

GMSD Board Work Session
December 15, 2022 4:00 PM
Board Room, GMSD Office

1. Revision of Policies - Adopt after one reading
2. Discussion on Modular Spaces
3. Discussion on 3G Schools' Agreement
4. Further Business

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Emergency Planning	Descriptor Code: 3.202	Issued Date: 12/**/22 06/07/22 11/30/21 05/07/18
		Rescinds: 3.202	Issued: 07/11/16

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

7 **FIRE AND SAFETY DRILLS**

8 Each GMSD Principal shall ensure that one fire drill requiring full evacuation is given every thirty (30)
9 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
10 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
11 throughout the year.

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

16 **ARMED INTRUDER DRILLS**

17 Each GMSD Principal shall ensure that each school safety team conducts at least one (1) armed
18 intruder drill annually in coordination with local law enforcement.

19 **AED/CPR DRILLS**

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

24 **REMOTE LEARNING DRILLS**

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

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

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

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

4 **FIRE EXTINGUISHERS**

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

7 **MEDICAL EMERGENCIES/PANDEMIC**

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

Legal References

T.C.A. § 49-2-122

T.C.A. § 49-2-139

T.C.A. § 49-6-804

T.C.A. § 49-6-807

T.C.A. § 49-6-1208

T.C.A. § 68-102-137

T.C.A. § 68-140-404

Public Acts of 2022, Chapter No. 936

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: English Language Acquisition	Descriptor Code: 4.207	Issued Date: 12/**/22
		Rescinds: 4.207	Issued: 06/08/21

1 The Board recognizes the need to provide equal educational opportunities for all students in the district.
2 Therefore, if the inability to speak and understand the English language excludes a student from effective
3 participation in the educational programs offered by the district, the district shall take reasonable actions
4 to provide the student equal access to its programs. Students who are English Learners (“EL”) shall be
5 identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from
6 any program or extra-curricular activity based on the student’s actual or perceived citizenship or
7 immigration status.

8 Parents/Guardians of EL students shall be provided information related to identification, screening and
9 service delivery in the language and method that the Parent/Guardian can understand, to the extent
10 practicable.

11 ~~By giving notice to a Student’s Principal, Parents/Guardians of English Learners have the right to:~~

- 12 ~~a) waive placement of their students in ESL programs;~~
- 13 ~~b) remove their students from direct ESL service at any time; and~~
- 14 ~~c) the scaffolding and accommodations to be provided in the general education settings via~~
15 ~~indirect ESL services if the Parent/Guardian waives ESL services.~~

16 Parents/guardians of EL students shall be provided information related to the identification, screening,
17 and service delivery in the language and method that the parent/guardian can understand, to the extent
18 practicable.

19 Parents or guardians of EL students are hereby notified that they have the right to refuse placement of
20 their children in ESL programs. By giving notice to their child’s Principal, parents or guardians have
21 the option to waive direct ESL Services before services are provided, or at any time during the course of
22 the school year.

Legal References

Tennessee State Board of Education Rule 0520-01-19

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 12/**/22 02/22/22 08/24/21
		Rescinds: 4.605	Issued: 04/19/21

1 *General*

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

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

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

8 **TRADITIONAL HIGH SCHOOL DIPLOMA REQUIREMENTS**

9 Before graduation, every student shall:

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

17 **Course Graduation Requirements:**

18 English	4 credits
19 Mathematics	4 credits
20 Science	3 credits
21 Social Studies	3 credits
22 Personal Finance	0.5 credit
23 Wellness	1 credit
24 Physical Education	0.5 credit
25 World Language	2 credits
26 Fine Arts	1 credit
27 Elective Focus	3 credits (CTE or Liberal Arts)

28 ~~*Suspending the ACT or SAT examination requirement for the class of 2021.~~

29 **SPECIAL EDUCATION STUDENTS**

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

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

5 *Special Education Diploma*

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

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

11 *Occupational Diploma*

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

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

20 The decision to attain an occupational diploma shall be made at the conclusion of the student's
21 10th grade year or two (2) academic years prior to the expected graduation date.

22 *Alternative Academic Diploma*

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

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

33 The required credits may be earned either through the state-approved standards or through alternate
34 academic diploma modified course requirements approved by the State Board of Education. A
35 student who earns an alternate academic diploma shall continue to be eligible for services under

1 IDEA until he or she receives a regular high school diploma or through the school year in which
2 the student turns twenty-two (22).

