

**GMSD Board Work Session**

**June 18, 2024 4:00 PM**

Board Room, GMSD Office

1. Revision of Policies - First Reading
2. Miscellaneous FY 23-24 Budget Amendments #19-29
3. FY25 Consolidated Application Approval for IDEA/ESEA
4. GMSD FY 2024-2025 General Fund Budget - 2nd reading
5. GMSD FY 2024-25 Federal, Capital, Cafeteria, Health Insurance and OPEB Budgets- 2nd reading
6. Purchase of Chromebooks
7. GMSD Instructional Calendar 2025-2026
8. Further Business

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term:  <b>Visitors' Code of Conduct</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>06/**/24</b>
		Rescinds:	Last Issued: <b>06/07/22</b>

1 Except on occasions, such as school programs, athletic events, open house and similar public  
2 events; all visitors will report to the school Office when entering a school building or the reception  
3 desk when entering the Central Office. Authorization to visit elsewhere in a school building, on the  
4 school campus or Central Office building or grounds will be determined by the Principal or designee  
5 or Superintendent or designee. ~~All persons other than students and employees of the school District~~  
6 ~~shall be issued a guest pass in order to proceed past the school Office or Central Office reception desk.~~

7 In order to maintain the conditions and atmosphere suitable for learning, no person shall enter  
8 onto school buses or upon the grounds or into District owned or leased buildings except students  
9 assigned to the bus or school, the staff of the school, approved parents of students, employees of the  
10 School District or other persons with lawful and valid business on the school premises.

11 Individuals who come onto **school premises** ~~District owned or leased property or who contact~~  
12 ~~employees concerning school or District business~~ are expected to behave respectfully and lawfully.  
13 Specifically, actions that are prohibited include, but are not limited to:

- 14 1. Cursing and use of obscenities;
- 15
- 16 2. Disrupting or threatening to disrupt school ~~or Central Office~~ operations;
- 17
- 18 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 19
- 20 4. Verbal or written statements or gestures indicating intent to harm an individual or property;
- 21 and
- 22
- 23 5. Physical attacks intended to harm an individual or ~~substantially~~ damage property.

24 Any person improperly on the premises of a school or District owned or leased facility **or who violates**  
25 **this Visitors' Code of Conduct** shall depart on the request of the School Principal or his/her designee or  
26 the Superintendent or his/her designee.

27 The Principal or his/her designee or the Superintendent or his/her designee shall contact law  
28 enforcement officials when he/she believes the situation warrants such measures. ~~In addition to any~~  
29 ~~criminal penalty provided by law, there is a civil cause of action for an intentional assault upon~~  
30 ~~educational personnel by any person during school hours or during school functions, if the parties are~~  
31 ~~on school grounds or in vehicles owned, leased or under contract by GMSD and used for transporting~~  
32 ~~students or faculty. A person who commits such assault shall be liable to the victim for all damages~~  
33 ~~resulting from the assault. Upon prevailing, a victim shall be entitled to three (3) times the amount of~~  
34 ~~the actual damages and shall be entitled to reasonable attorney fees and costs.~~

1 **NOTICE\***

2 (1) This Visitors' Code of Conduct shall be posted on the GMSD website.

3 (2) This Visitors' Code of Conduct shall be posted at each school entrance along with the  
4 telephone number of a member of the school's administration who can answer questions regarding this  
5 Visitor's Code of Conduct.

6 (3) Upon initial enrollment each parent/guardian of students shall be provided a printed copy of  
7 this Visitors' Code of Conduct with the telephone number of the student's school administrator who  
8 can answer questions regarding this Visitors' Code of Conduct. Each parent/guardian shall sign the  
9 Code of Conduct, acknowledging that the parent/guardian has read and understands it.

Legal References

T.C.A. § 39-14-406

T.C.A. § 49-2-203

T.C.A. § 49-6-2008

T.C.A. § 49-6-4020

\*As required by Tennessee law, this Visitors' Code of Conduct has been reviewed for its legality and constitutionality by the Board's Attorney, Valerie Speakman, BPR #014670.

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Reporting Threats of Mass Violence</b>	Descriptor Code: <b>1.810</b>	Issued Date: <b>06/**/24</b>
		Rescinds:	Last Issued: <b>08/24/21</b>

## 1 **DEFINITIONS**

2 “Mass violence” means any act which a reasonable person would conclude could lead to the serious  
3 bodily injury, or the death of two or more persons.

4 “Means of communication” means direct and indirect verbal, written, or electronic communications,  
5 including graffiti, pictures, diagrams telephone calls, voice over internet protocol calls, video messages,  
6 voice mails, electronic mail, social media posts, instant messages, chat group posts, text messages, and  
7 any other recognized means of conveying information.

8 “School” means any GMSD school.

9 “School property” means any school building or bus, school campus, grounds, recreational area, athletic  
10 field or other property owned, used, or operated by GMSD.

## 11 **THREATS OF MASS VIOLENCE ARE STRICTLY PROHIBITED**

12 A person who recklessly, by any means of communication, threatens to commit an act of mass violence  
13 on school property or at a GMSD school-related activity commits a Class A misdemeanor.

14 Any GMSD employee that by any means of communication, threatens to commit an act of mass violence  
15 on school property or at a GMSD school-related activity shall receive a disciplinary action, up to and  
16 including termination.

17 Any GMSD student that by any means of communication, threatens to commit an act of mass violence  
18 on school property or at a GMSD school-related activity shall result in disciplinary action pursuant to  
19 the GMSD Discipline Policy.

20 A person who recklessly, by any means of communication, threatens to commit an act of mass violence  
21 on school property or at a school-related activity, commits a Class E felony.

## 22 **REPORTING**

23 Any person who has knowledge of a threat of mass violence on school property or at a GMSD school-  
24 related activity shall report the threat immediately to:

- 25 a) The local law enforcement agency with jurisdiction over the school property or a GMSD school-  
26 related activity; AND

1           b) The Principal of the school property or GMSD school related activity that is the threatened  
2           subject of mass violence.

3           The report must include, to the extent known by the reporter, the nature of the threat of mass violence,  
4           the name and address of the person making the threat, the facts requiring the report, and any other  
5           pertinent information.

## 6           **FAILURE TO REPORT**

7           Failure of a GMSD employee to report a threat of mass violence on a school property or at a GMSD  
8           school-related activity shall result in disciplinary action up to and including termination.

9           Failure of a GMSD student to report a threat of mass violence on a school property or at a GMSD school-  
10          related activity shall result in disciplinary action pursuant to the GMSD Discipline Policy.

11          Any person who has knowledge of a threat of mass violence on school property or at a GMSD school-  
12          related activity and knowingly fails to report the threat commits a Class B misdemeanor.<sup>+</sup>

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### Legal References

T.C.A. § 39-16-517~~(d)(3)~~

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Surplus Property Sales*</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>06/**/24</b>
		Rescinds: <b>2.403</b>	Last Issued: <b>08/20/22</b>

1 Surplus property including but not limited to textbooks and instructional materials may be declared  
2 surplus property by the Superintendent and may be disposed of as provided below:

3 (a) All surplus property shall be sold to the highest bidder after advertising in a newspaper  
4 of general circulation at least seven (7) days prior to the sale. The sale may be to the  
5 highest bidder through an internet auction website used by GMSD, the City of  
6 Germantown, or the State of Tennessee. Any internet auction must be open for bidding  
7 for at least seven (7) days. For a sale by internet auction, the sale shall be advertised in a  
8 **Shelby County** newspaper of general circulation and **news and information website that**  
9 **has a URL, if such website exists, and** include in the advertisement the internet website  
10 address and other necessary information concerning the sale and may also advertise the  
11 sale on a website maintained by GMSD or the City of Germantown.

12  
13 However, the Superintendent/designee may also transfer surplus property of any value to  
14 Shelby County or to any municipality within Shelby County for public use, without the  
15 need for a competitive bid.

16 (b) Surplus property which has no value or has a value of less than Five Hundred Dollars  
17 (\$500) may be disposed of without the necessity of bids. In order for such disposal  
18 without bids, the Superintendent and the Chair of the Board of Education must agree in  
19 written form that the property is of no value or is of less value than Five Hundred Dollars  
20 (\$500).

21 (c) If reasonable attempts to dispose of surplus properties fail to produce monetary return to  
22 the system, the Superintendent shall dispose of the surplus property by any manner the  
23 Superintendent deems to be appropriate.

## 24 DISPOSAL OF COMPUTERS

25 No matter the value of computers designated by the Superintendent/designee to be surplus property,  
26 computers may be disposed of as follows:

27 (1) Donated to low-income families in the school district after the memory hard drives of the  
28 computers have been sanitized; or

29  
30 (2) Disposed of by selling or trading them to computer vendors or manufacturers as part of  
31 the proposal to purchase new computers for GMSD.

1 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS**

2 When equipment that was purchased with federal dollars is no longer needed for the original project or  
3 program or for other activities currently or previously supported by a federal agency, disposition of the  
4 equipment shall be made as follows:

5 (1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained,  
6 sold or otherwise disposed of with no further obligation to the awarding agency.

7 (2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained  
8 or sold and the awarding agency shall have a right to an amount calculated by multiplying the  
9 current market value or proceeds from sale by the awarding agency's share of the equipment.

\* This Policy does not pertain to real property owned by GMSD.

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Legal References

T.C.A. § 1-3-120  
T.C.A. § 49-6-2007  
T.C.A. § 49-6-2208  
2 CFR § 200.313

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>06/**/24</b>
		Rescinds: <b>2.806</b>	Last Issued: <b>06/17/19</b>

1 The Executive Committee or their designee(s) will follow the prescribed purchasing procedures of the  
2 City of Germantown, Tennessee.

3 An Invitation for Bid (IFB) is the solicitation of competitive, written, sealed bids based on specifications  
4 of the required equipment, material, and/or service. All purchases of supplies, materials, equipment, and  
5 contractual services in excess of twenty-five thousand dollars (\$25,000), including those of individual  
6 schools, shall be based on competitive bids.<sup>1</sup> These bids shall be solicited by advertisement in a **Shelby**  
7 **County** newspaper of general circulation **and news and information website that has a URL, if such**  
8 **website exists** ~~within the school system~~. However, said newspaper **and news and information website**  
9 advertisements may be waived by the purchasing agent in an emergency. The purchasing agent shall  
10 advertise for bids and receive quotations.<sup>2</sup>

11 The purchasing agent may satisfy advertising and bid requirements by use of a comprehensive list of  
12 vendors; provided, that the vendors on the list are given notice to bid; and, provided further, that the  
13 purchasing agent shall advertise at least annually for prospective vendors in a **Shelby County,** newspaper  
14 of general circulation and **a news and information website that has a URL, if such website exists, and**  
15 shall update the list of vendors following the advertisements.

