

**GMSD Board Business Meeting**  
**August 29, 2023 6:00 PM**  
Board Room, GMSD Office

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Approval of Agenda
5. Recognition and Awards
6. Resolution honoring Cheryl Estes
7. REPORTS
  - 7.A. TN Legislative Update
  - 7.B. Chairman's Report
  - 7.C. Financial Report
  - 7.D. Superintendent's Report
8. Citizens to be heard
9. CONSENT AGENDA
  - 9.A. Approval of the Minutes
  - 9.B. Revision of Policies - Second Reading
  - 9.C. Revision of Policies - First Reading
  - 9.D. Miscellaneous FY 23-24 Budget Amendments # 2, 3 and 4
10. BOARD ACTION ITEMS
  - 10.A. Approval of Purchase of Student Laptops
  - 10.B. Approval of Purchase of Teacher Laptops
  - 10.C. Approval of GMSD 23-24 School Fees and Activity Costs
  - 10.D. 23-24 Stop Loss Insurance Renewal
11. Announcements
12. Adjournment

## August 2023 Legislative Update

This morning, the First Extraordinary Session of the 113<sup>th</sup> General Assembly adjourned sine die. The session was highlighted by the House hearing many bills in committee and passing them on the floor, only to be laid on the table in the Senate. The Senate passed 4 bills including an appropriations bill, which indirectly impacted public education in Tennessee. The appropriations bill, SB7089, appropriated an additional \$10 million in nonrecurring funds to be distributed as School Safety Grants by the Tennessee Department of Education in accordance with Public Chapter 418, previously passed by the General Assembly.

In other news, the Tennessee Department of Education is conducting town halls around the state to gather feedback about the implementation of a letter grade system for schools this fall. The General Assembly passed a law in 2016 requiring such a system to be implemented. The COVID pandemic delayed the implementation until now. The TDOE hosted 2 events in the Memphis area last week. I attended one hosted at Southwest Tennessee Community College last Wednesday. Per the Department, all Tennesseans are invited to submit public comment on their top priorities for measuring a school's academic success, and how the state should measure progress towards those priorities.

Public comment can be submitted to [schoollettergrades@tnedu.gov](mailto:schoollettergrades@tnedu.gov) by September 15, 2023.

Germantown Municipal School District

**BALANCE SHEET**

All Funds

As of Month Ending June 30, 2023

|                                       | School Operating     | Federal Projects  | Cafeteria           | Capital Projects    | Health Insurance    | OPEB Trust          | General Fixed Asset Account Group | Total                 |
|---------------------------------------|----------------------|-------------------|---------------------|---------------------|---------------------|---------------------|-----------------------------------|-----------------------|
| <b>ASSETS</b>                         |                      |                   |                     |                     |                     |                     |                                   |                       |
| Cash and Cash Equivalents             | 346,829.72           | -                 | 1,303,896.55        | 781,791.06          | 1,143,573.16        | 100,195.26          | -                                 | 3,676,285.75          |
| Investments - LGIP                    | 22,841,629.06        | -                 | -                   | -                   | 1,100,076.06        | 4,825,493.01        | -                                 | 28,767,198.13         |
| Investments - Money Market            | 506,311.98           | -                 | -                   | -                   | -                   | -                   | -                                 | 506,311.98            |
| Cash Clearing - School Activity       | 5,000.00             | -                 | -                   | -                   | -                   | -                   | -                                 | 5,000.00              |
| Accrued Interest                      | -                    | -                 | -                   | -                   | -                   | 1,888.57            | -                                 | 1,888.57              |
| Accounts Receivable                   | 40,306.98            | -                 | -                   | -                   | 425,664.23          | -                   | -                                 | 465,971.21            |
| Due from Other Govts                  | 3,190,585.48         | 596,538.17        | -                   | 82,914.67           | -                   | -                   | -                                 | 3,870,038.32          |
| Due from City                         | 73,677.20            | -                 | -                   | 792,598.52          | -                   | -                   | -                                 | 866,275.72            |
| Due from Schools                      | 48,761.07            | -                 | -                   | -                   | -                   | -                   | -                                 | 48,761.07             |
| Due from Other Funds                  | 442,551.79           | -                 | -                   | -                   | -                   | -                   | -                                 | 442,551.79            |
| Restricted Investments - SRT          | 959,580.00           | -                 | -                   | -                   | -                   | -                   | -                                 | 959,580.00            |
| Prepaid Expenses                      | 15,818.04            | -                 | -                   | -                   | -                   | -                   | -                                 | 15,818.04             |
| Fixed Assets:                         | -                    | -                 | -                   | -                   | -                   | -                   | -                                 | -                     |
| Land                                  | -                    | -                 | -                   | -                   | -                   | -                   | 6,377,894.00                      | 6,377,894.00          |
| Land Improvements                     | -                    | -                 | -                   | -                   | -                   | -                   | 1,970,270.25                      | 1,970,270.25          |
| Buildings                             | -                    | -                 | -                   | -                   | -                   | -                   | 112,219,423.19                    | 112,219,423.19        |
| Improvements                          | -                    | -                 | -                   | -                   | -                   | -                   | 2,820,533.80                      | 2,820,533.80          |
| Equipment                             | -                    | -                 | -                   | -                   | -                   | -                   | 19,957,275.14                     | 19,957,275.14         |
| Construction-in-Progress              | -                    | -                 | -                   | -                   | -                   | -                   | 25,414,783.35                     | 25,414,783.35         |
| Accumulated Depreciation              | -                    | -                 | -                   | -                   | -                   | -                   | (28,059,030.98)                   | (28,059,030.98)       |
| <b>ASSETS TOTAL</b>                   | <b>28,471,051.32</b> | <b>596,538.17</b> | <b>1,303,896.55</b> | <b>1,657,304.25</b> | <b>2,669,313.45</b> | <b>4,927,576.84</b> | <b>140,701,148.75</b>             | <b>180,326,829.33</b> |
| <b>LIABILITIES</b>                    |                      |                   |                     |                     |                     |                     |                                   |                       |
| Accounts Payable                      | 803,353.59           | 57,719.17         | 31,871.21           | 998,188.43          | 459,621.96          | -                   | -                                 | 2,350,754.36          |
| Accrued Expenses                      | 3,124,667.90         | 96,267.21         | -                   | -                   | 706,035.00          | 190,268.38          | -                                 | 4,117,238.49          |
| Due to the City of Germantown         | -                    | -                 | -                   | -                   | -                   | -                   | -                                 | -                     |
| Due to Schools                        | 67.30                | -                 | -                   | -                   | -                   | -                   | -                                 | 67.30                 |
| Due to Other Funds                    | -                    | 442,551.79        | -                   | -                   | -                   | -                   | -                                 | 442,551.79            |
| Unearned Revenue                      | 69,645.00            | -                 | 115,116.53          | -                   | -                   | -                   | -                                 | 184,761.53            |
| <b>LIABILITIES TOTAL</b>              | <b>3,997,733.79</b>  | <b>596,538.17</b> | <b>146,987.74</b>   | <b>998,188.43</b>   | <b>1,165,656.96</b> | <b>190,268.38</b>   | <b>-</b>                          | <b>7,095,373.47</b>   |
| <b>FUND BALANCE</b>                   |                      |                   |                     |                     |                     |                     |                                   |                       |
| Change in Fund Balance                | (2,447,042.29)       | -                 | 283,058.86          | 17,954.07           | (21,146.37)         | 745,313.92          | 10,606,657.33                     | 9,184,795.52          |
| Beginning Fund Balance                | 26,920,359.82        | -                 | 873,849.95          | 641,161.75          | 1,524,802.86        | 3,991,994.54        | 130,094,491.42                    | 164,046,660.34        |
| Ending Fund Balance                   | 24,473,317.53        | -                 | 1,156,908.81        | 659,115.82          | 1,503,656.49        | 4,737,308.46        | 140,701,148.75                    | 173,231,455.86        |
| <b>LIABILITIES AND FUND BAL TOTAL</b> | <b>28,471,051.32</b> | <b>596,538.17</b> | <b>1,303,896.55</b> | <b>1,657,304.25</b> | <b>2,669,313.45</b> | <b>4,927,576.84</b> | <b>140,701,148.75</b>             | <b>180,326,829.33</b> |
| <b>VARIANCE</b>                       | <b>-</b>             | <b>-</b>          | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>                          | <b>-</b>              |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending June 30, 2023

|  | BUDGET               | MONTH               | FYTD                 | VARIANCE              | EXPENDED      |
|--|----------------------|---------------------|----------------------|-----------------------|---------------|
| <b>REVENUES:</b>                           |                      |                     |                      |                       |               |
| <b>BEP Revenue</b>                         | 31,086,000.00        | 3,094,973.18        | 31,141,673.18        | 55,673.18             | 100.18%       |
| <b>Shelby County:</b>                      |                      |                     |                      |                       |               |
| Property Taxes                             | 16,987,940.00        | 66,402.31           | 17,176,605.57        | 188,665.57            | 101.11%       |
| Sales Tax                                  | 9,165,224.00         | 2,664,801.36        | 10,334,350.47        | 1,169,126.47          | 112.76%       |
| Wheel Tax                                  | 1,477,882.00         | 393,314.79          | 1,674,389.64         | 196,507.64            | 113.30%       |
| <b>City of Germantown:</b>                 |                      |                     |                      |                       |               |
| Maintenance of Effort                      | 3,082,068.00         | 256,838.67          | 3,082,064.04         | (3.96)                | 100.00%       |
| PEG Funding                                | 127,000.00           | 58,892.02           | 121,540.61           | (5,459.39)            | 95.70%        |
| Mixed Drink Tax                            | 204,000.00           | 68,708.27           | 239,003.77           | 35,003.77             | 117.16%       |
| <b>Other Local Revenue</b>                 | 240,420.00           | 120,950.04          | 1,110,106.11         | 869,686.11            | 461.74%       |
| <b>Tuition</b>                             | 248,345.00           | 19,525.00           | 97,660.00            | (150,685.00)          | 39.32%        |
| <b>Other State Revenue</b>                 | 1,500,939.00         | 514,972.28          | 857,386.17           | (643,552.83)          | 57.12%        |
| <b>Transfers - From City of Germantown</b> |                      | 659,052.04          | 659,052.04           | 659,052.04            | #DIV/0!       |
| <b>Transfers - Indirect Costs</b>          | 70,000.00            | 69,426.95           | 69,426.95            | (573.05)              | 99.18%        |
| <b>Reserves</b>                            | 10,063,851.96        | -                   | -                    | (10,063,851.96)       | 0.00%         |
| <b>TOTAL REVENUES</b>                      | <u>74,253,669.96</u> | <u>7,987,856.91</u> | <u>66,563,258.55</u> | <u>(7,690,411.41)</u> | <u>89.64%</u> |
| <b>EXPENDITURES:</b>                       |                      |                     |                      |                       |               |
| <b>Regular Instruction</b>                 |                      |                     |                      |                       |               |
| Salaries & Wages                           | 22,000,944.00        | 3,791,965.80        | 21,882,905.53        | (118,038.47)          | 99.46%        |
| Benefits                                   | 6,093,755.00         | 1,194,185.07        | 5,834,599.07         | (259,155.93)          | 95.75%        |
| Maint & Rep - Equipment                    | 12,000.00            | 645.00              | 10,365.26            | (1,634.74)            | 86.38%        |
| Travel                                     | 2,700.00             | 35.30               | 2,551.11             | (148.89)              | 94.49%        |
| Other Contract Svcs                        | 1,043,791.00         | 18,578.81           | 944,037.67           | (99,753.33)           | 90.44%        |
| Inst. Supplies                             | 627,323.62           | 135,491.13          | 367,546.41           | (259,777.21)          | 58.59%        |
| Textbooks                                  | 965,681.81           | 831,637.03          | 846,842.33           | (118,839.48)          | 87.69%        |
| Software                                   | 354,697.00           | 86,000.00           | 319,723.81           | (34,973.19)           | 90.14%        |
| Other Supplies                             | 206,332.00           | 21,272.00           | 166,075.26           | (40,256.74)           | 80.49%        |
| Other Charges                              | 32,384.00            | 967.97              | 18,645.24            | (13,738.76)           | 57.58%        |
| Equipment                                  | 1,019,561.00         | 74,182.79           | 938,961.68           | (80,599.32)           | 92.09%        |
| <b>Total Regular Instruction</b>           | <u>32,359,169.43</u> | <u>6,154,960.90</u> | <u>31,332,253.37</u> | <u>(1,026,916.06)</u> | <u>96.83%</u> |
| <b>Alternative Education</b>               |                      |                     |                      |                       |               |
| Salaries & Wages                           | 317,858.00           | 49,316.73           | 315,811.58           | (2,046.42)            | 99.36%        |
| Benefits                                   | 82,838.00            | 8,674.24            | 70,286.26            | (12,551.74)           | 84.85%        |
| Inst. Supplies                             | 2,000.00             | -                   | 332.44               | (1,667.56)            | 0.00%         |
| Equipment                                  | 2,000.00             | -                   | 109.00               | (1,891.00)            | 5.45%         |
| <b>Total Alternative Education</b>         | <u>404,696.00</u>    | <u>57,990.97</u>    | <u>386,539.28</u>    | <u>(18,156.72)</u>    | <u>95.51%</u> |
| <b>Special Education</b>                   |                      |                     |                      |                       |               |
| Salaries & Wages                           | 4,197,043.00         | 638,200.70          | 3,873,938.30         | (323,104.70)          | 92.30%        |
| Benefits                                   | 1,095,732.00         | 122,457.17          | 996,113.85           | (99,618.15)           | 90.91%        |
| Contract w/Priv. Agencies                  | 44,900.00            | 0.39                | 44,900.39            | 0.39                  | 100.00%       |
| Contracts for Sub Teachers                 | 10,000.00            | -                   | 7,675.50             | (2,324.50)            | 76.76%        |
| Noncertified Subs                          | 5,000.00             | -                   | 4,917.11             | (82.89)               | 98.34%        |
| Inst. Supplies                             | 24,300.00            | 963.94              | 21,670.62            | (2,629.38)            | 89.18%        |
| Equipment                                  | 3,000.00             | 223.65              | 2,824.40             | (175.60)              | 94.15%        |
| <b>Total Special Education</b>             | <u>5,379,975.00</u>  | <u>761,845.85</u>   | <u>4,952,040.17</u>  | <u>(427,934.83)</u>   | <u>92.05%</u> |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
 As of Month Ending June 30, 2023

| Career & Technical Education                  | BUDGET       | MONTH      | FYTD         | VARIANCE     | EXPENDED |
|---|--------------|------------|--------------|--------------|----------|
| Salaries & Wages                              | 1,024,223.00 | 154,529.30 | 939,298.40   | (84,924.60)  | 91.71%   |
| Benefits                                      | 298,158.00   | 29,240.39  | 247,624.26   | (50,533.74)  | 83.05%   |
| Maintenance & Repairs                         | 1,000.00     | 250.00     | 250.00       | (750.00)     | 25.00%   |
| Inst. Supplies                                | 540,000.00   | 1,191.79   | 28,478.38    | (511,521.62) | 5.27%    |
| Building Improvements                         | 30,000.00    | -          | -            | (30,000.00)  | 0.00%    |
| Equipment                                     | 32,547.75    | -          | 2,286.00     | (30,261.75)  | 7.02%    |
| <b>Total Career &amp; Technical Education</b> | 1,925,928.75 | 185,211.48 | 1,217,937.04 | (707,991.71) | 63.24%   |
| <b>Attendance &amp; Planning</b>              |              |            |              |              |          |
| Salaries & Wages                              | 619,118.00   | 66,626.30  | 609,664.67   | (9,453.33)   | 98.47%   |
| Benefits                                      | 157,724.00   | 11,282.35  | 123,894.91   | (33,829.09)  | 78.55%   |
| Travel  | 750.00       | -          | -            | (750.00)     | 0.00%    |
| Other Contract Svcs.                          | 1,000.00     | -          | 78.39        | (921.61)     | 0.00%    |
| Other Supplies                                | 3,758.71     | -          | 1,319.78     | (2,438.93)   | 35.11%   |
| Inservice/Staff Dev.                          | 20,251.29    | 1,741.77   | 20,236.65    | (14.64)      | 99.93%   |
| Other Charges                                 | 9,740.00     | 2,826.71   | 9,639.29     | (100.71)     | 98.97%   |
| <b>Total Attendance &amp; Planning</b>        | 812,342.00   | 82,477.13  | 764,833.69   | (47,508.31)  | 94.15%   |
| <b>Health Services</b>                        |              |            |              |              |          |
| Salaries & Wages                              | 94,078.00    | 13,468.54  | 86,965.05    | (7,112.95)   | 92.44%   |
| Benefits                                      | 29,364.00    | 2,660.18   | 23,398.45    | (5,965.55)   | 79.68%   |
| Other Contract Svcs.                          | 429,600.00   | 56,434.86  | 176,070.51   | (253,529.49) | 40.98%   |
| Other Supplies                                | 24,924.00    | 2,907.19   | 20,245.13    | (4,678.87)   | 81.23%   |
| Inservice/Staff Dev.                          | 4,000.00     | -          | 3,999.99     | (0.01)       | 100.00%  |
| Other Charges                                 | 3,000.00     | -          | 2,999.98     | (0.02)       | 100.00%  |
| Equipment                                     | 3,000.00     | -          | 3,000.00     | 0.00         | 100.00%  |
| <b>Total Health Services</b>                  | 587,966.00   | 75,470.77  | 316,679.11   | (271,286.89) | 53.86%   |
| <b>Other Student Support/Guidance</b>         |              |            |              |              |          |
| Salaries & Wages                              | 1,280,875.00 | 198,512.29 | 1,202,550.03 | (78,324.97)  | 93.89%   |
| Benefits                                      | 324,445.00   | 35,730.26  | 277,977.84   | (46,467.16)  | 85.68%   |
| Other Contract Svcs.                          | 30,000.00    | 2,989.68   | 11,524.68    | (18,475.32)  | 38.42%   |
| Other Supplies                                | 8,655.00     | -          | 223.73       | (8,431.27)   | 2.58%    |
| Inservice/Staff Dev.                          | 30,000.00    | 1,699.00   | 28,841.78    | (1,158.22)   | 96.14%   |
| Other Charges                                 | 8,195.00     | -          | 8,195.00     | 0.00         | 100.00%  |
| Other Equipment                               | 36,890.00    | -          | 36,890.00    | 0.00         | 100.00%  |
| <b>Total Other Student Support</b>            | 1,719,060.00 | 238,931.23 | 1,566,203.06 | (152,856.94) | 91.11%   |
| <b>Reg. Instruction Support</b>               |              |            |              |              |          |
| Salaries & Wages                              | 1,871,698.00 | 215,803.04 | 1,835,191.45 | (36,506.55)  | 98.05%   |
| Benefits                                      | 483,857.00   | 42,115.84  | 465,442.86   | (18,414.14)  | 96.19%   |
| Consultants                                   | 68,000.00    | -          | 48,450.00    | (19,550.00)  | 71.25%   |
| Travel  | 1,000.00     | -          | 533.39       | (466.61)     | 53.34%   |
| Library Books/Media                           | 43,400.00    | -          | 43,400.00    | 0.00         | 100.00%  |
| Other Supplies                                | 13,500.00    | 346.94     | 10,800.92    | (2,699.08)   | 80.01%   |
| Inservice/Staff Dev.                          | 65,400.00    | 1,730.01   | 45,172.21    | (20,227.79)  | 69.07%   |
| Other Charges                                 | 17,803.00    | 10,397.43  | 16,479.85    | (1,323.15)   | 92.57%   |
| Other Equipment                               | 17,176.00    | 2,642.75   | 11,447.38    | (5,728.62)   | 66.65%   |
| <b>Total Reg. Instruction Support</b>         | 2,581,834.00 | 273,036.01 | 2,476,918.06 | (104,915.94) | 95.94%   |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending June 30, 2023

| <b>SPED Support</b>                 | <b>BUDGET</b>       | <b>MONTH</b>      | <b>FYTD</b>         | <b>VARIANCE</b>     | <b>EXPENDED</b> |
|-------------------------------------|---------------------|-------------------|---------------------|---------------------|-----------------|
| Salaries & Wages                    | 1,597,910.00        | 209,796.78        | 1,561,170.15        | (36,739.85)         | 97.70%          |
| Benefits                            | 400,105.00          | 40,216.70         | 381,224.74          | (18,880.26)         | 95.28%          |
| Contract w/Priv. Agencies           | 11,000.00           | -                 | 11,000.00           | 0.00                | 100.00%         |
| Travel                              | 5,500.00            | 162.25            | 4,216.11            | (1,283.89)          | 76.66%          |
| Other Supplies                      | 8,000.00            | 431.30            | 6,297.67            | (1,702.33)          | 78.72%          |
| Inservice/Staff Dev.                | 19,000.00           | -                 | 18,980.84           | (19.16)             | 99.90%          |
| Other Charges                       | 2,500.00            | 232.61            | 1,989.35            | (510.65)            | 79.57%          |
| <b>Total SPED Support</b>           | <b>2,044,015.00</b> | <b>250,839.64</b> | <b>1,984,878.86</b> | <b>(59,136.14)</b>  | <b>97.11%</b>   |
| <b>Career and Technical Support</b> |                     |                   |                     |                     |                 |
| Director/ Supervisor                | 19,821.00           | 1,651.73          | 20,021.09           | 200.09              | 101.01%         |
| Benefits                            | 5,938.00            | 385.07            | 5,594.98            | (343.02)            | 94.22%          |
| Other Supplies                      | 1,953.00            | -                 | 1,343.79            | (609.21)            | 68.81%          |
| Inservice/Staff Dev.                | 4,000.00            | -                 | 3,812.17            | (187.83)            | 95.30%          |
| <b>Total Vocational Support</b>     | <b>31,712.00</b>    | <b>2,036.80</b>   | <b>30,772.03</b>    | <b>(939.97)</b>     | <b>97.04%</b>   |
| <b>Technology</b>                   |                     |                   |                     |                     |                 |
| Salaries & Wages                    | 734,345.00          | 59,454.29         | 702,409.08          | (31,935.92)         | 95.65%          |
| Benefits                            | 229,524.00          | 13,378.91         | 181,165.26          | (48,358.74)         | 78.93%          |
| Communications                      | 90,400.00           | 10,923.86         | 68,681.30           | (21,718.70)         | 75.97%          |
| Consultants                         | 9,430.00            | -                 | 9,430.00            | 0.00                | 100.00%         |
| Maintenance & Repairs               | 72,698.00           | 4,664.51          | 59,776.69           | (12,921.31)         | 82.23%          |
| Internet Connectivity               | 233,614.45          | 47,976.57         | 204,488.57          | (29,125.88)         | 87.53%          |
| Travel                              | 1,000.00            | 309.55            | 736.95              | (263.05)            | 73.70%          |
| Office Supplies                     | 500.00              | -                 | 375.91              | (124.09)            | 75.18%          |
| Cabling                             | 10,000.00           | -                 | 10,000.00           | 0.00                | 100.00%         |
| Software                            | 527,795.00          | 38,371.60         | 464,980.59          | (62,814.41)         | 88.10%          |
| Other Supplies                      | 33,305.48           | 2,615.00          | 18,776.32           | (14,529.16)         | 56.38%          |
| Inservice/Staff Dev.                | 1,764.52            | -                 | 1,764.52            | 0.00                | 100.00%         |
| Other Charges                       | 26,000.00           | 32.65             | 6,246.28            | (19,753.72)         | 24.02%          |
| Adm Equipment                       | 80,057.21           | 794.57            | 79,012.62           | (1,044.59)          | 98.70%          |
| Other Equipment                     | 12,000.00           | -                 | 11,982.54           | (17.46)             | 99.85%          |
| <b>Total Technology</b>             | <b>2,062,433.66</b> | <b>178,521.51</b> | <b>1,819,826.63</b> | <b>(242,607.03)</b> | <b>88.24%</b>   |
| <b>Board of Education</b>           |                     |                   |                     |                     |                 |
| Salaries & Wages                    | 21,500.00           | -                 | 21,500.00           | 0.00                | 100.00%         |
| Benefits                            | 42,645.00           | (3,434.06)        | 32,371.20           | (10,273.80)         | 75.91%          |
| OPEB                                | 630,000.00          | -                 | 629,553.00          | (447.00)            | 99.93%          |
| Audit Services                      | 65,000.00           | -                 | 62,200.00           | (2,800.00)          | 95.69%          |
| Dues & Memberships                  | 21,000.00           | -                 | 17,484.00           | (3,516.00)          | 83.26%          |
| Legal Services                      | 210,000.00          | 30,311.89         | 170,763.39          | (39,236.61)         | 81.32%          |
| Other Contract Svcs.                | 92,000.00           | -                 | 89,110.00           | (2,890.00)          | 96.86%          |
| Other Supplies                      | 1,000.00            | -                 | 400.01              | (599.99)            | 40.00%          |
| Judgments                           | 357,453.00          | -                 | 357,420.00          | (33.00)             | 99.99%          |
| Liability Insurance                 | 100,748.00          | 28,290.00         | 90,567.00           | (10,181.00)         | 89.89%          |
| Surety Bond Premium                 | 300.00              | -                 | 300.00              | 0.00                | 100.00%         |
| Trustee Commissions                 | 459,316.00          | 27,861.81         | 445,406.99          | (13,909.01)         | 96.97%          |
| Workers' Compensation               | 80,000.00           | 991.02            | 67,880.00           | (12,120.00)         | 84.85%          |
| Inservice/Staff Dev.                | 20,000.00           | 1,343.48          | 10,538.57           | (9,461.43)          | 52.69%          |
| <b>Total Board of Education</b>     | <b>2,100,962.00</b> | <b>85,364.14</b>  | <b>1,995,494.16</b> | <b>(105,467.84)</b> | <b>94.98%</b>   |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
 As of Month Ending June 30, 2023

