

**All means all.** Germantown Municipal School District recognizes the importance and is committed to providing an educational experience that supports the academic achievement and success of both general education and special education students to be college and career ready at an individual level.

Although the special education student population accounts for a small percentage of total enrollment (17%), the district provides a continuum of services for students who need additional support or enrichment for those students identified as intellectually gifted. The support services range from the most intense intervention of small groups in a specialized classroom to co-teaching supports in the general education setting. Additionally, the district offers related services for speech and language, occupational therapy, physical therapy, hearing impairments, vision impairments, and social-emotional services.



The most intense intervention services prepare our students with cognitive challenges for life after school. The district has been granted a Transition from School to Work Grant through a partnership with Vocational Rehabilitation. This grant provides two full-time staff members who solely focus on increasing postsecondary outcomes for students with disabilities focusing on career or college. This percentage of the population ranges from 0.5 to 1% generally. From 2014-2022, the average enrollment for this

population was 81, with current enrollment at approximately 99 students.

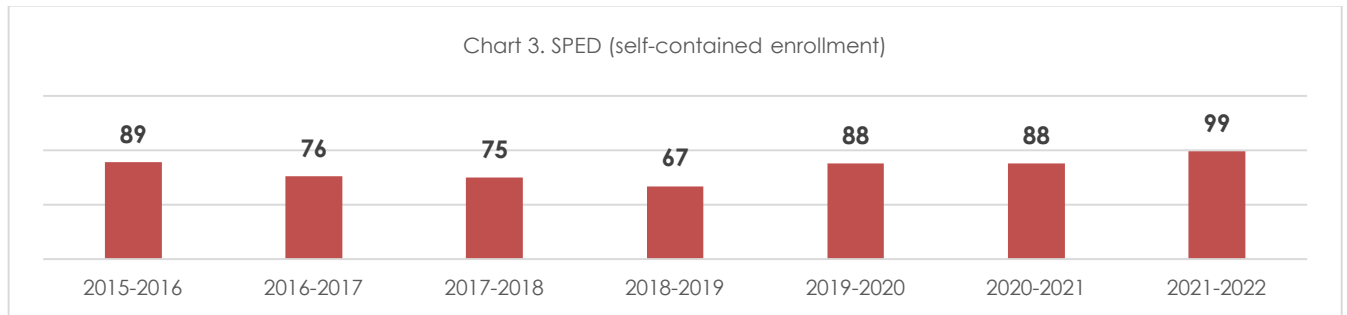
Intellectually gifted and talented students demonstrate intellectual abilities, creativity, and potential for achievement so outstanding that the child's needs exceed differentiated general education programming, and requires specifically designed instruction or support services. The Germantown Municipal School District currently serves approximately 461 gifted students throughout the District. The mission of GMSD's gifted education program is to provide a challenging, engaging curriculum that develops gifted students' critical thinking skills, communication skills, and creativity in order to develop their full capacity as leaders and thinkers.

For students ages 3-5, the district offers a continuum of services for students with disabilities ranging from community-based related services to specialized instruction within a general education preschool setting. There are a total of six Germantown Municipal School District Preschool classrooms, with one at Dogwood, one at Riverdale, three at Forest Hill, and one at Farmington. Currently, there are 82 preschool students total in the district serving 36 students with disabilities.

The district has experienced a rise in preschool enrollment since its inception in 2014. The enrollment rise could be partly due to the creation of the municipal school district and the child find awareness campaign.

There has been a focus around inclusive opportunities for students with disabilities ages 3-5. Over the past two years, this focus has shifted into an increase in positive peers per classroom, additional teaching assistants, and an employee perk program when choosing positive peers.

The State Department has also identified five focus areas: early foundations and literacy, high school bridge to postsecondary, all means all, educator support and district empowerment. Germantown Municipal School District will use these goals and focus areas to springboard our programs over the next five years.



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In the Spring of 2017, the district hired a professional demographer to forecast enrollment for the district over the next ten years. The demographer took data on

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census, historical enrollment, population demographics, and many other data points to do an enrollment forecast through 2027.

According to the demographer's analysis, the primary factors causing the district's enrollment to stabilize over the next 10 years are a substantial increase in the number of empty nest households (home owners age 70+) "turning over" that will equal the number of homes (homeowners age 50-59) that become empty nest, along with sustained migration flow of young households with children.

Changes in year-to-year enrollment over the next 10 years will primarily be due to the size of the grade cohorts entering and moving through the school system in conjunction with the size of the cohorts leaving the system.

The elementary enrollment will begin a slight decline after the 2022-2023 school year. This will be due primarily to the fact that the rising 5<sup>th</sup> grade cohorts will be greater than 460 in size.

Total district enrollment is forecasted to increase by 286 students, or 4.9%, between 2016-17 and 2021-22. Total enrollment is forecasted to decline by 108 students, or -1.8%, from 2021-22 to 2026-27.

The demographer predicted the K-5 grade band would have an enrollment of 2,760 for the 2021-22 school year. The district's actual enrollment is 2,599, 161 fewer students at the K-5 grade band than the demographer predicted.

The demographer predicted the 6-8 grade band would have an enrollment of 1,410 for the 2021-22 school year. The district's actual enrollment is 1,304, 106 fewer students at the 6-8 grade band than the demographer predicted.



The demographer predicted the 9-12 grade band would have an enrollment of 1,990 for the 2020-21 school year. The district's actual enrollment is 2,030, 40 more students at the 9-12 grade band than the demographer predicted.

The demographer predicted a total enrollment of 6,160 for the 2020-21 school year. The district's actual enrollment is 5,933, 227 fewer students than the demographer predicted.

The demographer's predicted enrollment did not take COVID-19 in to account. This was an extremely difficult year to plan and project enrollments. The district will continue to monitor enrollment trends and make recommendations for facility additions and/or zoning changes based on enrollment.

CHART 4. GRADE LEVEL PROJECTED RESIDENT ENROLLMENT

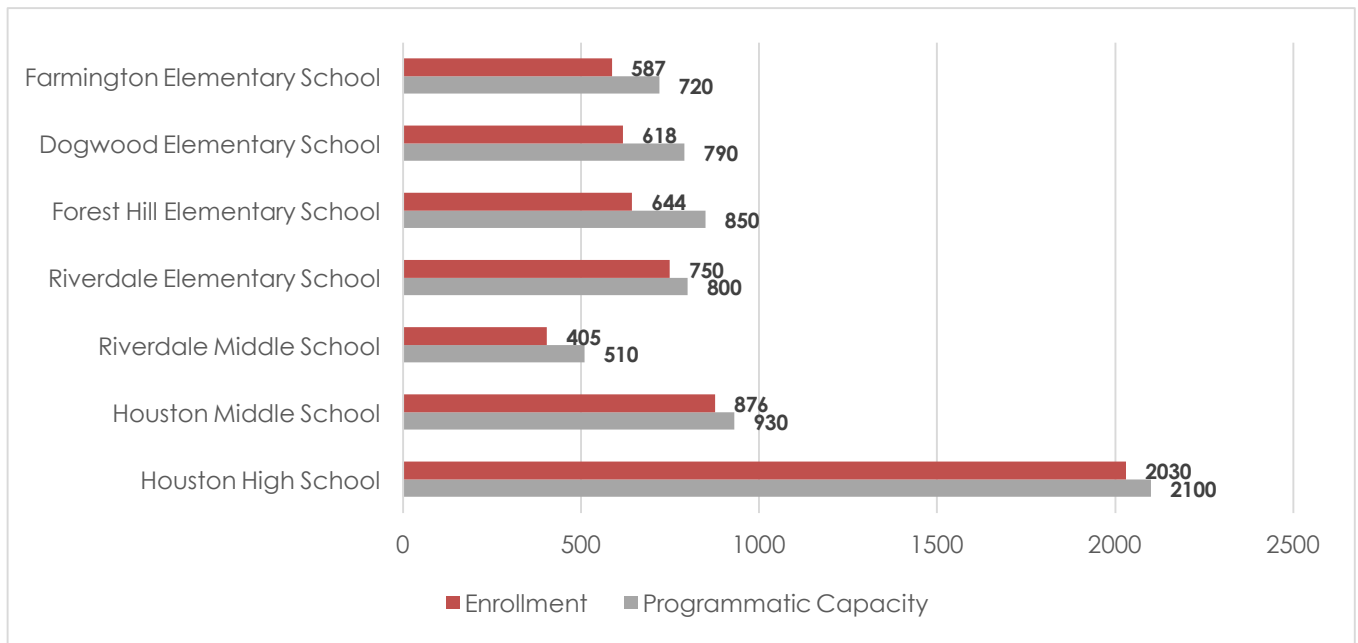
**Germantown Municipal School District: Total District Enrollment**