16 A Request for Quotation (RFQ) is the solicitation of three written offers and/or pricing based on  
17 specifications of the required equipment, material, and/or general service. These are sometimes called  
18 “informal bids” because there is usually not a public opening. This method of solicitation is used when  
19 the cost of the goods, materials, and/or services will be between \$10,000 and \$24,999.99.

20 A request for pricing through email or online may be obtained. This type of price solicitation is usually  
21 used for readily available parts, supplies, and/or general services of a nontechnical nature. This method  
22 of solicitation is used when the cost of the goods, materials, and/or services are less than \$10,000.00.

23 Bids are not required where the purchases will be made from State or Federal GSA Contract or Co-  
24 operative. Also, when the purchasing agent deems that the state contract is not in the best interest of the  
25 taxpayer, alternative pricing will be obtained.

26 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding  
27 or other purchasing procedures is strictly prohibited.

28 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or  
29 all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced by reasons  
30 relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the  
31 opening of bids. Any bid received after the time and date specified shall not be considered. The Board  
32 recognizes that the lowest bid may not be the most responsible nor most advantageous to the public.

1 Factors to be considered should include the responsibility of the bidder, warranty offered, availability of  
2 service parts, past service experience, life cycle costing, stocking of parts and training expenses.

3 The bidder to whom the award is made may be required to enter into a written contract.

#### 4 **EXEMPTIONS FROM COMPETITIVE BIDDING<sup>3</sup>**

5 Contracts for legal services, educational consultants, and similar services by professional persons or  
6 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the  
7 basis of recognized competence and integrity. A Request for Statement of Qualifications (RFSOQ)  
8 process to determine the capabilities of such professional persons or groups may be utilized.

9 Insurance purchased through a plan authorized and approved by an organization of governmental entities  
10 representing cities and counties shall also be exempted.

11 For construction of school buildings or additions to existing buildings, the **bB**oard shall contract,  
12 following open bids, for the construction of school buildings or additions to existing buildings, the  
13 expenditure for which is in excess of twenty-five thousand dollars (\$25,000). Public notice shall be  
14 given at least ten (10) days in advance of accepting bids for the construction, and the **bB**oard shall award  
15 the contract to the lowest and/or best bidder. ~~Whether following local governing body procedures or~~  
16 ~~those set forth in this subdivision, i~~In the event no bid is within the budgetary limits set by the **bB**oard  
17 for the construction, the **bB**oard may negotiate with the lowest and/or best bidder to bring the cost of the  
18 construction within the funds available, ~~with the approval of the commissioner of education.~~

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#### Legal References

**T.C.A. § 1-3-120**

T.C.A. § 29-20-407

T.C.A. § 49-2-203(a)(3)

~~T.C.A. § 49-2-203(a)(3)(A)-(B);~~

T.C.A. § 49-2-206(b)(2)

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Emergency Planning</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>06/**/24</b>
		Rescinds: <b>3.202</b>	Last Issued: <b>08/29/23</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 Each district-wide school safety team and each building-level school safety team shall annually review  
7 the respective district-wide school safety plan or building-level school safety plan.

## 8 FIRE AND SAFETY DRILLS

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

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

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

## 22 AED/CPR DRILLS

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

## 27 REMOTE LEARNING DRILLS

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

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

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

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

#### 4 **FIRE EXTINGUISHERS**

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

#### 7 **MEDICAL EMERGENCIES/PANDEMIC**

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

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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: <b>Review: Annually</b>	Descriptor Term: <b>Textbooks and Instructional Materials</b>	Descriptor Code: <b>4.401</b>	Issued Date: <b>06/**/24 09/28/22 08/30/22 08/24/21</b>
		Rescinds: <b>4.401</b>	Issued: <b>09/15/14</b>

## 1 SELECTION OF TEXTBOOKS

2 GMSD is required by State law to adopt textbooks from the list of textbooks adopted by the State Textbook  
3 Commission. The selection of textbooks shall be completed according to the laws and policies required by  
4 the State of Tennessee and the Rules and Policies of the Tennessee State Board of Education. The  
5 responsibility for textbook selection rests with the GMSD textbook selection committees subject to approval  
6 by the Board. The GMSD Textbook Committees shall be set up by grade and subject matter fields and  
7 composed of teachers, or supervisors and teachers, and parents with students enrolled in a GMSD school.  
8 There should be a minimum of five (5) members on each committee.

9 Teachers and supervisors who serve on a committee shall be teaching or supervising the respective grade or  
10 subject at the time of the appointment. Committees shall be composed by grade or groups of grades arranged  
11 so that a committee may consider an entire series of books if it should so desire; provided, that in all cases,  
12 the teachers and supervisors appointed to the committees shall be licensed to teach in the State with  
13 endorsements in the subject matter or grade level for which textbooks or instructional materials are being  
14 reviewed. Teachers and supervisors appointed to committees shall have three (3) or more years of experience  
15 as teachers or supervisors in public schools.

16 The members of the committee shall serve for the length of time that the adoption process for which they are  
17 appointed lasts.

18 All committee members shall take an oath, subscribed by State law, which is administered by any authorized  
19 official empowered to administer an oath. The Superintendent shall serve as an *ex officio* member of the  
20 textbook committees.

21 The committees may select electronic textbooks. If students are provided electronic textbooks and  
22 instructional materials:

23 a) Students and teachers shall be provided reasonable access to computer equipment necessary for  
24 teachers to provide, and for students to complete, homework assignments using an electronic  
25 textbook or instructional materials; and

26  
27 b) Students shall be provided reasonable access to a printed version of the electronic textbook or  
28 instructional material if the student or the student's parent or legal guardian submits a written

1 request to the Principal of the school in which the student is enrolled for a printed version of the  
2 textbook or instructional material.

3 ~~The committees may select electronic textbooks provided that the Superintendent determines that reasonable~~  
4 ~~access to the electronic textbooks is made available to all students who are required to complete homework~~  
5 ~~assignments using the textbooks.~~

6 Once the proposed textbooks have been approved by the Board, the GMSD Assistant Superintendent,  
7 Teaching, Learning and Assessment shall post the list of all approved textbooks, and pacing guides,  
8 containing instructional materials on the GMSD website.

## 9 PARENTAL INSPECTION OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

10 Upon request, parents/guardians shall have the ability to inspect the following items: instructional  
11 materials, teaching materials, teaching aids used in the classroom of the parent's/guardian's child, handouts,  
12 teacher's manuals, films, tapes, and tests that are developed by and graded by their child's teacher.

## 13 CARE OF TEXTBOOK

14 Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of  
15 the course or upon withdrawal from a course or school.

16 The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed  
17 books:

18	<u>Age of Book</u>	<u>Amount Collected</u>
19	1-2 years	100% of replacement cost
20	3-4 years	75% of replacement cost
21	5 or more years	50% of replacement cost

22 The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the  
23 book is damaged to the extent it is no longer usable, the amount collected shall conform to the reimbursement  
24 schedule for lost books. A fine may only be assessed in cases where the pupil or parent damages, loses or  
25 defaces the textbook either through willful intent or neglect.

26 Failure to pay the fine imposed within a reasonable time may result in the imposition of one of the following  
27 sanctions as determined by the GMSD Assistant Superintendent of Teaching, Learning & Assessment:

- 28 1. Refusal to issue any additional textbooks and/or instructional materials until restitution is  
29 made;
- 30 2. Withholding of all progress reports/report cards, diplomas, certificates of progress or  
31 transcripts until restitution is made;
- 32 3. Not allowing the pupil to take interim or final examinations or to earn course credit in the  
33 course for which the textbooks and/or instructional materials are prescribed until restitution is  
34 made.

1 The Principal may waive the assessment of fines when in his/her judgment the student is the victim of  
2 uncontrollable circumstances and not responsible for the damages.

### 3 **TEACHER/PRINCIPAL RESPONSIBILITIES**

4 Teachers are required to use the state adopted textbooks purchased by the District as their main delivery of  
5 instruction in all classes. Teachers may supplement the state adopted textbooks with additional instructional  
6 supplemental materials listed in the course assigned pacing guide. Use of textbooks not on the state adoption  
7 list purchased by the District or instructional materials not listed within the pacing guides must comply with  
8 the GMSD Use of Supplemental Instructional Materials procedure.

9 A teacher or Principal shall not use or permit to be used in the person's school, whether as a supplement to  
10 the school district's or school's adopted textbooks and instructional materials or otherwise, textbooks, or  
11 instructional materials created to align exclusively within the Common Core State Standards or that are  
12 marketed as Common Core textbooks or materials.

13 Teachers shall not include or promote prohibited concepts as defined in T.C.A. § 49-6-1019, in any course  
14 of instruction, curriculum instructional program or in any supplemental instructional materials.

15 Failure to follow this Policy may result in disciplinary action, up to and including termination.

### 16 **FEEDBACK REGARDING TEXTBOOK AND INSTRUCTIONAL MATERIALS**

17 If a current GMSD employee believes a teacher assigned to the school at which they work, or a current GMSD  
18 student believes their teacher or a parent/guardian of a GMSD student believes their student's teacher has,  
19 within the past thirty (30) calendar days used a textbook or any instructional materials that contains  
20 inappropriate subject matter or age inappropriate subject matter, they may file a feedback form with the  
21 GMSD Assistant Superintendent, Teaching, Learning and Assessment. The feedback form can be found on  
22 the GMSD website.

23 If the use of a textbook or any instructional materials that are alleged to contain inappropriate subject matter  
24 or age inappropriate subject matter occurred prior to thirty (30) calendar days from the date the feedback  
25 form is filed, the feedback form will not be reviewed.

26 Within sixty (60) calendar days of receiving the feedback form, the GMSD Assistant Superintendent,  
27 Teaching, Learning and Assessment shall issue a written determination advising the person filing the  
28 feedback form whether the feedback has been substantiated and what, if any, action will be taken.