3 **7) INDUSTRY 4.0 DIPLOMA**

4 The Industry 4.0 distinction shall be noted on the transcripts of all students that fulfill the Industry
5 4.0 distinction requirements.

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

7 A. Before the end of the high school student's tenth (10th) grade year, the student shall:

8 1. Notify the student's counselor or school principal of the student's intent to pursue an
9 Industry 4.0 diploma distinction;

10 2. Provide the student's counselor or school principal with documentation signed by the
11 student's parent or legal guardian indicating that the student's parent or legal guardian is
12 aware of the requirements for the parent's or legal guardian's student to obtain an Industry
13 4.0 diploma distinction and consenting to the student's participation;

14 3. Register with a regional American Job Center or other career counseling or community
15 partner approved by the student's school; and.

16 4. Enroll in at least one (1) work-based learning or dual enrollment course for the student's
17 eleventh (11th) grade year.

18 B. Beginning in the student's eleventh (11th) grade year, a student pursuing an Industry 4.0
19 diploma distinction shall meet, no less than once per month, with a career coach who has
20 been approved to provide career coaching services by the student's school. The career
21 coach must:

22 1. Be an American Job Center career coach, a career coach from a career counseling or
23 community partner approved by the United States Department of Labor's regional office
24 for the state of Tennessee, or a licensed school counselor or an educator who holds a work-
25 based learning certificate provided by the Department of Education; and

26 2. Meet, no less than once per month during the school year, with students assigned to the
27 career coach by the student's school principal to assist students in:

28 i. Developing the personal attributes required for success in the workforce, which
29 include, but are not limited to, time management, networking, communication,
30 teamwork, creative thinking, and conflict resolution;

31 ii. Applying for dual enrollment grants or other available financial aid opportunities,
32 including, but not limited to, grants and scholarships administered by the Tennessee
33 Student Assistance Corporation;

1 iii. Identifying the best combination of dual enrollment, work-based learning, and
2 internship opportunities available to the student; and

3 iv. Preparing for standardized assessments such as the ACT.

4 C. Before the end of the student's eleventh (11th) grade year, a student pursuing an Industry
5 4.0 diploma distinction shall enroll in work-based learning or dual enrollment courses for
6 the student's twelfth (12th) grade year.

7 D. A student receiving an Industry 4.0 diploma distinction shall successfully complete all
8 coursework required for graduation for their diploma type.

9 E. A student pursuing an Industry 4.0 diploma distinction may earn at least one (1) science
10 credit and at least one (1) math credit through course substitutions approved by the State
11 Board, including, but not limited to, dual enrollment and work-based learning courses that
12 are aligned to a student's chosen career path. Work-based learning course substitutions may
13 only fulfill a student's third (3rd) credit of science and/or fourth (4th) credit of math.
14 Pursuant to State Board Rule 0520-01-03-.03, high schools shall accept dual enrollment
15 courses as a substitution for an aligned graduation requirement course.

16 F. A student receiving an Industry 4.0 diploma distinction shall earn nine (9) credits of dual
17 enrollment or work-based learning in grades nine (9) through twelve (12), which may be
18 satisfied by the student's successful completion of dual enrollment coursework, work-
19 based learning experiences, on-the-job training, or other mentorships or structured
20 educational experiences that allow the student to apply the student's knowledge and skills
21 in a work environment to develop an understanding of workplace expectations.

22 **STUDENT LOAD**

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

26 **EARLY GRADUATION**

27 High school students shall be permitted to complete an early graduation program. Students
28 intending to graduate early shall inform the school principal of this intent prior to the beginning of
29 9th grade or as soon thereafter as the intent is known.

30 In order to graduate early, students must meet the following requirements:

- 31 1. Earn required seventeen (17) credits;
- 32 2. Score on-track or mastered level for each required end-of-course exam;
- 33 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 34 4. Meet the minimum ACT or SAT benchmark score;
- 35 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 36 6. Complete at least two (2) types of the following courses:
 - 37 a. AP;

- 1 b. IB;
- 2 c. Dual enrollment;
- 3 d. Dual credit.