| Superintendent                       | BUDGET       | MONTH      | FYTD         | VARIANCE     | EXPENDED |
|--------------------------------------|--------------|------------|--------------|--------------|----------|
| Salaries & Wages                     | 434,829.00   | 36,765.60  | 422,340.25   | (12,488.75)  | 97.13%   |
| Benefits                             | 113,033.00   | 8,079.62   | 107,381.48   | (5,651.52)   | 95.00%   |
| Dues & Memberships                   | 9,500.00     | -          | 3,094.00     | (6,406.00)   | 32.57%   |
| Postal Charges                       | 10,000.00    | 2,126.00   | 8,795.14     | (1,204.86)   | 87.95%   |
| Travel                               | 5,000.00     | -          | -            | (5,000.00)   | 0.00%    |
| Other Contracted Svcs.               | 29,600.00    | 9,822.03   | 25,788.89    | (3,811.11)   | 87.12%   |
| Office Supplies                      | 20,000.00    | 5,898.86   | 18,608.13    | (1,391.87)   | 93.04%   |
| Other Supplies                       | 63,250.00    | 16,299.12  | 48,755.00    | (14,495.00)  | 77.08%   |
| Inservice/Staff Dev.                 | 21,200.00    | 1,583.72   | 14,333.06    | (6,866.94)   | 67.61%   |
| Other Charges                        | 1,000.00     | -          | 69.86        | (930.14)     | 6.99%    |
| <b>Total Superintendent</b>          | 707,412.00   | 80,574.95  | 649,165.81   | (58,246.19)  | 91.77%   |
| <b>Office of the Principal</b>       |              |            |              |              |          |
| Salaries & Wages                     | 3,317,035.00 | 396,119.81 | 3,250,779.48 | (66,255.52)  | 98.00%   |
| Benefits                             | 870,170.00   | 74,712.19  | 772,426.40   | (97,743.60)  | 88.77%   |
| Other Contract Svcs.                 | 30,000.00    | -          | 30,000.00    | 0.00         | 100.00%  |
| Office Supplies                      | 800.00       | -          | -            | (800.00)     | 0.00%    |
| Other Supplies                       | 147,000.00   | -          | 146,999.00   | (1.00)       | 100.00%  |
| Inservice/Staff Dev.                 | 11,525.00    | -          | 9,515.17     | (2,009.83)   | 82.56%   |
| Other Charges                        | 14,975.00    | -          | 14,975.00    | 0.00         | 100.00%  |
| <b>Total Office of the Principal</b> | 4,391,505.00 | 470,832.00 | 4,224,695.05 | (166,809.95) | 96.20%   |
| <b>Fiscal Services</b>               |              |            |              |              |          |
| Salaries & Wages                     | 435,970.00   | 32,109.30  | 419,997.90   | (15,972.10)  | 96.34%   |
| Benefits                             | 109,334.00   | 6,467.17   | 95,839.90    | (13,494.10)  | 87.66%   |
| Dues & Memberships                   | 700.00       | -          | 360.00       | (340.00)     | 51.43%   |
| Travel                               | 600.00       | -          | 50.13        | (549.87)     | 8.36%    |
| Other Contract Svcs.                 | 4,000.00     | -          | 760.00       | (3,240.00)   | 19.00%   |
| Office Supplies                      | 5,000.00     | 735.06     | 3,494.24     | (1,505.76)   | 69.88%   |
| Software                             | 78,000.00    | 1,522.00   | 61,814.72    | (16,185.28)  | 79.25%   |
| Inservice/Staff Dev.                 | 8,000.00     | 1,291.46   | 6,946.34     | (1,053.66)   | 86.83%   |
| Other Charges                        | 30,250.00    | 17,809.79  | 27,002.38    | (3,247.62)   | 89.26%   |
| Other Equipment                      | 1,500.00     | -          | 904.11       | (595.89)     | 60.27%   |
| <b>Total Fiscal Services</b>         | 673,354.00   | 59,934.78  | 617,169.72   | (56,184.28)  | 91.66%   |
| <b>Human Resources</b>               |              |            |              |              |          |
| Salaries & Wages                     | 422,626.00   | 32,488.34  | 373,474.75   | (49,151.25)  | 88.37%   |
| Benefits                             | 107,798.00   | 6,263.43   | 77,922.88    | (29,875.12)  | 72.29%   |
| Dues & Memberships                   | 720.00       | -          | -            | (720.00)     | 0.00%    |
| Travel                               | 100.00       | -          | -            | (100.00)     | 0.00%    |
| Other Contract Svcs.                 | 6,500.00     | -          | 6,500.00     | 0.00         | 100.00%  |
| Office Supplies                      | 2,000.00     | 331.26     | 1,634.33     | (365.67)     | 81.72%   |
| Software                             | 12,419.31    | -          | 12,419.31    | 0.00         | 100.00%  |
| Other Supplies                       | 1,200.00     | -          | 762.50       | (437.50)     | 63.54%   |
| Inservice/Staff Dev.                 | 43,595.69    | 10,974.60  | 42,410.39    | (1,185.30)   | 97.28%   |
| Other Charges                        | 2,000.00     | 74.30      | 1,438.55     | (561.45)     | 71.93%   |
| <b>Total Human Resources</b>         | 598,959.00   | 50,131.93  | 516,562.71   | (82,396.29)  | 86.24%   |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending June 30, 2023

| <b>Operation of Plant</b>              | <b>BUDGET</b>        | <b>MONTH</b>         | <b>FYTD</b>          | <b>VARIANCE</b>       | <b>EXPENDED</b> |
|--|----------------------|----------------------|----------------------|-----------------------|-----------------|
| Salaries & Wages                       | 343,787.00           | 28,256.12            | 343,490.60           | (296.40)              | 99.91%          |
| Benefits                               | 116,469.00           | 6,861.88             | 98,585.45            | (17,883.55)           | 84.65%          |
| Janitorial Services                    | 1,083,506.22         | 96,330.52            | 1,083,497.48         | (8.74)                | 100.00%         |
| Other Contract Svcs.                   | 184,480.00           | 27,114.36            | 184,480.00           | 0.00                  | 100.00%         |
| Utilities                              | 1,137,688.18         | 101,049.06           | 1,137,134.53         | (553.65)              | 99.95%          |
| Property Insurance                     | 271,338.70           | -                    | 271,338.70           | 0.00                  | 100.00%         |
| Other Charges                          | 43,069.67            | 8,458.22             | 43,069.67            | 0.00                  | 100.00%         |
| Equipment                              | 2,129.23             | -                    | 2,119.23             | (10.00)               | 99.53%          |
| <b>Total Operation of Plant</b>        | <b>3,182,468.00</b>  | <b>268,070.16</b>    | <b>3,163,715.66</b>  | <b>(18,752.34)</b>    | <b>99.41%</b>   |
| <b>Maintenance of Plant</b>            |                      |                      |                      |                       |                 |
| Salaries & Wages                       | 535,580.00           | 42,899.18            | 524,799.85           | (10,780.15)           | 97.99%          |
| Benefits                               | 150,383.00           | 9,459.90             | 133,810.14           | (16,572.86)           | 88.98%          |
| Dues & Memberships                     | 5,000.00             | -                    | 4,970.00             | (30.00)               | 99.40%          |
| Maintenance & Repairs                  | 849,584.30           | 94,753.94            | 836,003.22           | (13,581.08)           | 98.40%          |
| Travel                                 | 18,000.00            | 2,397.90             | 9,765.31             | (8,234.69)            | 54.25%          |
| Other Contract Svcs.                   | 10,000.00            | -                    | 9,536.34             | (463.66)              | 95.36%          |
| Office Supplies                        | 1,500.00             | 110.98               | 1,128.69             | (371.31)              | 75.25%          |
| Inservice/Staff Dev.                   | 7,000.00             | 1,165.92             | 4,976.68             | (2,023.32)            | 71.10%          |
| <b>Total Maintenance of Plant</b>      | <b>1,577,047.30</b>  | <b>150,787.82</b>    | <b>1,524,990.23</b>  | <b>(52,057.07)</b>    | <b>96.70%</b>   |
| <b>Transportation</b>                  |                      |                      |                      |                       |                 |
| Contracts w/Other Schools              | 79,445.00            | 6,620.00             | 79,440.00            | (5.00)                | 99.99%          |
| Contracts w/Private Agencies           | 1,650,000.00         | 168,857.99           | 1,439,390.22         | (210,609.78)          | 87.24%          |
| Diesel                                 | 225,000.00           | 16,897.55            | 187,043.95           | (37,956.05)           | 83.13%          |
| <b>Total Transportation</b>            | <b>1,954,445.00</b>  | <b>192,375.54</b>    | <b>1,705,874.17</b>  | <b>(248,570.83)</b>   | <b>87.28%</b>   |
| <b>Safety</b>                          |                      |                      |                      |                       |                 |
| Benefits                               | 0.00                 | -                    | -                    | 0.00                  | #DIV/0!         |
| Maintenance & Repairs                  | -                    | -                    | -                    | 0.00                  | #DIV/0!         |
| Office Supplies                        | 250.00               | -                    | 16.47                | (233.53)              | 6.59%           |
| Other Supplies & Materials             | 500.00               | -                    | -                    | (500.00)              | 0.00%           |
| Inservice/Staff Dev.                   | 5,000.00             | 260.78               | 4,294.58             | (705.42)              | 85.89%          |
| Other Charges                          | 19,944.00            | 2,851.56             | 18,248.56            | (1,695.44)            | 91.50%          |
| Other Equipment                        | 11,000.00            | 7,000.00             | 10,805.00            | (195.00)              | 98.23%          |
| <b>Total Safety</b>                    | <b>36,694.00</b>     | <b>10,112.34</b>     | <b>33,364.61</b>     | <b>(3,329.39)</b>     | <b>90.93%</b>   |
| <b>Capital Outlay</b>                  |                      |                      |                      |                       |                 |
| Other Salaries & Wages                 | 13,800.00            | 2,028.52             | 8,177.14             | (5,622.86)            | 59.25%          |
| Benefits                               | 1,200.00             | 336.37               | 1,322.67             | 122.67                | 110.22%         |
| Architects                             | 261,006.25           | 30,894.69            | 258,558.17           | (2,448.08)            | 99.06%          |
| Transfer to Other Funds                | 528,225.00           | 146,616.67           | 528,195.00           | (30.00)               | 99.99%          |
| Building Construction                  | 5,923,841.18         | 92,159.02            | 5,770,496.47         | (153,344.71)          | 97.41%          |
| Building Improvements                  | 1,028,807.94         | 165,855.48           | 436,061.73           | (592,746.21)          | 42.39%          |
| Other Capital Outlay                   | 1,338,411.45         | 752,441.87           | 709,663.60           | (628,747.85)          | 53.02%          |
| <b>Total Capital Outlay</b>            | <b>9,095,291.82</b>  | <b>1,190,332.62</b>  | <b>7,712,474.78</b>  | <b>(1,377,316.85)</b> | <b>84.80%</b>   |
| <b>Summer Schools - Fed Thru State</b> |                      |                      |                      |                       |                 |
| Café Personnel                         | 10,400.00            | 8,556.25             | 8,556.25             | (1,843.75)            | 82.27%          |
| Food Supplies                          | 16,000.00            | 9,356.39             | 9,356.39             | (6,643.61)            | 58.48%          |
| <b>Summer Schools - Fed Thru State</b> | <b>26,400.00</b>     | <b>17,912.64</b>     | <b>17,912.64</b>     | <b>(8,487.36)</b>     | <b>67.85%</b>   |
| Transfers to Cafeteria Fund            | 0.00                 | -                    | -                    | 0.00                  | #DIV/0!         |
| <b>EXPENDITURES TOTAL</b>              | <b>74,253,669.96</b> | <b>10,837,751.21</b> | <b>69,010,300.84</b> | <b>(5,243,369.12)</b> | <b>92.94%</b>   |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending June 30, 2023

|                           |             |                       |                       |
|---------------------------|-------------|-----------------------|-----------------------|
| <b>TOTAL FUND BALANCE</b> | <b>0.00</b> | <b>(2,849,894.30)</b> | <b>(2,447,042.29)</b> |
|---------------------------|-------------|-----------------------|-----------------------|

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending June 30, 2023

|                            | BUDGET              | Month             | FYTD                | EXPENDED      |
|----------------------------|---------------------|-------------------|---------------------|---------------|
| <b>REVENUES:</b>           |                     |                   |                     |               |
| Consolidated Admin         | 121,867.00          | 14,049.29         | 116,801.69          | 95.84%        |
| Title I                    | 1,106,236.00        | 92,106.87         | 996,904.51          | 90.12%        |
| Title II                   | 138,023.00          | 9,545.58          | 77,577.12           | 56.21%        |
| Title III                  | 12,264.00           | -                 | 11,770.11           | 95.97%        |
| Title IV                   | 90,278.00           | 1,600.00          | 73,559.30           | 81.48%        |
| IDEA, Part B               | 1,947,965.00        | 156,471.43        | 1,156,930.40        | 59.39%        |
| IDEA, Preschool            | 22,187.00           | 732.62            | 11,498.90           | 51.83%        |
| Carl Perkins - Basic       | 63,290.00           | 8,131.67          | 61,608.65           | 97.34%        |
| IDEA Implementation Grant  | 60,503.15           | 8,540.76          | 58,488.81           | 96.67%        |
| IDEA TAS Incentive Funds   | 5,500.00            | 986.00            | 5,486.00            | 99.75%        |
| ESSER 2.0                  | 381,409.00          | 56,128.53         | 344,877.03          | 90.42%        |
| ESSER 3.0                  | 2,984,554.00        | 80,097.99         | 1,264,665.78        | 42.37%        |
| ESSER Planning Grant       | 110,780.00          | (20,235.00)       | -                   | 0.00%         |
| ARP IDEA                   | 149,191.00          | 51,503.74         | 148,782.39          | 99.73%        |
| ARP IDEA Preschool         | 12,581.00           | (0.39)            | 12,580.61           | 100.00%       |
| ELC Grant                  | 1,031,694.00        | 103,977.87        | 773,366.48          | 74.96%        |
| TN All Corps Grant         | 395,298.00          | 3,309.88          | 272,621.53          | 68.97%        |
| Fiscal Premonitoring Grant | 31,700.00           | 12,329.59         | 22,329.59           | 70.44%        |
| <b>TOTAL REVENUES</b>      | <b>8,665,320.15</b> | <b>579,276.43</b> | <b>5,409,848.90</b> | <b>62.43%</b> |

|                                 |                   |                  |                   |               |
|---------------------------------|-------------------|------------------|-------------------|---------------|
| <b>EXPENDITURES:</b>            |                   |                  |                   |               |
| <b>Title - Cons Admin</b>       |                   |                  |                   |               |
| Salaries & Wages                | 82,592.00         | 6,739.20         | 82,370.40         | 99.73%        |
| Benefits                        | 20,498.00         | 1,419.66         | 19,831.20         | 96.75%        |
| Indirect Costs                  | 5,240.00          | 5,240.00         | 5,240.00          | 100.00%       |
| Inservice/Staff Dev.            | 10,537.00         | 650.43           | 6,605.09          | 62.68%        |
| Other Equipment                 | 3,000.00          | -                | 2,755.00          | 91.83%        |
| <b>Total Title - Cons Admin</b> | <b>121,867.00</b> | <b>14,049.29</b> | <b>116,801.69</b> | <b>95.84%</b> |

|                               |                     |                  |                   |               |
|-------------------------------|---------------------|------------------|-------------------|---------------|
| <b>Title I</b>                |                     |                  |                   |               |
| Salaries & Wages              | 336,451.00          | 35,140.74        | 305,004.63        | 90.65%        |
| Benefits                      | 73,107.00           | 5,922.38         | 59,827.60         | 81.84%        |
| Contracts for Sub Teachers    | 38,154.96           | -                | 35,219.00         | 92.31%        |
| Other Contract Svcs           | 22.68               | -                | -                 | 0.00%         |
| Inst. Supplies                | 266,163.69          | 4,110.18         | 255,774.55        | 96.10%        |
| Other Supplies & Materials    | 3,380.00            | -                | 2,779.45          | 82.23%        |
| Indirect costs                | 12,134.07           | 12,134.07        | 12,134.07         | 100.00%       |
| Inservice/Staff Dev.          | 206,560.15          | -                | 161,659.92        | 78.26%        |
| Other Charges                 | 5,375.45            | 137.50           | 1,371.54          | 25.51%        |
| Regular Instruction Equipment | 164,887.00          | 34,662.00        | 163,133.75        | 98.94%        |
| <b>Total Title I</b>          | <b>1,106,236.00</b> | <b>92,106.87</b> | <b>996,904.51</b> | <b>90.12%</b> |

|                            |                   |                 |                  |               |
|----------------------------|-------------------|-----------------|------------------|---------------|
| <b>Title II</b>            |                   |                 |                  |               |
| Salaries & Wages           | 46,065.00         | 3,175.20        | 45,602.40        | 99.00%        |
| Benefits                   | 12,242.00         | 677.49          | 10,581.64        | 86.44%        |
| Contracts for Sub Teachers | 2,580.00          | -               | 1,806.00         | 70.00%        |
| Indirect Costs             | 4,441.00          | 3,581.39        | 3,581.39         | 80.64%        |
| Inservice/Staff Dev.       | 72,695.00         | 2,111.50        | 16,005.69        | 22.02%        |
| <b>Total Title II</b>      | <b>138,023.00</b> | <b>9,545.58</b> | <b>77,577.12</b> | <b>56.21%</b> |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending June 30, 2023

| <b>Title III</b>                       |                  |                 |                  |               |
|--|------------------|-----------------|------------------|---------------|
| Instructional Supplies & Materials     | 10,514.00        | -               | 10,375.11        | 98.68%        |
| Inservice/Staff Dev.                   | 1,750.00         | -               | 1,395.00         | 79.71%        |
| <b>Total Title III</b>                 | <b>12,264.00</b> | <b>-</b>        | <b>11,770.11</b> | <b>95.97%</b> |
| <b>Title IV</b>                        |                  |                 |                  |               |
| Contracts for Sub Teachers             | 7,353.00         | -               | 3,354.00         | 45.61%        |
| Instructional Supplies & Materials     | 13,531.00        | -               | 9,758.47         | 72.12%        |
| Other Supplies                         | 11,219.00        | -               | 11,054.87        | 98.54%        |
| Indirect Costs                         | 1,000.00         | 1,000.00        | 1,000.00         | 100.00%       |
| Inservice/Staff Dev.                   | 42,875.00        | 600.00          | 34,097.23        | 79.53%        |
| Regular Instruction Equipment          | 14,300.00        | -               | 14,294.73        | 99.96%        |
| <b>Total Title IV</b>                  | <b>90,278.00</b> | <b>1,600.00</b> | <b>73,559.30</b> | <b>81.48%</b> |
| <b>Carl Perkins - Basic</b>            |                  |                 |                  |               |
| Travel                                 | 10,000.00        | -               | 10,000.00        | 100.00%       |
| Other Contract Svcs                    | 3,500.00         | 129.00          | 3,354.00         | 95.83%        |
| Instructional Supplies & Materials     | 20,275.00        | 2,800.68        | 20,000.68        | 98.65%        |
| Other Supplies                         | 14,000.00        | 2,259.99        | 13,999.99        | 100.00%       |
| Inservice/Staff Dev.                   | 15,515.00        | 2,942.00        | 14,253.98        | 91.87%        |
| <b>Total Carl Perkins - Basic</b>      | <b>63,290.00</b> | <b>8,131.67</b> | <b>61,608.65</b> | <b>97.34%</b> |
| <b>IDEA Implementation Grant</b>       |                  |                 |                  |               |
| Salaries & Wages                       | 13,286.40        | 7,400.00        | 11,400.00        | 85.80%        |
| Benefits                               | 1,884.75         | 1,140.76        | 1,756.81         | 93.21%        |
| Evaluation & Testing                   | 7,500.00         | -               | 7,500.00         | 100.00%       |
| Instructional Supplies & Materials     | 37,832.00        | -               | 37,832.00        | 100.00%       |
| <b>Total IDEA Implementation Grant</b> | <b>60,503.15</b> | <b>8,540.76</b> | <b>58,488.81</b> | <b>96.67%</b> |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending June 30, 2023

| <b>IDEA B</b>                  |                     |                   |                     |               |
|--------------------------------|---------------------|-------------------|---------------------|---------------|
| Salaries & Wages               | 962,629.00          | 71,112.64         | 735,871.62          | 76.44%        |
| Benefits                       | 332,404.00          | 14,813.75         | 187,384.89          | 56.37%        |
| Contracts W/Private Agencies   | 155,000.00          | 490.00            | 32,355.84           | 20.87%        |
| Evaluation & Testing           | 60,000.00           | -                 | 6,973.23            | 11.62%        |
| Maintenance & Repairs-Vehicles | 3,000.00            | -                 | -                   | 0.00%         |
| Travel                         | 1,600.00            | -                 | 413.62              | 25.85%        |
| Contracts for Sub Teachers     | 20,000.00           | 258.00            | 258.00              | 1.29%         |
| Noncertified Subs              | 13,500.00           | -                 | 1,032.60            | 7.65%         |
| Other Contract Svcs.           | 15,000.00           | -                 | 120.00              | 0.80%         |
| Fuel                           | 4,000.00            | 74.98             | 1,533.97            | 38.35%        |
| Instr. Supplies                | 160,332.00          | 18,970.12         | 85,657.53           | 53.43%        |
| Other Supplies                 | 62,000.00           | 1,139.05          | 3,655.64            | 5.90%         |
| Indirect costs                 | 30,000.00           | 30,000.00         | 30,000.00           | 100.00%       |
| Vehicle Insurance              | 1,000.00            | -                 | 225.80              | 22.58%        |
| Inservice/Staff Dev.           | 100,000.00          | 14,251.54         | 49,565.76           | 49.57%        |
| Other Charges                  | 2,500.00            | -                 | -                   | 0.00%         |
| Special Education Equipment    | 25,000.00           | 5,361.35          | 21,881.90           | 87.53%        |
| <b>Total IDEA B</b>            | <b>1,947,965.00</b> | <b>156,471.43</b> | <b>1,156,930.40</b> | <b>59.39%</b> |