### 29 **FEEDBACK REGARDING STATE-DEFINED PROHIBITED CONCEPTS**

30 If a current GMSD employee believes a teacher assigned to the school at which they work, or a current  
31 GMSD student believes their teacher or a parent/guardian of a GMSD student believes their student's  
32 teacher has, within the past forty-five (45) calendar days, included or promoted prohibited concepts in a  
33 course of instruction, curriculum, instructional program, or in supplemental instructional materials they  
34 may file a feedback form with the GMSD Assistant Superintendent, Teaching, Learning and Assessment.  
35 The form can be found on the GMSD website.

- 1 If the feedback form is filed over forty-five (45) calendar days from the date the prohibited concept has  
2 been included or promoted in a course of instruction, curriculum, instructional program or in  
3 supplemental instructional materials, the feedback form shall not be reviewed.
- 4 The process for reviewing feedback alleging the promotion or inclusion of prohibited concepts in a  
5 course of instruction, curriculum, instructional program, or in supplemental instructional materials shall  
6 be as set forth in Tennessee State Board of Education Rule 0520-12-04.
- 7 Within sixty (60) calendar days of receiving the feedback form, the GMSD Assistant Superintendent,  
8 Teaching, Learning and Assessment, shall issue a written determination stating whether the allegation/s  
9 in the feedback form has been substantiated. The written determination shall be communicated to the  
10 feedback form provider and the teacher alleged to have included or promoted the prohibited concept.
- 11 Retaliation for filing a feedback form, filing an appeal, or participating in an investigation regarding a  
12 feedback form is prohibited.

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Legal References

T.C.A. § 49-3-310  
T.C.A. § 49-6-2206  
T.C.A. § 49-6-2207  
T.C.A. § 49-6-1019  
T.C.A. § 49-6-7003  
20 U.S.C.A. § 1232h  
State Board of Education Rule 0520-12-04

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Library Collections</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>06/**/24</b>
		Rescinds:	Last Issued: <b>06/07/22</b>

1 The “Library Collections” for each GMSD school have been developed over a period of years, prior to  
2 the adoption of this Policy. After the passage of this Policy, the evolution of the GMSD school “Library  
3 Collections” shall be based upon the following processes set forth in this Policy.

## 4 **DEFINITIONS**

5 “Library Collections” refers to all materials made available to students by the school but does not include  
6 materials made available to students as part of a course of curriculum.

7 “Materials” refers to books, periodicals, newspapers, manuscripts, films, prints, documents, microfilm,  
8 discs, cassettes, videotapes, videogames, applications, and subscription content in any form.

## 9 **DEVELOPMENT OF THE LIBRARY COLLECTIONS**

- 10 1) Each GMSD School shall have a Library Collection Committee. The Principal for each  
11 GMSD school shall select four classroom teachers and one parent/guardian representative  
12 at the commencement of each school year to serve on a Library Collection Committee,  
13 along with their respective School Librarian/s. The Library Collection Committee shall  
14 review all new “materials”, other than “materials” made available to students as part of a  
15 course curriculum, that will be made available by their school to their students. The  
16 GMSD Technology Supervisor shall be consulted by the Library Collection Committee  
17 when the Committee is considering new “materials” that are in the form of videogames  
18 or applications.
- 19 2) The Library Collection Committee shall recommend to the School Principal the approval  
20 of all new “materials”, other than “materials” made available to students as part of a  
21 course curriculum, that will be made available by their school to their students.
- 22 3) The criterion used by the Library Collection Committee when determining whether to  
23 approve new “materials” shall be:
- 24 a) whether the “materials” are appropriate for the age and maturity levels of the  
25 students who have access to those materials, as prescribed by T.C.A. § 49-6-3803;  
26 and  
27
- 28 b) whether the materials are suitable for and consistent with the educational mission  
29 of the school.  
30
- 31 4) Based upon the Committee’s recommendation, the School Principal shall either approve  
32 or deny the Committee’s recommendation.

- 1  
2 5) The Library Collection Committee shall review the “Library Collection” annually to  
3 determine whether there are any “materials” that :  
4  
5 a) may not be appropriate for the age and maturity levels of the students who have  
6 access to the materials, as prescribed by T.C.A. § 49-6-3803; and/or  
7  
8 b) may not be suitable for and/or consistent with the educational mission of the  
9 school.  
10  
11 6) If the Committee determines that any of the “materials” in the school’s “Library  
12 Collection” are not appropriate for the age and maturity levels of the students who have  
13 access to the materials and/or may not be suitable for and/or consistent with the  
14 educational mission of the school, the Committee shall recommend to the School  
15 Principal:  
16  
17 a) that the material be removed from the school’s “Library Collection”; or  
18  
19 b) that the material be removed from access to students based upon students’ ages or  
20 maturity levels.  
21  
22 7) The School Principal shall act on the Committee’s annual review recommendations  
23 within 30 days after receiving the Committee’s recommendation.

24 A list of materials in the school’s “Library Collection” shall be maintained on each school’s website.

### 25 **FEEDBACK**

- 26 1) If a student, student’s parent or guardian, or school employee believes that one or more  
27 of the materials in the school’s “Library Collection” of the student’s or employee’s school  
28 is:  
29 a) not appropriate for the age and maturity levels of the students who have access  
30 to the materials; and/or  
31 b) not be suitable for and/or consistent with the educational mission of the school,  
32 the student, student’s parent or guardian, or school employee may provide feedback to  
33 the “Library Collection Committee” of their concern.

34 The feedback must be provided on a form that will be provided on the school’s website.

35 The Committee shall review all feedback provided and will recommend to the School Principal  
36 the appropriate response to the feedback and action, if any, to be taken based upon the review of  
37 the feedback. The School Principal shall provide a response to the student, student’s parent or  
38 guardian or school employee within 30 calendar days of when the feedback was received by the  
39 Committee.

- 1           2)     If the student, student's parent or guardian, or school employee is dissatisfied with the  
2           response of the School Principal, within five (5) calendar days from receiving the  
3           response of the School Principal, the student, student's parent or guardian, or school  
4           employee shall submit the original feedback form and the School Principal's response to  
5           the GMSD Assistant Superintendent, Teaching, Learning and Assessment for his/her  
6           review and evaluation. The GMSD Assistant Superintendent, Teaching, Learning and  
7           Assessment shall provide a response to the student, student's parent or guardian or school  
8           employee within 30 calendar days of when the feedback was received by the GMSD  
9           Assistant Superintendent, Teaching, Learning and Assessment.
- 10          3)     If the student, student's parent or guardian, or school employee is dissatisfied with the  
11          response of the GMSD Assistant Superintendent, Teaching, Learning and Assessment,  
12          the student, student's parent or guardian, or school employee shall, within five (5)  
13          calendar days from receiving the response from the GMSD Assistant Superintendent,  
14          Teaching, Learning, and Assessment, submit the original feedback form, the School  
15          Principal's response and response of the GMSD Assistant Superintendent, Teaching,  
16          Learning and Assessment to the GMSD Board Chairman for consideration by the full  
17          GMSD Board of Education.
- 18          Within sixty (60) calendar days from the date on which the Library Collections Committee  
19          received the student's, student's parent's, guardian's, or school employee's feedback, ~~the~~ the full  
20          GMSD Board of Education shall consider the feedback coupled with the responses of the school  
21          Principal and the GMSD Assistant Superintendent, Teaching, Learning, and Assessment.  
22          ~~provided at its next regular Board meeting following the Board Chairperson's receipt of the~~  
23          ~~feedback form with responses.~~ If a majority of the GMSD Board of Education determines that  
24          the material in question is not appropriate for the age and maturity levels of the students who  
25          have access to the materials, as prescribed in T.C.A. § 49-6-3803, and/or is not suitable for, or  
26          consistent with, the educational mission of the school, then the school shall remove the material  
27          from its Library Collection.

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Legal References

T.C.A. § 49-6-3801  
T.C.A. § 49-6-3802  
T.C.A. § 49-6-3803

# THIS IS A NEW POLICY

Germantown Municipal School District			
Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Artificial Intelligence</b>	Descriptor Code: <b>4.406</b>	Issued Date: <b>06/**/24</b>
		Rescinds:	Issued:

1 As required by Tennessee law, this Policy is intended to govern the use of artificial intelligence by  
2 students, teachers and staff for instructional and assignment purposes in Germantown Municipal School  
3 District.

4 “Artificial Intelligence” (AI) means a machine-based system that can, for a given set of human-defined  
5 objectives, make predictions, recommendations, or decision influencing real or virtual environments and  
6 that is capable of using machine and human-based inputs to perceive real and virtual environments,  
7 abstract such perceptions into models through analysis in an automated manner, and use model inference  
8 to formulate options for information or action.

9 **General Principles:**

10 Students, teachers and staff shall not enter personally identifiable information into any artificial  
11 intelligence system, without the prior approval of the GMSD Blended Learning Supervisor.

12 AI may not be used to make employment decisions regarding applicants for employment.

13 Students may only use AI for curriculum purposes, if specifically approved by their teacher.

14 Before approving the use of AI for curriculum purposes, teachers shall ensure that the AI system used  
15 by students is age appropriate.

16 When using AI for purposes set forth in this Policy, students, teachers and staff shall crosscheck and  
17 verify information obtained through AI.

18 AI shall not be used as a substitute for a student’s own work. “Plagiarism” is defined as the practice of  
19 taking someone else’s work or ideas and passing them off as one’s own. “Plagiarism” shall be considered  
20 to be cheating. “Plagiarism” is strictly prohibited.

21 Use of AI by teachers and staff shall be in conformity with the GMSD Employee Use of the Internet  
22 Policy. Use of AI by students shall be in conformity with the GMSD Student Use of the Internet Policy.

23 **Enforcement:**

24 Violations of this Policy by employees will result in disciplinary action, up to and including termination.

25 Violations of this Policy by students will result in disciplinary action in conformity with the GMSD  
26 Discipline Policy.

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Legal References

T.C.A. § 49-2-203

<b>Germantown Municipal School District</b>			
Monitoring: <b>Review: Annually</b>	Descriptor Term:  <b style="font-size: 2em;">Grading</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>06/**/24</b>
		Rescinds: <b>4.600</b>	Last Issued: <b>04/30/24</b>

1 **GRADING SYSTEM FOR GRADES K-5**

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

5 Two (2) report cards are used in grades K-5; Teachers should refer to the appropriate card for  
 6 explanation of the grading system for each level.