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>K</b>	387	369	452	437	431	424	420	411	404	397	388	386	392
<b>1</b>	412	418	408	473	465	459	452	444	435	427	420	411	402
<b>2</b>	409	414	421	412	477	469	459	452	444	436	429	423	414
<b>3</b>	404	447	429	433	423	487	477	467	460	451	445	438	432
<b>4</b>	386	438	454	441	444	432	493	483	473	466	459	453	445
<b>5</b>	443	405	463	468	454	458	440	503	493	483	477	469	463
<b>Total: K-5</b>	<b>2,441</b>	<b>2,491</b>	<b>2,627</b>	<b>2,664</b>	<b>2,694</b>	<b>2,729</b>	<b>2,741</b>	<b>2,760</b>	<b>2,709</b>	<b>2,660</b>	<b>2,618</b>	<b>2,580</b>	<b>2,548</b>
<b>6</b>	430	464	442	488	490	472	472	451	512	498	488	485	477
<b>7</b>	465	440	467	449	497	498	477	477	456	517	503	496	493
<b>8</b>	437	457	461	474	456	506	503	482	482	461	522	512	505
<b>Total: 6-8</b>	<b>1,332</b>	<b>1,361</b>	<b>1,370</b>	<b>1,411</b>	<b>1,443</b>	<b>1,476</b>	<b>1,452</b>	<b>1,410</b>	<b>1,450</b>	<b>1,476</b>	<b>1,513</b>	<b>1,493</b>	<b>1,475</b>
<b>9</b>	465	448	499	484	498	479	531	528	506	506	484	548	538
<b>10</b>	509	460	449	494	479	493	474	526	523	501	501	479	543
<b>11</b>	502	471	470	440	484	469	483	465	515	513	491	491	469
<b>12</b>	423	490	459	458	429	472	457	471	453	502	500	479	479
<b>Total: 9-12</b>	<b>1,899</b>	<b>1,869</b>	<b>1,877</b>	<b>1,876</b>	<b>1,890</b>	<b>1,913</b>	<b>1,945</b>	<b>1,990</b>	<b>1,997</b>	<b>2,022</b>	<b>1,976</b>	<b>1,997</b>	<b>2,029</b>
<b>Total: K-12</b>	<b>5,672</b>	<b>5,721</b>	<b>5,874</b>	<b>5,951</b>	<b>6,027</b>	<b>6,118</b>	<b>6,138</b>	<b>6,160</b>	<b>6,156</b>	<b>6,158</b>	<b>6,107</b>	<b>6,070</b>	<b>6,052</b>

The demand for instructional and core facility space depends greatly upon the number of students enrolled and the programs offered from year to year. In order to meet the demand, classroom capacity is adjusted on an annual basis. Although the overall square footage of a school building does not change, the capacity can fluctuate as it is influenced by factors such as student-teacher ratios, class scheduling, classroom design and the curriculum or program offered. At the start of each school year, district administrators monitor enrollment to determine the number of students enrolled per classroom and perform school site visits to determine how classroom space is being used. This assessment allows the district to determine the maximum number of students that can be accommodated within each school building.

Maximum capacity is defined as the number of students that can be accommodated within a classroom. The utilization rate determines how efficiently the student population and programs operate within the available classroom space. For grades K-3, the maximum student to teacher ratio allowed by the state is an average of 20:1 with no individual class to exceed 25 students. For grades 4-6, the maximum student to teacher ratio allowed by the state is an average of 25:1 with no individual class to exceed 30 students. For grades 7-12, the maximum student to teacher ratio allowed by the state is an average of 30:1 with no individual class to exceed 35 students. These state maximums, along with a count of classrooms, define how many students can attend our schools per state law. A comparison of enrollment to capacity results in the utilization rate. The district strives for our enrollment at each school to be below the maximum capacity allowed by state standards. The district has defined programmatic capacity as 2 students per teacher below the state maximums. To achieve programmatic capacity, the district will need to consider various options to balance enrollment among the elementary and middle schools. The completion and opening of Forest Hill Elementary School for the 2019-2020 school year has helped in balancing the elementary school population.

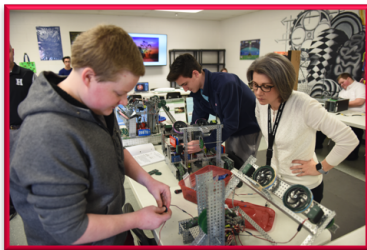
CHART 5. SCHOOL ENROLLMENT AND CAPACITY UTILIZATION



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Germantown Municipal School District is a system of seven schools with three elementary schools kindergarten through fifth, one kindergarten through eighth, one middle school sixth through eighth, one high school ninth through twelfth, and one virtual school kindergarten through twelfth. The schools have a highly academic population serving numerous students who have a wide variety of experiences and backgrounds. The average ACT score has improved from when we began as a district in 2014-2015. In 2014-2015, the average composite ACT score was 24.1. This has grown to an average composite ACT score of 25.7 for the Class of 2020 amid school closures due to the COVID-19 pandemic and no spring ACT testing taking place. The graduation rate is 94.6%. Approximately 5.2% of served students are considered economically disadvantaged students. Parent support, high expectations, and rigorous curriculum have been key components to the success of the students in Germantown. Germantown will continue to enhance programs to serve students aiming for college preparation, career readiness, STEM, occupational diploma, honors diploma, special education diploma, alternative academic diploma, and traditional diploma.

## STEM



Over the last four years, STEM course offerings in our middle grades at Riverdale and Houston Middle have continued to grow. With the expansion at Riverdale, we have added a STEM lab, which is an open concept partnered with the traditional science lab. The district is also completing a construction project in 2021-2022 at Houston Middle School to add comparable state-of-the-art STEM labs. In addition to remodeling the Houston High School Mechatronics lab, the district completed a construction project in 2020-2021 to transition a large space formerly used for athletic training into a STEM classroom and lab. Both labs and programs are aligned to the gold standards for providing CTE programs in high-skill, high-wage, high-demand careers, as well as providing opportunities for nontraditional participation in fields (Nontraditional participation is a metric our CTE program is evaluated by through federal Perkins Grants). Additionally, the district would like to upgrade all facilities to offer fully functional STEM labs/Maker Spaces.

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## FINE ARTS

The district currently offers art and music on a rotational basis at the elementary schools. Students in fifth grade have the option of taking orchestra instead of general music. Both Riverdale and Houston Middle offer a band, chorus, and orchestra program. In 2016-2017, the district developed a Fine Arts Academy at Houston High School. To ensure success for this academy, the programs need dedicated space for optimal program growth. In 2019-2020, the district completed an auditorium renovation and a band addition at Houston High School. The district will also consider arts needs when Master Planning the land formerly known as Houston Levee Park. Our visual art teachers need classrooms with sinks, storage, and operational kilns. Houston High School also has facility needs with dance studio, audio recording studio, and updated visual arts spaces.



## ATHLETICS

Houston High School offers 19 TSSAA recognized competitive sports. The district has completed construction of a state of the art athletic field house and weight room, as well as a concession stand/paddock area. The district has also installed 4 additional wood floors in our gyms. Additional gym space is still a high priority at Houston High School and Houston Middle School. Houston Middle School and Riverdale currently offer multiple TMSAA activities and a variety of athletic club opportunities. GMSD executed a land-swap deal with the city of Germantown and as a result, the district now owns the softball/baseball fields and property south of the HHS baseball complex formerly known as Houston Levee Park. This has allowed the district to embark on a Master Planning Process for this land and begin to address athletics and arts needs at Houston High School. Phase 1 of the plan was recently approved to move forward, which includes an exciting project for our HHS girls softball program. One of the overarching goals for all programs is to have student athletes practicing and competing on the same campuses they attend.



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## TECHNOLOGY

Houston Middle School's network cabling infrastructure was upgraded in half of the building to the latest commercially available cabling, Cat6A, supporting 10Gbps speeds. This effectively increased available network capacity by a factor of 100 in some parts of the building. Network cabling infrastructure upgrades have now been completed at all schools except Houston High and the remaining half of Houston Middle School, which will be completed along with the addition currently under construction.



Continuing the District's support of a 1:1 initiative for grades 6-12, the Technology Department continues to add network capacity to each location. Wireless access points are planned for hardware upgrades to support the latest version of Wifi standards, while also increasing available throughput to students and staff devices.