4 ~~The superintendent shall ensure that the early graduation program is conducted in accordance with~~
5 ~~state law.~~

Legal References

T.C.A. 49-6-408
T.C.A. 49-6-6001
T.C.A. 49-6-6005
T.C.A. 49-6-8103
T.C.A. 49-6-8303
State Board of Education Policy 2.103
State Board of Education Rule ~~TRR/MS~~ 0520-01-03-~~06~~

Rationale for Revision of GMSD Policies 12.15.22 Board Work Session & Business Meeting

Revisions are recommended for the following policies,

“To Waive second reading and adopt after one reading”

1. **Revision Policy 2.4021 Investment of Idle Funds** – Revisions are recommended in order to update citations and to bring the policy into compliance with the Tennessee Internal School Uniform Accounting Policy Manual.
2. **Revision Policy 3.202 Emergency Planning** – Revisions recommended to update citations, comply with State law, and update best practices.
3. **Revision Policy 4.207 English Language Acquisition** – Revisions recommended to update citation and comply with recent State Board Rule revision.
4. **Revision Policy 4.605 Graduation Requirements** – Revisions recommended to update citations and comply with State law and recent State Board Rule revisions.

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Investment of Idle Funds	Descriptor Code: 2.4021	Issued Date: 12/**/22
		Rescinds: 2.4021	Issued: 02/29/16

1 OBJECTIVES

2 The objective of this investment policy is to lend guidance and direction to the Chief Financial Officer
3 of Germantown Municipal School District (“CFO”) charged with investing idle funds.

4 The CFO is authorized by state law to invest idle district funds **in order to maximize interest earnings.**
5 ~~in accordance with guidelines established by the State of Tennessee.~~

6 The investment program for Germantown Municipal School District has these priorities:

- 7 1. *Safety* - The district's idle cash should be **conservatively invested.** ~~invested only in the safest~~
8 ~~and most secure investments authorized by state statute.~~
- 9
- 10 2. *Liquidity* - The maturities of the investments should be structured to meet the cash flow needs
11 of the district.
- 12
- 13 3. *Yield* - The best yield should be obtained after safety and liquidity are attained.

14 TYPES OF INVESTMENTS

15 **Examples of the types of investments that are herein authorized** ~~The CFO is authorized to invest~~
16 ~~district funds in instruments allowed under TCA 6-56-106.¹ These investments~~ include:

- 17 1. Bonds, notes, or treasury bills of the United States;
- 18
- 19 2. Certificates of deposit;
- 20
- 21 3. The Local Government Investment Pool (“LGIP”) managed by the State of Tennessee; and
- 22
- 23 4. Nonconvertible debt securities of the following federal government sponsored enterprises that
24 are chartered by the United States congress; provided, that such securities are rated in the
25 highest category by at least two (2) nationally recognized rating services:
26
 - 27 a. The federal home loan bank;
 - 28 b. The federal national mortgage association;
 - 29 c. The federal farm credit bank; and
 - 30 d. The federal home loan mortgage corporation.
- 31
- 32 **5. Money Market Accounts.**

1 TYPES OF MATURITIES

2 Maturities of investments should coincide with district cash flow needs. A cash flow analysis should be
3 completed annually using data from at least the three (3) previous fiscal years.

4 The Germantown Municipal Board of Education must approve investments with maturities greater
5 than two (2) years. ~~The TN Comptroller's Office must approve investments with maturities greater~~
6 ~~than four (4) years.²~~

7 INTERNAL CONTROL SYSTEM

8 The authority to invest idle district funds lies with the CFO. Other personnel charged with bookkeeping
9 duties, may also be required to sign the documents required to open investment accounts.

10 The CFO/designee has the authority to release securities pledged as collateral by financial institutions.
11 ~~Other personnel, charged with bookkeeping duties, are also authorized to release securities in the absence~~
12 ~~of the CFO.~~ The pledged securities can be released if the remaining collateral is sufficient to meet the
13 collateralization requirement.

14 A history of investments must be maintained for not less than three (3) years to provide an adequate
15 audit trail.

16 REPORTING

17 The CFO must maintain monthly reports that include the following:

- 18 1. Detailed lists of investments that state the:
 - 19 a. Type of investment;
 - 20 b. Maturity date;
 - 21 c. CUISP or account number;
 - 22 d. Interest rate; and
 - 23
- 24 2. A statement of the total amount of investments with each financial instruction.

Legal References

TCA 6-56-106(a)
TCA 6-56-106(b)
Tennessee Internal School Uniform
Accounting Policy Manual, Section 6-1

Cross References

~~Deposit of Funds 2.500~~