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

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

13 In all schools, students’ conduct is graded as E, G, S, N, or U and is to be reported at each grading  
 14 period on the report card. Self-contained classes receive one homeroom conduct grade. Individual  
 15 subject classes each give a conduct grade. ~~Report cards are posted in Skyward at the end of each~~  
 16 ~~nine (9) — week session. Parents who request hard copy report cards will be able to pick them up~~  
 17 ~~at the school or they will be sent home with students.~~

18 **Grades 4-5 and Virtual School Grades K-5:**

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

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

- 24 A..... 90 - 100
- 25 B..... 80 - 89
- 26 C..... 70 - 79
- 27 D..... 60 - 69
- 28 F..... Below 60

~~1 Report cards are posted in Skyward at the end of each nine (9) week session. Parents who request  
2 hard copy report cards will be able to pick them up at the school or they will be sent home with  
3 students.~~

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

11 Semester grades for grades 4-5 are determined by an average of grades for each of the two nine  
12 (9) – week terms. Standardized tests should not be used as the sole measure for passing or failing.  
13 TCAP scores may count a percentage of the second semester average, as determined in the Testing  
14 Programs policy, IP 4.700.

15 **NOTE: Semester examinations are not given in grades 4-5.**

16 Final Grade – This grade is determined by averaging the two semester grades.  
17

18 A student’s academic grade is solely intended to reflect the students’ mastery of skills and  
19 standards in the designated subject. **Therefore, academic credit/points may not be awarded or  
20 deducted for any purpose that is not directly related to the student’s academic performance.**  
21 For example, academic credit/points may not be deducted for failure to purchase certain brands or  
22 types of school supplies. A reasonable number of academic points may be deducted from a  
23 student’s academic grade for failure to submit homework or other assigned academic work on the  
24 date specified by the teacher.

25 Parents are to be notified within a report card period when a student is not performing at  
26 expectation. Parent-teacher conferences should be held for gaining parental support in an effort to  
27 improve student performance.

## 28 **GRADING SYSTEM FOR GRADES 6-12**

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

~~31 Report cards are posted in Skyward at the end of each nine (9) week session. Parents who request  
32 hard copy report cards will be able to pick them up at the school or they will be sent home with  
33 students.~~

34 Parents must be notified within a report card period when a student is not performing at expectation.  
35 Parent- teacher conferences should be held for gaining parental support in an effort to improve  
36 student performance.

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

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

6 Grades will be reported on report cards and transcript records using the numerical values  
 7 indicated below:

8	A .....	90-100
9	B .....	80-89
10	C .....	70-79
11	D .....	60-69
12	F .....	Below 60

13 ~~The Tennessee Uniform Grading Scale for Lottery/HOPE Scholarship.~~

14 Students applying for lottery scholarships and other Tennessee Student Assistance Corporation  
 15 funds will use the same grading scale.

16 The high school counselors shall be responsible for communicating Lottery/HOPE Scholarship  
 17 requirements annually. Incoming freshmen will be provided information on college core courses  
 18 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT  
 19 scores, number of credits, etc.) that must be met in order to receive a scholarship.

20 The student's unweighted GPA, weighted GPA, and HOPE GPA will be posted on the student's  
 21 end-of-year report card and transcripts.

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

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

30 A student's academic grade is solely intended to reflect the students' mastery of skills and  
 31 standards in the designated subject. **Therefore, academic credit/points may not be awarded or**  
 32 **deducted for any purpose that is not directly related to the student's academic performance.**  
 33 For example, academic credit/points may not be deducted for failure to purchase certain brands or  
 34 types of school supplies. The number of academic points that may be deducted from a student's  
 35 academic grade for failure to submit homework or other assigned academic work on the date

1 specified by the teacher shall be determined by the teacher and approved by the school's  
2 administration.

3  
4 In the event of an excused absence, students are expected to make up missed work within a  
5 reasonable amount of time ~~as determined by the school policy~~, with a minimum of one day allowed  
6 for each day absent.

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

12  
13 No student should fail for the semester or year if the only failing grade is that of the semester  
14 examination, provided the student has made an honest effort on the examination.

15  
16 Credits will be awarded in 0.5 increments upon successful completion of a semester; however,  
17 credits for full year courses may be awarded if the final yearly average is a passing grade (60 or  
18 higher).

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

23 ~~In all Advanced Placement (AP) courses at the secondary level, five (5) points shall be added to~~  
24 ~~each quarter numerical grade and each semester exam grade. The two nine (9) week grades and~~  
25 ~~the semester exam grade, with the points included, will be used to calculate the semester average.~~

26 ~~In all Dual Credit (DC), Industry Aligned Certification, and Dual Enrollment (DE) courses at the~~  
27 ~~secondary level, four (4) points shall be added to each quarter numerical grade and each semester~~  
28 ~~exam grade. The two nine (9) week grades and the semester exam grade, with the points included,~~  
29 ~~will be used to calculate the semester average.~~

30 ~~In all grades for Honors courses at the secondary level, three (3) points shall be added to each~~  
31 ~~quarter numerical grade and each semester exam grade. The two nine (9) week grades, the semester~~  
32 ~~exam grade, with added Honors course points included, will be used to calculate the semester~~  
33 ~~average.~~

#### 34 Semester Exam Exemption

35 A student enrolled in an End of Course (EOC) tested subject who completes the EOC Assessment  
36 or is enrolled in an AP course and completes the AP Exam is exempt from those respective second  
37 semester exams. The requirement for the final examination for Statewide Dual Credit (DC)  
38 courses shall be determined by the Tennessee State Board of Education Rules and Policies. The

1 requirement for second semester exams for students enrolled in **DE** courses shall be dictated by  
2 the University at which the student is enrolled in the **DE** course.

3 A student having a (ninety) 90 or higher average for the two (2) terms in a specific course will be  
4 exempted from the semester exam, if the student desires. When a student is exempted from the  
5 examination, the semester average will be the average of the two term grades. Any unexcused  
6 absence or more than **five (5)** ~~seven (7)~~ excused absences per semester in a course will disqualify  
7 the student from being exempt from the semester exam for that particular course. Exemptions  
8 apply only to teacher-made semester examinations. 12<sup>th</sup> grade students are eligible for exam  
9 exemption during both semesters. All other students in high school courses who meet the above  
10 requirements may be exempted for only the second semester exam; however, for courses that are  
11 only one semester, underclassmen may also be exempt during first semester.

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

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

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

19 **CALCULATION FOR HIGH SCHOOL COURSE GRADE POINT AVERAGE WEIGHTING**

<u>Grade</u>	<u>Value</u>	<u>Standard</u>	<u>Honors</u>	<u>AP/Dual Enrollment Statewide Dual Credit/ Local Dual Credit/ National Industry Certification</u>
<b>A</b>	<b>90-100</b>	4.0	4.5	5.0
<b>B</b>	<b>80-89</b>	3.0	3.5	4.0
<b>C</b>	<b>70-79</b>	2.0	2.5	3.0
<b>D</b>	<b>60-69</b>	1.0	1.5	2.0
<b>F</b>	<b>Below 60</b>	0.0	0.0	0.0

This weighted grading scale shall be used for all official purposes including report cards, GPA,  
honor roll, *etc.*, except the Lottery/Hope Scholarship.

**ADDITIONAL POINTS FOR ADVANCED HIGH SCHOOL COURSES**

<u>Grade</u>	<u>Percentage Range</u>	<u>Honors Courses</u>	<u>Local and Statewide Dual Credit Courses, Industry Certification-</u>	<u>Advanced Placement, Cambridge International, College Level</u>
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			<u>Aligned Courses, and Dual Enrollment Courses*</u>	<u>Exam Program (CLEP), International Baccalaureate, and Dual Enrollment Courses*</u>
<b>A</b>	<b>90-100</b>	Shall include the addition of 3 <b>percentage points</b> to the grades used to calculate the semester average.	Shall include the addition of 4 <b>percentage points</b> to the grades used to calculate the semester average.	Shall include the addition of 5 <b>percentage points</b> to the grades used to calculate the semester average.
<b>B</b>	<b>80 - 89</b>			
<b>C</b>	<b>70 - 79</b>			
<b>D</b>	<b>60-69</b>			
<b>F</b>	<b>Below 60</b>			
			*Dual Enrollment Courses completed in the 2022-23 and 2023-24 school years shall include the addition of 4 percentage points to the grades used to calculate the semester average.	*Dual Enrollment Courses completed in the 2024-25 school year and thereafter shall include the addition of 5 percentage points used to calculate the semester average.

1 Students enrolled in Advanced Placement courses, National Industry Certification aligned courses,  
 2 and Statewide Dual Credit courses are expected to sit for the culminating exam associated with  
 3 Advanced Placement courses, National Industry Certification aligned courses, and Statewide Dual  
 4 Credit courses. Students who fail to sit for the culminating exam associated with Advanced  
 5 Placement courses, National Industry Certification aligned courses, and Statewide Dual Credit  
 6 courses will not be awarded the quality points or weighting points attributed to Advanced  
 7 Placement courses, National Industry Certification aligned courses, and Statewide Dual Credit  
 8 courses. For students who do not sit for the culminating exam, grades will be adjusted for all  
 9 grading periods within the current school year.

10 ~~This weighted grading scale shall be used for all official purposes including report cards and~~  
 11 ~~weighted GPA except the Lottery / Hope Scholarship as described below.~~

<u>Grade Value</u>	<u>For Standard classes:</u>	<u>For Honors classes:</u>	<u>For EPSO Courses: AP*, Cambridge, Industry-Aligned Certification*, Dual Enrollment**, International Baccalaureate*, Statewide Dual Credit*:</u>
A= 90—100	A= 4.0	A= 4.5	A= 5.0
B= 80—89	B= 3.0	B= 3.5	B= 4.0
C= 70—79	C= 2.0	C= 2.5	C= 3.0
D= 60—69	D= 1.0	D= 1.5	D= 2.0
F= Below 60	F= 0	F= 0	F= 0

1 ~~\*These courses are eligible for additional percentage point weighting and are awarded only to~~  
2 ~~students who sit for the identified exam.~~

3 ~~\*\*Dual enrollment courses that are successfully passed and are recognized for high school credit~~  
4 ~~are eligible for additional percentage point weighting.~~

## 5 Report to Parents

6 Report cards are posted in Skyward at the end of each nine (9)- week session. The report cards will  
7 be issued soon after the conclusion of each grading period. Parents who request hard copy report  
8 cards will be able to pick them up at the school or they will be sent home with students. The grading  
9 period schedule will be published on the district website and all school websites. Parent  
10 involvement is an important variable of student success. Parents are encouraged to discuss the  
11 student's progress with school personnel.