## BLENDED LEARNING: GMSD'S ONE TO ONE TECHNOLOGY

In alignment with the district's strategic plan and goals, GMSD maintains a 1:1 classroom environment for grades 6th-12th with a focus on the Blended Learning model of teaching. Digital tools are adopted which serve to increase student engagement and academic outcomes. For the 2021-2022 school year, all middle school students (6-8) have been assigned an iPad with a keyboard case. High school students in grades 9-12 have been assigned a Chromebook. All student devices are connected to the internet and have a full



keyboard, which can be used for online assessments. In order to support the Blended Learning Model, all adopted textbooks include an online text and other online support materials, which are all accessible through Classlink, a single sign-on (SSO) portal. The Instructional Technology Coaches have developed a schedule of training opportunities for teachers and the community."

## SPECIAL EDUCATION

Every school in Germantown serves students with disabilities and offers related services such as speech and language, occupational therapy, and physical therapy. Dogwood received extensive ADA upgrades during the summer of 2020 including new entrances, ramp grades, bathrooms, door hardware, exterior parking and slopes, and many more. Farmington and Riverdale are included in our plan to receive ADA upgrades, with the goal of better serving all students, staff, stakeholders, and community members who utilize these facilities.



## SPECIAL EDUCATION PRESCHOOL

Germantown Municipal Schools currently has 6 preschool classrooms serving approximately 82 students ages 3-5, with 36 of those being students with disabilities. Students with disabilities are eligible for services the day they turn 3 until their 6th birthday.



Each of the preschool programs are fully inclusive and provide a balance of students with disabilities and positive peers. When the school district began, we only had a preschool program at Farmington. We now offer preschool at all 4 of our elementary schools. The district has constructed preschool playgrounds at Dogwood, Forest Hill, and Riverdale and dedicated classroom space to serving our preschool students. With these facility upgrades, these students can now attend their zoned schools.

Germantown Municipal School District is currently partnering with the Tennessee Department of Education: Special Populations Department through the Early Childhood State Personnel Development Grant (EC SPDG 3.0). This partnership focuses on inclusive programs, quality instruction, and integrated therapy to provide our preschool students with a robust preschool education.

## GERMANTOWN MUNICIPAL TELEVISION

Germantown Municipal Television (GMTV) was founded in June 2014 by a partnership with the Germantown Municipal School District and the City of Germantown. With support from the City, the school district converted the old auto shop at Houston High School into a television studio. The goal of the station is to produce programming and bring awareness of events happening in the Germantown community.



The relationship between the Germantown Municipal School District and the City of Germantown is one of the many strengths for the district. The district desires to continue building on ways the two government entities can work together to build strong programs for students and strengthen the community.



## CITY OF GERMANTOWN REACH PROGRAM

Through a cooperative partnership with the Germantown Municipal School District, Germantown Parks and Recreation's REACH program offers healthy choices for expanding creativity, learning new skills, having fun with friends and being physically active and fit. Structured to be beneficial to students and convenient for parents, the program challenges students to REACH for something more. The program offers highly interactive classes and engaging activities following school hours at Farmington, Forest Hill, Dogwood and Riverdale Elementary schools.

## GERMANTOWN PARKS AND RECREATION

Germantown Parks and Recreation regularly utilizes Germantown Municipal School District facilities for youth programs. Basketball practices take place on weeknights and games occur on Saturdays. The City of Germantown maintains the school district's grounds, including mowing, weed eating, and other miscellaneous functions. The school district's schools also utilize Parks and Recreation's playgrounds for recess and many other activities. The school district and the City of Germantown will continue to explore options for improving school facilities to continue to enhance recreational programs.

## SCHOOL RESOURCE OFFICERS

School security is provided through a partnership between Germantown Municipal School District and the City of Germantown. The school district has an agreement with the City that allows the local police department to provide a full-time student resource officer (SRO) at each school. The city also provides crossing guards at each school. Safety, security, communication, and cooperation have all been enhanced as a result of this partnership.

HOUSTON HIGH (HHS)



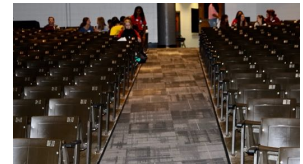
Houston High School was constructed in 1989 in the northeast corner of Germantown's city limits. The school was built on a 45-acre campus fronting Wolf River Boulevard. In the summer of 2020, a land swap with the City of Germantown was executed for 25 acres known as Houston Levee Park. This now makes the Houston High campus 70 acres. The campus is bordered by single family residential neighborhoods to the east and west, and a public park to the south. The school serves students in grades 9 through 12 within 281,689 square feet. Enrollment totaled 1,991 with a student teacher ratio of 24.2.

TABLE 5. HHS STUDENT/TEACHER RATIO

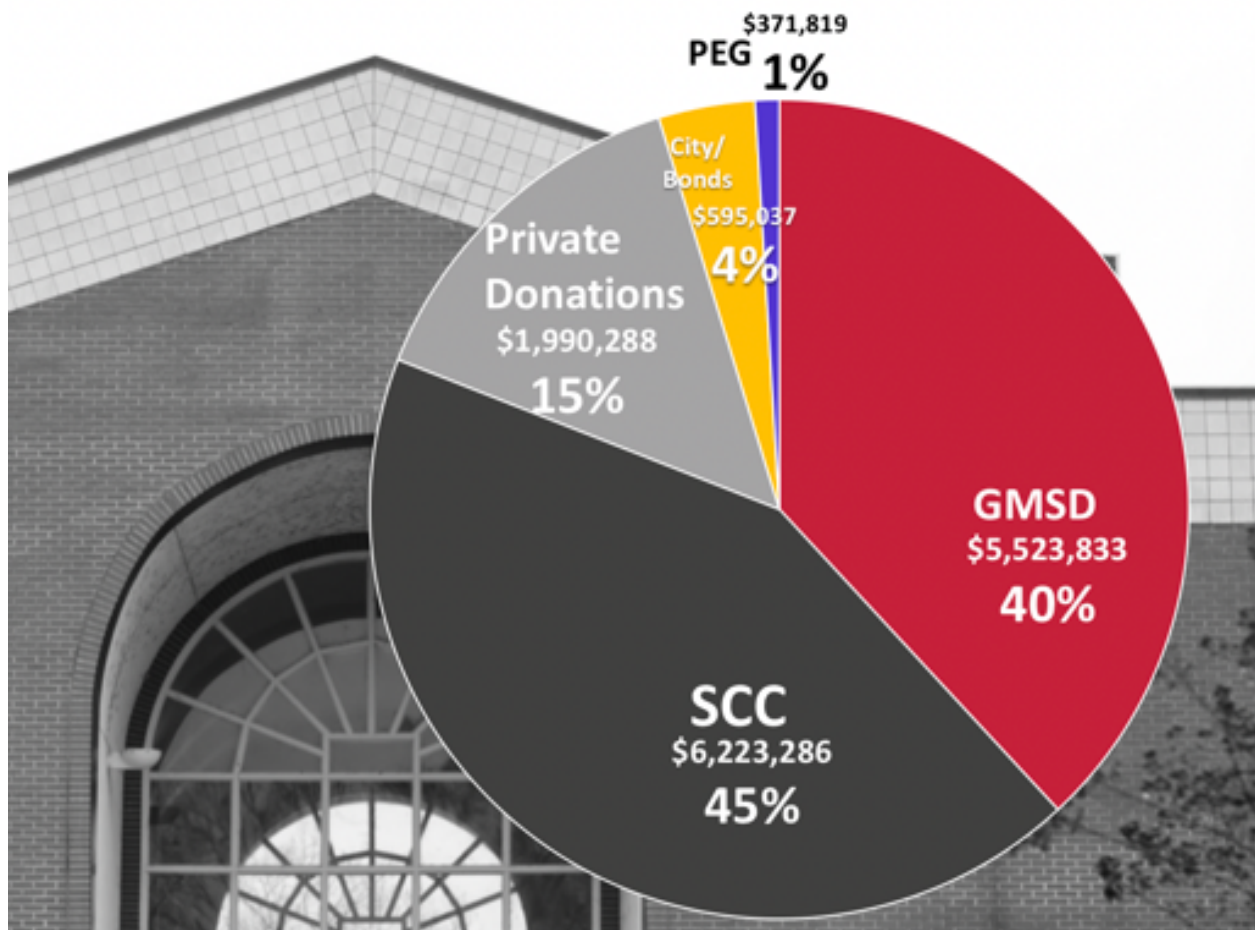
2021-22 Student Enrollment at Houston High	
Germantown	1,612
Non-Residents	379
<b>Total Enrolled</b>	<b>1,991</b>
Students Per Teacher	
Total Teachers	80
Student Teacher Ratio	25.27: 1
State Allowed Average	30: 1

The main building was designed as a two-story structure with a series of classroom wings. The main floor houses space for administrative offices, a library, cafeteria, auditorium and two gymnasiums. There is a total of 111 classrooms with teaching space for core instruction, special education, fine arts, career and story structure that supports general education, special education and career and technical training, labs and a television studio. The annex building is also two stories. The annex building was constructed in 2004 to provide additional space. The Houston High campus includes tennis courts, a track and field, an athletic football field house, and one baseball athletic complex and ball field. Given its existing location, Houston High has limited opportunities for expansion. Work has also begun on the Houston High Master Plan to examine all additional needs for the campus.