| <b>IDEA Preschool</b>        |                  |               |                  |               |
|------------------------------|------------------|---------------|------------------|---------------|
| Contracts W/Private Agencies | 9,514.00         | -             | -                | 0.00%         |
| Instr. Supplies              | 6,885.00         | 284.05        | 6,268.14         | 91.04%        |
| Indirect Costs               | 788.00           | 448.57        | 448.57           | 56.93%        |
| Inservice/Staff Dev.         | 3,000.00         | -             | 2,999.81         | 99.99%        |
| Equipment                    | 2,000.00         | -             | 1,782.38         | 89.12%        |
| <b>Total IDEA Preschool</b>  | <b>22,187.00</b> | <b>732.62</b> | <b>11,498.90</b> | <b>51.83%</b> |

| <b>IDEA TAS Incentive Funds</b>       |                 |               |                 |               |
|---------------------------------------|-----------------|---------------|-----------------|---------------|
| Instructional Supplies & Materials    | 5,500.00        | 986.00        | 5,486.00        | 99.75%        |
| <b>Total IDEA TAS Incentive Funds</b> | <b>5,500.00</b> | <b>986.00</b> | <b>5,486.00</b> | <b>99.75%</b> |

| <b>Fiscal Premonitoring Grant</b>       |                  |                  |                  |               |
|---|------------------|------------------|------------------|---------------|
| Oth Contracted Services                 | 31,700.00        | 12,329.59        | 22,329.59        | 70.44%        |
| <b>Total Fiscal Premonitoring Grant</b> | <b>31,700.00</b> | <b>12,329.59</b> | <b>22,329.59</b> | <b>70.44%</b> |

| <b>ESSER 2.0</b>             |                   |                  |                   |               |
|------------------------------|-------------------|------------------|-------------------|---------------|
| Salaries & Wages             | 18,000.00         | -                | 18,000.00         | 100.00%       |
| Benefits                     | 2,797.00          | -                | 2,795.50          | 99.95%        |
| Communication                | 24,500.00         | 24,500.00        | 24,500.00         | 100.00%       |
| Contracts W/Private Agencies | 223,773.00        | -                | 223,773.00        | 100.00%       |
| Other Equipment              | 24,866.00         | 18,605.61        | 18,605.61         | 74.82%        |
| Indirect Costs               | 43,293.00         | 13,022.92        | 13,022.92         | 30.08%        |
| Building Construction        | 44,180.00         | -                | 44,180.00         | 100.00%       |
| <b>Total ESSER 2.0</b>       | <b>381,409.00</b> | <b>56,128.53</b> | <b>344,877.03</b> | <b>90.42%</b> |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending June 30, 2023

| <b>ESSER 3.0</b>                   |                     |                  |                     |               |
|------------------------------------|---------------------|------------------|---------------------|---------------|
| Salaries & Wages                   | 2,335,478.00        | 69,334.03        | 977,747.44          | 41.86%        |
| Benefits                           | 433,647.00          | 10,763.96        | 150,314.80          | 34.66%        |
| Communication                      | 17,922.00           | -                | 17,922.00           | 100.00%       |
| Instructional Supplies & Materials | 76,400.00           | -                | 3,609.56            | 4.72%         |
| Software                           | 82,681.00           | -                | 82,681.44           | 100.00%       |
| Building Construction              | 31,667.00           | -                | 31,667.00           | 100.00%       |
| Reg Instruction Equipment          | 6,759.00            | -                | 723.54              | 10.70%        |
| <b>Total ESSER 3.0</b>             | <b>2,984,554.00</b> | <b>80,097.99</b> | <b>1,264,665.78</b> | <b>42.37%</b> |

| <b>ESSER Planning Grant</b>       |                   |                    |          |              |
|-----------------------------------|-------------------|--------------------|----------|--------------|
| Other Contracted Svcs             | 110,780.00        | (20,235.00)        | -        | 0.00%        |
| <b>Total ESSER Planning Grant</b> | <b>110,780.00</b> | <b>(20,235.00)</b> | <b>-</b> | <b>0.00%</b> |

| <b>ARP IDEA</b>                    |                   |                  |                   |               |
|------------------------------------|-------------------|------------------|-------------------|---------------|
| Salaries & Wages                   | 5,000.00          | 65.00            | 5,340.00          | 106.80%       |
| Benefits                           | 450.00            | 4.97             | 84.78             | 18.84%        |
| Evaluation & Testing               | 25,000.00         | 2,109.65         | 24,923.64         | 99.69%        |
| Instructional Supplies & Materials | 69,741.00         | 33,780.62        | 69,568.49         | 99.75%        |
| Other Supplies                     | 10,000.00         | -                | 9,865.98          | 98.66%        |
| Indirect Costs                     | 4,000.00          | 4,000.00         | 4,000.00          | 100.00%       |
| Inservice/Staff Dev.               | 15,000.00         | 975.00           | 15,000.00         | 100.00%       |
| Special Education Equipment        | 20,000.00         | 10,568.50        | 19,999.50         | 100.00%       |
| <b>Total ARP IDEA</b>              | <b>149,191.00</b> | <b>51,503.74</b> | <b>148,782.39</b> | <b>99.73%</b> |

| <b>ARP IDEA Preschool</b>       |                  |               |                  |                |
|---------------------------------|------------------|---------------|------------------|----------------|
| Contracts W/Private Agencies    | 12,581.00        | (0.39)        | 12,580.61        | 100.00%        |
| <b>Total ARP IDEA Preschool</b> | <b>12,581.00</b> | <b>(0.39)</b> | <b>12,580.61</b> | <b>100.00%</b> |

| <b>Epidemiology &amp; Lab Capacity (ELC) Grant</b>       |                     |                   |                   |               |
|--|---------------------|-------------------|-------------------|---------------|
| Salaries & Wages   | 727,298.00          | 87,130.21         | 594,155.81        | 81.69%        |
| Benefits   | 124,628.00          | 10,950.78         | 102,844.72        | 82.52%        |
| Other Charges  | 25,000.00           | -                 | 5,848.31          | 23.39%        |
| Bldg Improvements  | 75,000.00           | 5,155.50          | 48,783.95         | 65.05%        |
| Health Equipment   | 79,768.00           | 741.38            | 21,733.69         | 27.25%        |
| <b>Total Epidemiology &amp; Lab Capacity (ELC) Grant</b> | <b>1,031,694.00</b> | <b>103,977.87</b> | <b>773,366.48</b> | <b>74.96%</b> |

| <b>TN All Corps</b>        |                   |                 |                   |               |
|----------------------------|-------------------|-----------------|-------------------|---------------|
| Salaries & Wages           | 333,200.00        | 2,840.00        | 238,110.00        | 71.46%        |
| Benefits                   | 48,098.00         | 469.88          | 30,198.81         | 62.79%        |
| Other Supplies & Materials | 14,000.00         | -               | 4,312.72          | 30.81%        |
| <b>Total TN All Corps</b>  | <b>395,298.00</b> | <b>3,309.88</b> | <b>272,621.53</b> | <b>68.97%</b> |

|                           |                     |                   |                     |               |
|---------------------------|---------------------|-------------------|---------------------|---------------|
| <b>Total Expenditures</b> | <b>8,665,320.15</b> | <b>579,276.43</b> | <b>5,409,848.90</b> | <b>62.43%</b> |
| <b>TOTAL FUND BALANCE</b> | <b>0.00</b>         | <b>-</b>          | <b>-</b>            |               |

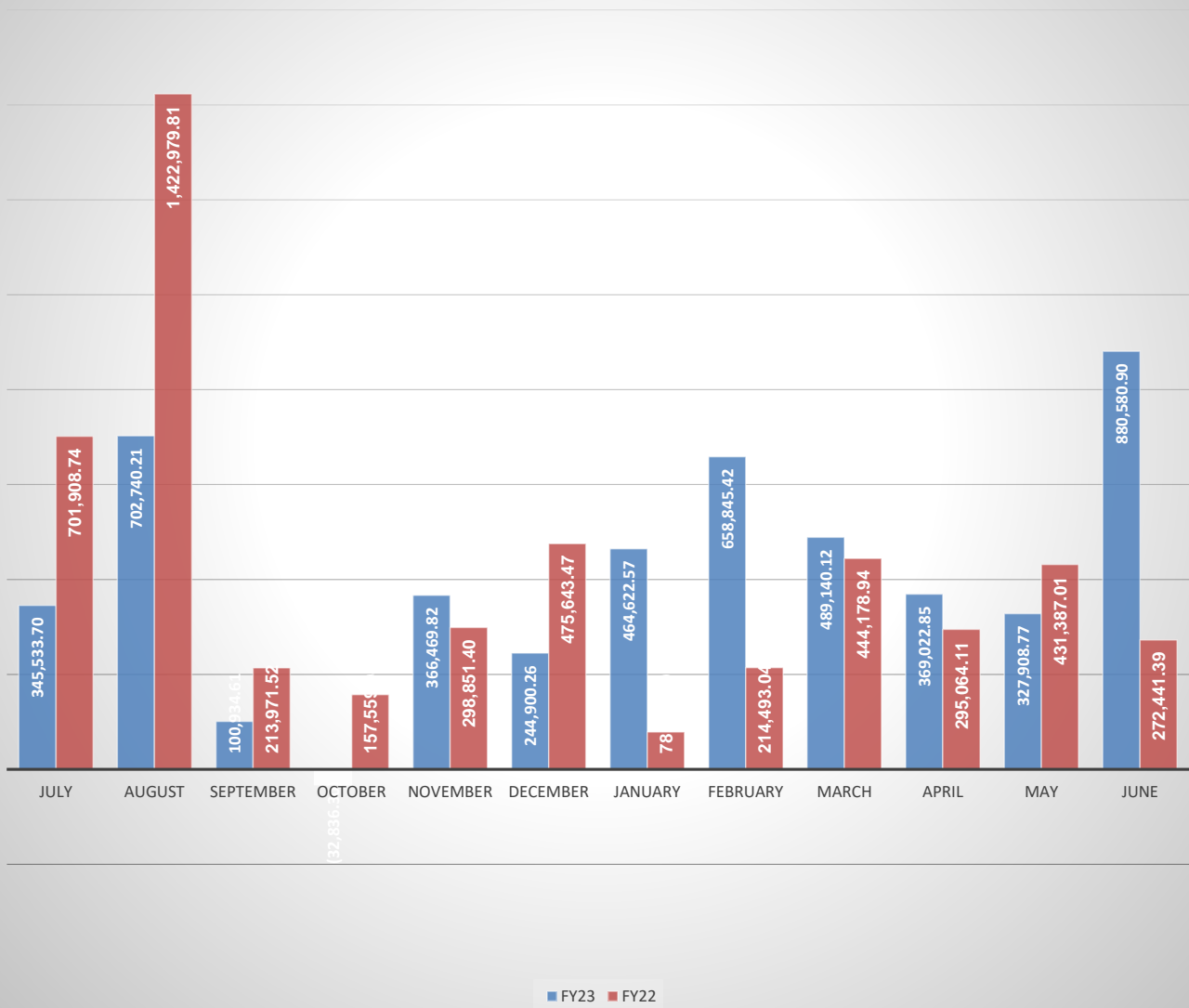
Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**HEALTH INSURANCE FUND**  
As of Month Ending June 30, 2023

|                            | Month               | FYTD               | BUDGET       | EXPENDED |
|----------------------------|---------------------|--------------------|--------------|----------|
| <b>REVENUES:</b>           |                     |                    |              |          |
| Employee Contributions     | 96,315.39           | 1,870,562.21       | 1,766,260.00 | 105.91%  |
| Employer Contributions     | 677,179.02          | 3,952,026.07       | 3,295,640.00 | 119.92%  |
| Other Income               | -                   | 86,815.65          | 200,000.00   | 43.41%   |
| Interest Income            | 5,261.66            | 40,504.35          | -            | 0.00%    |
| Reserves                   | -                   | -                  | 998,100.00   | 0.00%    |
| <b>TOTAL REVENUES:</b>     | 778,756.07          | 5,949,908.28       | 6,260,000.00 | 95.05%   |
| <b>EXPENDITURES:</b>       |                     |                    |              |          |
| Medical Claims             | 880,580.90          | 4,917,043.88       | 5,200,000.00 | 94.56%   |
| Stop-Loss Premiums         | 69,301.68           | 796,070.55         | 800,000.00   | 99.51%   |
| Administrative Expenses    | 23,477.05           | 257,940.22         | 260,000.00   | 99.21%   |
| <b>TOTAL EXPENDITURES:</b> | 973,359.63          | 5,971,054.65       | 6,260,000.00 | 95.38%   |
| <b>FUND BALANCE</b>        | <b>(194,603.56)</b> | <b>(21,146.37)</b> | -            |          |

|           | FY 23 Cash Basis Claims | FY 22 Cash Basis Claims |                          |            |
|-----------|-------------------------|-------------------------|--------------------------|------------|
| July      | 345,533.70              | 701,908.74              |                          |            |
| August    | 702,740.21              | 1,422,979.81            |                          |            |
| September | 100,934.61              | 213,971.52              |                          |            |
| October   | (32,836.30)             | 157,559.98              |                          |            |
| November  | 366,469.82              | 298,851.40              |                          |            |
| December  | 244,900.26              | 475,643.47              |                          |            |
| January   | 464,622.57              | 78,681.79               |                          |            |
| February  | 658,845.42              | 214,493.04              |                          |            |
| March     | 489,140.12              | 444,178.94              |                          |            |
| April     | 369,022.85              | 295,064.11              |                          |            |
| May       | 327,908.77              | 431,387.01              |                          |            |
| June      | 880,580.90              | 272,441.39              |                          |            |
| Y-T-D     | 4,917,862.93            | 5,007,161.20            | Monthly Average Budgeted | 433,333.33 |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**HEALTH INSURANCE FUND**  
 As of Month Ending June 30, 2023

**Analysis of Cash Basis Claims for FY 2022-23**



Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**CAPITAL PROJECTS FUND**  
As of Ending June 30, 2023

|                                   | <u>BUDGET</u>       | <u>Month</u>        | <u>YTD</u>          | <u>EXPENDED</u> |
|-----------------------------------|---------------------|---------------------|---------------------|-----------------|
| <b>REVENUES:</b>                  |                     |                     |                     |                 |
| County Commission                 | 1,500,000.00        | 165,829.34          | 1,001,151.02        | 66.74%          |
| Bonds Issued                      | 2,500,000.00        | -                   | 867,521.03          | 34.70%          |
| Transfers from City of Germantown | 1,000,000.00        | 801,198.52          | 864,817.02          | 0.00%           |
| Interest Income                   | -                   | -                   | -                   | 0.00%           |
| Reserves                          | -                   | -                   | -                   | 0.00%           |
| <b>TOTAL REVENUES:</b>            | <u>5,000,000.00</u> | <u>967,027.86</u>   | <u>2,733,489.07</u> | <u>54.67%</u>   |
| <b>EXPENDITURES:</b>              |                     |                     |                     |                 |
| Building Construction             | 3,566,620.00        | 213,368.60          | 1,680,344.63        | 47.11%          |
| Building Improvements             | 1,433,380.00        | 971,571.87          | 1,035,190.37        | 72.22%          |
| <b>TOAL EXPENDITURES:</b>         | <u>5,000,000.00</u> | <u>1,184,940.47</u> | <u>2,715,535.00</u> | <u>54.31%</u>   |
| <b>FUND BALANCE</b>               | <u>-</u>            | <u>(217,912.61)</u> | <u>17,954.07</u>    |                 |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**CAFETERIA FUND**

As of Month Ending June 30, 2023

|  | BUDGET              | Month              | YTD                 | EXPENDED      |
|--|---------------------|--------------------|---------------------|---------------|
| <b>REVENUES:</b>                           |                     |                    |                     |               |
| Lunch, Breakfast, A la Carte Sales         | 1,490,849.00        | (245.05)           | 1,384,844.75        | 92.89%        |
| USDA School Lunch                          | 515,274.00          | 93,126.78          | 524,108.54          | 101.71%       |
| USDA Breakfast                             | 40,780.00           | 2.00               | 46,811.82           | 114.79%       |
| USDA Other                                 | -                   | -                  | 6,438.06            | #DIV/0!       |
| Other State Funds                          | -                   | -                  | 20,825.35           | 0.00%         |
| Other Federal Thru State Funds             | 123,830.00          | -                  | 85,798.45           | 0.00%         |
| Other Revenue                              | 5,000.00            | 450.00             | 4,773.05            | 95.46%        |
| Reserves                                   | 505,053.64          | -                  | -                   | 0.00%         |
| <b>TOTAL REVENUES</b>                      | <b>2,680,786.64</b> | <b>93,333.73</b>   | <b>2,073,600.02</b> | <b>77.35%</b> |
| <b>EXPENDITURES:</b>                       |                     |                    |                     |               |
| Other Contracted Services - SFE            | 2,104,365.00        | 26,536.98          | 1,557,973.45        | 74.04%        |
| <b>NET BALANCE</b>                         | <b>576,421.64</b>   | <b>66,796.75</b>   | <b>515,626.57</b>   | <b>89.45%</b> |
| <b>DISTRICT EXPENDITURES:</b>              |                     |                    |                     |               |
| Maint and Repair - Equipment               | 41,100.00           | 5,645.10           | 40,567.06           | 98.70%        |
| UDSA Commodities                           | 95,280.00           | 93,126.78          | 93,126.78           | 97.74%        |
| Other Supplies & Materials                 | 7,000.00            | 495.00             | 1,584.08            | 22.63%        |
| Building Improvements                      | 309,000.00          | 13,054.82          | 13,054.82           | 4.22%         |
| Inservice/ Staff Development               | 2,000.00            | -                  | 382.25              | 19.11%        |
| Equipment                                  | 122,041.64          | -                  | 83,852.72           | 68.71%        |
| <b>TOTAL DISTRICT EXPENDITURES</b>         | <b>576,421.64</b>   | <b>112,321.70</b>  | <b>232,567.71</b>   | <b>40.35%</b> |
| <b>EXPENDITURES TOTAL</b>                  | <b>2,680,786.64</b> | <b>138,858.68</b>  | <b>1,790,541.16</b> |               |
| Excess/(Def) of Revenues over Expenditures | -                   | (45,524.95)        | 283,058.86          | #DIV/0!       |
| Operating Transfer In                      | -                   | -                  | -                   | #DIV/0!       |
| <b>FUND BALANCE</b>                        | <b>-</b>            | <b>(45,524.95)</b> | <b>283,058.86</b>   |               |

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**OPEB TRUST**

As of Month Ending June 30, 2023

|                                       | <u>Month</u>            | <u>YTD</u>               | <u>BUDGET</u>            | <u>EXPENDED</u> |
|---------------------------------------|-------------------------|--------------------------|--------------------------|-----------------|
| <b>REVENUES:</b>                      |                         |                          |                          |                 |
| Employer Contributions                | -                       | 660,247.00               | 755,000.00               | 87.45%          |
| Retiree Contributions                 | 85,000.00               | 85,000.00                | 80,000.00                | 106.25%         |
| Interest and Dividend Income          | 9,249.92                | 103,552.27               | 75,000.00                | 138.07%         |
| Realized gain/(loss) on investments   | (8,893.52)              | 41,189.76                | -                        | 0.00%           |
| Unrealized gain/(loss) on investments | 187,758.15              | 244,548.13               | 292,500.00               | 83.61%          |
| Other Income                          |                         |                          | -                        | 0.00%           |
| <b>TOTAL REVENUES</b>                 | <u>273,114.55</u>       | <u>1,134,537.16</u>      | <u>1,202,500.00</u>      | <u>94.35%</u>   |
| <b>EXPENDITURES:</b>                  |                         |                          |                          |                 |
| Retiree Stipends                      | 8,100.00                | 96,150.00                | 90,000.00                | 106.83%         |
| Medical Claims                        | 150,137.00              | 235,141.90               | 600,000.00               | 39.19%          |
| Insurance Premiums                    | 40,131.38               | 40,131.38                | 48,000.00                | 83.61%          |
| Administrative Expenses               | 1,208.33                | 17,799.96                | 25,000.00                | 71.20%          |
| <b>TOTAL EXPENDITURES</b>             | <u>199,576.71</u>       | <u>389,223.24</u>        | <u>763,000.00</u>        | <u>51.01%</u>   |
| <b>FUND BALANCE</b>                   | <u><u>73,537.84</u></u> | <u><u>745,313.92</u></u> | <u><u>439,500.00</u></u> |                 |

**Rationale for Revision of GMSD Policies 7.27.23 Board Work Session and Business Meeting**

*Revisions are recommended for the following.*

***First Reading – 7.27.23***

***Second Reading – August 2023 (Tentative – TBD)***

- 1) Revision Policy 1.400 - School Board Meetings – These changes are precipitated by changes in State law.
  
- 2) Revision Policy 3.202 - Emergency Planning – These changes are precipitated by changes in State law.
  
- 3) Revision Policy 3.205 – Security –These changes are precipitated by changes in State law.
  
- 4) NEW Policy 3.219 - USE OF UNMANNED AIRCRAFT SYSTEMS - DRONES – This is a new policy, which is precipitated by the advice of our insurance carrier.
  
- 5) Revision Policy 4.300 – Extracurricular Activities-These changes are precipitated by changes in State law.
  
- 6) Revision Policy 4.603 - Grades K-8 Promotion and Retention – These changes are precipitated by changes in State law.
  
- 7) Revision Policy 5.307 - Physical Assault Leave – These changes are precipitated by changes in State law.

- 8) Revision Policy 6.202 – Home Schools – These changes are precipitated by changes in State law.
  
- 9) Revision Policy 6.203 – School Admissions – These changes are precipitated by changes in State law.
  
- 10) Revision Policy 6.402 - Physical Examinations and Immunizations – These changes are precipitated by changes in State law.
  
- 11) Revision Policy 6.411 - Student Wellness – These changes are precipitated by changes in State law.
  
- 12) Revision Policy 6.418 - Student Health – These changes are precipitated by changes in State law.
  
- 13) Revision Policy 6.4001 - Student Surveys, Analyses, and Evaluations – These changes are precipitated by changes in State law.

# Germantown Municipal School District

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

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

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

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

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

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

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

## 19 **REGULAR MEETINGS**

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

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

## 24 **SPECIAL MEETINGS**

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

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

### 3 **ELECTRONIC ATTENDANCE**

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

#### 11 *General Requirements*

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

- 14 1. A quorum of the Board must be physically present at the meeting in order for any Member to attend  
15 electronically.
- 16 2. Any Member wishing to participate electronically must do so using technology which allows  
17 the Chair to visually identify the Member.
- 18 3. The responsibility for the connection lies with the Member wishing to participate electronically.  
19 No more than three (3) attempts to connect shall be made, unless the Board chooses to make  
20 additional attempts.  
21  
22

#### 23 *Work Related Absence*

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

- 25 1. The Board Member must be absent from the County due to work.
- 26 2. The Member wishing to participate must give the Chair and Superintendent at least five (5)  
27 days' notice prior to the meeting of the Member's desire to participate electronically.  
28

#### 29 *Board Member Illness or Convalescence*

30 The following requirement applies to electronic attendance due to Board Member illness or  
31 convalescence:

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

#### 34 *Inclement Weather or Natural Disaster*

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

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

3           *Family Emergency*

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

5           The Member must be absent due to a family emergency that inhibits the Board Member from  
6           attending the Board meeting in person. The family members to whom this Policy applies are:  
7           ~~the hospitalization of the Member or the death or hospitalization of the~~ Member's spouse, father,  
8           mother, son, daughter, brother, sister, son-in-law, daughter-in-law, step-son, step-daughter, father-  
9           in-law, mother-in-law, brother-in-law, or sister-in-law.