## 12 TRANSCRIPTS

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

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

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Legal References

~~State Board of Education Rule TRR/MS 0520-01-03-02~~

State Board of Education Rule 0520-01-03

State Board of Education Policy 3.301

T.C.A. § 49-2-203

T.C.A. § 49-2-301

T.C.A. § 49-6-407

T.C.A. § 49-50-1101

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Grades K-8 Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>06/**/24</b>
		Rescinds: <b>4.603</b>	Last Issued: <b>04/30/24</b>

1 A student in the third grade shall not be promoted to the next grade level unless the student is determined  
2 to be proficient in English language arts (ELA) based on the student's achieving a performance level  
3 rating of "met expectations" or "exceeded expectations" on the ELA portion of the student's most recent  
4 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  
26 parents, school counselor, or other appropriate school personnel. All promotion plans

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

\*For purposes of this Policy, a "student's most recent TCAP test" is the 3<sup>rd</sup> grade spring ELA TCAP, or the 3<sup>rd</sup> grade ELA TCAP re-test opportunity, whichever score is higher.

- 1 (b) Exceptions:
- 2 1. A student in grade three (3) who is not proficient in ELA, as determined by the
- 3 student's achieving a performance level rating of "approaching expectations" on
- 4 the ELA portion of the student's most recent TCAP test, may be promoted to the
- 5 fourth (4<sup>th</sup>) grade if:
- 6 (i) Pathway 1: The student is an English language learner and has received
- 7 less than two (2) full school years of ELA instruction;
- 8 (ii) Pathway 2: The student was previously retained in any of the grades
- 9 kindergarten through three (K-3);
- 10 (iii) Pathway 3: The student is retested in accordance with the Tennessee
- 11 Department of Education (TDOE) guidelines before the beginning of the
- 12 next school year and scores proficient in ELA;
- 13 (iv) Pathway 4: The student attends a learning loss bridge camp before the
- 14 beginning of the upcoming school year, maintains a ninety percent (90%)
- 15 attendance rate at the camp, and the student's performance on the post-test
- 16 administered to the student at the end of the learning loss bridge camp, as
- 17 required under T.C.A. § 49-6-1502(4)(F), demonstrates adequate growth,
- 18 as defined in the State Board's Promotion and Retention Policy 3.300; or
- 19 (v) Pathway 5: The student receives high-dosage, low-ratio tutoring for the
- 20 entirety of the upcoming school year from a Tennessee accelerating
- 21 literacy and learning corps (TALLC) tutor. For the purposes of this
- 22 Policy, "high-dosage, low-ratio tutoring" means a minimum of two (2)
- 23 thirty (30) minutes sessions per week with a one to three (1:3) teacher to
- 24 student ratio. TALLC high-dosage, low-ratio tutoring may be provided
- 25 through the following options, in accordance with T.C.A. § 49-6-1507:
- 26 a. A tutor recruited and trained through the TDOE's TN ALL Corps
- 27 grant program.
- 28 b. A GMSD recruited tutor who has completed the TN ALL Corps
- 29 training.
- 30 (vi) Pathway 6: Third (3<sup>rd</sup>) grade students who demonstrate proficiency in
- 31 ELA standards based on the student scoring at or above the fiftieth (50<sup>th</sup>)
- 32 percentile on the most recently administered state-provided benchmark
- 33 assessment, if the benchmark assessment is administered to the student in
- 34 a test environment, in accordance with TDOE guidance, and GMSD
- 35 agrees to provide tutoring services to the student for the entirety of the
- 36 student's fourth (4<sup>th</sup>) grade year.
- 37
- 38 a. If a student is promoted to the fourth (4<sup>th</sup>) grade pursuant to this
- 39 Pathway 6, then the student's parent/guardian shall be notified, in

1 writing, of the benefits of enrolling their student in a learning loss  
2 bridge camp and encouraging the parent or guardian to do so.

3  
4 b. For the purposes of Pathway 6, “state-provided benchmark  
5 assessment” means the Tennessee Universal Reading Screener  
6 provided by TDOE.

7  
8 c. The tutoring services provided to the student for the entirety of the  
9 student’s fourth (4<sup>th</sup>) grade year must be high-dosage, low-ratio  
10 tutoring. For the purposes of this policy, “high-dosage, low-ratio  
11 tutoring” means a minimum of two (2) thirty (30) minute sessions  
12 per week with a one to three (1:3) teacher to student ratio. TN  
13 ALL Corps high dosage, low-ratio tutoring may be provided  
14 through the following options, in accordance with T.C.A. § 49-6-  
15 1507:

16  
17 1. A tutor recruited and trained through TDOE’s TN ALL  
18 Corps grant program.

19  
20 2. A GMSD recruited tutor who has completed the TDOE’s  
21 TN ALL Corps training.

22 2. A student in grade (3) who is not proficient in ELA, as determined by the student’s  
23 achieving a performance level rating of “below expectations” on the ELA portion  
24 of the student’s most recent TCAP test, may be promoted to the fourth (4<sup>th</sup>) grade  
25 if:

26 (i) Pathway 1: The student is an English language learner and has received  
27 less than two (2) years of ELA instruction;

28 (ii) Pathway 2: The student was previously retained in any of the grades  
29 kindergarten through three (K-3);

30 (iii) Pathway 3: The student retested in accordance with TDOE guidelines  
31 before the beginning of the next school year and scores proficient in ELA;  
32 or

33 (iv) Pathway 4: The student attends a learning loss bridge camp before the  
34 beginning of the upcoming school year and maintains a ninety (90%)  
35 percent attendance rate at the camp, and receives high-dosage, low-ratio  
36 tutoring for the entirety of the upcoming school year from a Tennessee  
37 accelerating literacy and learning corps (TALLC) tutor. For the purposes  
38 of this policy, “high-dosage, low-ratio tutoring” means a minimum of two  
39 (2) thirty (30) minute sessions per week with a one to three (1:3) teacher  
40 to student ratio. TALLC high-dosage, low-ratio tutoring may be provided  
41 through the following options:

- 1 a. A tutor recruited and trained through the TDOE TN ALL Corps  
2 grant program.
- 3 b. A GMSD recruited tutor who has completed the TDOE's TN ALL  
4 Corps training.

5 (c) Students who are absent from the learning loss bridge camp, as referenced in section  
6 5(b)1. and 5(b)2. above shall be permitted one excused absence, during the term of the  
7 learning loss bridge camp. Absences will be excused for the reasons set forth in GMSD  
8 Board Policy 6.200, Attendance and Truancy. In the event that the absence is excused, it  
9 must be made up on the day designated by the GMSD Department of Teaching, Learning,  
10 and Assessment. In order for the absence to be excused, within two (2) days of the  
11 absence, the parent must present a note to the student's learning loss bridge camp teacher  
12 verifying that the absence was due to one of the reasons set forth in the "excused absence"  
13 definitions set forth in GMSD Board Policy 6.200. If a note is not received within two  
14 (2) days of the absence, the absence will be deemed unexcused.

15 The make-up date for the excused absence will be announced to parents/guardians on the  
16 first day of the learning loss bridge camp. Students attending the designated make-up date  
17 shall take the required post-test on a date designated by the GMSD Department of  
18 Teaching, Learning, and Assessment, as directed by the Tennessee Department of  
19 Education. The date of the make-up post-test will be announced to parents/guardians on  
20 the first day of the learning loss bridge camp.

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

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

28 (d) (1) A student who is promoted to the fourth grade pursuant to subdivision 5.(b)1.(v)  
29 or 5.(b)2.(iv) ~~must show adequate growth on the fourth (4<sup>th</sup>) grade ELA portion of the~~  
30 ~~TCAP test as further defined in the Tennessee State Board of Education's Promotion and~~  
31 ~~Retention Policy 3.300 before the student may be promoted to the fifth (5<sup>th</sup>) grade.~~ may  
32 be promoted to the fifth grade if the student shows adequate growth as determined by the  
33 Tennessee Department of Education, on the fourth grade ELA portion of the TCAP test.  
34 ~~must show adequate growth on the fourth (4<sup>th</sup>) grade ELA portion of the TCAP test as~~  
35 ~~further defined in the Tennessee State Board of Education's Promotion and Retention~~  
36 ~~Policy 3.300 before the student may be promoted to the fifth (5<sup>th</sup>) grade.~~

37 (2) If a student is promoted to the fourth grade pursuant to subdivision 5.(b) 1.(v) or  
38 5.(b) 2.(iv), and does not show adequate growth, as determined by the Tennessee

1 Department of Education, on the fourth grade ELA portion of the TCAP test, then the  
2 GMSD Teaching, Learning, and Assessment Department shall convene a conference that  
3 must be attended by the following categories of participants: the student's  
4 parent/guardian, the student's ELA teacher, and the student's School Principal. The  
5 recommendations made by the majority of the categories of participants in the conference  
6 determines whether the student must be:

7 (i) Promoted to the fifth grade and assigned a tutor to provide tutoring  
8 services to the student for the entirety of the student's fifth grade year, based on  
9 tutoring requirements established by the Tennessee Department of Education; or

10 (ii) Retained in the fourth grade; provided that a student must not be retained  
11 in the fourth grade more than once.

12 (e) Notwithstanding paragraph 5(d) above, a student shall not be retained in the fourth (4<sup>th</sup>)  
13 grade more than once.

14 (f) The requirements set forth in paragraph 5 (a)-(e) 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 (g) A student who is retained in any of the grades kindergarten through three (K-3) must be  
18 assigned a tutor to provide the student with tutoring services for the entirety of the  
19 upcoming school year based on tutoring requirements established by the TDOE.

20 (h) Parents or legal guardians of a student who is identified for retention in third grade  
21 pursuant to Paragraph 5(a) of this Policy based on the student's achieving a performance  
22 level rating of "approaching" on the ELA portion of the student's most recent TCAP test,  
23 may appeal the retention decision to the TDOE on forms provided on the TDOE website.

24 A decision to retain a student for any other reason may be appealed to GMSD's Assistant  
25 Superintendent of Teaching, Learning, and Assessment. The GMSD Assistant  
26 Superintendent of Teaching, Learning, and Assessment may overturn the decision to  
27 retain for good cause shown, and due to extenuating circumstances, as is determined in  
28 the discretion of the GMSD Assistant Superintendent of Teaching, Learning, and  
29 Assessment. The decision of the GMSD Assistant Superintendent of Teaching, Learning,  
30 and Assessment shall be final.