The overall building condition is rated as fair to good. Recent capital projects completed include upgrading to an artificial turf football field in 2015, an upgrade of the energy management system in 2015, the installation of a jumbo-tron scoreboard in 2015, paving drive areas and parking lots in 2016, partial roof replacement in 2017, HVAC rooftop unit replacement in 2017, painting in 2018, security upgrades in 2019, HHS auditorium renovations in 2020, the completion of an athletic field house, concession stand/paddock, and band addition in 2020, and bathroom renovations in 2021. The deferred maintenance costs total just under \$10 million dollars.

**HOUSTON HIGH (HHS)**

**CAPITAL IMPROVEMENTS TOTALING \$14,704,263 INCLUDE:** Gym Floor Replacement, Repaving, Carpeting, Television Studio, New HVAC, Roof Replacement, Painting, Turf Field and Jumbotron, Security Entrance & Fencing, Auditorium Renovations, Athletic Field House, Band Addition, Concession Stand/Paddock, Bathroom Renovations, and a Softball Field/Fieldhouse.





Houston Levee Park





Houston Middle was constructed in 1992 with 92,750 square feet. The school sits on 20 acres and fronts Wolf River Boulevard, just under a mile west of Houston High. The school serves students in grades 6 through 8 and has a current enrollment of 876 students with a student teacher ratio of 22.5.

TABLE 6. HMS STUDENT/TEACHER RATIO

2021-22 Student Enrollment at Houston Middle	
Germantown	903
Non-Residents	30
<b>Total Enrolled</b>	<b>933</b>
Students Per Teacher	
Total Teachers	39
Student Teacher Ratio 6 <sup>th</sup>	20.1: 1
State Allowed Average 6 <sup>th</sup>	25: 1
Student Teacher Ratio 7-8	24.1: 1
State Allowed Average 7-8	30: 1

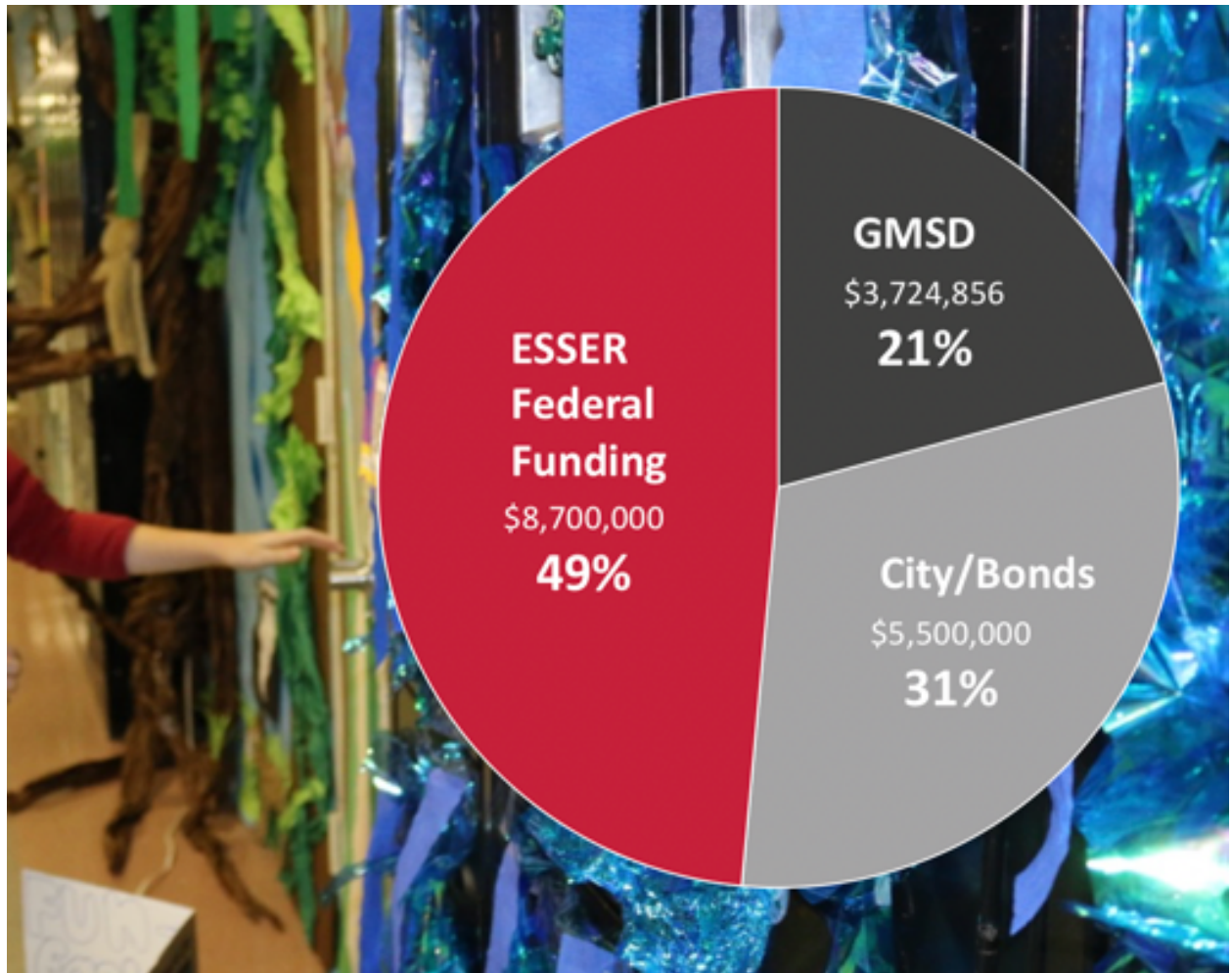
The school is designed as a single story building with a series of classroom wings and a commons area that houses the main office, library, cafeteria and gymnasium. There are a total of 50 classrooms with rooms designed for special education, art, music, computer and science labs.

Houston Middle is considered to be in fair to good condition.

Recent capital projects that were completed include the repaving of all parking lots and drive areas in 2015 and upgrading to a hardwood gym floor in 2015. A 48,000 square foot addition began construction in the Spring of 2020. The deferred maintenance costs total just

under \$2 million.









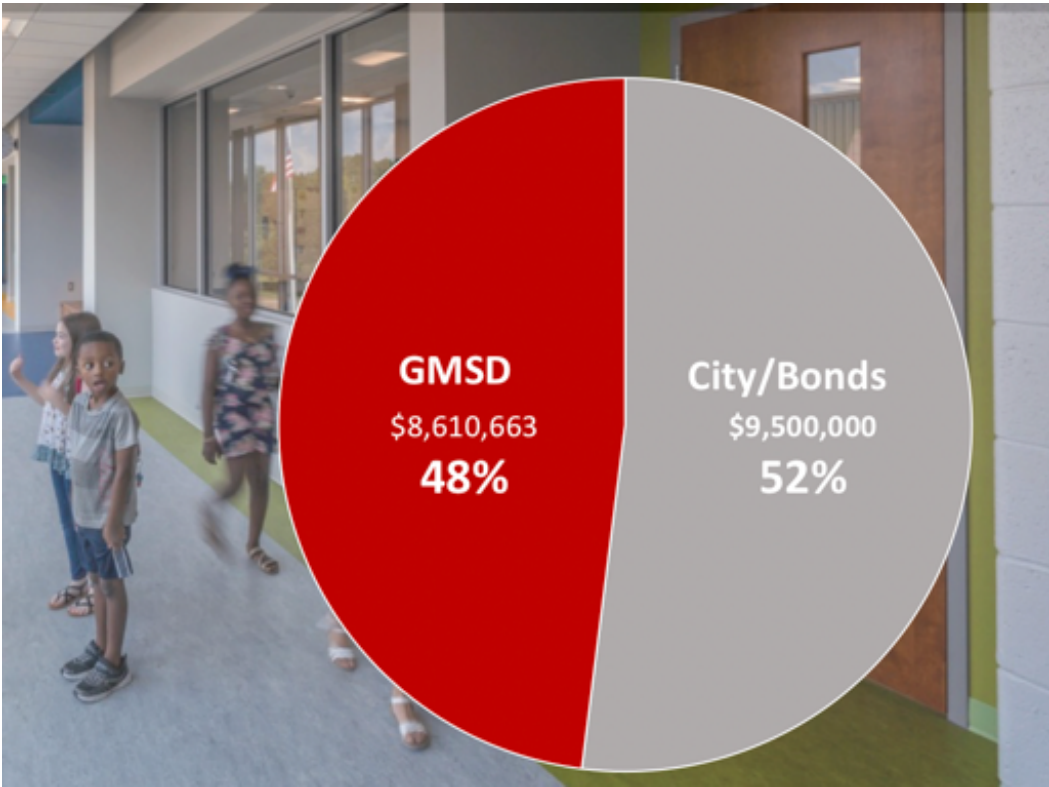
Riverdale Elementary was originally constructed in 1968 on a 25-acre site (15 school and 10 city park). The school is located on Miller Farms Road within a 152,199 square foot building. Between 1973 and 1996, the school underwent five renovations that included construction of a gymnasium and an addition of 12 classrooms. A state of the art 64,000 square foot addition was completed in 2017. The 2021-22 enrollment totals 1,155 students – 750 students in kindergarten through 5th grade, and 405 students in grades