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Legal References

T.C.A. § 8-44-102;

T.C.A. § 49-2-202

T.C.A. § 49-2-203

T.C.A. § 49-6-804

28 CFR § 36.201 ~~(a)~~

28 CFR § 36.202

~~Tenn. Atty. Gen. OP # 95-126~~

# Germantown Municipal School District

|  |   |                                  |   |
|--|---|----------------------------------|---|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Emergency Planning</b> | Descriptor Code:<br><b>3.202</b> | Issued Date:<br><b>07/**/23</b><br><b>02/07/23</b><br><b>06/07/22</b><br><b>11/30/21</b><br><b>05/07/18</b> |
|  |   | Rescinds:<br><b>3.202</b>        | Issued:<br><b>07/11/16</b>  |

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

6 **FIRE AND SAFETY DRILLS**

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

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

15 ~~**ARMED INTRUDER DRILLS**~~

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

21 **AED/CPR DRILLS**

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

26 **REMOTE LEARNING DRILLS**

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

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

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

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

#### 6 **FIRE EXTINGUISHERS**

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

#### 9 **MEDICAL EMERGENCIES/PANDEMIC**

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

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#### Legal References

T.C.A. § 49-2-122

T.C.A. § 49-2-139

T.C.A. § 49-6-804

T.C.A. § 49-6-807

T.C.A. § 49-6-1208

T.C.A. § 68-102-137

T.C.A. § 68-140-404

# Germantown Municipal School District

|  |                                     |                                  |  |
|--|-------------------------------------|----------------------------------|--|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Security</b> | Descriptor Code:<br><b>3.205</b> | Issued Date:<br><b>07/**/23</b><br><b>05/05/14</b> |
|  |                                     | Rescinds:                        | Issued:  |

1 *General*<sup>1</sup>

2 ~~The director of schools shall establish procedures to protect school property which shall include, but not~~  
3 ~~be limited to:~~

4 1. ~~Closing and securing teacher work areas when left unattended or at the end of the day;~~

5 2. ~~Denying students permission to use the classrooms, laboratories, gymnasiums, or other school~~  
6 ~~facilities or equipment without appropriate supervision;~~

7 3. ~~Controlling the issuance of keys; and~~

8 4. ~~Developing programs that contribute to the proper care and use of school facilities and~~  
9 ~~equipment.~~

10 ~~Equipment purchased with federal funds shall be managed as directed by federal and state law.<sup>1</sup>~~

11 ~~The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.~~

12 ~~The principal shall notify the director of schools as soon as practical but no longer than 24 hours after a~~  
13 ~~case of vandalism, theft, building damage and/or illegal entry.~~

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

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

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

22 The Superintendent ~~director of schools~~, or his/her designee, is authorized to sign a criminal complaint  
23 and to press charges against perpetrators for vandalism of school property.

## 24 THREAT ASSESSMENT TEAM

25 The Superintendent shall be responsible for establishing a GMSD Threat Assessment Team. The  
26 purpose of the Threat Assessment Team shall be to develop comprehensive intervention-based

- 1 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a  
2 safe, supportive, and effective school environment.
- 3 (a) The Threat Assessment Team must include GMSD personnel and a representative from the  
4 Germantown Police Department.
- 5 (b) The Threat Assessment Team shall:
- 6
- 7 (1) Obtain training from local law enforcement or mental health service providers on how to  
8 assess individuals exhibiting threatening or disruptive behavior and develop interventions for  
9 individuals exhibiting such behavior;
- 10 (2) Conduct threat assessments based on dangerous or threatening behavior of individuals in the  
11 school, home, or community setting;
- 12 (3) Provide guidance to students, faculty, staff, and others in GMSD on how to recognize,  
13 address, and report threatening or dangerous behavior;
- 14 (4) Establish procedures that outline the circumstances in which GMSD personnel are required  
15 to report threatening or dangerous behavior;
- 16 (5) Establish procedures for students, faculty, and community members to anonymously report  
17 threatening or dangerous behavior and specify to whom the behavior should be reported;
- 18 (6) Provide guidance and best practices for the intervention and prevention of violence;
- 19 (7) Establish procedures for the:
- 20 (A) Assessment of individuals exhibiting behavior that may present a threat to the health  
21 or safety of the individual or others;
- 22 (B) Development of appropriate means of intervention, diversion, and de-escalation of  
23 threats; and
- 24 (C) Development of appropriate courses of actions that should be taken in the event  
25 threatening or dangerous behavior is reported, including, but not limited to, referrals to  
26 community services or healthcare providers, notification of parents or guardians, if  
27 appropriate, or notification of law enforcement and emergency medical services;
- 28 (8) Refer individuals to support services;
- 29 (9) Provide post-incident assessments and evaluate the effectiveness and response of GMSD to  
30 incidents; and
- 31 (10) Coordinate with State agencies providing support services and technical assistance to local  
32 threat assessment teams.

1 (c) The Threat Assessment Team shall document all behaviors and incidents deemed to pose a risk to  
2 school safety or that result in intervention and shall provide the information to GMSD. All information  
3 shall be documented in accordance with the Family Educational Rights and Privacy Act (FERPA) (20  
4 U.S.C. 1232g), T.C.A. § 10-7-504, and all other relevant state and federal privacy laws. GMSD must  
5 consider the information when reviewing and developing a building-level school safety plan.

6 (d) The Threat Assessment Team shall report Threat Assessment Team activities to the Board and the  
7 Superintendent, the Tennessee Department of Safety, the Tennessee School Safety Center, and the  
8 members of the State-level Safety Team, as established by State law, on a regular basis. The report must  
9 include quantitative data on Threat Assessment Team activities, including post-incident assessments,  
10 and must provide information on the effectiveness of the team's response to incidents deemed to pose a  
11 risk to school safety. The report must comply with the FERPA, T.C.A. § 10-7-504, and all other relevant  
12 state and federal privacy laws.

13 (e) Documents produced or obtained by the Threat Assessment Team are not open for public inspection.  
14 Threat Assessment Team meetings do not constitute open meetings as defined by T.C.A. § 8-44-102.

### 15 **SCHOOL BUILDING ENTRANCES**

16 Each Principal shall ensure that their building-level school safety plan includes instructions regarding  
17 school building entrances, in an effort to prevent unauthorized entry into their school building while  
18 students are present during the school day, as well as when students are present outside of regular school  
19 hours for school-related purposes or activities.

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

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

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

### 36 **SCHOOL POLICING**

1 The Board may enter into a memorandum of understanding with the chief of a law enforcement agency  
2 to provide school policing. Any memorandum of understanding shall address, at a minimum, the  
3 following issues:<sup>2</sup>

- 4 1. Any School Resource Officer (SRO) assigned under a memorandum of understanding must be  
5 in compliance with all laws, regulations and rules of the Peace Officer Standards and Training  
6 Commission at the time of assignment and remain compliant throughout the tenure of his or her  
7 assignment;  
8
- 9 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in  
10 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall  
11 participate in a minimum of sixteen (16) hours of training specific to school policing. All training  
12 programs shall be approved by the Peace Officers Standards and Training Commission.
- 13 3. Any SRO assigned under the memorandum remains an employee of the law enforcement  
14 agency, subject to that agency's direction, control, supervision and discipline.  
15
- 16 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent  
17 of the **Superintendent/designee** ~~Director~~.  
18
- 19 5. In the event that more than one SRO is assigned to a school system, the law enforcement  
20 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The  
21 duties of the senior SRO, however designate, shall include, but not limited to, the following:
  - 22 a. To represent and carry out the policies of the law enforcement agency assigning the  
23 SROs.
  - 24 b. To supervise the SROs in the performance of their duties;
  - 25 c. To consult with the **Superintendent/designee** ~~Director~~ regarding the best use of the  
26 available resources for school policing; and
  - 27 d. To resolve disputes between the SROs and students or faculty members.  
28
- 29 6. The memorandum may be effective for any length of time, including continuing until terminated  
30 by the parties, and may contain any reasonable notice requirement for the termination of the  
31 memorandum. However, the memorandum shall contain a provision allowing the  
32 **Superintendent/designee** ~~Director~~ to suspend the active participation of the SROs in the event  
33 that the **Superintendent/designee** ~~Director~~ believes that such suspension is best for the health,  
34 safety and/or well-being of the students and/or faculty members.  
35  
36  
37

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Legal References

2 CFR § 200.313  
**T.C.A. § 49-6-804**  
**T.C.A. § 49-6-807**  
**T.C.A. § 49-6-808**

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~~Cross-References~~

~~Visitors to the Schools - 1.501~~  
~~Care of School Property - 6.311~~

T.C.A. § 49-6-817  
T.C.A. § 49-6-2701  
T.C.A. § 49-6-4217  
T.C.A. § 49-6-4301

# This is a New Policy

## Germantown Municipal School District

|                                 |  |                           |                          |
|---------------------------------|--|---------------------------|--------------------------|
| Monitoring:<br>Review: Annually | Descriptor Term:<br><b>Use of Unmanned Aircraft Systems<br/>(Drones)</b> | Descriptor Code:<br>3.219 | Issued Date:<br>07/**/23 |
|                                 |  | Rescinds:                 | Issued:                  |

1 An unmanned aircraft system ("drone") is a powered, aerial vehicle that:

- 2 1. Does not carry a human operator and is operated without the possibility of direct human  
3 intervention from within or on the aircraft;
- 4 2. Uses aerodynamic forces to provide vehicle lift;
- 5 3. Can fly autonomously or be piloted remotely; and
- 6 4. Can be expendable or recoverable.

### 7 **APPROPRIATE USE**

8 Only District owned or District authorized drones may be operated on District property. The use of  
9 drones may be authorized only by the Superintendent/designee or school Principal. All drone use  
10 authorizations must be in writing.

11 Staff members, students, coaches, sponsors, or parent(s)/guardian(s) representing the District or any of  
12 its affiliated clubs shall operate all District owned or District authorized drones in accordance with all  
13 applicable Federal Aviation laws and regulations. This includes any certifications or authorizations that  
14 may be required from the Federal Aviation Administration based on the drone's intended use.

15 The following guidelines shall be adhered to when flying a drone on District property:

- 16 1. All drones operating on District property shall weigh no more than fifty-five (55) pounds;
- 17 2. Operators shall not operate a drone within five (5) miles of any airport without prior notification  
18 and confirmation from airport authorities;
- 19 3. Operators shall not operate a drone above an altitude of four-hundred (400) feet above ground  
20 level and remain clear of surrounding obstacles;
- 21 4. Operators shall maintain safe control and line of sight with the drone during all stages of  
22 operation;
- 23 5. Operators shall maintain a safe operating distance from crowds and ensure drone operations do  
24 not interfere with manned aircraft operations;
- 25 6. Data collected by a drone can only be used for educational, District, or safety/emergency  
26 purposes and may not be sold for profit;

1 7. Operators assume all risk of damage to property and bodily injuries that may occur due to unsafe  
2 operation of drones.

3 **INAPPROPRIATE USE**

4 Inappropriate use of drones includes, but is not limited to, the following:

5 1. Violating any local ordinances or state or federal law;

6 2. Taking pictures of property or persons without consent;

7 3. Violating safe operating protocols as defined in the drone user manual;

8 4. Failing to follow Board policy while using the drone; and

9 5. Harassing the District or any of its employees, visitors, or students, insulting, or attacking  
10 others.

11 **PENALTIES FOR INAPPROPRIATE USE**

12 Violations of this Policy may subject the drone operator to disciplinary action, up to and including,  
13 suspension and/or expulsion for students or suspension and/or termination for employees.

**Legal References**

T.C.A. § 39-13-609

T.C.A. § 39-13-903

T.C.A. § 39-14-405

FAA Modernization and Reform Act of 2012, 49

U.S.C.A. § 40101, *et seq.*

# Germantown Municipal School District

|  |   |                                  |  |
|--|---|----------------------------------|--|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Extracurricular Activities</b> | Descriptor Code:<br><b>4.300</b> | Issued Date:<br><b>07/**/23</b><br><b>04/19/22</b> |
|  |   | Rescinds:<br><b>4.300</b>        | Issued:<br><b>05/05/14</b>                         |

1 The following guidelines shall be followed in administering school-sponsored extracurricular activities:

- 2 1. Each student activity must be under the guidance and direction of a certified staff member.
- 3
- 4 2. All extracurricular activities and clubs must have the approval of the Principal.
- 5
- 6 3. A student shall not be required to attend an extracurricular activity that is scheduled at a time
- 7 which conflicts with his/her religious practices.
- 8
- 9 4. Extracurricular activities during vacation periods shall be restricted to regularly scheduled
- 10 athletic programs and major events which cannot be scheduled otherwise.
- 11
- 12 5. A student on out-of-school suspension shall not be permitted to participate in extracurricular
- 13 activities.
- 14 6. Activities which restrict participation because of race, color, religion, sex, disabilities, or
- 15 national origin are strictly forbidden.

16 7. A list of all clubs and organizations available to students shall be displayed on each school's

17 website and in each school's Student Handbook. The list shall include:

- 18 a. The names of the clubs and organizations, including any abbreviations or acronyms;
- 19 b. The mission and purpose of the club or organization;
- 20 c. All financial requirements associated with membership in the club or organization.

21 No school shall allow a student under the age of 18 to become a member of a club or organization or

22 allow a student under the age of 18 to participate in any activity of a club or organization, unless the

23 student's parent or guardian first provides written, dated consent to the student's membership or

24 participation.

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## Legal References

T.C.A. § 49-6-1301  
20 U.S.C. § 1703

# Germantown Municipal School District

|  |   |                                  |   |
|--|---|----------------------------------|---|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Grades K-8 Promotion and Retention</b> | Descriptor Code:<br><b>4.603</b> | Issued Date:<br><b>07/**/23</b><br><b>08/30/22</b><br><b>05/17/21</b> |
|  |   | Rescinds:<br><b>4.603</b>        | Issued:<br><b>04/22/19</b>  |

1 Beginning with the 2022-2023 school year, a student in the third grade shall not be promoted to the next  
2 grade level unless the student is determined to be proficient in English language arts (ELA) based on the  
3 student's achieving a performance level rating of "met expectations" or "exceeded expectations" on the  
4 ELA portion of the student's most recent Tennessee Comprehensive Assessment Program (TCAP) test.

## 5 **PROMOTION AND RETENTION**

- 6 1. Promotion to the next grade level shall be based on the successful completion of required  
7 academic work or demonstration of satisfactory progress in each of the relevant academic areas.
- 8 2. Schools shall identify students who demonstrate difficulty in achieving the requirements for  
9 promotion to the next grade level and therefore may be at risk for retention by February 1.  
10 Schools shall notify the parent or guardian of any student who is identified as at risk for retention  
11 within fifteen (15) calendar days of identification.
- 12 3. Factors used to identify students who are at risk for retention shall, at a minimum, include:
  - 13 (a) The student's ability to perform at the expectations of the current grade-level standards;
  - 14 (b) The results of local assessments, screening, or monitoring tools;
  - 15 (c) State assessments, as applicable;
  - 16 (d) Home Literacy Reports provided in accordance with T.C.A. § 49-1-905;
  - 17 (e) The overall academic achievement of the student;
  - 18 (f) The student's likelihood of success with more difficult material if promoted to the next  
19 grade;
  - 20 (g) The student's attendance record; and
  - 21 (h) The student's maturity.
- 22 4. Schools shall develop and implement an individualized promotion plan for any student identified  
23 as at risk for retention to help the student avoid retention.
  - 24 (a) The individualized promotion plan shall be developed in coordination with the student's  
25 teachers, IEP or 504 team, if applicable, and may also include input from the student's

- 1 parents, school counselor, or other appropriate school personnel. All promotion plans  
2 shall include evidence-based promotion strategies and shall be tailored to the student's  
3 learning needs. Each promotion plan shall also include expectations and measurements  
4 that can be used to verify that a student has made sufficient progress to be promoted to  
5 the next grade level. Promotion plans for students in grades three (3) and four (4) shall  
6 include the additional requirements for promotion set forth in paragraph 5 of this Policy.
- 7 (b) A copy of a student's promotion plan shall be provided to his or her parent or legal  
8 guardian and the school shall offer to parents or legal guardians the opportunity for a  
9 parent-teacher conference to discuss the promotion plan.
- 10 (c) If a student is not making progress on his or her promotion plan, then the promotion  
11 strategies shall be modified to support the student in the goal of promotion to the next  
12 grade level. A student who demonstrates sufficient academic progress with the strategies  
13 included in his or her promotion plan during the school year shall be promoted to the next  
14 grade level unless retention is required as set forth in paragraph 5 of this Policy.
- 15 (d) If a student has not demonstrated sufficient academic progress as defined in his or her  
16 promotion plan by the end of the school year, the student shall be enrolled in a summer  
17 reading or learning program if such program is available. For a student in grade three (3)  
18 who is identified for retention in accordance with paragraph 5 of this Policy and attends  
19 a summer reading or learning program, the program must be conducted in accordance  
20 with T.C.A. § 49-6-3115 and § 49-6-1501, *et seq.*
- 21 (e) If the student was enrolled in a summer reading or learning program then a decision for  
22 retention shall be made and communicated to the parent or legal guardian in writing at  
23 least ten (10) calendar days prior to the start of the next school year, or, if the student was  
24 not enrolled in a summer reading or learning program, a decision for retention shall be  
25 made and communicated to the parent or legal guardian in writing at least thirty (30)  
26 calendar days prior to the start of the next school year. The notification to the student's  
27 parent or legal guardian of the retention decision shall be in writing and sent electronically  
28 and shall include information regarding the parent or legal guardian's right to appeal the  
29 retention decision in alignment with this Policy.
- 30 (f) Retention shall be considered only when it is in the best interests of the student, or if  
31 retention is required by paragraph 5 for students in grades three (3) and four (4).  
32 Retention decisions affecting a student receiving special education services shall be made  
33 in consultation with the student's Individualized Education Program (IEP) team and in  
34 accordance with the provisions of the IEP.
- 35 (g) If a retention decision has been made, then the school shall develop an individualized  
36 academic remediation plan for the retained student within thirty (30) calendar days after  
37 the beginning of the next school year. A copy of the academic remediation plan shall be  
38 provided to the student's parent or guardian within ten (10) calendar days of development  
39 of such plan.

- 1 1. The academic remediation plan shall be developed in coordination with the  
2 student's teachers, IEP or 504 team, if applicable, and may also include input from  
3 the student's parents, school counselor, or other appropriate school personnel.
- 4 2. The academic remediation plan shall be implemented to help the retained student  
5 attain and demonstrate learning proficiency and shall include at least one (1) of  
6 the following strategies:
  - 7 (i) Adjustment to the current instructional strategies or materials;
  - 8 (ii) Additional instructional time;
  - 9 (iii) Individual tutoring;
  - 10 (iv) Modification to the student's classroom assignment to ensure the student  
11 receives instruction from a teacher with a level of overall effectiveness of  
12 above expectations (level 4) or significantly above expectations (level 5);  
13 or
  - 14 (v) Attendance or truancy interventions.
- 15 (h) A student shall not be retained more than one (1) time in any given grade level.
- 16 (i) Retention shall not:
  - 17 1. Be used without an academic remediation plan;
  - 18 2. Be used as a punitive or disciplinary measure;
  - 19 3. Be based solely on English language proficiency, for students who are identified  
20 as English learners;
  - 21 4. Be based solely on the student's disability or suspected disability; or
  - 22 5. Be based solely on a student's maturity.
- 23 (j) The progress of a retained student shall be closely monitored and reported to the student's  
24 parent or legal guardian a minimum of three (3) times during the school year in which the  
25 student is retained.
- 26 5. A student in grade three (3) shall not be promoted to the next grade level unless the student is  
27 determined to be proficient in English language arts (ELA) based on the student's achieving a  
28 performance level rating of "met expectations" or "exceeded expectations" on the ELA portion  
29 of the student's most recent Tennessee Comprehensive Assessment Program (TCAP) test.
- 30 (a) Exceptions:
  - 31 1. A student in grade three (3) who is not proficient in ELA, as determined by the  
32 student's achieving a performance level rating of "approaching expectations" on

1 the ELA portion of the student's most recent TCAP test, may be promoted to the  
2 fourth (4<sup>th</sup>) grade if:

3 (i) The student is an English language learner and has received less than two  
4 (2) full school years of ELA instruction;

5 (ii) The student was previously retained in any of the grades kindergarten  
6 through three (K-3);

7 (iii) The student is retested in accordance with department guidelines before  
8 the beginning of the next school year and scores proficient in ELA;

9 (iv) The student attends a learning loss bridge camp before the beginning of  
10 the upcoming school year, maintains a ninety percent (90%) attendance  
11 rate at the camp, and the student's performance on the post-test  
12 administered to the student at the end of the learning loss bridge camp, as  
13 required under T.C.A. § 49-6-1502(4)(F), demonstrates adequate growth,  
14 as defined in the State Board's Promotion and Retention Policy 3.300; ~~or~~

15 (v) The student receives high-dosage, low-ratio tutoring for the entirety of the  
16 upcoming school year from a Tennessee accelerating literacy and learning  
17 corps (TALLC) tutor. For the purposes of this Policy, "high-dosage, low-  
18 ratio tutoring" means a minimum of two (2) thirty (30) minutes sessions  
19 per week with a one to three (1:3) teacher to student ratio. TALLC high-  
20 dosage, low-ratio tutoring may be provided through the following options,  
21 in accordance with T.C.A. § 49-6-1507:

22 a. A tutor recruited and trained through the Department's TN ALL  
23 Corps grant program.

24 b. A district recruited tutor who has completed the TN ALL Corps  
25 training; and

26 (vi) The student demonstrates proficiency in ELA standards based on the  
27 student's scoring within the fiftieth percentile on the most recently  
28 administered state-provided benchmark assessment, if the benchmark  
29 assessment is administered to the student in a test environment as  
30 determined by the Department, and GMSD agrees to provide tutoring  
31 services to the student for the entirety of the student's fourth grade year  
32 based on tutoring requirements established by the Department. If a student  
33 is promoted to the fourth grade pursuant to this provision, then GMSD  
34 shall notify the student's parent or guardian, in writing, of the benefits of  
35 enrolling their student in a learning loss bridge camp and encouraging the  
36 parent or guardian to do so; and

37 2. A student in grade (3) who is not proficient in ELA, as determined by the student's  
38 achieving a performance level rating of "below expectations" on the ELA portion

1 of the student's most recent TCAP test, may be promoted to the fourth (4<sup>th</sup>) grade  
2 if:

3 (i) The student is an English language learner and has received less than two  
4 (2) years of ELA instruction;

5 (ii) The student was previously retained in any of the grades kindergarten  
6 through three (K-3);

7 (iii) The student retested in accordance with department guidelines before the  
8 beginning of the next school year and scores proficient in ELA; or

9 (iv) The student attends a learning loss bridge camp before the beginning of  
10 the upcoming school year and maintains a ninety (90%) percent  
11 attendance rate at the camp, and receives high-dosage, low-ratio tutoring  
12 for the entirety of the upcoming school year from a Tennessee accelerating  
13 literacy and learning corps (TALLC) tutor. For the purposes of this policy,  
14 "high-dosage, low-ratio tutoring" means a minimum of two (2) thirty (30)  
15 minute sessions per week with a one to three (1:3) teacher to student ratio.  
16 TALLC high-dosage, low-ratio tutoring may be provided through the  
17 following options:

18 a. A tutor recruited and trained through the department TN ALL  
19 Corps grant program.

20 b. District recruited tutor who has completed the department's TN  
21 ALL Corps training.