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#### Legal References

State Board of Education Policy 3.300  
State Board of Education Rule 0520-01-03-.03  
State Board of Education Rule 0520-01-03-.16  
T.C.A. § 49-6-3115

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Credit for Prior Courses</b> <b>Credits Awarded in Middle School</b>	Descriptor Code: <b>4.604</b>	Issued Date: <b>06/**/24</b>
		Rescinds: <b>4.604</b>	Last Issued: <b>12/15/20</b>

1 *Beginning with the graduating class of 2025:*

2 ~~Current GMSD students attending a Houston High School feeder school, will receive credit for~~  
3 ~~high school courses successfully completed in middle school.~~ Students enrolled in grades 9 - 12  
4 who have successfully completed the equivalent of ~~to~~ a high school level course in ~~a~~ middle school  
5 shall receive ~~outside GMSD may earn~~ high school credit for graduation, ~~except in U.S History &~~  
6 ~~Geography, under the following guidelines:~~<sup>†</sup> provided that the student receives a passing grade in  
7 the course. High school credit may not be given by examination in American History.

8 ~~1. Students entering from outside GMSD shall be given a comparable comprehensive~~  
9 ~~written examination for the course based on the academic standards required for students~~  
10 ~~in grades nine (9) through twelve (12) who earned credit for graduation;~~

11  
12 ~~2. The examination shall provide evidence that a student has mastered all of the terminal~~  
13 ~~objectives in the applicable curriculum framework adopted by the State Board of~~  
14 ~~Education and shall be scored and graded on the same scale as for students who are~~  
15 ~~enrolled in the course for which credit is being given;~~

16  
17 ~~3. Students must have earned a grade of "C" or better in the course in order to qualify to~~  
18 ~~take the examination;~~

19 ~~4.~~

20 ~~Students transferring from outside GMSD shall submit~~ Houston High School must receive an  
21 official transcript or grade report from the previous school documenting the completion of a high  
22 school level course for high school credit~~;~~;

23  
24 ~~5. Students must score a 70% or better on the examination in order to receive credit toward~~  
25 ~~high school graduation;~~

26  
27 ~~6. The high school transcript of students who score a 70% or better on the qualifying~~  
28 ~~examination will be amended with the course name and the grade noted on the official~~  
29 ~~transcript or grade report provided by the previous school. If a letter grade is provided,~~  
30 ~~the letter grade will be converted to a numerical average in accordance with the GMSD~~  
31 ~~grade conversion procedure;~~

32  
33 ~~7. Grades for credits awarded by exam will count as credits on student transcripts but will~~  
34 ~~not be included in GPA calculations (GMSD 4.602); and~~

35  
36 ~~8. Students receiving credit from middle school will be held to the twenty two (22) credit~~  
37 ~~minimum to receive a regular high school diploma. As required by state graduation~~

1 ~~requirements, students must complete four (4) math courses and three (3) science courses~~  
2 ~~while enrolled in grades 9-12.~~

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

- 4
- 5 ~~1. Making application for credit;~~
- 6
- 7 ~~2. Administering and scoring the examination; and~~
- 8
- 9 ~~3. Record keeping to ensure the proper credit is given.~~

10 ~~If a student completes any of the required school math credits prior to the 9<sup>th</sup> grade, the student~~  
11 ~~shall still be required to enroll in a mathematics course in 3 of the 4 years of high school.~~

12 ~~Students must take the semester examination for the course as required for students in grades 9~~  
13 ~~through 12.~~

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Legal References

~~TRR/MS~~ State Board of Education Rule 0520-01-03-.06(2)  
~~T.C.A. § 49-6-1202~~  
State Board of Education Policy 2.102

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~~Cross References~~

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

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Family Life Education</b>	Descriptor Code: <b>4.2013</b>	Issued Date: <b>06/**/24</b>
		Rescinds: <b>4.2013</b>	Last Issued: <b>06/19/17</b>

1 Family life education<sup>1</sup> is an abstinence-based sex education program that builds a foundation of  
2 knowledge and skills relating to character development, human development, decision-making,  
3 abstinence, contraception, and disease prevention. The local board of education shall adopt a family life  
4 education program that complies with the state laws and regulations. To ensure that parents and members  
5 of the general public are made aware of this program and have the opportunity to provide feedback, the  
6 local board shall hold one public hearing each February for such purposes.

7 ~~The Superintendent shall develop procedures for the implementation, evaluation, and periodic review of~~  
8 ~~the family life education program.<sup>2</sup>~~

9 ~~Personnel involved in instruction regarding human sexuality will conduct such instruction with maturity~~  
10 ~~and discretion.~~ Instructors shall only teach the curriculum as adopted by the local board of education.  
11 District will provide parents/guardians the opportunity to opt-out.

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## Legal References

T.C.A. § 49-6-1302  
T.C.A. § 49-6-1301

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.103</b>	Issued Date: <b>06/**/24</b>
		Rescinds:	Issued:

1 Substitute teachers are those used to replace teachers on leave or to fill temporary vacancies. Substitute  
2 teachers may be employed and paid directly by the Germantown Municipal School District or by a third  
3 party public or private employer.

## 4 APPLICATION/QUALIFICATIONS

5 1. All substitute teachers shall submit a fingerprint sample and pass a criminal history background  
6 check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior  
7 to performing any work or service on behalf of GMSD and every five (5) years thereafter.

8 2. Persons with an educator license or certificate in the State of Tennessee or another state which is  
9 in a revoked or suspended status may not work as a substitute teacher in any GMSD school.

10 3. All substitute teachers shall be required to receive the annual school safety training required by  
11 T.C.A. § 49-6-805(7) and any other instruction on emergency response required by the  
12 Superintendent/Designee.

13 4. Other qualifications for substitute teachers shall be determined by the Superintendent in  
14 compliance with state laws and regulations.

## 15 CERTIFICATION

16 After the regular teacher has been absent for twenty (20) consecutive days of approved leave, the person  
17 serving as the substitute must be licensed and hold the appropriate endorsement for the assignment or  
18 must be a retired teacher and have held the appropriate endorsement. After the regular teacher's  
19 accumulated leave is exhausted, the replacement teacher must be licensed and hold the appropriate  
20 endorsement for the assignment or be a retired teacher and have held the appropriate endorsement and  
21 must be paid based on the replacement teacher's training and experience record in accordance with the  
22 state and local salary schedules.

## 23 EMERGENCY NEEDS

24 All teacher aides, secretaries and clerks are approved to work as substitute teachers in emergency  
25 situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher  
26 being unable to arrive on time or remain the full day.

1 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
2 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
3 for both positions at the same time.

#### 4 **TRAINING AND ORIENTATION**

5 The Superintendent/Designee shall be responsible for ensuring that substitute teachers have received  
6 appropriate training prior to serving as a substitute teacher.

#### 7 **RESPONSIBILITIES**

8 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not  
9 limited to, bus duty and playground supervision.

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#### Legal References

State Board of Education Rule 0520-01-02-.04

T.C.A. § 49-2-203

T.C.A. § 49-3-312

T.C.A. § 49-5-413

T.C.A. § 49-5-709

# Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: <b>Physical Assault of School District Employees</b>	Descriptor Code: 5.307	Issued Date: 06/**/24 08/29/23 05/23/22
		Rescinds: 5.307	Issued: 07/27/21

## 1 **I. Physical Assault Pay and Benefits**

2 (a) A salaried employee teacher who is absent from assigned duties as a result of personal  
3 injury caused by physical assault or other violent criminal acts committed in the course and scope of the  
4 employee's teacher's employment duties, shall be paid the employee's full salary and full benefits, until  
5 the employee is released by the employee's physician to return to work or is determined by the  
6 employee's physician to be permanently and totally disabled from returning to work, or one (1) year  
7 after the injury, whichever occurs first. ~~receive workers' compensation or comparable benefits without~~  
8 ~~loss of accumulated or granted sick, personal, or professional leave.~~

9 (b) An hourly employee who is absent from assigned duties as a result of personal injury  
10 caused by physical assault or other violent criminal acts committed in the course and scope of the  
11 employee's employment duties, shall be paid an amount representing the average number of hours the  
12 employee works for GMSD per pay period and the employee's full benefits until the employee is released  
13 by the employee's physician to return to work or is determined by the employee's physician to be  
14 permanently and totally disabled from returning to work, or one (1) year after the injury, whichever  
15 occurs first. An hourly employee is not eligible to receive the continued pay and benefits described  
16 above if the employee has been employed by GMSD for less than one (1) full pay period.

17 (c) If, at the time of the personal injury, the employee is eligible for workers' compensation,  
18 or other similar type benefits, then the employee must file a claim for those benefits. Notwithstanding  
19 subdivisions (a) and (b) above, if an employee receives benefits under a workers' compensation or  
20 similar type benefit while the employee is on leave, then the employee will be paid the difference  
21 between the employee's full salary or average pay, as applicable, and the workers' compensation or  
22 similar type benefits received by the employee, up to one (1) year after the injury occurs.

23 (d) An employee on leave shall not receive more than the employee's full salary or average  
24 pay, as applicable, and full benefits the employee is eligible to receive as set forth above.

25 (e) A leave of absence for personal injury resulting from an assault or other violent criminal  
26 act shall not be charged to the employee's sick leave, personal leave, or professional leave accumulated  
27 or granted pursuant to this part, if such leave is applicable or available to the employee.

1 (f) An approved leave of absence for personal injury resulting from an assault or other violent  
2 criminal acts shall not be charged to the employee's sick leave, personal leave, or professional leave  
3 accumulated or granted pursuant to State law.

4 (g) "Full benefits," as used in this Policy, means the benefits the employee teacher was  
5 receiving from GMSD when the employee was placed on leave due to the employee's personal injury.

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

## 15 **II. Employee Responsibilities**

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

## 20 **III. Employee's Rights**

21 (a) Any GMSD employee who is assaulted, as defined in T.C.A. § 39-13-101, by a student  
22 has the right to file a report with the Germantown Police Department.