TABLE 7. RES STUDENT/TEACHER RATIO

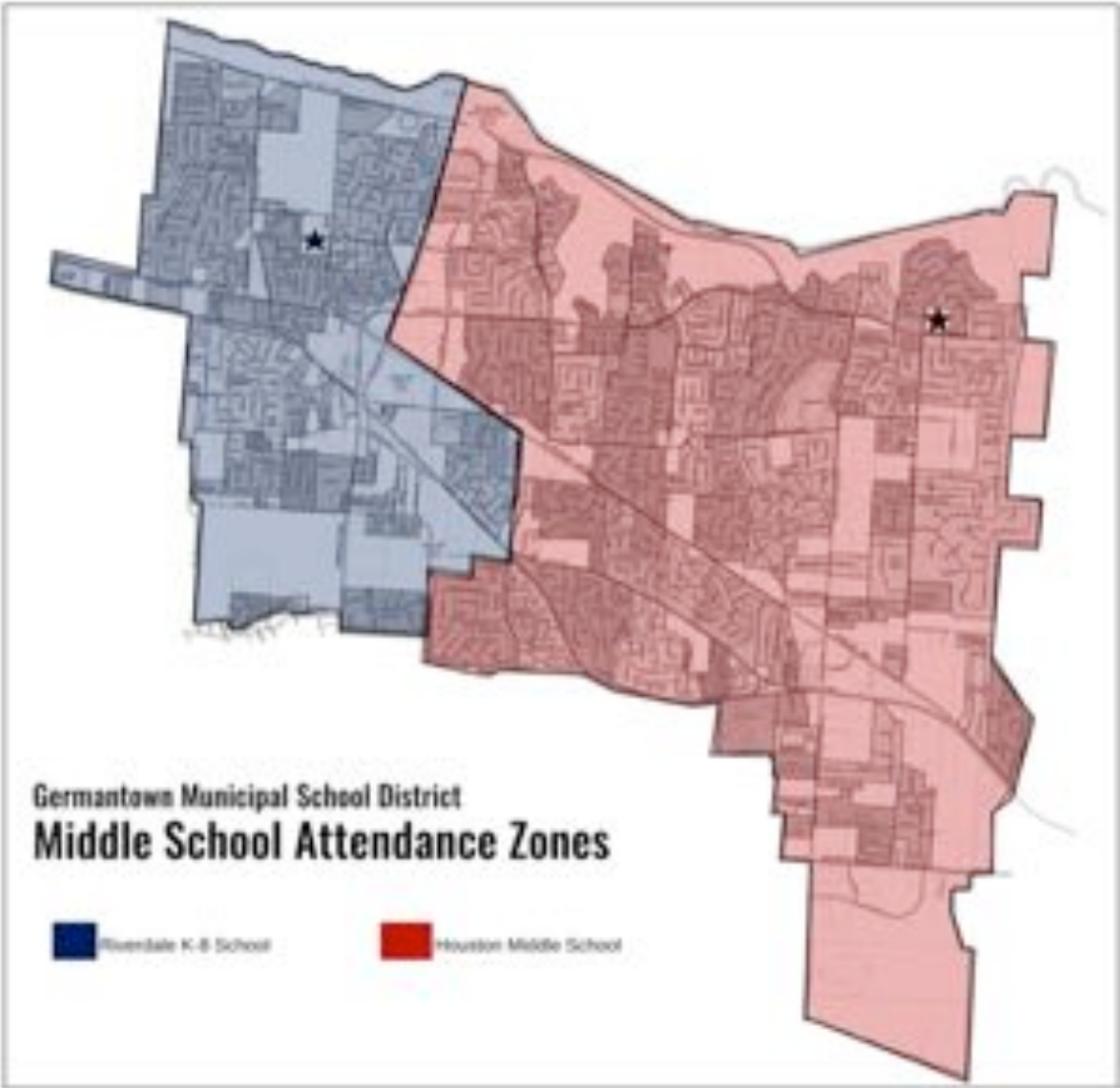
2021-22 Student Enrollment at Riverdale K-8	
Germantown	1,064
Non-Residents	91
<b>Total Enrolled</b>	<b>1,155</b>
Students Per Teacher	
Total Teachers	61
Student Teacher Ratio K-3 <sup>rd</sup>	17.1: 1
State Allowed Average K-3 <sup>rd</sup>	20: 1
Student Teacher Ratio 4 <sup>th</sup> - 6 <sup>th</sup>	20.4: 1
State Allowed Average 4 <sup>th</sup> - 6 <sup>th</sup>	25: 1
Student Teacher Ratio 7 <sup>th</sup> - 8 <sup>th</sup>	21.2: 1
State Allowed Average 7 <sup>th</sup> -8 <sup>th</sup>	30: 1

6<sup>th</sup>- 8<sup>th</sup>. The existing buildings are designed in classroom pods where students are grouped by grade level. The permanent building space supports administrative offices, a library, cafeteria and 46 classrooms. The new middle school addition supports administrative offices, a multipurpose space, a new gymnasium, and 24 classrooms. Classroom space is designated for general and special education, computer and science labs, and art. The school's original gymnasium was constructed in 1972 as a stand-alone building and is connected to the main building by a covered crosswalk. In 2019, a large boiler/chiller renovation project was completed in the main building and kindergarten building. In 2020, Riverdale's main building, K building, and B gym were painted. Riverdale's building is rated in fair











Dogwood Elementary was constructed in 1976. The school occupies 88,000 square feet on an 18.5-acre site (14 school and 4.5 city park) within a residential neighborhood. The school serves students in grades kindergarten through fifth and has current enrollment of 618 students with 18.9 students per teacher.

The school building is laid out in a series of classroom pods with a central commons area that houses the main office, library, cafeteria and gymnasium.

TABLE 8. DES STUDENT/TEACHER RATIO

2021-22 Student Enrollment at Dogwood ES	
Germantown	601
Non-Residents	17
<b>Total Enrolled</b>	<b>618</b>
Students Per Teacher	
Total Teachers	33
Student Teacher Ratio K- 3 <sup>rd</sup>	18.3: 1
State Allowed Average K- 3 <sup>rd</sup>	20: 1
Student Teacher Ratio 4 <sup>th</sup> - 5 <sup>th</sup>	20.2: 1
State Allowed Average 4 <sup>th</sup> -5 <sup>th</sup>	25: 1

There are a total of 52 classrooms, with rooms reserved for special education, art, music, computer and science. 8 modular classrooms were added in the summers of 2016 and 2017 to accommodate the growing student population.