22 (b) Students who are absent from the learning loss bridge camp, as referenced in section  
23 5(a)1. and 5(a)2. above shall be permitted one excused absence, during the term of the  
24 learning loss bridge camp. Absences will be excused for the reasons set forth in GMSD  
25 Board Policy 6.200, Attendance and Truancy. In the event that the absence is excused, it  
26 must be made up on the day designated by the GMSD Department of Teaching, Learning,  
27 and Assessment. In order for the absence to be excused, within two (2) days of the  
28 absence, the parent must present a note to the student's learning loss bridge camp teacher  
29 verifying that the absence was due to one of the reasons set forth in the "excused absence"  
30 definitions set forth in GMSD Board Policy 6.200. If a note is not received within two  
31 (2) days of the absence, the absence will be deemed unexcused.

32 The make-up date for the excused absence will be announced to parents/guardians on the  
33 first day of the learning loss bridge camp. Students attending the designated make-up date  
34 shall take the required post-test on a date designated by the GMSD Department of  
35 Teaching, Learning, and Assessment, as directed by the Tennessee Department of  
36 Education. The date of the make-up post-test will be announced to parents/guardians on  
37 the first day of the learning loss bridge camp.

1 If the student does not maintain a 90% attendance rate at the learning loss bridge camp,  
2 or if the student misses a day due to an excused absence and does not make up the day on  
3 the designated make-up day and otherwise does not meet the requirements set forth above,  
4 the student may not take advantage of the exceptions to the mandatory retention  
5 provisions set forth in sections 5(a)1. and 5(a)2. above.

6 Parents of students attending the learning loss bridge camp shall be provided a copy of  
7 this policy upon their submission of camp registration.

8 (bc) A student who is promoted to the fourth grade pursuant to subdivision 5.(a)1.(v) or  
9 5.(a)2.(iv) must show adequate growth on the fourth (4<sup>th</sup>) grade ELA portion of the TCAP  
10 test as further defined in the Tennessee State Board of Education's Promotion and  
11 Retention Policy 3.300 before the student may be promoted to the fifth (5<sup>th</sup>) grade.

12 (ed) Notwithstanding paragraph (b) above, a student shall not be retained in the fourth (4<sup>th</sup>)  
13 grade more than once.

14 (ec) The requirements set forth in paragraph 5 (a)-(d) do not supersede GMSD's obligation to  
15 comply with the Individuals with Disabilities Act (20 U.S.C. § 1400, *et seq.*) or Section  
16 504 of the Rehabilitation Act (29 U.S.C. § 794).

17 (f) Beginning with the 2023-2024 school year, a student who is retained in any of the grades  
18 kindergarten through three (K-3) must be assigned a tutor to provide the student with  
19 tutoring services for the entirety of the upcoming school year based on tutoring  
20 requirements established by the Department.

21 (eg) A decision to retain a student for any reason, other than those set forth in paragraphs 1-5  
22 (b) of this Policy may be appealed to GMSD's Assistant Superintendent of Teaching,  
23 Learning and Assessment. The GMSD Assistant Superintendent of Teaching, Learning  
24 and Assessment may overturn the decision to retain for good cause shown, and due to  
25 extenuating circumstances, as is determined in the discretion of the GMSD Assistant  
26 Superintendent of Teaching, Learning and Assessment. The decision of the GMSD  
27 Assistant Superintendent of Teaching, Learning and Assessment shall be final. No  
28 retention decision based upon paragraphs 1-5 (b) of this Policy may be appealed to  
29 GMSD's Assistant Superintendent of Teaching, Learning and Assessment or to GMSD.

30 (fg) Parents or legal guardians of a student who is identified for retention in third grade  
31 pursuant to Paragraph 5(a) of this Policy may appeal the retention decision to the  
32 Tennessee Department of Education on forms provided on the Tennessee Department of  
33 Education website.

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Legal References

State Board of Education Policy 3.300

State Board of Education Rule 0520-01-03-.03

T.C.A. § 49-6-3115

~~20 USCA § 1400, et seq.~~

# Germantown Municipal School District

|  |   |                                  |  |
|--|---|----------------------------------|--|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Physical Assault Leave</b> | Descriptor Code:<br><b>5.307</b> | Issued Date:<br><b>07/**/23</b><br><b>05/23/22</b> |
|  |   | Rescinds:<br><b>5.307</b>        | Issued:<br><b>07/27/21</b>                         |

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or  
2 other violent criminal acts committed in the course of the teacher's employment duties shall receive  
3 workers' compensation or comparable benefits without loss of accumulated or granted sick, personal, or  
4 professional leave.

5 The school system shall continue to pay the teacher's full benefits including, but not limited to health  
6 insurance benefits, until the earlier of the date on which the teacher is released by the teacher's physician  
7 to return to work or the date on which the teacher is determined by the teacher's physician to be  
8 permanently disabled from returning to work. "Full benefits," as used in this **Policy section** means the  
9 benefits the teacher was receiving from GMSD when the teacher was placed on leave due to the teacher's  
10 personal injury. ~~"Full benefits," as used herein does not include the teacher's full salary.~~ If a teacher  
11 receives benefits under a worker's compensation or similar type benefit during the time the teacher is on  
12 leave, GMSD must pay the difference between the teacher's full salary and the worker's compensation  
13 or similar type benefits received, but not to exceed one (1) year from the date the injury was incurred.

14 A signed statement listing the cause of the absence shall be provided by the employee on forms  
15 furnished by the GMSD Human Resources Department and shall promptly be given to the immediate  
16 supervisor in support of all claims. A certificate from the physician on forms furnished by the GMSD  
17 Human Resources Department may also be required to verify the extent of the injury.  
18

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## Legal References

T.C.A. § 49-5-714

State Board of Education Rule ~~FRR/MS~~ 0520-01-02-.04

# Germantown Municipal School District

|  |   |                                  |   |
|--|---|----------------------------------|---|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Home Schools</b> | Descriptor Code:<br><b>6.202</b> | Issued Date:<br><b>07/**/23</b><br><b>06/27/23</b><br><b>08/24/21</b> |
|  |   | Rescinds:<br><b>6.202</b>        | Issued:<br><b>07/07/14</b>  |

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

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

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

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

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

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

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

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

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Legal References

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

# Germantown Municipal School District

|  |  |                                  |  |
|--|--|----------------------------------|--|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>School Admissions</b> | Descriptor Code:<br><b>6.203</b> | Issued Date:<br><b>07/**/23</b><br><b>09/16/19</b> |
|  |  | Rescinds:<br><b>6.203</b>        | Issued:<br><b>05/05/14</b>                         |

1 Any student entering school for the first time must present:

2 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>

3  
4 ~~2.~~ Evidence of a current medical examination by a doctor of medicine, osteopathic physician,  
5 Physician Assistant, Certified Nurse Practitioner, or properly trained Public Health Nurse  
6 (unless exceptions set forth in State law and GMSD's Physical Examinations and  
7 Immunizations Policy apply); and ~~2. There shall be a complete medical examination of every  
8 student entering school for the first time; and~~

9  
10 3. Evidence of state-required immunizations (unless exceptions set forth in State law and  
11 GMSD's Physical Examinations and Immunizations Policy apply).<sup>3</sup>

12 The name used on the records of a student entering school must be the same as that shown on the birth  
13 certificate unless evidence is presented that such name has been legally changed through a court as  
14 prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used  
15 on the records of such student will be the same as that shown on documents which are acceptable to  
16 the GMSD Student Services Department ~~school principal~~ as proof of date of birth.

17 A child whose care, custody and support have been assigned to a resident of the district by a power of  
18 attorney or order of the court shall be enrolled in school provided appropriate documentation had been  
19 filed with the district office.<sup>4</sup>

20 A student may transfer into the school system at any time during the year if his/her parent(s) or legal  
21 guardian moves his/her residence into the school system.

22 If a student has at any time been adjudicated delinquent for any offense listed in T.C.A. § 49-6-3051(b),  
23 the parents/guardians and a school administrator of any school having previously received similar notice  
24 from the juvenile court or another source, shall provide to the school principal/designee, the abstract  
25 provided under T.C.A. § 37-1-153 or T.C.A. § 37-1-154 or other similar written information when any  
26 such student:

27 1) Initially enrolls in an LEA;

28  
29 2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or

30  
31 3) Changes ~~s~~ schools within this state.

1 Within five (5) days of the notification, the Principal/designee shall convene a meeting to develop a  
2 plan that sets out a list of goals to provide the child an opportunity to succeed in school, provide for  
3 school safety, a schedule for completion of the goals and the personnel who will be responsible for  
4 working with the student to complete the goals.

5 This information shall be shared only with school employees who have responsibility for classroom  
6 instruction of the student and the school counselor, social worker or psychologist who is developing a  
7 plan for the child while in the school, and the school resource officer and any other person allowed by  
8 law. Such information is otherwise confidential and shall not be released to others, and the written  
9 notification shall not become a part of the student's record.<sup>5</sup>

## 10 **RELOCATION OF MILITARY SERVICE MEMBER**<sup>6</sup>

11 A student who does not currently reside within the school district shall be allowed to enroll if he/she is  
12 a dependent child of a service member who is being relocated to Tennessee on military orders. To be  
13 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of  
14 the school district on relocation.

15 Within **10 days** of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency  
16 within the school district.<sup>6</sup>

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### Legal References

T.C.A. § 37-1-131

T.C.A. § 49-6-3001(e)(6)

T.C.A. § 49-6-3008(b)

T.C.A. § 49-6-3051

T.C.A. § 49-6-3101

T.C.A. § 49-6-5001(e)

TRR/MS 0520-01-03-08(2)(a)

Public Acts of 2019, Chapter No. 138;

State Board of Education Policy 2.103

# Germantown Municipal School District

|  |   |                                   |  |
|--|---|-----------------------------------|--|
| Monitoring:<br><b>Review: Annually, in April</b> | Descriptor Term:<br><b>Student Surveys, Analyses, and Evaluations</b> | Descriptor Code:<br><b>6.4001</b> | Issued Date:<br><b>07/**/23</b><br><b>10/26/21</b> |
|  |   | Rescinds:<br><b>6.4001</b>        | Issued:<br><b>06/06/16</b>                         |

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project  
2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does  
3 not violate the goals of the Board, and the disruption of the regular school program is minimal. ~~The~~  
4 ~~director of schools shall develop administrative procedures for approving requests for conducting~~  
5 ~~surveys, analyses, or evaluations by agencies, organizations or individuals. The requests shall outline~~  
6 ~~what is to be done, who is to be involved and how the results will be used and distributed.~~<sup>1</sup>

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be  
8 notified of their ability to review the materials. Such notification shall include information indicating the  
9 purpose of the survey, analysis, or evaluation as well as who will have access to the results. ~~Following~~  
10 ~~such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians~~  
11 ~~may opt their child out of participation.~~ No student may, without written and voluntary consent of the  
12 student's parent or legal guardian, or the student if the student is 18 years of age or older, participate in  
13 a survey, analysis, or evaluation. However, no written consent is required if the survey, analysis, or  
14 evaluation is related to classroom instruction of a curriculum and the survey, analysis, or evaluation is  
15 distributed to students as a method of effectiveness of an instructional curriculum. A student's parent or  
16 guardian or the student if the student is 18 years of age or older, may withdraw the written consent at  
17 any time before the student participates in the survey, analysis, or evaluation.

18 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that  
19 reveals information concerning:<sup>1,2</sup>

- 20 1. mental or psychological problems of the student or the student's family;
- 21
- 22 2. sexual behavior or attitudes;
- 23
- 24 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 25
- 26 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 27
- 28 5. legally privileged relationships;
- 29
- 30 6. income; or
- 31
- 32 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain
- 33 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
- 34 volume, posture, and eye-tracking<sup>3</sup>

1 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case  
2 of an unemancipated minor, without the prior written consent of the student's parent or guardian.

3 The collection of the following student data is strictly prohibited:<sup>4</sup>

- 4 1. political affiliation or voting history;
- 5
- 6 2. religious practices; and
- 7
- 8 3. firearm ownership.

## 9 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING**<sup>5</sup>

10 In general, the district will not collect, disclose or use personal student information for the purpose of  
11 marketing or selling that information or otherwise providing that information to others for that purpose.  
12 If any collected information is to be marketed or sold, parents will be directly notified at least annually  
13 at the beginning of the school year of the specific or approximate dates when such information will be  
14 collected. Parents, upon request, may inspect any instrument used to collect personal information for  
15 the purpose of marketing or selling that information before the instrument is administered or  
16 distributed to the student. All parents and students of appropriate age may decline to provide the  
17 information requested.

18 This portion of the policy does not apply to the collection, disclosure or use of personal information  
19 collected from students for the exclusive purpose of developing, evaluating or providing educational  
20 products or services for or to students or educational institutions to the extent allowed by law, such as  
21 the following: <sup>4</sup>

- 22 1. College or other postsecondary education recruitment or military recruitment.
  - 23 a. Each local educational agency receiving assistance under the Every Student Succeeds  
24 Act shall provide, upon a request made by a military recruiter or an institution of higher  
25 education, access to the name, address, and telephone listing of each secondary school  
26 student served by the local educational agency, unless the parent has indicated to opt  
27 out during the registration process or written notification to the school.<sup>5</sup>
- 28
- 29 2. Book clubs, magazines and programs providing access to low-cost literary products.
- 30
- 31 3. Tests and assessments used by elementary schools and secondary schools to provide cognitive,  
32 evaluative, diagnostic, clinical, aptitude or achievement information about students (or to  
33 generate other statistically useful data for the purpose of securing such tests and assessments)  
34 and the subsequent analysis and public release of the aggregate data from such tests and  
35 assessments.
- 36

- 1 4. The sale by students of products or services to raise funds for school-related or education
- 2 related activities.
- 3
- 4 5. Student recognition programs.

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Legal References

T.C.A. § 49-1-705  
T.C.A. § 49-1-706  
T.C.A. § 49-2-211  
20 U.S.C.A. § 1232h  
~~20 USCA § 1232h(e)(1); 20 USCA § 1232h(e)(4)~~

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Cross References

Testing Programs 4.700

# Germantown Municipal School District

|  |  |                                  |  |
|--|--|----------------------------------|--|
| Monitoring:<br><b>Review: Annually,<br/>in September</b> | Descriptor Term:<br><b>Physical Examinations and<br/>Immunizations</b> | Descriptor Code:<br><b>6.402</b> | Issued Date:<br><b>07/**/23<br/>10/26/21</b> |
|  |  | Rescinds:<br><b>6.402</b>        | Revised:<br><b>08/24/21</b>                  |

## 1 **PHYSICAL EXAMINATIONS<sup>1</sup>**

2 The District is concerned about the health and wellness of the entire student community. To this end,  
3 physical examinations, except as exempt by statute, shall be required of students **prior to 1.E** entering  
4 school for the first time<sup>2</sup> (applies to all schools, including Pre-K, for whom there is no health record);  
5 ~~or~~

6 ~~2. Participating in interscholastic athletics<sup>2</sup> (including any strenuous physical activity program~~  
7 ~~covered by TSSAA)~~

8 **The Principal shall insure that there is a complete physical examination of each student that participates**  
9 **as a member of any athletic team or extracurricular activity requiring strenuous physical activity, as**  
10 **required by law.**

11 Cost for the examination shall be borne by the parent or guardian of the student and a copy retained on  
12 file at the school.

## 13 Physical Examination Administered by the District<sup>3</sup>

14 The District will not conduct student physical examinations without parental consent. Parents have the  
15 right to opt their child out of non-emergency, invasive physical examination or screening that is (1) not  
16 required as a condition of attendance, administered by the school and scheduled by the school in advance;  
17 and (2) not necessary to protect the immediate health and safety of the student, or of other students.

18 An invasive physical examination does not include hearing, vision, blood pressure, height, weight, or  
19 scoliosis screening. Parents/guardians will be notified of dates and times when such screenings will be  
20 conducted and will receive written notification of any screening results indicating a condition that might  
21 interfere or tend to interfere with student's progress.

## 22 **IMMUNIZATIONS**

23 A. No students entering school, **with the exception of those students granted statutory exemption,**  
24 **including those entering pre-kindergarten, kindergarten, or first grade, will be permitted to enroll**  
25 **(or attend) without proof of immunization.**

26 B. It is the responsibility of all parents and guardians to have their children immunized and to  
27 **provide such proof to the principal of the school the student is to attend, unless a statutory**  
28 **exemption has been granted.<sup>4</sup>**

1 C. (1) Proof of immunizations shall be established by a Certificate of Immunization listing all  
 2 immunizations that a child has received. The certificates shall be signed by a physician or a health  
 3 care provider administering immunizations. All Certificates of Immunizations shall be on forms  
 4 furnished by the Tennessee Department of Health.

5 (2) However, if a student is a natural or adopted child or stepchild of a member of the Armed  
 6 Forces engaged in active military service of the United States or a member of the Tennessee  
 7 National Guard engaged in active military service for the United States, the following shall  
 8 satisfy the proof of immunization requirement. Notwithstanding Section (C)(1) above, out-of-  
 9 state immunization records evidencing a child's immunization are sufficient to permit a child to  
 10 attend GMSD schools provided that the parent of a child immunized in another state provides  
 11 GMSD and the Tennessee Department of Health with the child's out-of-state immunization  
 12 records.

13 For Exemptions, in absence of epidemic or immediate threat, parents or guardian shall file with school  
 14 authorities a signed, written statement that such measures conflict with his/her religious tenets or  
 15 practice;<sup>5</sup> or due to medical reasons if such child has a written statement from his/her doctor excusing  
 16 him/her from such immunizations, or evidence of the student's enrollment in a home school program.<sup>6</sup>

17 No child or youth determined to be homeless shall be denied admission to any school or school facility  
 18 if the child or youth has not been immunized or is unable to produce immunization records due to being  
 19 homeless. If the child or youth needs to obtain immunizations or medical records, the enrolling school  
 20 shall immediately refer the parent or guardian of the homeless child or youth to the Coordinated School  
 21 Health Specialist who shall assist in obtaining necessary immunizations or medical records.

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#### Legal References

20 USCA § 1232h(e)  
 TRR/MS State Board of Education Rule 0520-01-13-.01(1)(a)  
 Tennessee School Health Screening Guidelines,  
<https://www.tn.gov/content/dam/tn/education/esh/esh-school-health-screening-guidelines.pdf>; 20 USCA § 1232h(e)(2)(C)  
 T.C.A. § 49-6-3050  
 T.C.A. § 49-6-5001(a),(e)  
 TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513  
 TCA 49-6-5001(e)(2)

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#### Cross References

Promoting Student Welfare 6.400



# Germantown Municipal School District

|  |   |                                  |   |
|--|---|----------------------------------|---|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Student Wellness</b> | Descriptor Code:<br><b>6.411</b> | Issued Date:<br><b>07/**/23</b><br><b>10/26/21</b><br><b>12/09/19</b><br><b>09/16/19</b><br><b>08/21/17</b> |
|  |   | Rescinds:<br><b>6.411</b>        | Issued:<br><b>07/11/16</b>  |

1 The Board recognizes the link between student wellness and academic achievement. In order to provide  
2 an environment conducive to overall student wellness, this policy shall be followed by all schools in the  
3 District.<sup>1</sup> The board shall permit teachers, school health professionals, parents, administrators, and any  
4 interested citizens to participate in development of wellness polices.

## 5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the CDC's Coordinated School Health approach to managing new and  
7 existing wellness related programs and services in schools and the surrounding community based on  
8 State law and State Board of Education CSH standards and guidelines. The district's Coordinated School  
9 Health Coordinator shall be responsible for overseeing compliance with the State Board of Education  
10 CSH standards and guidelines in the school district. A parent or legal guardian who wishes to excuse  
11 the parent's or legal guardian's student from participating in a health screening provided as part of a  
12 coordinated school health program must submit a request in writing to the student's school nurse. This  
13 excuse from participating in health screenings shall be in effect unless and until the student's parent or  
14 legal guardian revokes the excuse.

## 15 **SCHOOL HEALTH ADVISORY COUNCIL<sup>2,3</sup>**

16 A school health advisory council shall be established to serve as a resource at school sites for  
17 implementing policies and programs and to develop an active working relationship with the community  
18 health council. The council shall consist of individuals representing the school and community, including  
19 parents, students, teachers, school administrators, health professionals, school food service  
20 representatives, and members of the public. The primary responsibilities of the council include but are  
21 not limited to:

- 22 1. Making recommendations regarding student physical activity and nutrition policies;
- 23 2. Ensuring that all schools within the district create and implement an action plan related to all  
24 School Health Index modules;
- 25 3. Ensuring that the results of the action plan are annually reported to the council; and
- 26 4. Ensuring that school level results include measures of progress on each indicator of the School  
27 Health Index.

28 The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used  
29 as guidance by the Council to make recommendations. The board will consider recommendations of the  
30 Council in making policy changes or revisions.

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,  
2 community members, and administrators.<sup>2</sup> The Team will hold Healthy School Team meetings during  
3 the school year to assess needs and oversee planning and implementation of school health efforts. The  
4 Superintendent /designee will ensure compliance with school wellness policy, to include an assessment  
5 of the implementation of the wellness policy and the progress made in attaining policy goals. The  
6 assessment shall be posted on the GMSD website. ~~will be made available to the public.~~

## 7 SCHOOL HEALTH INDEX

8 All schools within the district shall annually administer a baseline assessment on each of the  
9 recommended School Health Index modules. Results shall be submitted to the School Health Advisory  
10 Council and reported to the State Department of Education.

## 11 NUTRITION GUIDLELINES

12 The nutrition guidelines for all food and beverages offered for sale to students are follows:

- 13 • Will be consistent with the meal pattern requirements and nutrition standards for competitive  
14 foods developed by USDA Smart Snacks in School nutrition standards.
- 15 • For other, non-sold foods and beverages made available on the school campus during the school  
16 day, each school Principal shall monitor all such foods and beverages to ensure that non-sold  
17 food and beverages comply as much as possible with USDA Smart Snack in School national  
18 standards. However, it shall be the responsibility of each school Principal to ensure that non-  
19 sold food and beverages that do not comply with the Smart Snacks guidelines are kept to a  
20 minimum.

## 21 COMMITMENT TO NUTRITION

22 All schools within the District shall participate in the USDA child nutrition programs, which may include  
23 but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer  
24 Food Service Program, and the After-School Snack Program.<sup>4,5,6</sup>

25 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate  
26 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be  
27 encouraged. All food, including vending machines, fundraising items, and concessions during the school  
28 day, must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in  
29 Schools.<sup>4,5,6</sup> The school principal/designee shall be responsible for overseeing the school district's  
30 compliance with the State Board of Education Rules and Regulations for sale of food items in the school  
31 district.<sup>2,5,6</sup>

## 32 DISTRICT GOALS

33 The district will provide healthy nutrition through various activities, including nutrition related  
34 newsletters, informational links on the district website, healthy eating posters and bulletin boards in  
35 dining areas, and informational booths at various community functions. Nutrition education will be  
36 offered as a part of a standard based program designed to provide students with the knowledge and skills  
37 needed to promote optimum health as outlined in the State Board of Education Health Education and

1 Lifetime Wellness Standards. Nutrition education will discourage teachers from using high fat, sugar,  
2 and sodium foods as rewards and encourage student to start each day with a healthy breakfast.

### 3 **FOOD AND BEVERAGE MARKETING**

4 Only those foods and beverages that meet the nutritional standards 7 C.F.R. § 210.11 may be marketed  
5 on GMSD campuses. Marketing and advertising of food and beverages other than that sold on the school  
6 campus is prohibited

### 7 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION<sup>7</sup>**

8 The board recognizes that physical activity is extremely important to the overall health of a child.

9 ~~Schools will provide students with certain periods of physical activity depending on grade level:~~

- 10 ~~• 130 minutes of physical activity each full school week for all elementary school students.~~
- 11 ~~Elementary schools must offer at least one period of physical activity that is at least 15 minutes~~
- 12 ~~each day.~~
- 13 ~~• 90 minutes of physical activity each full school week for middle and high school students.~~
- 14 ~~• Physical activity may be integrated into any areas of the school program~~
- 15 ~~• Physical activity shall not be employed as a form of discipline or punishment.~~

16 Physical Education classes shall be offered as part of a standards based program designed to provide  
17 developmentally appropriate, moderate to vigorous physical activity as an integral part of the class. All  
18 physical education classes shall comply with the State Board of Education's Physical Education  
19 standards.