23 (b) If a student is suspended for committing an assault against an GMSD employee and  
24 attends a school-sponsored event during the period of the student's suspension, GMSD shall report the  
25 violation as trespassing, pursuant to T.C.A. § 39-14-405, and the GMSD Assistant Superintendent of  
26 Student Services shall notify the Germantown Police Department and request the removal of the student  
27 from the school-sponsored event.

28 (c) GMSD shall support and assist any employee who is assaulted by a student in prosecuting  
29 the student who committed the assault, and shall encourage the prosecuting attorney to request that the  
30 court prohibit the student from attending school-sponsored events for a time the court deems appropriate  
31 as part of the sentence for the offense.

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Legal References

T.C.A. § 49-5-714

T.C.A. § 49-6-3401

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

# Germantown Municipal School District

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

1 **A. TEACHER CODE OF ETHICS**

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

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

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

8 1) Abide by all applicable federal and state laws;

9 2) Not unreasonably restrain the student from independent action  
10 in the pursuit of learning;

11 3) Provide the student with professional education services in a  
12 nondiscriminatory manner and in consonance with accepted best  
13 practices known to the educator;

14 4) Respect the constitutional rights of the student;

15 5) Not unreasonably deny the student access to varying points of  
16 view;

17 6) Not deliberately suppress or distort subject matter relevant to the  
18 students' progress;

19 7) Make reasonable effort to protect the student from conditions harmful to  
20 learning or to health and safety;

21 8) Make reasonable effort to protect the emotional well-being of  
22 the student;

23 9) Not intentionally expose the student to embarrassment or disparagement;

24 10) Not on **any** the basis ~~of race, color, creed, disability, sex, national origin,~~  
25 ~~marital status, political or religious beliefs, family, social or cultural~~  
26 ~~background, or sexual orientation,~~ unfairly;

- 1 a) Exclude the student from participation in any program;
- 2 b) Deny benefits to the student; or
- 3 c) Grant any advantage to the student;
- 4 11) Not use the educator's professional relationship with the student for  
5 private advantage;
- 6 12) Not disclose information about the student obtained in the course of the  
7 educator's professional service, unless disclosure of the information is  
8 permitted, serves a compelling professional purpose, or is required by  
9 law;
- 10 13) Not knowingly make false or malicious statements about students or  
11 colleagues;
- 12 14) Ensure interactions with the student take place in transparent and  
13 appropriate settings;
- 14 15) Not engage in any sexually related behavior with the student, whether  
15 verbal, written, physical or electronic, with or without the student's  
16 consent. Sexually related behavior includes, but is not limited to,  
17 behaviors such as making sexual jokes or sexual remarks, engaging in  
18 sexual kidding, sexual teasing or sexual innuendo, pressuring the student  
19 for dates or sexual favors, engaging in inappropriate physical touching,  
20 groping or grabbing, kissing, rape, threatening physical harm and  
21 committing sexual assault;
- 22 16) Not furnish alcohol or illegal or unauthorized drugs to the student;
- 23 17) Strive to prevent the use of alcohol or illegal or unauthorized drugs by  
24 the student when the student is under the educator's supervision on  
25 school or LEA premises, during school activities, or in any private  
26 setting;
- 27 18) Refrain from the use of alcohol while on school or LEA premises or  
28 during a school activity at which students are present; and
- 29 19) Maintain a professional approach with the student at all times.

30 **(2) Educator's Obligations to the Education Profession**

31 The education profession is vested by the public with a trust and responsibility requiring the highest  
32 ideals of professional service. In the belief that the quality of the services of the education profession  
33 directly influences the nation and its citizens, the educator shall exert every effort to raise professional  
34 standards, to promote a climate that encourages the exercise of professional judgement, to achieve

1 conditions which attract persons worthy of the trust to careers in education, and to assist in preventing  
2 the practice of the profession by unqualified persons.

3 (a) In fulfillment of this obligation to the profession, an educator shall not:

4 (1) Deliberately make a false statement or fail to disclose a material fact  
5 related to competency and qualifications in an application for a  
6 professional position;

7 (2) Misrepresent the educator's professional qualifications;

8 (3) Assist entry into the teaching profession of a person known to be  
9 unqualified in respect to character, education or other relevant attribute;

10 (4) Knowingly make a false statement concerning the qualifications of a  
11 candidate for a professional position;

12 (5) Assist a non-educator in the unauthorized practice of teaching;

13 (6) Disclose information about colleagues obtained in the course of  
14 professional service unless the disclosure serves a compelling  
15 professional purpose or is required by law;

16 (7) Knowingly make false or malicious statements about a colleague;

17 (8) Accept any gratuity, gift or favor that might impair or appear to  
18 influence professional decisions or actions; and

19 (9) Use illegal or unauthorized drugs.

20 (b) In fulfillment of this obligation to the profession, educators shall:

21 (1) Administer state-mandated assessments fairly and ethically; and

22 (2) Conduct themselves in a manner that preserves the dignity and integrity  
23 of the education profession.

24 (3) **Breaching the Teacher Code of Ethics**

25 (a) An educator who has personal knowledge of a breach by another educator of the  
26 teacher code of ethics prescribed in T.C.A. §§ 49-5-1003 and 49-5-1004 shall  
27 report the breach to the educator's immediate supervisor, Superintendent, or  
28 local board of education within thirty (30) days of discovering the breach.

29 (b) Failure to report a breach of the teacher code of ethics, or to file a report of any  
30 criminal activity or other misconduct that is required by federal or state law, is a  
31 breach of the teacher code of ethics.

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

#### 4 **B. GMSD EMPLOYEE ETHICS**

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

- 8 1. Maintain just and courteous professional relationships with students, parents, staff members  
9 and others;
- 10 2. Maintain their own efficiency and knowledge of the developments in their fields of work;
- 11 3. Transact all official business with the properly designated authorities of the school system;
- 12 4. Establish friendly and intelligent cooperation between the community and the school system;
- 13 5. Represent the school system on all occasions such that the contributions of the school system to  
14 the community are recognized;
- 15 6. Ensure that the welfare of the children is the first concern of the school system when placing  
16 professional personnel. The use of pressure on school officials for appointments or transfers is  
17 unethical;
- 18 7. Refrain from using school contacts and privileges to promote partisan politics, sectarian  
19 religious views or selfish propaganda of any kind;
- 20 8. Make any criticism of other staff members or of the school system directly to the particular  
21 school administrator who has the administrative responsibility for improving the situation and  
22 then to the Superintendent, if necessary;
- 23 9. Properly use and protect all school properties, equipment and materials;
- 24 10. Wear appropriate dress for work as determined by the employee's supervisor;
- 25 11. Abide by all applicable federal and state laws;
- 26 12. Make reasonable effort to protect the student from conditions harmful to learning or to health  
27 and safety;
- 28 13. Make reasonable effort to protect the emotional well-being of the student;
- 29 14. Not intentionally expose the student to embarrassment or disparagement;
- 30 15. Not use the employee's professional relationship with a student for private advantage;

- 1 16. Not disclose information about a student obtained in the course of the employee's service,  
2 unless disclosure of the information is permitted, serves a compelling professional purpose, or  
3 is required by law;
- 4 17. Not knowingly make false or malicious statements about students or colleagues;
- 5 18. Ensure interactions with students take place in transparent and appropriate settings;
- 6 19. Not engage in any sexually related behavior with a student, whether verbal, written, physical or  
7 electronic, with or without the student's consent. Sexually related behavior includes, but is not  
8 limited to, behaviors such as making sexual jokes or sexual remarks, engaging in sexual  
9 kidding, sexual teasing or sexual innuendo, pressuring the student for dates or sexual favors,  
10 engaging in inappropriate physical touching, groping or grabbing, kissing, rape, threatening  
11 physical harm and committing sexual assault;
- 12 20. Not furnish alcohol or illegal or unauthorized drugs to a student;
- 13 21. Strive to prevent the use of alcohol or illegal or unauthorized drugs by a student when the  
14 student is under the employee's supervision on school or LEA premises, during school  
15 activities, or in any private setting;
- 16 22. Refrain from the use of alcohol while on school or LEA premises or during a school activity at  
17 which students are present;
- 18 23. Maintain a professional approach with students at all times;
- 19 24. Not disclose information about colleagues obtained in the course of professional service unless  
20 the disclosure serves a compelling professional purpose or is required by law;
- 21 25. Not accept any gratuity, gift or favor that might impair or appear to influence professional  
22 decisions or actions; and
- 23 26. Not use illegal or unauthorized drugs.

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

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

28 **D. DISCIPLINARY ACTION**

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

T.C.A. § 49-5-501  
T.C.A. § 49-5-1003  
T.C.A. § 49-5-1004

# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Attendance and Truancy</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>06/**/24</b>
		Rescinds: <b>6.200</b>	Last Issued: <b>09/26/23</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.

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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 B. Personal illness in the family necessitating the presence of the student;
- 23 C. Death in the family;
- 24 D. School-Endorsed Activities;
- 25 E. Absence due to the incapacity of parent/guardian;
- 26 F. Special and recognized religious holidays regularly observed by persons of their faith;
- 27 G. Legal court summons, court order, or subpoena when it is not a result of the student's  
28 misconduct as provided for by law;
- 29 H. Pregnant Students;
- 30 I. Extenuating circumstances approved by the Principal on a case-by-case basis;
- 31 J. Upon approved request to attend a released time course in religious moral instruction;
- 32 K. School sponsored activities; and
- 33 L. Students participating in an activity or program sponsored by 4-H.

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**1 ABSENCES FOR NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES:**

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

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

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

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

11 (ii) The student's grade;

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

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

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

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

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

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

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

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

**25 CHRONICALLY ABSENT STUDENTS**

26 1. "Chronically absent" is defined as a student who has been absent from school for eighteen  
27 (18) or more school days of the respective school year. "Chronic absenteeism" includes  
28 all absences, excused and unexcused.

29 2. Within five (5) school days after a student is identified as being chronically absent, the  
30 GMSD Department of Student Services shall provide the parent/guardian of a chronically  
31 absent student, written notice of the student's status as being chronically absent.

32 3. Chronically absent students shall be required to provide documentation from the student's  
33 healthcare provider each time a student is absent from school due to receiving medical

1 treatment for chronic illness or other health-related issues, in order for the absence to be  
2 excused.