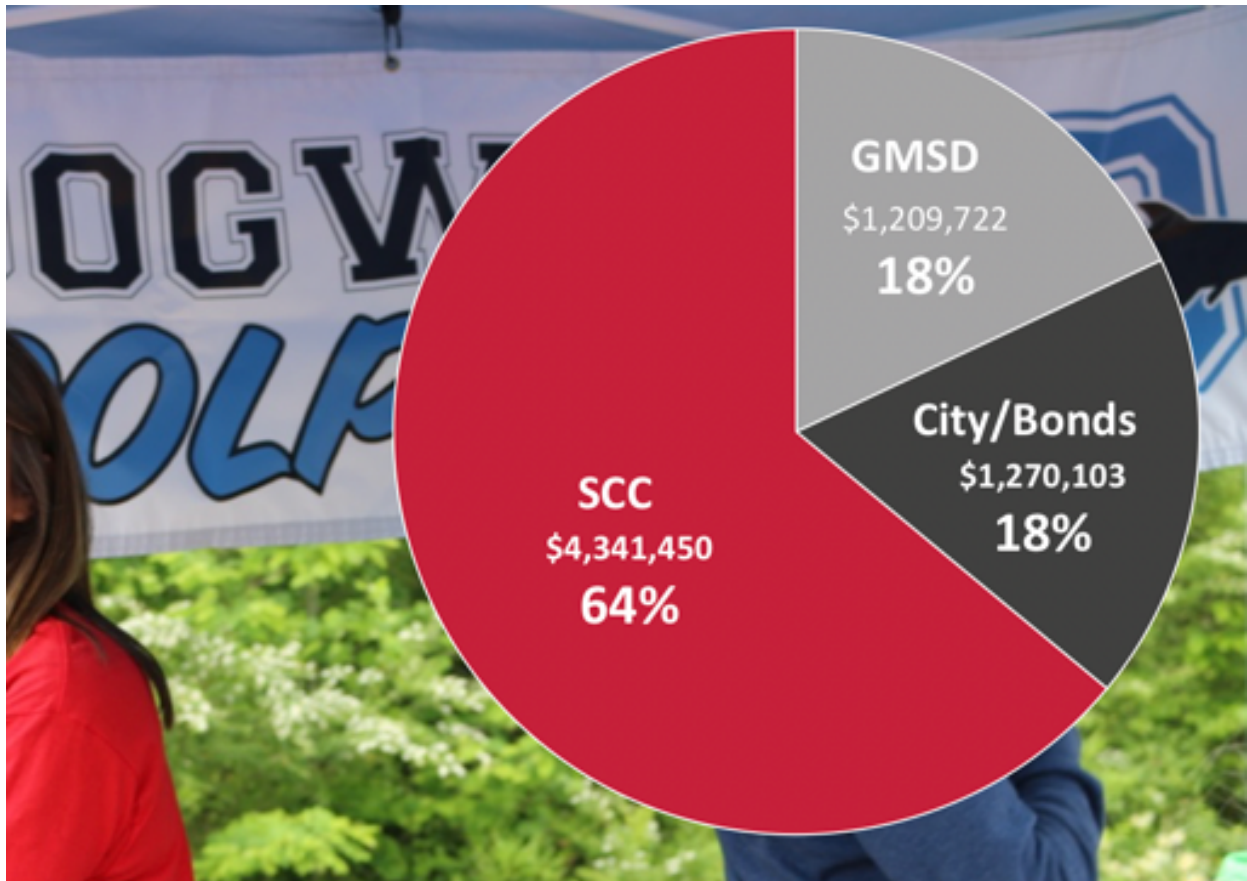
Dogwood's building condition is rated as fair to good.

Several critical projects were completed in the summer of 2016 including replacing the roof, HVAC unit replacement, energy management system upgrades, and the installation of a pre-school playground. In 2019, bathroom renovations, a new playground, and a new outdoor

court was completed. In 2020, an ADA, ceiling tile/grid, LED lights, and new secure entrance was completed. In 2021, an outdoor

classroom was also completed. In total, Dogwood's deferred maintenance expenses total just under \$1 million.









Farmington Elementary was constructed in 1973. The building totals 73,908 square feet and is located on an 18-acre site (9 school and 9 park) fronting Cordes Road. Enrollment totals 587 general education students with 18.84 students per teacher.

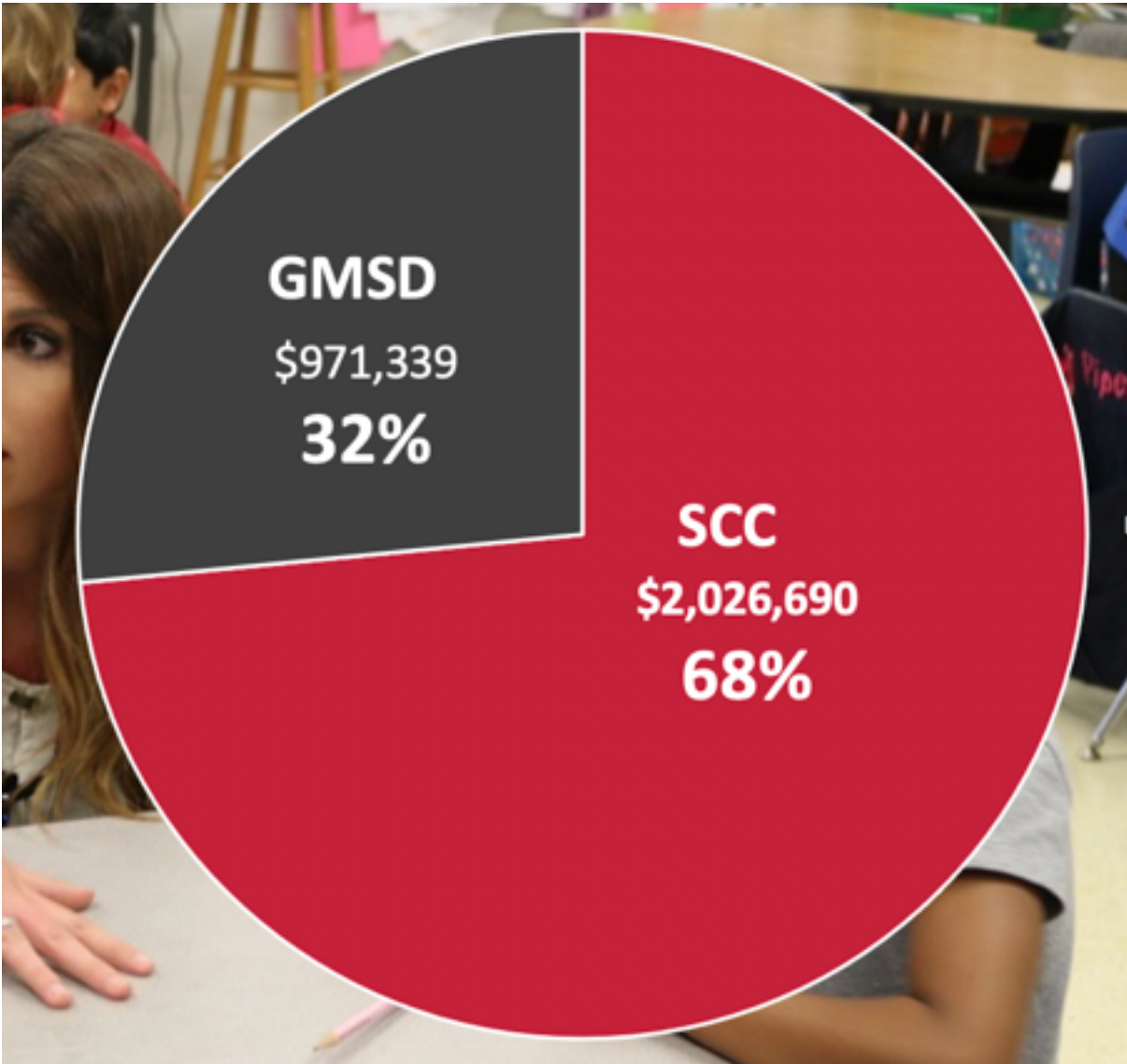
TABLE 9. FES STUDENT/TEACHER RATIO

2021-22 Student Enrollment at Farmington ES	
Germantown	565
Non-Residents	22
<b>Total Enrolled</b>	<b>587</b>
Students Per Teacher	
Total Teachers	31
Student Teacher Ratio K- 3 <sup>rd</sup>	18.2: 1
State Allowed Average K- 3 <sup>rd</sup>	20: 1
Student Teacher Ratio 4 <sup>th</sup> - 5 <sup>th</sup>	20.3: 1
State Allowed Average 4 <sup>th</sup> - 5 <sup>th</sup>	25: 1

The building was designed originally as a single story structure with two parallel classroom wings extending from north to south, and intersected by a commons area with administrative offices, a library, cafeteria and gymnasium. Renovations were completed in 1978 and 1985 that included a building addition of 20 classrooms. The school has a total of 46 classrooms with rooms designed for special education, art, computer and science. Six additional modulars were added in the summer of 2016. Four older portable classrooms were removed in the summer of 2019. Farmington Elementary is rated as being in fair to good condition. Deferred maintenance

costs total just under \$3 million. The most recent capital projects completed were the replacement of exterior windows in 2015, energy management system replacement in 2017, painting in 2017, HVAC unit replacement in 2018, the ceiling tile/grid with new LED lights project in 2018, bathroom renovations in 2019, and additional bathroom renovations in 2021.