### 20 **COMMITMENT TO CURRICULUM<sup>3</sup>**

21 All applicable courses of study should be based on Lifetime Wellness Curriculum Standards, the K-8  
22 Healthful Living Curriculum Standards, and the K-12 Physical Education Curriculum Standards.

### 23 **RECORD KEEPING COMPLIANCE**

24 The district's Coordinated School Health Supervisor shall ensure that records demonstrating  
25 stakeholder's involvement requirements are maintained. The Coordinated School Health Supervisor  
26 shall additionally document the school wellness policy and ensure triennial assessments are made  
27 available to the public.<sup>8</sup>

28 **This Policy shall be included in school handbooks.**

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**Legal References**

T.C.A. § 49-1-1002

T.C.A. § 49-6-1021

T.C.A. § 49-6-1022

T.C.A. § 49-6-2303

State Board of Education Policy 4.204

State Board of Education Policy 4.206

State Board of Education Rule ~~TRR/MS~~ 0520-01-06

42 USCA § 1758b

~~7 CFR § 210; 7 CFR § 220~~

7 CFR § 210.10

7 CFR § 210.20

7 CFR § 210.31(⊕)

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**Cross References**

~~Student Suicide Prevention 6.415~~

# Germantown Municipal School District

|  |   |                                  |   |
|--|---|----------------------------------|---|
| Monitoring:<br><b>Review: Annually, in October</b> | Descriptor Term:<br><b>Student Health</b> | Descriptor Code:<br><b>6.418</b> | Issued Date:<br><b>07/**/23</b><br><b>11/30/21</b><br><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. A parent or legal guardian who wishes to excuse the parent's or legal guardian's  
14 student from participating in a health screening provided as part of a coordinated school health  
15 program must submit a request in writing to the student's school nurse. Evidence of screening shall  
16 consist of a report from a qualified healthcare provider within the past 12 months. No student shall be  
17 excluded from school for failure to provide documentation of completion of or refusal to submit to an  
18 EPSDT screening. If evidence of a screening is not available, the District shall make provisions for a  
19 screening during the applicable school year upon request by the parent, guardian, or custodian.

## 20 **Health Referral Service**

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

## 27 **Medical Conditions**

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

- 1
- 2 a. A modification in the standard curriculum or school related activities;
- 3 b. The need to supervise and/or administer medication during the school day; or
- 4 c. A special alert for school personnel regarding a possible requirement for emergency
- 5 first aid.

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

7 When an Individualized Healthcare Plan (IHP) becomes necessary, it shall be written by the school  
8 nurse in response to student's medical condition and shall include:

- 9 1. A specific timeframe to review with the parent/guardian (at least once per school year);
- 10 2. The medical condition; health assessment; emergency plan; identified health needs; and
- 11 procedures/treatments required during school hours;
- 12 3. Relevant documents, such as physician's statement.

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

14 When the student has a disability and has an IEP or 504 Plan, the IHP shall be a part of the IEP or 504  
15 Plan.

## 16 **C. Confidentiality**

17 An employee of Germantown Municipal School District shall safeguard student medical information  
18 from unauthorized disclosure except as permissible by law or as required function to perform his/her  
19 job responsibilities; and/or in a case where a student poses an imminent threat of harm to him/herself  
20 or others. An employee who missuses, alters, removes, or improperly uses confidential student  
21 medication information shall be subject to disciplinary action up to and including termination.

22 Volunteers whose volunteer activity may place them in a position where they may gain knowledge of  
23 student's healthcare information as well as other entities contracted by and/or working in collaboration  
24 with the District to provide healthcare services shall be held to the same professional standards as an  
25 employee of Germantown Municipal School District. Sanctions for breach of confidentiality may  
26 apply.

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### Legal Reference

T.C.A. § 49-1-1002

# Germantown Municipal School District

|  |  |                                  |  |
|--|--|----------------------------------|--|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Charter Schools</b> | Descriptor Code:<br><b>1.704</b> | Issued Date:<br><b>08/**/23</b><br><b>10/25/22</b> |
|  |  | Rescinds:<br><b>1.704</b>        | Issued:<br><b>05/17/21</b>                         |

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

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

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

## 13 APPLICATION PROCESS

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

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

24 ~~A charter school sponsor seeking Germantown Board of Education approval of an initial charter school  
25 application must file with the GMSD Superintendent and the TDOE the most current TDOE  
26 "Application for a Public Charter School".~~

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

1 school. Applications will be accepted only between January 1 and February 1. If the 1<sup>st</sup> of February  
2 falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will  
3 be accepted on the ~~previous~~ **next** business day on or before ~~11:59~~ **4:30** p.m. Late applications will not  
4 be accepted. Each charter school application must be accompanied by a cashier's check in the amount  
5 of Twenty-Five Hundred Dollars (\$2500), per proposed school, as an authorizer non-refundable  
6 application fee.

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

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

## 12 **REVIEW TEAM**

13 **If necessary,** ~~t~~The GMSD Superintendent shall appoint a charter school review team to assist the  
14 Germantown Board of Education in reviewing and evaluating charter school applications and making  
15 recommendations to the Germantown Board of Education.

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

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

21 **An application shall be considered complete if:**

22 **1. The application is submitted on the Department's state charter application form for that**  
23 **application cycle;**

24 **2. The sponsor has completed all required sections of the application aligned to the category**  
25 **indicated by the sponsor in its letter of intent and the application contains all required**  
26 **attachments and signatures;**

27 **3. The application is submitted to the authorizer by the deadline specified; and**

28 **4. The application fee is submitted with the application.**

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

32 **If the charter application is determined to be incomplete due to the sponsor not meeting the requirements**  
33 **of Sections 2 or 4 above, the charter sponsor shall be provided the opportunity to address any deficiencies**  
34 **and re-submit the application within five (5) business days after the notification from GMSD that the**  
35 **application is incomplete. If the sponsor does not correct the deficiencies to meet the requirements of**

1 Sections 2 or 4, by the deadline, the GMSD Board shall not be required to review the application and  
2 any required application fee shall be refunded to the charter school sponsor.

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

- 5 a) The sponsor did not submit the letters of intent by the required due date;
- 6 b) The application is incomplete; and/or
- 7 c) The application and fee are not submitted to the GMSD Superintendent by “the filing  
8 deadline”.

## 9 APPROVAL OR DENIAL OF APPLICATION

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

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

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

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

## 24 ~~TENNESSEE STATE BOARD OF EDUCATION’S QUALITY CHARTER AUTHORIZING~~ 25 ~~STANDARDS~~

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

### 28 **Denial**

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

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

1 Germantown Board of Education shall have sixty (60) calendar days from receipt of the amended  
2 application, either to deny or to approve the amended application or the application shall be deemed  
3 approved by law.

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

## 10 RENEWAL

11 No later than April 1 of the year prior to the year in which the charter agreement expires, the governing  
12 body of a public charter school shall submit a renewal application to the Germantown Board of  
13 Education. On or before the following February 1, the Germantown Board of Education shall rule by  
14 resolution whether to approve or deny the renewal application.

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

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

## 26 AUTHORIZER FEE

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

## 31 INTERIM REVIEW

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

## 35 ANNUAL REPORT

36 ~~The governing body of an approved charter school shall make a written report to the Germantown Board~~  
37 ~~of Education and the Tennessee Commissioner of Education annually between August 1 and September~~

~~1. This annual report shall include: a report on the progress of the school in achieving the goals, objectives, pupil performance standards, content standards and all other terms set forth in the charter agreement, financial records of the charter school, including revenues and expenditures and a detailed accounting including the amounts and sources of funds received.~~

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

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

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

#### **SITE VISITS**

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

#### **CHARTER SCHOOL REPORTING**

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

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

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

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

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

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

### 3 **AUTHORIZER REPORTING AND REVIEW**

4 By December 1<sup>st</sup>, the GMSD Board shall report to the Tennessee Department of Education detailing the  
5 authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the  
6 fee. By January 1<sup>st</sup>, the GMSD Board shall submit an annual authorizer report to the Tennessee  
7 Department of Education and the State Board of Education. The GMSD Superintendent/designee shall  
8 prepare the reports and provide the information to the GMSD Board prior to submission.

### 9 **CHARTER AGREEMENT**

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

### 15 **REVOCATION OF CHARTER AGREEMENT**

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

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

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

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

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

1 (1) The Superintendent shall notify the charter school, in writing, of the possibility of  
2 revocation and the reasons for the possible revocation. In the notification to the charter school,  
3 the Superintendent shall notify the charter school that the charter school must provide GMSD's  
4 review team with a proposed plan to remediate the charter school's deficiencies which gave rise  
5 to the notice of possible revocation.

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

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

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

23 (a) Approve the re-submission; or

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

26 (c) Reject the re-submission.

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

33 \*A charter agreement may be revoked at any time by the authorizer in an emergency situation without  
34 the authorizer first having to implement the progressive intervention policy. An emergency situation  
35 includes, but is not limited to, instances of fraud; misappropriation of funds; flagrant violation of health

1 and safety laws, rules, and regulations; flagrant disregard of the charter agreement; or similar  
2 misconduct.

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

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

8 No later than ten (10) days after the Germantown Board of Education adopts a resolution to revoke a  
9 charter agreement, the Germantown Board of Education shall report the Germantown Board of  
10 Education's decision to the TDOE and shall provide a copy of the resolution that sets forth the  
11 Germantown Board of Education's decision and the reasons for the decision.

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#### Legal References

T.C.A. § 49-13-104

T.C.A. § 49-13-106

T.C.A. § 49-13-107

T.C.A. § 49-13-108

T.C.A. § 49-13-110

T.C.A. § 49-13-111

~~T.C.A. § 49-13-113~~

T.C.A. § 49-13-120

T.C.A. § 49-13-121

T.C.A. § 49-13-122

T.C.A. § 49-13-127

T.C.A. § 49-13-128

T.C.A. § 49-13-130

State Board Policy 6.111

~~State Board Policy 6.112~~

State Board Policy 6.113

State Board Rule 0520-14-01

# Germantown Municipal School District

|  |  |                                  |  |
|--|--|----------------------------------|--|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><br><b style="text-align: center;">Class Size Ratios</b> | Descriptor Code:<br><b>4.201</b> | Issued Date:<br><b>08/**/23</b><br><b>12/15/20</b> |
|  |  | Rescinds:                        | Issued:  |

1 *General<sup>†</sup>*

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

4 **~~WAIVERS~~**

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

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

10 The Superintendent/designee may seek, from the Commissioner of Education, waivers from class size  
11 and teacher-pupil ratios, as needed. ~~apply for additional waivers as needed in compliance with state law.~~

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Legal References

T.C.A. § 49-1-104  
State Board of Education Rule 0520-01-02-.31

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~~Cross References~~

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

# Germantown Municipal School District

|  |  |                                  |  |
|--|--|----------------------------------|--|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><br><b>Public Virtual School</b> | Descriptor Code:<br><b>4.213</b> | Issued Date:<br><b>08/**/23</b><br><b>12/14/21</b> |
|  |  | Rescinds:                        | Issued:  |

The GMSD Board of Education establishes the GMSD Public Virtual School.

A “public virtual school” is a public school that uses technology to deliver a significant portion of instruction to its students via the internet in a virtual or remote setting.

The Principal of the “public virtual school” shall ensure that all State Board of Education policies and rules pertaining to “public virtual schools” are followed.

Students attending the “public virtual school” shall be required to comply with the compulsory attendance requirements set forth in T.C.A. § 49-6-3007.

All students attending the “public virtual school” shall be required to prove their attendance by daily visual, verbal, and/or written confirmation of student participation in six and one-half (6 ½) hours of instructional time per day for grades 1-12 and four (4) hours of instructional time per day for kindergarten. Students will be provided required methods of proof of attendance by their respective teachers.

The Principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily;
2. All student absences are verified;
3. Written excuses are submitted for absences and tardiness; and
4. System-wide procedures for accounting and reporting are followed.

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

The Superintendent/designee shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from any class for any reason, a written statement of the cause for such absence within (5) days of returning to school. The Board of Education

reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

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

The Board considers the following factors to be reasonable excuses for time missed at school.

- A. Personal Illness, injury, or hospitalization of student. Physician verification will be required to justify absences after the accumulation of ten (10) days of absences during the school year, physician verification will be required to justify the absence from school. Any accumulation of absences beyond ten (10) without physician verification will be unexcused;
- B. Personal illness in the family necessitating the presence of the student;
- C. Death in the family;
- D. School Endorsed Activities;
- E. Absence due to the incapacity of parent/guardian;
- F. Special and recognized religious holidays regularly observed by persons of their faith;
- G. Legal Court Summons, Court Order, or subpoena when it is not a result of the student's misconduct as provided by law;
- H. Pregnant Students;
- I. Extenuating circumstances approved by the Principal on a case-by-case basis;
- J. Upon approved request to attend a released time course in religious moral instruction;
- K. School sponsored activities; and
- L. Students participating in an activity or program sponsored by 4-H.

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

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

## **REPORT CARDS**

Report cards shall be provided to parents at the conclusion of each semester.

## **TRUANCY**

Truancy is defined as an absence for an entire school day, a major portion of the school day.

By the beginning of each school year, the Principal shall give written notice to the parent, guardian, or person having control of a student subject to compulsory attendance that the parent, guardian, or other person having control of the student must monitor the student's school attendance and require the student to attend school. The written notice must inform the parent, guardian, or other person having

control of a student, that a student who accumulates five (5) days of unexcused absences during the school year is subject to GMSD's Progressive Truancy Plan and that continued unexcused absences may result in a referral to Juvenile Court. The five (5) days of unexcused absences need not be five (5) consecutive days of unexcused absences.

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

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

### **Progressive Truancy Plan**

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

#### **Tier One:**

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

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

#### **Tier Two:**

Tier Two of the Progressive Truancy Plan shall include:

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

The contract must include:

- 1) a specific description of the school's attendance expectations for the student;
- 2) the period for which the contract is in effect; and

- 3) penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to Juvenile Court.
- c) Regularly scheduled follow-up meetings, which may be with the student and the parent, guardian, or other person having control of the student, to discuss the student's progress;
- d) An individualized assessment by a school employee of the reasons a student has been absent from school; and
- e) If necessary, referral of the student to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.

### **Tier Three**

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

- a) School-based community services;
- b) Collaboration with the Whole Student Director to provide appropriate supports for success; or
- c) Meet weekly with a GMSD Counselor to develop strategies to improve attendance and behavior.

### **Judicial Intervention Regarding Truancy**

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

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

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

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

## **MILITARY**

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

- 1) An excused absence for one (1) day when the member is deployed;
- 2) An additional excused absence for one (1) day when the service member returns from deployment;
- 3) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country; and
- 4) Excused absences for up to ten (10) days cumulatively within the school year for visitation during the member's deployment cycle.

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

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

If necessary, verification may be required to justify absences.

Absences other than those outlined above shall be considered unexcused.

## **~~DRIVER'S LICENSE REVOCATION~~**

~~More than ten (10) consecutive or fifteen (15) reported unexcused absences in a semester by a student during any semester renders a student ineligible to retain a driver's license permit or license or obtain such if of age.~~

~~In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.~~

## **NOTICE**

A copy of this Policy shall be provided to public virtual school students and their parents/guardians.

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Legal References

T.C.A. § 49-6-3007

~~T.C.A. § 49-6-3017~~

T.C.A. § 49-6-3019

T.C.A. §§ 49-16-201-216

State Board of Education Rule 0520-01-03-.05

# Germantown Municipal School District

|  |   |                                   |   |
|--|---|-----------------------------------|---|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Temporary COVID-19 Leave</b> | Descriptor Code:<br><b>5.3051</b> | Issued Date:<br><b>08/**/23</b><br><b>06/07/22</b><br><b>08/24/21</b> |
|  |   | Rescinds:<br><b>5.3051</b>        | Issued:<br><b>04/19/21</b>  |

~~In April, 2020, the Families First Coronavirus Response Act (FFCRA) became effective. The termination date of the FFCRA was December 31, 2020. However, the COVID-19 virus, and its variations, continue to infiltrate the United States, including our community. Therefore, despite the fact that the GMSD is not required by law to continue providing the benefits previously granted under the FFCRA, the Germantown Municipal School District Board of Education believes that it is in the best interest of its employees to voluntarily continue to provide some FFCRA-like benefits under the conditions set forth below for the period of June 8, 2022 through June 30, 2023.~~

~~**PAID SICK LEAVE**~~

~~GMSD employees will receive a maximum of five (5) days of paid sick leave if they are unable to work or telework because the employee:~~

- ~~1. is subject to a Federal, State, or local quarantine or isolation orders related to COVID-19;~~
- ~~2. has been advised by a health care provider to self-quarantine related to COVID-19;~~
- ~~3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;~~
- ~~4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The individual must be someone with a personal relationship to the employee;~~
- ~~5. is caring for his/her son or daughter whose school or place of care is closed, or person who regularly provides childcare is unavailable, for reasons related to COVID-19 and no other suitable person is available to care for the child during the requested period of leave. Son or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.~~

~~Such leave is in addition to any paid leave that an employee may already be entitled to (e.g., existing sick leave). Employees are not required to exhaust any other paid leave benefit in order to utilize this category of paid sick leave.~~

~~Employees shall follow GMSD procedures and protocols pertaining to reporting COVID-19 exposures and infections, supporting the need for leave pertaining to the Policy, and requesting leave pertaining to same. Failure to follow such GMSD procedures and protocols could cause the leave request to be denied.~~

~~This Policy shall sunset at 11:59 p.m., June 30, 2023.~~

RESCIND

# Germantown Municipal School District

|  |  |                                  |   |
|--|--|----------------------------------|---|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Employee Related Complaints</b> | Descriptor Code:<br><b>5.501</b> | Issued Date:<br><b>08/**/23</b><br>11/30/21<br>08/25/20 |
|  |  | Rescinds:<br><b>5.501</b>        | Issued:<br>11/12/19                                     |

## EMPLOYMENT-RELATED COMPLAINTS

The Germantown Board of Education (The Board) believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level. Questions regarding policies, practices, procedures or conflicts between employees should be addressed to the employee’s supervisor/administrator. If the employee is not satisfied by the response provided by their supervisor/administrator or if the employee does not feel comfortable speaking with their supervisor/administrator about a matter, the employee may contact the GMSD **Assistant Superintendent of** ~~Executive Director of~~ Human Resources. If a satisfactory resolution of the problem cannot be reached after speaking with the GMSD **Assistant Superintendent of** ~~Executive Director of~~ Human Resources or Director’s designee, the employee may contact the Deputy Superintendent, ~~Chief of Operations~~. If a satisfactory resolution of the problem cannot be reached after speaking with the Deputy Superintendent, the employee may contact the Superintendent.

# Germantown Municipal School District

|  |   |                                  |   |
|--|---|----------------------------------|---|
| Monitoring:<br><b>Review: Annually</b> | Descriptor Term:<br><b>Attendance and Truancy</b> | Descriptor Code:<br><b>6.200</b> | Issued Date:<br><b>08/**/23</b><br><b>08/30/22</b><br><b>10/26/21</b> |
|  |   | Rescinds:<br><b>6.200</b>        | Issued:<br><b>08/24/21</b>  |

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present  
2 each day school is in session. The Superintendent/designee shall develop appropriate administrative  
3 procedures to implement this policy.

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

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

22 The Principal shall be responsible for ensuring that:

- 23 1. Attendance is checked and reported daily for each class;
- 24
- 25 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or  
26 absent for the majority of the day;
- 27
- 28 3. All student absences are verified;
- 29
- 30 4. Written excuses are submitted for absences and tardiness;
- 31
5. System-wide procedures for accounting and reporting are followed.

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

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

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

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

14 The Board considers the following factors to be reasonable excuses for time missed at school:

15 A. Personal Illness, injury, or hospitalization of student. Physician verification will be  
16 required to justify absences after the accumulation of ten (10) days of absences during  
17 the school year. Notes must be date specific and will be required for subsequent absences  
18 beyond ten (10) days. After an accumulation of ten (10) check-ins or check-outs during a  
19 school year, physician verification will be required to justify the absence from school.  
20 Any accumulation of absences, check-ins, or check-outs beyond ten (10) without  
21 physician verification will be unexcused;

22  
23 B. Personal illness in the family necessitating the presence of the student;

24  
25 C. Death in the family;

26  
27 D. School-Endorsed Activities;

28  
29 E. Absence due to the incapacity of parent/guardian;

30  
31 F. Special and recognized religious holidays regularly observed by persons of their faith;

32  
33 G. Legal court summons, court order, or subpoena when it is not a result of the student's  
34 misconduct as provided for by law;

35  
36 H. Pregnant Students;

37  
38 I. Extenuating circumstances approved by the Principal on a case-by-case basis;

39  
40 J. Upon approved request to attend a released time course in religious moral instruction;

41  
42 K. School sponsored activities; and

1  
2 L. Students participating in an activity or program sponsored by 4-H.

3  
4 **ABSENCES FOR NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES:**

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

7 (a) The student provides documentation to the school as proof of the student's participation  
8 in the non-school sponsored extracurricular activity; and

9 (b) The student's parent or guardian, prior to the extracurricular activity, submits to the  
10 Principal a written request for the excused absence. The written request shall be  
11 submitted no later than seven (7) business days prior to the student's absence and shall  
12 include:

13 (i) The student's full name and personal identification number;

14 (ii) The student's grade;

15 (iii) The dates of student's absence;

16 (iv) The reason for the student's absence; and

17 (v) The signature of the student and the student's parent or guardian.

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

19 The maximum number of days for which school Principals may excuse students for non-school  
20 sponsored extracurricular activities is ten (10) per school year; provided that the Principal may limit the  
21 number of days for which students may be excused based upon the student's grades or disciplinary  
22 record.

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

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

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

28 **POSTSECONDARY SCHOOL VISITS**

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

33  
34 a) Prior notice from a parent or legal guardian, specifying the date of the postsecondary school visit  
35 must be provided to the school attendance secretary;

- 1        b) By no later than two (2) school days following the postsecondary school visit, the student must  
2            present the school attendance secretary with a signed letter or form from a campus official of the  
3            postsecondary institution documenting that the student visited the postsecondary institution; and  
4        c) The student must complete all schoolwork missed during the postsecondary school visit.

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

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

## 12        **TRUANCY**

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

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

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

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

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

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

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

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

### 11 **Progressive Truancy Plan**

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

#### 15 **Tier One**

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

- 18 a) Counseling;
- 19 b) Community-based services;
- 20 c) Other services/supports to address student performance.

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

#### 23 **Tier Two**

24 Tier Two of the Progressive Truancy Plan shall include:

- 25 a) A conference with the GMSD Student Services Supervisor/designee, and the student and  
26 the parent, guardian, or other person having control of the student;
- 27 b) A resulting attendance contract to be signed by the student, the parent, guardian, or other  
28 person having control of the student, and the GMSD Student Services  
29 Supervisor/designee;

30 The contract must include:

- 31 (1) a specific description of the school's attendance expectations for the student;
- 32 (2) the period for which the contract is in effect; and

- 1 (3) penalties for additional absences and alleged school offenses, including additional  
2 disciplinary action and potential referral to Juvenile Court.
- 3 c) Regularly scheduled follow-up meetings, which may be with the student and the parent,  
4 guardian, or other person having control of the student, to discuss the student's progress;
- 5 d) An individualized assessment by a school employee of the reasons a student has been  
6 absent from school; and
- 7 e) If necessary, referral of the student to counseling, community-based services, or other in-  
8 school or out-of-school services aimed at addressing the student's attendance problems.