## Forest Hill



### Elementary School



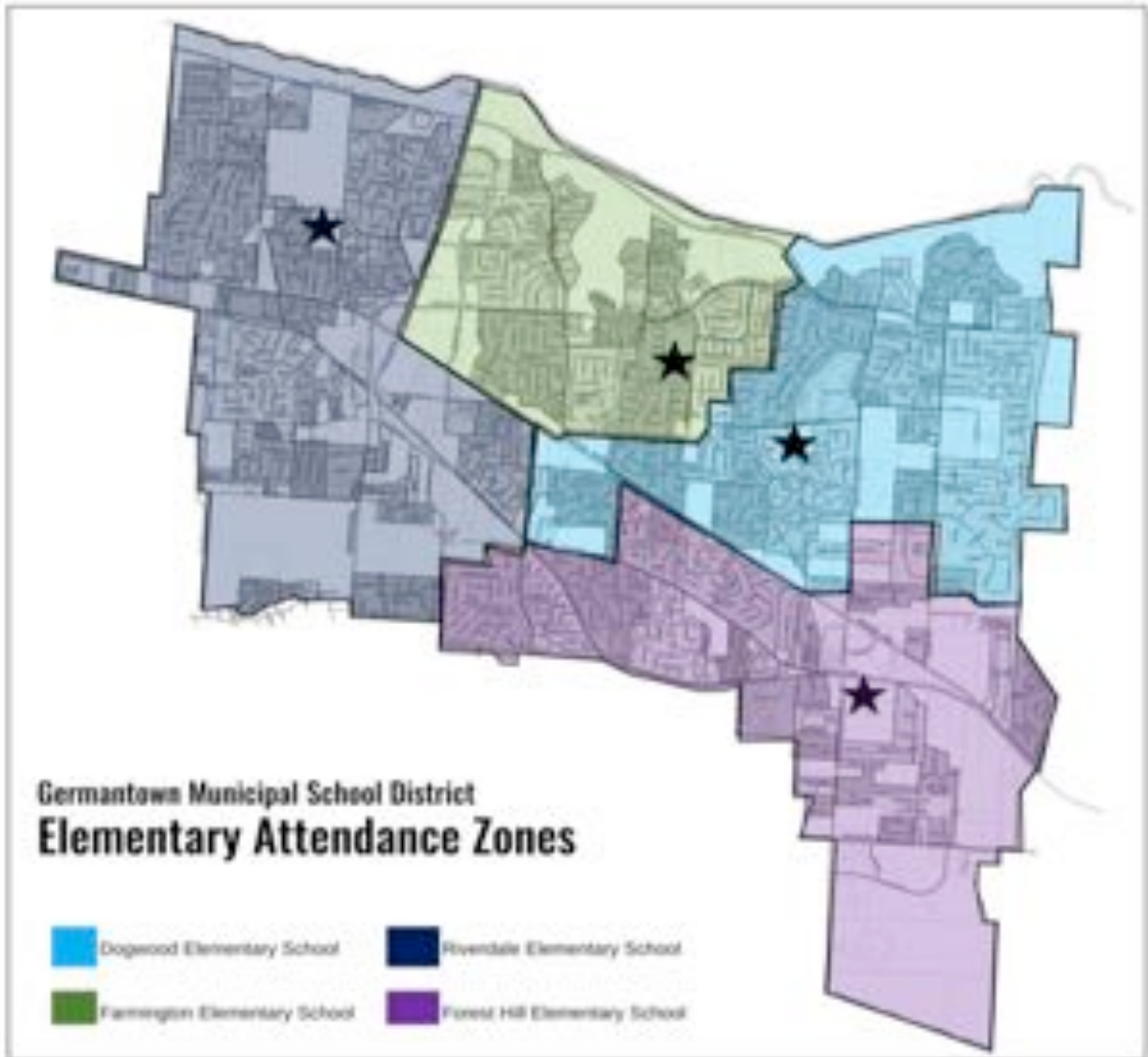
Forest Hill Elementary School was constructed in 2019. The building totals 105,780 square feet and is located on a 38-acre site fronting Forest Hill Irene Road. In the summer of 2020, a land swap was executed with City of Germantown and Taylor Land Investors for 12 acres. With this land swap, Forest Hill Elementary School is now located on 26 acres. Enrollment totals 644 general education students with 19.48 students per teacher.

TABLE 10. FHES STUDENT/TEACHER RATIO

2021-22 Student Enrollment at Forest Hill ES	
Germantown	577
Non-Residents	67
<b>Total Enrolled</b>	<b>644</b>
Students Per Teacher	
Total Teachers	31
Student Teacher Ratio K- 3 <sup>rd</sup>	18.4: 1
State Allowed Average K- 3 <sup>rd</sup>	20: 1
Student Teacher Ratio 4 <sup>th</sup> - 5 <sup>th</sup>	21.9: 1
State Allowed Average 4 <sup>th</sup> - 5 <sup>th</sup>	25: 1

The building was designed as a two story structure with two parallel classroom wings extending north to south and east to west, with administrative offices, a library, cafeteria, a gymnasium, and an arts wing. The school has a total of 55 classrooms with rooms designed for regular education, special education, art, music, activity space, and STEM. Forest Hill Elementary is rated as being in good condition. There is currently no deferred maintenance for this building as it is a new building.





**FACILITIES ADDITIONS: HOUSTON MIDDLE SCHOOL**

Our maximum capacity in the 6-8 grade band is 1,440 students. The demographer predicts that by 2024-2025 this grade band will peak at 1,513, then decline over the next few years.

A middle school addition is currently under construction at Houston Middle School. The addition will include an arts and sciences wing with classrooms designed for art, band, and STEM. There will also be a new secure entrance on Johnson Road with secure entrance, vestibule, SRO office, staff work room, and 2 additional staff restrooms. Finally, there will be an additional gym completed with room for 1,000 seating. There will also be additional locker rooms and other ancillary spaces added as part of the gym construction. The site will add 142 additional parking spaces, landscaping, and preserve 1 acre of green space for free play. This project is being funded with \$8,700,000 from ESSER Funding from the Federal Government, \$5,500,000 from the City of Germantown, and \$3,500,000 from the GMSD general fund reserve. Our goal is to open the addition in the 2021-2022 school year.



During the summer of 2020, the District completed a Land Exchange with the City of Germantown, giving the District ownership of Houston Levee Park. This will give our girls softball players at Houston High School a long awaited and deserved home. This project will consist of extensive field work and an athletic field house. Construction is scheduled to begin in September of 2021, with the goal of completion by September of 2022. This project is being funded by \$3 million from the Shelby County Commission and \$1,750,000 from the GMSD general fund reserve. The ownership of Houston Levee Park has also made it possible for the District to begin Master Planning Houston Levee Park. Subcommittee work was completed in the Spring of 2021, with Arts, Athletics, Academics, and Operations subcommittee meetings. Fleming Architects is currently working on design options. Although a current Land Usage Agreement with the City of Germantown requires GMSD to provide the City's girls recreational softball program seasonal access to field space through 2030, we can begin the process of putting a Master Plan for Houston Levee Park in place that incorporates Houston High's needs into a physical layout, budget estimate, and funding plan that will incorporate our partners with the Houston High Athletics and Arts Foundation.



Germantown Municipal Schools is committed to maintaining the structural soundness of all school facilities. The district commissioned Fleming Architects to complete a full facility analysis, which was completed in the Fall of 2015. The District re-engaged Fleming for an update and new facility analysis in the Fall of 2020. Also, each year, a facilities audit is conducted to assess the physical condition of each building. The audit is a comprehensive report on the current condition of the school site and the structural and mechanical infrastructure of each building. The purpose of the audit is to identify facility deficiencies and hazards that require regular maintenance and corrective action. District staff also fills out capital requests through the budget process. All of these resources are compiled in a summary of needs based on the following categories:

STRUCTURAL	MECHANICAL	ADA	GENERAL MAINTENANCE
Roofs	Security System	Accessibility	Parking Lots
Painting	Fire Alarm	Entrances	Stadiums
Ceiling Tile/Grid	Intercoms	Hallways	Food Service
Foundation	Lighting	Restrooms	Bleachers
Cracks	HVAC	Playgrounds	Elevators
Flooring	Plumbing		
Windows	Chiller/Boiler		

TABLE 11. DEFERRED MAINTENANCE NEEDS

SCHOOL	HHS	HMS	RES	DES	FES	FHES	DO	TOTAL
Year built	1989	1992	1968	1976	1973	2019	2019	---
Additions/ Renovations	None	None	1973,1976 1986,1993 1996, 2017	1979,1985	1978,1985			---
Sq. Ft.	263,689	92,750	152,199	88,000	73,908	105,780	20,016	<b>796,342</b>
Structural	\$3,200,000	\$250,000	\$1,000,000	\$300,000	\$300,000	\$200,000		<b>\$5,250,000</b>
ADA	\$3,400,000	\$900,000	\$1,400,000		\$900,000			<b>\$6,600,000</b>
Mechanical	\$800,000				\$1,200,000			<b>\$2,000,000</b>
General Maintenance	\$1,575,000	450,000		\$500,000	\$250,000			<b>\$2,775,000</b>
Design/ Contingency	\$900,000	\$160,000	\$240,000	\$80,000	\$265,000	\$20,000		<b>\$1,665,000</b>
<b>TOTAL</b>	<b>\$9,875,000</b>	<b>\$1,760,000</b>	<b>\$2,640,000</b>	<b>\$880,000</b>	<b>\$2,915,000</b>	<b>\$220,000</b>		<b>\$18,290,000</b>

**Table 11** summarizes the deferred maintenance needs among Germantown's six schools. It is noteworthy that the items included are considered deferred maintenance items and/or maintenance items and do not include projects that are considered capital improvements or new construction. Only items that would fall under Priority 1 or Priority 2 are included here. Facility improvement costs total just over \$18 million dollars. ADA improvements comprise the majority of deferred costs, followed by structural and general maintenance expenses.