### 9 **Tier Three**

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

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

### 17 **Judicial Intervention Regarding Truancy**

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

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

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

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

**1 MILITARY**

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

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

7

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

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

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

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

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

20 If necessary, verification may be required to justify absences.

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

**22 CREDIT/PROMOTION DENIAL**

23 Credit/promotion denial determinations may include student attendance; however, student attendance  
24 may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the  
25 following shall occur:

26 1. Parents and students shall be advised if a student is in danger of credit/promotion denial  
27 due to excessive absenteeism.

28 2. Procedures in due process are available to the student when credit or promotion is denied.

**29 ~~DRIVER'S LICENSE REVOCATION~~**

30 ~~More than ten (10) consecutive or fifteen (15) reported unexcused absences in a semester by a student~~  
31 ~~during any semester renders a student ineligible to retain a driver's license permit or license.~~

**1 NOTICE**

- 2 A copy of this Policy shall be posted at each school and school counselors shall be supplied copies of  
3 this Policy for discussion with students. This Policy shall be referenced in all School Handbooks. All  
4 teachers, administrative staff, and parents/guardians shall be provided a copy of this Policy.

---

**Legal References**

T.C.A. § 10-7-504  
T.C.A. § 49-2-203  
T.C.A. § 49-6-2904  
T.C.A. § 49-6-3002  
T.C.A. § 49-6-3006  
T.C.A. § 49-6-3007  
T.C.A. § 49-6-3009  
T.C.A. § 49-6-3017  
T.C.A. § 49-6-3019  
T.C.A. § 49-6-3021  
T.C.A. § 49-6-3022  
T.C.A. § 49-6-3026  
20 USCA § 1232g  
State Board of Education Rule 0520-01-02-.17(5)  
State Board of Education Rule 0520-01-03-.06  
State Board of Education Policy 4.100

# RESCIND – THIS POLICY INCLUDED IN POLICY 6.313

| <b>Germantown Municipal School District</b>           |  |                                  |  |
|---|--|----------------------------------|--|
| Monitoring:<br><b>Review: Annually,<br/>in August</b> | Descriptor Term:<br><b>Zero Tolerance Offenses</b> | Descriptor Code:<br><b>6.309</b> | Issued Date:<br><b>08/**/23<br/>12/09/19</b> |
|   |  | Rescinds:<br><b>6.309</b>        | Issued:<br><b>03/06/17</b>                   |

~~The Germantown Municipal School Board will ensure a safe and secure learning environment for all of its students and staff. Immediate disciplinary action will be warranted for:~~

## ~~WEAPONS & DANGEROUS INSTRUMENTS~~

~~Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.<sup>1</sup>~~

~~Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.<sup>2</sup>~~

~~Violators of this section shall be subject to suspension and/or expulsion from school.~~

~~Firearms (as defined in 18 U.S.C. § 921)<sup>3</sup>~~

~~In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>~~

## ~~DRUGS~~

~~In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>~~

## ~~ASSAULT~~

~~In accordance with state law, any student who commits aggravated assault<sup>5</sup> or commits assault that results in bodily injury<sup>6</sup> upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>~~

## **ELECTRONIC THREATS**

~~In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>~~

## **NOTIFICATION**

~~When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.<sup>7</sup>~~

RESCIND

---

### Legal References

- ~~1. TCA 39-17-1309(b)~~
- ~~2. TCA 39-11-106(a)(5)~~
- ~~3. 18 USCA § 921(a)(3); 20 USCA § 7961(b)(3)~~
- ~~4. TCA 49-6-3401(g)~~
- ~~5. TCA 39-13-102~~
- ~~6. TCA 39-13-101(a)(1)~~
- ~~7. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(d)(1)~~

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### Cross References

~~Discipline Procedures 6.313~~

RESCIND

## **Rationale for Revision of GMSD Policies 8.22.23 Board Work Session and 8.29.23 Business Meeting**

Recommended changes to legal reference citations are based upon formatting conformance and updates to citations based upon current laws.

***Revisions are recommended for the following.***

***First Reading – 8.29.23***

***Second Reading – September 2023 (Tentative – TBD)***

- 1) Revision 1.704 - Charter Schools - The changes recommended to this policy are precipitated by changes to State law.
- 2) Revision 4.201 – Class Size Ratios – The changes recommended to this policy are precipitated by changes to State law. Changes are also recommended in order to bring this policy into formatting conformance.
- 3) Revision 4.213 - Public Virtual School – The changes recommended to this policy are precipitated by changes to State law. The recommended change to the “report card” reference is based upon the current practice.
- 4) Rescind 5.3051 - Temporary Covid 19 Leave – The change to this policy is simply pro forma. The policy itself contained a June 30, 2023 sunset provision.
- 5) Revision 5.501 - Employee Related Complaints – The recommended change to this policy is simply pro forma and merely based upon a title changes.
- 6) Revision 6.200 - Attendance and Truancy – The recommended changes to this policy are precipitated by changes to State law.
- 7) Rescind 6.309 - Zero Tolerance Offenses – The recommended changes to this policy are precipitated by changes to State law, which added a new Zero tolerance category. However, when tending to that revision, in a continuing effort to streamline the policy manual and make it more user friendly to parents and staff, it was determined that the matters covered by policy 6.309 are already contained and modified in Board Policy 6.313, thus obviating the need to have two separate policies.



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2023 - 2024

Amendment # 2

| GMSD Acct #   | GMSD Acct          | Original Budget | Approved Changes | Requested Changes | Amended Budget |
|---------------|--------------------|-----------------|------------------|-------------------|----------------|
| 141-72410-104 | Salaries and Wages | 923,011         | 12,448           | 14,805            | 950,264        |
| 141-72410-201 | Social Security    | 204,876         | 772              | 918               | 206,566        |
| 141-72410-204 | Retirement         | 284,361         | 848              | 1,008             | 286,217        |
| 141-72410-212 | Medicare           | 47,915          | 181              | 215               | 48,311         |
| 141-46510     | TISA Revenues      | 35,511,427      | 23,012           | 16,946            | 35,551,385     |

**REASON FOR AMENDMENT:**

3 pay periods of salaries/fringe benefits for new HHS principal

**APPROVAL / DENIAL:**

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

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

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

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

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



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2023 - 2024

Amendment # 3

| GMSD Acct #   | GMSD Acct                    | Original Budget | Approved Changes | Requested Changes | Amended Budget |
|---------------|------------------------------|-----------------|------------------|-------------------|----------------|
| 142-71200-499 | Other Supplies and Materials | -               | -                | 409               | 409            |
| 142-47402-902 | ARP IDEA Revenues            | -               | -                | 409               | 409            |

**REASON FOR AMENDMENT:**

ARP IDEA carryover

**APPROVAL / DENIAL:**

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

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

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

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

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



# Germantown Municipal School District Budget Amendment

Fiscal Year: 2023 - 2024

Amendment # 4

| <u>GMSD Acct #</u> | <u>GMSD Acct</u>             | <u>Original Budget</u> | <u>Approved Changes</u> | <u>Requested Changes</u> | <u>Amended Budget</u> |
|--------------------|------------------------------|------------------------|-------------------------|--------------------------|-----------------------|
| 142-71200-725      | Special Education Equipment  | -                      | -                       | 11,531                   | 11,531                |
| 142-72210-524      | In-service/Staff Development | -                      | -                       | 25,000                   | 25,000                |
| 142-47307-933      | ESSER 2.0 Revenues           | -                      | -                       | 36,531                   | 36,531                |

**REASON FOR AMENDMENT:**

ESSER 2.0 carryover

**APPROVAL / DENIAL:**

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

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

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

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

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



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| <b>SALES TAX</b>   | \$0.00              |
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# Proposal

**Proposal Number**

2111147642

**Account Number/Name**

874323

GERMANTOWN MUNICIPAL SCHOOL DIST

**Created On**

07/13/2023

**Created By**

John Burnett

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**Comments from Proposer:**

Fiscal 23-24 for 2024 Staff Refresh

| Item | Product / Description  | Total Quantity | Unit Price | Total Price    |
|------|--|----------------|------------|----------------|
| 1    | Z16V<br>13-inch MacBook Pro: Space Gray<br>(Packaged in a 5-pack)<br><br>Specifications <ul style="list-style-type: none"> <li>• System on a Chip (Processor): Apple M2 chip with 8-core CPU, 10-core GPU, 16-core Neural Engine</li> <li>• Memory: 16GB unified memory</li> <li>• Storage: 256GB SSD storage</li> <li>• Trackpad: Force Touch trackpad</li> <li>• Thunderbolt: Two Thunderbolt / USB 4 ports</li> <li>• Input: Touch Bar and Touch ID</li> <li>• Display: 13-inch Retina display with True Tone</li> <li>• Pro Apps Bundle for Education: None</li> <li>• Keyboard Language: Backlit Magic Keyboard - US English</li> <li>• Accessory Kit: Accessory Kit</li> </ul> | 570            | 1,359.00   | 774,630.00 USD |
| 2    | S9890LL/A<br>3-Year AppleCare+ for Schools 13-inch MacBook Pro Apple Silicon   | 570            | 159.00     | 90,630.00 USD  |

Subtotal 865,260.00 USD

Estimated Tax 0.00 USD

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## Germantown Municipal School District

### School Fees - Requested Student Fees

**2023-24 School Year**

08.29.23

|  |
|--|
| <b>REQUESTED STUDENT FEES - Fees for a class/course which are part of a grade and/or credit course</b> |
|--|

| School                 | REQUESTED Fees | Purpose           | Course                                  | Requester            | Notes   |
|------------------------|----------------|-------------------|---|----------------------|---|
| Dogwood Elementary     | \$20.00        | Instructional Fee | School Wide                             | Woody                | Consumable materials/computer programs/novels/AR          |
| Dogwood Elementary     | \$100.00       | Orchestra Fee     | 5th                                     | Thurman              | Books, Uniforms, Sheet Music, Accessories                 |
| Farmington Elementary  | \$100.00       | Orchestra Fee     | 5th                                     | Short                | 1 shirt, Method Books, NAFME Dues, miscellaneous supplies |
| Forest Hill Elementary | \$35.00        | ALEKS             | Gifted Program                          | Brenneman            | Advanced Math Practice                                    |
| Forest Hill Elementary | \$100.00       | Orchestra         | 5th                                     | Smith                | 1 shirt, Method Books, NAFME Dues, miscellaneous supplies |
| GOAL                   | \$100.00       | Graduation        | N/A                                     | Fisher               | Senior graduation, Caps/Gowns                             |
| GOAL                   | \$20.00        | PSAT              | PSAT                                    | Fisher               | Cost of test and processing fee                           |
| GOAL                   | \$50.00        | Application Fee   | School Wide                             | Fisher               | Application fee   |
| GOAL                   | \$100.00       | AP Exam           | AP Courses                              | Fisher               | AP Exams  |
| Houston High           | \$40.00        | Course Fee        | Audio/Visual Production                 | Hamilton             | SD cards, Batteries, microphones, cables, and supplies    |
| Houston High           | \$50.00        | Course Fee        | All Students                            | All courses          | Laptop insurance for 1:1 initiative                       |
| Houston High           | \$100.00       | Course Fee        | AP Courses                              | Ross                 | AP Registration/Exam                                      |
| Houston High           | \$150.00       | Course Fee        | AP Capstone                             | Ross                 | AP Registration/Exam                                      |
| Houston High           | \$35.00        | Course Fee        | Anat&Phys                               | M Smith              | Lab fees  |
| Houston High           | \$35.00        | Course Fee        | Hon A & P                               | M Smith              | Lab Fees  |
| Houston High           | \$35.00        | Course Fee        | AP Bio                                  | Wakefield            | Lab fees  |
| Houston High           | \$35.00        | Course Fee        | AP Chemistry                            | Kennon               | Lab Fees  |
| Houston High           | \$20.00        | Course Fee        | AP Computer Science A                   | Wartenberg           | workbooks   |
| Houston High           | \$20.00        | Course Fee        | AP Computer Science Principles          | Alsbrook             | workbooks   |
| Houston High           | \$25.00        | Course Fee        | AP English Language                     | Cox/Steepleton       | workbooks   |
| Houston High           | \$25.00        | Course Fee        | AP English Literature                   | McKinney/Middlekauff | workbooks   |
| Houston High           | \$35.00        | Course Fee        | AP Environmental Science                | Whaley               | Lab fees  |
| Houston High           | \$25.00        | Course Fee        | AP Macroeconomics/<br>AP Microeconomics | Lubin                | workbooks   |
| Houston High           | \$50.00        | Course Fee        | Adv. Mixed Media                        | Spillman             | Materials and supplies                                    |

## Germantown Municipal School District

### School Fees - Requested Student Fees

**2023-24 School Year**

08.29.23

|              |          |            |                          |                |  |
|--------------|----------|------------|--------------------------|----------------|--|
| Houston High | \$20.00  | Course Fee | Adv. Painting            | Spillman       | Materials and supplies   |
| Houston High | \$150.00 | Course Fee | Adv Painting             | Spillman       | Art kits   |
| Houston High | \$35.00  | Course Fee | Art 1                    | Jackson        | Materials and supplies   |
| Houston High | \$15.00  | Course Fee | Art 1 Honors             | Jackson        | Materials and supplies   |
| Houston High | \$122.00 | Course Fee | Art 1 Honors             | Spillman       | Art kits   |
| Houston High | \$15.00  | Course Fee | Art 2 Honors             | Spillman       | Materials and supplies   |
| Houston High | \$156.00 | Course Fee | Art 2 Honors             | Spillman       | Art kits   |
| Houston High | \$25.00  | Course Fee | Art Illustration         | Spillman       | Materials and supplies   |
| Houston High | \$100.00 | Course Fee | Art Illustration         | Spillman       | Art kits   |
| Houston High | \$25.00  | Course Fee | Art 2                    | Spillman       | Materials and supplies   |
| Houston High | \$35.00  | Course Fee | AP Art                   | Spillman       | Materials and supplies   |
| Houston High | \$35.00  | Course Fee | AP Drawing               | Spillman       | Materials and supplies   |
| Houston High | \$150.00 | Course Fee | Band                     | Taylor         | Uniforms, instruments, repairs instruction, transportation, music, color guard, percussion |
| Houston High | \$35.00  | Course Fee | Bio2 DE                  | Poole          | Lab fees   |
| Houston High | \$70.00  | Course Fee | Clinical Internship      | Coleman        | Lab fees and medical supplies  |
| Houston High | \$70.00  | Course Fee | Diagnostic Med           | Kinler         | Lab fees, trip fees, supplies  |
| Houston High | \$60.00  | Course Fee | Exercise Science         | Coleman        | Lab fees, trip fees, supplies  |
| Houston High | \$70.00  | Course Fee | Health Sci Ed            | Coleman/Kinler | Lab fees, trip fees, supplies  |
| Houston High | \$50.00  | Course Fee | Honors A Capella         | Healy          | Supplies and materials   |
| Houston High | \$50.00  | Course Fee | Honors Concert Choir     | Healy          | Supplies and materials   |
| Houston High | \$50.00  | Course Fee | Honors Treble Choir      | Healy          | Supplies and materials   |
| Houston High | \$20.00  | Course Fee | Human Studies            | Boggan         | Sewing, cooking supplies, egg babies, activities   |
| Houston High | \$7.00   | Course Fee | Latin                    | Purcell/Simone | National Latin Exam fees   |
| Houston High | \$40.00  | Course Fee | Life Skills Lab          | TBD            | Supplies, activities, and materials  |
| Houston High | \$15.00  | Course Fee | Lifespan Development     | Boggan         | Supplies, activities, Baby maintenance   |
| Houston High | \$25.00  | Course Fee | Mechatronics I           | Houston        | Supplies and materials   |
| Houston High | \$25.00  | Course Fee | Mechatronics II          | Houston        | Supplies and materials   |
| Houston High | \$70.00  | Course Fee | Medical Assisting        | Coleman        | Medical supplies   |
| Houston High | \$70.00  | Course Fee | Medical Therapeutics     | Kinler         | Lab fees and medical supplies  |
| Houston High | \$50.00  | Course Fee | Nutrition                | Camp           | Supplies and materials   |
| Houston High | \$200.00 | Course Fee | Orchestra                | Kang           | membership fees, music, instrument repairs, travel expenses                                |
| Houston High | \$35.00  | Course Fee | Organic Chemistry Honors | Kenon          | Lab Fees   |
| Houston High | \$70.00  | Course Fee | Rehabilitation Therapy   | Coleman        | Lab fees and medical supplies  |
| Houston High | \$35.00  | Course Fee | Robotics                 | Phillips       | Team registration, competitive events, parts/materials                                     |
| Houston High | \$35.00  | Course Fee | STEM 1                   | Phillips       | Supplies and equipment   |

## Germantown Municipal School District

### School Fees - Requested Student Fees

**2023-24 School Year**

08.29.23

|                      |          |                         |                        |                                 |   |
|----------------------|----------|-------------------------|------------------------|---------------------------------|---|
| Houston High         | \$35.00  | Course Fee              | STEM 2                 | Phillips                        | Supplies and equipment  |
| Houston High         | \$35.00  | Course Fee              | STEM 3                 | Phillips                        | Supplies and equipment  |
| Houston High         | \$35.00  | Course Fee              | STEM 4                 | Phillips                        | Supplies and equipment  |
| Houston High         | \$145.00 | Course Fee              | AP Capstone            | Robinson                        | AP Registration/Exam  |
| Houston High         | \$50.00  | Course Fee              | Indoor Color Guard - A | M. Taylor                       | Uniforms, instruments, repairs, music, transportation   |
| Houston High         | \$50.00  | Course Fee              | Indoor Color Guard - B | M. Taylor                       | Uniforms, instruments, repairs, music, transportation   |
| Houston High         | \$50.00  | Course Fee              | Indoor Drumline        | M. Taylor                       | Uniforms, instruments, repairs, music, transportation   |
| Houston High         | \$8.00   | Foreign Language Fair   | German Honors          | Penrod                          | Foreign Language Fair fees  |
| Houston High         | \$8.00   | Foreign Language Fair   | French classes         | Johnson                         | Foreign Language Fair   |
| Houston High         | \$8.00   | Foreign Language Fair   | Latin classes          | Simone                          | Foreign Language Fair   |
| Houston High         | \$4.00   | French National Contest | French Honors          | Johnson                         | French National Contest   |
| Houston High         | \$8.00   | National German Exam    | German Honors          | Penrod/Latvatalo                | National German Exam fees   |
| Houston High         | \$6.00   | National Spanish Exam   | Spanish Honors         | Purcell/Ferryman/<br>Stewardson | National Spanish Exam   |
| Houston High         | \$25.00  | PSAT                    | PSAT                   | Ross                            | Cost of test and processing fee   |
| Houston Middle       | \$30.00  | 1:1 Blended Learning    | All students           | GMSD                            | iPad insurance for 1:1 initiative   |
| Houston Middle       | \$25.00  | Art Fee                 | Art                    | Wroblewski                      | Art supplies, sketchbooks, iPad apps, and printing needs  |
| Houston Middle       | \$150.00 | Band Fee                | Band                   | Nesvick                         | Mbrshp Fees, Venues, instrument maintenance, Registration Fees, Method Books, Sheet Music, Replacement Fees, travel costs, various band supplies      |
| Houston Middle       | \$30.00  | Choir Fee - Semester    | Choir                  | Timmerman                       | Sheet music, Membership fees, travel costs, various choir supplies  |
| Houston Middle       | \$60.00  | Choir Fee - Year        | Choir                  | Timmerman                       | Sheet music, Membership fees, travel costs, various choir supplies  |
| Houston Middle       | \$150.00 | Orchestra Fee           | Orchestra              | Smith                           | Mbrshp Fees, Venues, instrument maintenance, Registration Fees, Method Books, Sheet Music, Replacement Fees, travel costs, various orchestra supplies |
| Riverdale Elementary | \$30.00  | 1:1 Blended Learning    | All 7th & 8th grade    | GMSD                            | iPad insurance for 1:1 initiative   |
| Riverdale Elementary | \$20.00  | Art Supplies/Clay       | 6th-8th                | Sammons                         | Art Supplies for advanced art students  |
| Riverdale Elementary | \$100.00 | Orchestra Fee           | 5th                    | Short                           | field trips, NAFME membership dues, and miscellaneous supplies.   |
| Riverdale Elementary | \$100.00 | Orchestra Fee           | 6th-8th                | Short                           | This fee covers their 2 shirts, method book, buses for concert festival and field trips, NAFME membership dues, and miscellaneous supplies.           |

**Germantown Municipal School District**

**School Fees - Requested Student Fees**

***2023-24 School Year***

08.29.23

|                      |          |                                  |         |          |  |
|----------------------|----------|----------------------------------|---------|----------|--|
| Riverdale Elementary | \$50.00  | Choir Fee                        | 6th-8th | Caudle   | Music/Supplies/T-shirt                             |
| Riverdale Elementary | \$150.00 | Band Fee                         | 6th-8th | Woodring | Music/Supplies/T-shirt                             |
| Riverdale Elementary | \$20.00  | PE Uniform                       | 5th-8th | Thompson | Required PE uniform for all 5th-8th grade students |
| Riverdale Elementary | \$50.00  | 1:1 Blended Learning-8th graders | 8th     | GMSD     | Laptop insurance for 1:1 initiative                |
|                      |          |                                  |         |          |  |
|                      |          |                                  |         |          |  |
|                      |          |                                  |         |          |  |

**Germantown Municipal School District**  
**School Fees - Activity Costs**  
**2023-24 School Year**

08.29.23

**ACTIVITY COSTS - Costs for activities which occur outside the regular school day and are not part of a credited course**

| School                 | ACTIVITY COSTS                          | Purpose                        | Club/Athletic Team/Booster Club | Sponsor/Coach   | Notes   |
|------------------------|---|--------------------------------|---------------------------------|-----------------|---|
| Dogwood Elementary     | \$20.00                                 | Supplies                       | Student Ambassadors             | Fitchpatric     | T-shirts, meeting refreshments, parties   |
| Dogwood Elementary     | \$45.00                                 | Supplies                       | Safety Patrol                   | Martin/Guntharp | Belts, badges, award Pins, t-shirt, supplies & food for two parties (Fall & Spring), end of the year awards, patrol flags |
| Dogwood Elementary     | \$100.00                                | Registration and Supplies      | Cross Country                   | Lessley         | MYA fee, banquet, uniform, incentives, awards, and some meet fees   |
| Dogwood Elementary     | \$25.00                                 | Supplies                       | Steel Drum Group                | Smith           | Shirt, music, supplies  |
| Dogwood Elementary     | \$20.00                                 | Supplies                       | Art Stars                       | Luyendyk        | Consumable materials used for art activities  |
| Dogwood Elementary     | \$35.00                                 | Cross Country Camp             | Cross Country                   | Lessley         | Cross Country Camp Registration   |
| Farmington Elementary  | \$175.00                                | Costumes, uniforms, operations | Falcon Footlights (play)        | Pettie          | Participants will be asked to sell at least one advertisement   |
| Farmington Elementary  | \$160.00                                | Materials                      | FES 5K club                     | Brasfield       | Entrance into races and materials - uniforms, warm ups, water bottles, etc.   |
| Farmington Elementary  | \$5.00                                  | Supplies                       | Chess Club                      | Lane            | Supplies  |
| Farmington Elementary  | \$35.00                                 | Supplies                       | Guitar Club                     | Brookshire      | Supplies  |
| Farmington Elementary  | \$40.00                                 | Supplies                       | Choir                           | Assad           | Supplies  |
| Forest Hill Elementary | \$35.00                                 | Supplies                       | Choir                           | Simons          | Shirts and Materials  |
| Forest Hill Elementary | \$25.00                                 | Supplies                       | Farmington Farmers              | House           | Gardening supplies and plants   |
| Forest Hill Elementary | \$15.00                                 | Supplies                       | Composting Club                 | Sullivan        | Supplies to build compost bins  |
| Forest Hill Elementary | \$35.00                                 | Registrations and Jersey       | FHES Running                    | Wood            | Registrations and jerseys   |
| Forest Hill Elementary | \$15.00                                 | Supplies                       | Art Club                        | Kougher         | Art materials for projects  |
| Forest Hill Elementary | \$20.00                                 | Supplies                       | Kindness Club                   | Howard          | Materials and shirts  |
| GOAL                   |   |                                |                                 |                 |   |
| Houston High           | \$500.00                                | Annual Dues                    | Basketball Boys - Varsity       | Sabau           | Travel, equipment, supplies, miscellaneous  |
| Houston High           | \$500.00                                | Annual Dues                    | Basketball Girls                | Lewis           | Travel, equipment, supplies, miscellaneous, officials   |
| Houston High           | \$160.00                                | Annual Dues                    | Bowling                         | Quinn           | entry fees, miscellaneous   |
| Houston High           | \$400.00                                | Annual Dues                    | Cross Country                   | M. Thomas       | entry fees  |
| Houston High           | \$100.00                                | Annual Dues                    | Cross Country                   | M. Thomas       | Uniform   |
| Houston High           | \$200.00                                | Annual Dues                    | Football                        | J. Thomas       | Travel, equipment, supplies, miscellaneous, officials   |
| Houston High           | \$450.00                                | Annual Dues                    | Golf                            | Bell            | Travel, equipment, supplies, gear, miscellaneous  |
| Houston High           | \$850.00                                | Annual Dues                    | Soccer Girls                    | Wolff           | entry fees, team gear, miscellaneous  |
| Houston High           | \$300.00                                | Annual Dues                    | Track and Field                 | M. Thomas       | entry fee and supplies  |
| Houston High           | \$100.00                                | Annual Dues                    | Track and Field                 | M. Thomas       | uniform   |
| Houston High           | \$900.00                                | Annual Dues                    | Volleyball                      | Pendleton       | entry fees, team gear, miscellaneous  |
| Houston High           | \$425.00                                | Annual Dues                    | Wrestling                       | Shirley         | Entry fees, TSSAA weight management fees, travel, miscellaneous   |
| Houston High           | \$2,500.00                              | Annual Dues Cheer              | Cheer                           | Woolfolk        | Tumbling, entry fees, instruction, travel, competition fees   |
| Houston High           | \$5,000.00                              | Annual Dues Pom                | Pom                             | H. Thomas       | entry fees, instruction, travel, competition fees   |
| Houston High           | \$15.00 (underclass); \$20.00 (seniors) | Club Dues                      | 30 and Above                    | Kreitz/Schmitt  | zoo trip, graduation cords  |

**Germantown Municipal School District**  
**School Fees - Activity Costs**  
**2023-24 School Year**

08.29.23

|              |          |           |                               |                       |   |
|--------------|----------|-----------|-------------------------------|-----------------------|---|
| Houston High | \$20.00  | Club Dues | Art Honor Society             | Spillman              | Dues, activities, supplies, materials                         |
| Houston High | \$25.00  | Club Dues | Badminton Club                | Minton                | equipment, and supplies                                       |
| Houston High | \$500.00 | Club Dues | Basketball Cheer              | Unnamed               | Uniforms and instruction                                      |
| Houston High | \$20.00  | Club Dues | Beautifully Unique            | Fisher                | Activities  |
| Houston High | \$25.00  | Club Dues | Best Buddies                  | Clarke                | Membership fees   |
| Houston High | \$70.00  | Club Dues | Beta Club                     | J. Smith              | Activities and supplies                                       |
| Houston High | \$10.00  | Club Dues | Book Club                     | Wilder/Underwood      | Activities, materials   |
| Houston High | \$60.00  | Club Dues | Cyber Patriot                 | Wartenberg            | Registration fees, competitions, competition expenses         |
| Houston High | \$25.00  | Club Dues | Debate                        | McKinney              | Membership fees   |
| Houston High | \$25.00  | Club Dues | DECA                          | Boyer                 | Membership dues   |
| Houston High | \$75.00  | Club Dues | Electronic Sports             | McKinney              | Unlimited pass, shirts/jerseys, masks, and equipment          |
| Houston High | \$30.00  | Club Dues | FBLA                          | TBD                   | Local, state competitions                                     |
| Houston High | \$15.00  | Club Dues | FCA                           | Perry                 | materials, activities   |
| Houston High | \$40.00  | Club Dues | FCCLA                         | Camp/Boggan           | Local and national dues, tees                                 |
| Houston High | \$30.00  | Club Dues | FFA                           | Rose                  | Membership, dues  |
| Houston High | \$25.00  | Club Dues | French Club                   | Johnson               | supplies  |
| Houston High | \$30.00  | Club Dues | Horizons                      | H. Thomas             | field day   |
| Houston High | \$40.00  | Club Dues | HOSA                          | Coleman/Kinler        | National & state membership dues, tees                        |
| Houston High | \$350.00 | Club Dues | HOSA                          | Coleman/Kinler        | Travel expenses - State competition                           |
| Houston High | \$850.00 | Club Dues | HOSA                          | Coleman/Kinler        | Travel expenses - National competition                        |
| Houston High | \$20.00  | Club Dues | International                 | Penrod                | consumables, gift cards, Extravaganza, Project Grad           |
| Houston High | \$30.00  | Club Dues | Key Club                      | J. O'Brien            | Fees, activities, materials                                   |
| Houston High | \$25.00  | Club Fees | Knitting/Crochet Club         | Bansal                | Yarn, hooks, needles, other supplies                          |
| Houston High | \$25.00  | Club Dues | Latin Club                    | Simone                | Dues, National Latin Exam                                     |
| Houston High | \$10.00  | Club Dues | National Latin Honor Society  | Simone                | Supplies, honor cords   |
| Houston High | \$20.00  | Club Dues | National German Honor Society | Penrod                | Membership and supplies                                       |
| Houston High | \$20.00  | Club Dues | Houston Mustang Mentors       | Fisher                | activities  |
| Houston High | \$20.00  | Club Dues | Model UN                      | Brock                 | Conference fees   |
| Houston High | \$20.00  | Club Dues | Mu Alpha Theta                | Bansal                | Membership, honor cords                                       |
| Houston High | \$50.00  | Club Dues | Nat'l Honor Society           | Seboldt               | Membership, honor cords                                       |
| Houston High | \$150.00 | Club Dues | Plays (Fall Play)             | Christie              | Royalties, scenic design, costumes, scripts and professionals |
| Houston High | \$200.00 | Club Dues | Plays (Spring Musical)        | Christie              | Royalties, scenic design, costumes, scripts and professionals |
| Houston High | \$20.00  | Club Dues | Pride                         | M. Smith/Minton       | Activities, supplies  |
| Houston High | \$40.00  | Club Dues | School Newspaper              | Becker                | Annual subscription cost for the newspaper website            |
| Houston High | \$20.00  | Club Dues | RAK                           | TBD                   | Monies used to randomly help people                           |
| Houston High | \$35.00  | Club Dues | Rescue Paws                   | Plaisance             | Activities, supplies, materials                               |
| Houston High | \$30.00  | Club Dues | Rho Kappa                     | Robinson              | Honor cords, lecture series                                   |
| Houston High | \$20.00  | Club Dues | SADD                          | Fisher                | activities, materials   |
| Houston High | \$20.00  | Club Dues | SGA                           | Spain                 | Activities, supplies, materials                               |
| Houston High | \$25.00  | Club Dues | St. Jude Club                 | M.Thomas              | activities, service project supplies                          |
| Houston High | \$20.00  | Club Dues | Computer Skills USA           | Juneau/Uhiren/Houston | Activities, supplies, competitions                            |
| Houston High | \$30.00  | Club Dues | Social Media                  | Riley                 | Activities, supplies, materials                               |
| Houston High | \$35.00  | Club Dues | Spanish Club                  | Almonte               | Membership, fees, activities & materials                      |
| Houston High | \$20.00  | Club Dues | Spanish Honor Society         | Ferryman              | National dues, induction expenses, Quia, supplies             |
| Houston High | \$20.00  | Club Dues | Spanish Honor Society         | Ferryman              | Honor cords   |
| Houston High | \$25.00  | Club Dues | SWENext                       | Phillips              | Activities, materials   |
| Houston High | \$20.00  | Club Dues | Student Impact                | TBD                   | Dues, donations, tees   |

**Germantown Municipal School District**  
**School Fees - Activity Costs**  
**2023-24 School Year**

08.29.23

|                |            |                          |                                  |                |   |
|----------------|------------|--------------------------|----------------------------------|----------------|---|
| Houston High   | \$1,500.00 | Club Dues                | Trap                             | Stevens        | Full membership, practice materials, competitions         |
| Houston High   | \$100.00   | Club Dues                | TSA                              | Phillips       | State and national dues/fees; competitions                |
| Houston High   | \$20.00    | Club Dues                | Environmental                    | TBD            | Activities, supplies                                      |
| Houston High   | \$10.00    | Club Dues                | Folk Dancing                     | Penrod         | Folk Dance Outfits  |
| Houston High   | \$25.00    | Club Dues                | German Club                      | Penrod         | Tees, gift cards, consumables, folk dance outfits         |
| Houston High   | \$20.00    | Club Dues                | Knowledge Bowl                   | Poole/Kennon   | Competition fees, tees                                    |
| Houston High   | \$15.00    | Club Dues                | Science Club                     | TBD            | Activities, materials                                     |
| Houston High   | \$95.00    | Course Fee               | 1st & 2nd 4-hour DE course       | Varied/Akey    | University tuition  |
| Houston High   | \$98.00    | Course Fee               | 3rd 3-hour DE course             | Varied/Akey    | University tuition  |
| Houston High   | \$195.00   | Course Fee               | 3rd 4-hour DE course             | Varied/Akey    | University tuition  |
| Houston High   | \$298.00   | Course Fee               | 4th 3-hour DE course             | Varied/Akey    | University tuition  |
| Houston High   | \$364.00   | Course Fee               | 4th+ 4-hour DE course            | Varied/Akey    | University tuition  |
| Houston High   | \$198.00   | Course Fee               | 5th+ 3-hour DE course            | Varied/Akey    | University tuition  |
| Houston High   | \$100.00   | Graduation Fee           | 12th Grade Students              | Taylor         | Costs associated with graduation                          |
| Houston High   | \$20.00    | Knowledge Bowl Fee       | Knowledge Bowl                   | Poole          | Competition fees  |
| Houston High   | \$5.00     | Latin Fall Festivus      | Latin Club                       | Simone         | Latin Fall Festivus                                       |
| Houston High   | \$8.00     | U of M Language Fair     | Latin                            | Simone         | Entry fee   |
| Houston High   | \$5.00     | Optional Exam            | Latin                            | Purcell/Simone | National Classical Etymology Exam fees                    |
| Houston High   | \$5.00     | Optional Exam            | Latin                            | Purcell/Simone | National Classical Civilization Exam fees                 |
| Houston High   | \$5.00     | Optional Exam            | Latin                            | Purcell/Simone | National Latin Vocabulary Exam fees                       |
| Houston High   | \$5.00     | Optional Exam            | Mythology                        | Purcell/Simone | National Mythology Exam fees                              |
| Houston High   | \$3.00     | Optional Exam            | Translation                      | Purcell/Simone | CAMWS Translation Contest fees                            |
| Houston High   | \$25.00    | Lit Mag Fee              | Literary Magazine                | TBD            | Materials for magazine/final product                      |
| Houston High   | \$5.00     | Locker Fee               | Students Using Lockers           | Suchman        | Locker rental   |
| Houston High   | \$50.00    | Membership, honor cords  | National Technical Honor Society | TBD            | National membership, induction services                   |
| Houston High   | \$50.00    | Parking Fee              | Students Parking on Campus       | P. Ross        | Parking pass  |
| Houston High   | \$200.00   | TJCL Latin Convention    | Latin Club                       | Simone         | TJCL Convention fees                                      |
| Houston High   | \$400.00   | Annual Dues              | Boys Track/Field                 | M. Thomas      | Field maintenance, equipment, officials, supplies         |
| Houston High   | \$400.00   | Annual Dues              | Girls Track/Field                | M. Thomas      | Field maintenance, equipment, officials, supplies         |
| Houston High   | \$300.00   | Annual Dues              | Boys Tennis                      | Benzing        | Field maintenance, uniforms, equipment, officials         |
| Houston High   | \$300.00   | Annual Dues              | Girls Tennis                     | Benzing        | Field maintenance, uniforms, equipment, officials         |
| Houston High   | \$1,500.00 | Annual Dues              | Baseball                         | McCarter       | Field maintenance, uniforms, equipment, officials         |
| Houston High   | \$500.00   | Annual Dues              | Softball                         | C. Gibbs       | Field maintenance, uniforms, equipment, officials         |
| Houston High   | \$850.00   | Annual Dues              | Boys Soccer                      | Wolff          | Field maintenance, uniforms, equipment, officials         |
| Houston High   | \$20.00    | Club Dues                | Muslim Student Association       | Stephenson     | Supplies  |
| Houston High   | \$20.00    | Club Dues                | Investment                       | Seboldt        | Supplies  |
| Houston High   | \$20.00    | Club Dues                | Math                             | Lee            | Supplies and competition entry fees                       |
| Houston High   | \$30.00    | Club Dues                | Drama                            | Christie       | Supplies  |
| Houston High   | \$25.00    | Club Dues                | Computer Science                 | Alsbrook       | Supplies  |
| Houston High   | \$20.00    | Club Dues                | Mahjong                          | Harvey         | Supplies  |
| Houston High   | \$20.00    | Club Dues                | Hindu Student Association        | Puri           | Supplies  |
| Houston Middle | \$25.00    | Artfully                 | Club                             | Higginbotham   | Club shirt, art materials, meeting snacks                 |
| Houston Middle | \$250.00   | Basketball Girls Varsity | Athletic Team                    | Carraway       | Apparel package, assistant coach fee, equipment, referees |
| Houston Middle | \$175.00   | Basketball Girls JV      | Athletic Team                    | Carraway       | Apparel package, assistant coach fee, equipment, referees |
| Houston Middle | \$200.00   | Basketball - Boys        | Athletic Team                    | Cook           | Apparel package, assistant coach fee, equipment, referees |

**Germantown Municipal School District**  
**School Fees - Activity Costs**  
**2023-24 School Year**

08.29.23

|                      |            |                            |                   |                       |   |
|----------------------|------------|----------------------------|-------------------|-----------------------|---|
| Houston Middle       | \$500.00   | Volleyball                 | Club              | Pendleton             | uniform, refs, schedule fee, tournament fee, equipment, practice apparel, equipment, coaching fee, course fee   |
| Houston Middle       | \$140.00   | Soccer                     | Club              | Unnamed               | uniforms, refs, program fees  |
| Houston Middle       | \$15.00    | Battle of the Books        | Club              | Squires               | Annual fee  |
| Houston Middle       | \$20.00    | Best Buddies               | Club              | Turner                | Club shirt, game supplies   |
| Houston Middle       | \$25.00    | Beta                       | Club              | Bell/Schoonover/Hosea | Annual fee  |
| Houston Middle       | \$3,825.00 | Cheer                      | Athletic Team     | Spurlock              | Coaching fee, sponsor fee, camps, Pride tumbling, practice clothes, uniforms, bag, travel, Nationals airfare and Land Package   |
| Houston Middle       | \$50.00    | Math Counts                | Club              | Pratt                 | Competition fees  |
| Houston Middle       | \$20.00    | NJHS                       | Club              | Hosea                 | Chapter dues, club shirt, reception supplies  |
| Houston Middle       | \$3,370.56 | Pom                        | Booster Club      | Taylor/Turner         | Coaching fee, sponsor fee, camps, choreography, competition registration, Nationals, sub, dance camp, equipment, team morale happies, music, hospitality room, yearbook ads |
| Houston Middle       | \$62.12    | Girls Soccer               | Athletic Team     | Percoski              | Refs  |
| Houston Middle       | \$150.00   | Cross Country              | Athletic Team     | Gunnell               | Reg. Fees/Travel/Uniforms/Awards/Banquet/Training/Stipend   |
| Houston Middle       | \$20.00    | Language Club              | Club              | Fowler                | T Shirt, arts and crafts supplies   |
| Houston Middle       | \$30.00    | Science Olympiad           | Club              | S.Jordan              | Registration for competition  |
| Houston Middle       | \$204.00   | Boys Soccer                | Athletic Team     | Unnamed               | Coach/Uniforms/Teamsnap/Ref fees/stipends   |
| Houston Middle       | \$120.00   | Track & Field              | Athletic Team     | Andereck              | Fees/travel/uniform/awards/banquet/stipends/team supplies   |
| Houston Middle       | \$250.00   | Girls Basketball - Varsity | Athletic Team     | Carraway              | Banquet/awards  |
| Houston Middle       | \$175.00   | Girls Basketball - JV      | Athletic Team     | Carraway              | Banquet/awards  |
| Houston Middle       | \$300.00   | Baseball                   | Athletic Team     | Unnamed               | Uniforms, baseballs, hats, hoodies, t- shirts, and sponsorship costs.   |
| Houston Middle       | \$30.00    | Club Dues                  | MythMaker         | Simone                | T-shirt, materials, snacks, awards  |
| Riverdale Elementary | \$4,000.00 | Cheer                      | Booster Club      | Woolfolk              | Coaching fee, sponsor fee, camps, Pride tumbling, practice clothes, uniforms, bag, travel, Nationals airfare and Land Package   |
| Riverdale Elementary | \$20.00    | Dues                       | NJHS              | Young                 | Annual Dues-certificates/pins   |
| Riverdale Elementary | \$15.00    | Dues                       | Beta Club         | Harbin                | Dues  |
| Riverdale Elementary | \$20.00    | Fee                        | Kids Care         | Padgett               | T-shirt/supplies/pizza party  |
| Riverdale Elementary | \$75.00    | Fee                        | Riverdale Theatre | Moss                  | Participation fee for Spring Musical to help cover expenses   |
| Riverdale Elementary | \$150.00   | JV Basketball              | 6th/7th           | Freeman               | League Fees, shirt, awards/party  |
| Riverdale Elementary | \$276.00   | Girls Basketball           | 6-8th             | Owsley                | Warm up shirt, warmup pants/jacket, shoes, socks, and athletic bag  |
| Riverdale Elementary | \$15.00    | Glee Club                  | 1-5th             | Caudle                | Shirt, decorations for show   |
| Riverdale Elementary | \$100.00   | Raider Theater             | 1-8th             | Moss/Stevens          | T-shirt, costumes, set, material  |
| Riverdale Elementary | \$20.00    | Production Club            | 5-8th             | Moss/Stevens          | T-shirt, materials  |
| Riverdale Elementary | \$5.00     | Riverdale Rocks            | 3-5th             | Sutton                | Paint, supplies   |
| Riverdale Elementary | \$15.00    | Intramural Club            | 4-6th             | Huggins               | Shirt, supplies   |
| Riverdale Elementary | \$80.00    | Cross Country              | 3-8th             | Faught                | MYA fees and supplies   |
| Riverdale Elementary | \$75.00    | Track                      | 3-8th             | Dodge                 | MYA fees, jersey  |
| Riverdale Elementary | \$6.00     | Junior Honors Academy      | 8th               | Ward/Ponder           | Optional shirt  |
| Riverdale Elementary | \$25.00    | Ambassadors                | 8th               | Fisher                | 2 shirts  |
| Riverdale Elementary | \$3.00     | Pay It Forward Club        | 6-7th             | Dodson/Curtis/Edens   | Supplies, end of year party   |
| Riverdale Elementary | \$140.00   | Honors Choir               | 6-8th             | Caudle                | Shirt, music, festivals, busses, attire rental (trip is separate)   |
| Riverdale Elementary | \$10.00    | Girls Club                 | 3-5th             | Greenberg             | Art supplies, snacks  |
| Riverdale Elementary | \$255.00   | Swim Team                  | 6-8th             | Fristick              | League Fees, shirt, cap, t-shirt, Germantown Athletic Club use  |
| Riverdale Elementary | \$255.00   | Soccer                     | 6-8th             | Lawton                | Equipment, uniforms and fees  |
| Riverdale Elementary | \$220.00   | Golf                       | 6-8th             | Young/Byrd            | Equipment, uniforms and fees  |

**Germantown Municipal School District**

**School Fees - Activity Costs**

**2023-24 School Year**

08.29.23

|                      |          |                               |           |                 |                                    |
|----------------------|----------|-------------------------------|-----------|-----------------|------------------------------------|
| Riverdale Elementary | \$500.00 | Volleyball A/B teams          | 6th-8th   | Carlyle         | Equipment, uniforms and fees       |
| Riverdale Elementary | \$300.00 | Volleyball Blue and Gray Team | 6th-8th   | Carlyle         | Equipment, uniforms and fees       |
| Riverdale Elementary | \$85.00  | Tennis                        | 6th-8th   | Darder          | Uniforms and fees                  |
| Riverdale Elementary | \$950.00 | Trap                          | 6th-8th   | Edens           | Equipment, uniforms and fees       |
| Riverdale Elementary | \$25.00  | Club Dues                     | Chess     | Brashier/Lawton | T-shirt, materials                 |
| Riverdale Elementary | \$30.00  | Club Dues                     | MythMaker | Simone          | T-shirt, materials, snacks, awards |



3350 S. Forest Hill Irene Rd • Germantown, TN 38138 • 901.752.7900 • Fax 901.757.6479 • [www.gmsdk12.org](http://www.gmsdk12.org)

**TO:** GMSD Board of Education  
**FROM:** The Human Resources Department  
**RE:** Stop Loss Insurance Renewal  
**DATE:** August 22, 2023

**Understandings:**

- 1) The Current Stop Loss Insurance Provider is American Fidelity (AF) through Managing General Underwriter, PERU.
- 2) The *Specific Deductible Amount* per employee who participates in our medical plan is \$125,000.
- 3) The goal of having stop loss insurance is to protect GMSD against catastrophic claims:
  - a. Currently, we have two contributing members over the \$125,000 threshold.
- 4) Stop Loss Renewal rates were based on the following number of plan participants:
  - a. Single= 271 members
  - b. Employee +1= 7 members
  - c. Family= 15 members
  - d. Total= 502 members
- 5) Lucent Health requested a total of three Stop Loss proposals from the following companies. However, only Sirius America Insurance through PERU officially submitted a firm Stop Loss rate proposal:
  - a. Sirius America Insurance (PERU)
  - b. Sun Life Assurance
  - c. Companion Life (PACE)
- 6) The *Annual Specific Premium* renewal is a decrease from the 2022/2023 school year.
- 7) The *Annual Aggregate Premium* renewal costs are flat from the 2022/2023 school year.
- 8) *Recommended total annual premium* cost for the 2023-2024 school year is \$827,783.

**Stop Loss Renewal Rates 2023**

|  | Current                         | Renewal                                |
|--|---------------------------------|--|
| <b>Insurer:</b>                        | <b>American Fidelity (PERU)</b> | <b>Sirius America Insurance (PERU)</b> |
| <b>Specific Deductible:</b>            | \$125,000                       | \$125,000                              |
| <b>Annual Total Specific Premium:</b>  | \$832,248                       | \$793,747                              |
| <b>Annual Agg Premium:</b>             | \$34,036                        | \$34,036                               |
| <b>Total Annual Stop Loss Premium:</b> | \$866,284                       | \$827,783                              |

**Recommendation:**

The GMSD Human Resources Department’s recommendation is to support the Self-Funded Stop Loss Insurance proposal with Sirius America Insurance through PERU at a \$125,000 Specific Deductible based on the understandings presented by Lucent Health and consultants with ESP, LLC.