Estimates on repair and replacement costs are also provided to establish a rating or facilities condition index (FCI) on the overall state of the building. The FCI is a ratio of the deferred maintenance costs to the replacement value. A low FCI is indicative of a building in good condition. For example, an FCI of .1 indicates a 10 percent deficiency, which is generally considered low and an FCI of 0.7 would indicate the building needs extensive repairs or replacement<sup>1</sup>. The district has determined that an FCI of 0.5 or higher would indicate the need to consider the replacement of a building structure.

TABLE 12. FACILITIES CONDITION INDEX

SCHOOL	Improvement Cost	Replacement Value <sup>2</sup>	FCI
Houston High	\$9,875,000	\$46,000,000	.21
Houston Middle	\$1,760,000	\$24,000,000	.07
Riverdale Elementary	\$2,640,000	\$25,500,000	.10
Dogwood Elementary	\$880,000	\$12,800,000	.07
Farmington Elementary	\$2,915,000	\$10,500,000	.28
Forest Hill Elementary	\$220,000	\$23,500,000	.01
District Office	\$0	\$3,754,000	.00

<sup>1</sup>VFA Inc. 2012. Facility Condition Index, Retrieved from [www.vfa.com](http://www.vfa.com).

<sup>2</sup>Huber & Lamb Appraisal Group, Inc. Member of the Tennessee Municipal League of Risk Management Pool. Valuation Report for Germantown Board of Education, April, 2018.

In formulating a budget of capital improvement needs, the district developed a set of criteria to prioritize projects. The following categories were used to prioritize facility improvements:

## PRIORITY 1

Major Capital Improvements and Critical Deferred Maintenance: projects include but are not limited to new construction, major building additions and renovations, land acquisitions, roof and HVAC replacements or projects that maintain health and safety, security improvements, and prevent potential risk or are mandated by law.

## PRIORITY 2

Minor Capital Improvements and Non-Critical Deferred Maintenance: projects include but are not limited to mechanical and system upgrades (electrical, fire, technology), change in facility use or repurposing, or energy conservation.

## PRIORITY 3

Deferrable and Desirable: Projects capable of being deferred up to five years or improve the quality, convenience or bring a facility up to district standards.

The capital improvement budget has been developed with the assumption that each municipal school district will receive a percentage of Shelby County government's education fund based on the average daily attendance.

The City of Germantown has been a tremendous partner in funding the school district's capital needs. The district received \$1 million dollars for FY 2015, which was used to re-roof Dogwood Elementary and pave Houston High School. The district received \$7 million for FY 2016 in capital improvement funds for a completed \$12 million addition at Riverdale. The district received \$27 million towards a \$30 million project for FY 2017-2018 in capital improvement funding for Forest Hill Elementary School. The district also received \$2.5 million towards a \$5 million project for FY2018-2019 for a boiler/chiller renovation project at Riverdale. The district also received \$500K for FY2018-2019, which was used to install camera improvements at all schools and facility modifications to improve security at Houston High School. The district received \$500K in FY2020-2021 for the funding of a new secure entrance at Dogwood. The district received \$5.5 million towards a \$17 million project in FY2021-2022 for the Houston Middle School Addition/Renovation project and to add a secure entrance at Houston Middle School. In our seventh year in existence, the **City of Germantown** has funded GMSD **\$45** million in total for capital projects. An additional \$1 million has been allocated for an athletic field house and auditorium renovation/band addition at Houston High School that is being paid out over 5 years. In 2014, it is also noteworthy that the City of Germantown began paying, on Germantown Municipal School District's behalf, \$355,453 annually for 12 years to Shelby County Schools as payment for the 5 buildings/OPEB. After paying this \$355,453 on behalf of the District for the first 6 years, the City of Germantown ended that practice in the Spring of 2020. The District will now be responsible for this payment the remaining 6 years through 2026. The District had to make a \$355,453 cut to the general fund capital budget in order to plan for these payments to Shelby County Schools. The City of Germantown's partnership and proactive approach is a large reason the school district has been able to complete several deferred maintenance projects and address growth. The district appreciates the unique partnership that exists between us and looks forward to continuing this partnership in the future.

Since the district's inception, the district has received over **\$12** million from the **Shelby County Commission** for deferred maintenance projects. This was used in FY 2015 to replace windows at Farmington, rooftop units at Dogwood, and paving at Houston High School. In FY 2016, these funds were used for a partial roof replacement and HVAC rooftop unit replacement at Houston High School. In FY 2017, these funds were used for a ceiling tile/grid and HVAC replacement project at Farmington, In FY 2018-19, these funds were used to complete bathroom renovations at Farmington and Dogwood. In FY 2019-2020, these funds were used to complete the HHS band addition, the HHS

concession stand/paddock, and ADA Renovations, Ceiling Tile/Grid, and LED Lights at Dogwood. In FY 2020-2022, these funds are being used to fund the Houston High School Softball Field/Fieldhouse project.

The district's funding for capital improvement projects from the Shelby County Commission is dependent upon Shelby County School's allotment and actual expenditures on capital projects. Great strides have been made to accelerate payments from quarterly to monthly. This is very helpful and a step in the right direction towards being able to plan capital projects.

Since the district's inception, the district has invested over **\$28** million in **GMSD** general funds to fund various capital improvement and deferred maintenance projects. The district will rely on funds from the general fund capital budget to cover other deferred maintenance costs not funded by the City of Germantown or Shelby County Commission.

The district will continue to make funding requests to the Shelby County Commission and the City of Germantown on an annual basis to fund capital improvement and deferred maintenance projects.

The district has formulated the deferred maintenance list using several methods, including, but not limited to, the deferred maintenance list inherited from Shelby County Schools, the Fleming Architects facility analysis, the District's needs assessment, community engagement, the GMSD strategic plan, staff feedback, and school board vision.

TABLE 13. FIVE YEAR CAPITAL IMPROVEMENTS

<b>Germantown Municipal Schools Five Year Capital Improvements Needs</b>		
2022	Dogwood and Farmington Portable Removal	\$150,000
	<u>Riverdale Roof Replacement</u>	<u>\$1,000,000</u>
2023	Houston High Ceiling Tile/Grid Replacement	\$2,000,000
	Houston High Track Resurfacing	\$700,000
	Houston High Bathroom Upgrades/Renovations	\$1,250,000
	<u>Houston Middle School Painting</u>	<u>\$150,000</u>
2024	Houston High Bathroom Upgrades/Renovations	\$1,250,000
	Riverdale Bathroom Upgrades/Renovations	\$500,000
	Farmington ADA Upgrades	\$900,000
	Farmington Sprinkler System Install/Duct Work Replacement	\$1,000,000
	Farmington Fire Alarm System Replacement	\$200,000
	<u>Houston High Painting</u>	<u>\$400,000</u>
2025	Farmington Painting	\$150,000
	Dogwood Window Replacement	\$100,000
	Houston High Window Replacement	\$200,000
	Houston High HVAC Replacement	\$400,000
	Houston High Boiler Replacement	\$300,000
	Houston High Elevator Replacement	\$100,000
	Houston Middle Window Replacement	\$100,000
	Houston Middle ADA Upgrades	\$900,000
	Houston Middle Boiler/Water Heater Replacement	\$400,000
	Riverdale ADA Upgrades	\$900,000
<u>Dogwood Gym Floor/Gym Upgrade</u>	<u>\$150,000</u>	
2026	Farmington Gym Floor/Gym Upgrade	\$150,000
	Dogwood Painting	\$150,000
	Dogwood Parking Lot Resurfacing	\$250,000
	Farmington Parking Lot Resurfacing	\$250,000
	Houston High Roof Replacement	\$600,000
	Houston High Bleacher Replacement	\$175,000
	Houston High ADA Upgrades	\$900,000
	Houston High Stadium Light LED Upgrade/Replacement	\$600,000
	Houston Middle Stadium Light LED Upgrade/Replacement	\$200,000
	Houston Middle Resurface Parking Lot	\$250,000
<u>Forest Hill Painting</u>	<u>\$200,000</u>	

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