3 4. Within five (5) school days after a student is identified as being a chronically absent, and  
4 within five (5) school days of every five (5) days a student is absent thereafter, the  
5 student's parents/guardians shall receive written correspondence from the GMSD  
6 Attendance and Truancy Officer which sets forth:

7 a) a schedule for meeting with a school official and the student's parent/guardian;

8 b) a description of how the academic progress of the chronically absent student will be  
9 monitored by their school; and

10 c) other intervention methods which are available to assist parents/guardians of  
11 chronically absent students in addressing the factors that may be causing or contributing  
12 to the student's absence from school.

### 13 POSTSECONDARY SCHOOL VISITS

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

- 18
- 19 a) Prior notice from a parent or legal guardian, specifying the date of the postsecondary school visit  
20 must be provided to the school attendance secretary;
  - 21 b) By no later than two (2) school days following the postsecondary school visit, the student must  
22 present the school attendance secretary with a signed letter or form from a campus official of the  
23 postsecondary institution documenting that the student visited the postsecondary institution; and
  - 24 c) The student must complete all schoolwork missed during the postsecondary school visit.

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

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

### 32 TRUANCY

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

35 By the beginning of each school year, the GMSD Student Services Supervisor shall furnish to the  
36 Principals of each school a list of students who will attend the school together with the names of the

1 students' parents or guardians. After the opening of school, each Principal must report to the  
2 Superintendent the names of all students on the list furnished to the Principal who have not appeared for  
3 enrollment.

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

6 By the beginning of each school year, the Principal shall give written notice to the parent, guardian, or  
7 person having control of a student subject to compulsory attendance that the parent, guardian, or other  
8 person having control of the student must monitor the student's school attendance and require the student  
9 to attend school. The written notice must inform the parent, guardian, or other person having control of  
10 a student, that a student who accumulates five (5) days of unexcused absences during the school year is  
11 subject to GMSD's Progressive Truancy Plan and that continued unexcused absences may result in a  
12 referral to Juvenile Court. The five (5) days of unexcused absences need not be five (5) consecutive  
13 days of unexcused absences.

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

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

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

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

#### 34 **Progressive Truancy Plan**

35 The first tier of truancy prevention is applicable to all GMSD enrolled students. The second and third  
36 tiers of truancy intervention apply to students who have accumulated a minimum of five (5) days of  
37 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.

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

**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.

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

#### 5 **Judicial Intervention Regarding Truancy**

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

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

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

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

#### 20 **MILITARY**

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

- 25 (1) An excused absence for one (1) day when the member is deployed;  
26
- 27 (2) An additional excused absence for one (1) day when the service member returns  
28 from deployment;
- 29 (3) Excused absences for up to ten (10) days for visitation when the member is  
30 granted rest and recuperation leave and is stationed out of the country; and
- 31 (4) Excused absences for up to ten (10) days cumulatively within the school year for  
32 visitation during the member's deployment cycle.

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

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

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

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

### 9 **CREDIT/PROMOTION DENIAL**

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

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

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

### 16 **NOTICE**

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

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#### 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  
State Board of Education Rule 0520-01-03-.06  
State Board of Education Policy 4.100

# Germantown Municipal School District

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

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

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

13 Building administrators are responsible for educating and training their respective staff and students as  
14 to the definition and recognition of discrimination/harassment.<sup>3</sup>

## 15 **DEFINITIONS<sup>4</sup>**

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

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

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

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

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

8 "Hazing" does not include customary athletic events or similar contest or competitions and is limited to  
9 those actions taken and situations created in connection with initiation into or affiliation with any  
10 organization.<sup>5</sup>

## 11 **COMPLAINTS AND INVESTIGATIONS**

12 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher,  
13 counselor or building administrator.<sup>6</sup> All school employees are required to report alleged violations of  
14 this policy to the principal/designee. All other members of the school community, including students,  
15 parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.  
16 Sexual harassment complaints shall be made pursuant to GMSD Board Policy 1.8071, *Title IX*  
17 *Complaints, Including Sexual Harassment Complaints*.

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

23 The principal/designee at each school shall be responsible for investigating and resolving complaints.  
24 Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight  
25 (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the  
26 principal/designee shall provide the director of schools with appropriate documentation detailing the  
27 reasons why the investigation was not initiated within the required timeframe.<sup>7</sup> The principal/designee  
28 is responsible for determining whether an alleged act constitutes a violation of this policy, and such act  
29 shall be held to violate this policy when it meets one of the following conditions:

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

35 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and  
36 complete investigation of each alleged incident. All investigations shall be completed and appropriate  
37 intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>7</sup> If the

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

## 7 **RESPONSE AND PREVENTION<sup>8</sup>**

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

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

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

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

## 22 **REPORTS**

23 When a complaint is filed alleging a violation of this policy where there is a physical harm or threat of  
24 physical harm to a student of a student's property, the principal/designee of each middle-, junior high  
25 school, or high school shall report the findings and any disciplinary actions taken to the Superintendent  
26 and the chair of the board of education.<sup>10</sup>

27 By August 1 of each year, the Superintendent/designee shall prepare a report of all of the bullying cases  
28 brought to the attention of school officials during the prior academic year. The report shall also indicate  
29 how the cases were resolved and/or the reasons they are still pending. This report shall be presented to  
30 the board of education at its regular August meeting, and it shall be submitted to the state department of  
31 education by August 1.<sup>11</sup>

32 ~~The Superintendent shall develop forms and procedures to ensure compliance with the requirements of  
33 this policy and T.C.A. § 49-6-1016.~~

## 34 **RETALIATION AND FALSE ACCUSATIONS**

35 Retaliation against any person who reports or assists in any investigation of an act alleged in this  
36 policy is prohibited. The consequences and appropriate remedial action for a person who engages in

1 retaliation shall be determined by the administrator after consideration of the nature, severity, and  
 2 circumstances of the act.<sup>12</sup>

3 False accusations accusing another person of having committed an act prohibited under this policy are  
 4 prohibited. The consequences and appropriate remedial action for a person found to have falsely  
 5 accused another may range from positive behavioral interventions up to and including suspension and  
 6 expulsion.<sup>13</sup>

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#### Legal References

T.C.A. § 37-1-131  
 T.C.A. § 37-17-308  
 T.C.A. § 49-2-120  
 T.C.A. § 49-6-4502  
 T.C.A. § 49-6-4503(a), (b)(3)  
 T.C.A. § 49-6-4505  
 20 USC §§ 1681 to 1686  
 T.C.A. 49-6-4503(b)(11)  
 T.C.A. 49-6-4503(b)(12)  
 T.C.A. 49-6-4503(b)(2), (13)  
 T.C.A. 49-6-4503(b)(5)  
 T.C.A. 49-6-4503(b)(6)  
 T.C.A. 49-6-4503(b)(4), (7) (8)  
 T.C.A. 49-6-4503(b)(14)  
 T.C.A. 49-6-4503(d)(3)  
 T.C.A. 49-6-4503(e)(2)(B)  
 T.C.A. 49-6-4503(b)(9)  
 T.C.A. 49-6-4503(b)(10)

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#### Cross-References

~~Appeals to and Appearances Before the Board 1.404~~  
~~Section 504 and ADA Grievance Procedures 1.802~~  
~~Staff-Student Relations 5.610~~  
~~Student Goals 6.100~~  
~~Title IX & Sexual Harassment 6.3041~~  
~~Code of Conduct 6.300~~  
~~Student Concerns 6.305~~  
~~Reporting Child Abuse 6.409~~  
~~Student Suicide Prevention 6.415~~



# Germantown Municipal School District

Monitoring: <b>Review: Annually</b>	Descriptor Term: <b>Discipline Policy</b>	Descriptor Code: <b>6.313</b>	Revised Date: <b>06/**/24</b>
		Rescinds: <b>6.313</b>	Issued: <b>10/26/21</b>

1 This Policy applies to behavior violations that take place on school grounds; property under the school’s  
2 jurisdiction during school hours; at bus stops; en route to and from school, but not limited to, school  
3 buses; off grounds at school-sponsored activities; or off school grounds if the behavior is disruptive to  
4 the learning environment or constitutes a threat to the safety, health, or welfare of a student or students  
5 and/or school personnel. The following categories of misbehavior and disciplinary procedures and  
6 options are designed to protect all members of the educational community in the exercise of their rights  
7 and duties. Alternative disciplinary practices such as parent/student teacher conference, parent/student  
8 administrator conference, consultation with school counselor or district social worker, referral to outside  
9 agencies when necessary, behavioral accommodations, behavioral contracts or plans, loss of privileges,  
10 and individual incentive plans, shall be used when disciplining kindergarten and pre-kindergarten  
11 students. In these grades, exclusionary discipline shall only be used as a measure of last resort.

12 For infractions not specifically listed below, school principals shall assign discipline in accordance with  
13 the category that appears to be comparable to the offenses specifically listed in the category.

14 This document is not intended to be exclusive or all-inclusive. Its purpose is to maintain a safe learning  
15 environment. Disciplinary measures shall be implemented in a way that:

- 16 1. Balances accountability with an understanding of traumatic behavior;
- 17 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not  
18 allowed at school;
- 19 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and  
20 behavioral intervention plans;
- 21 4. Creates consistent rules and consequences; and
- 22 5. Models respectful, non-violent relationships.

23 In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-  
24 informed discipline practices: behavior intervention plans, consultation with school counselor or  
25 district social worker, referral to outside agencies, multi-tiered system of supports, incentives, and  
26 restorative practices.

## 27 **MISBEHAVIORS: *Category A – State Zero Tolerance***

### 28 ***Examples of Behaviors (not an exclusive listing):***

- 29 1. Aggravated assault resulting in serious bodily injury upon any teacher, principal, administrator,  
30 any other employee of an LEA or SRO;

- 1        2. Unlawful possession, sale, or evidence of use of any drug, including controlled substance, as  
2        defined by T.C.A. § 39-17-402 - § 39-17-415, controlled substance analogue, as defined by  
3        T.C.A. § 39-17-454, or legend drug, as defined by T.C.A. § 53-10-101, on school property, or  
4        property under the school's jurisdiction during school hours, or at a school-sponsored activity.
- 5        3. Unauthorized possession of a firearm on school property, or property under the school's  
6        jurisdiction during school hours, or at a school-sponsored event.
- 7        4. Threatens mass violence on school property or at a school-related activity.\*

8        **Disciplinary Options: Students found to have committed a Category A offense shall be suspended**  
9        **for 180 days. Notification will be made to law enforcement authorities. Any modification of this**  
10       **penalty can only be made by the Superintendent.**

11       In addition to the consequences listed above, the following may be necessary:

- 12                • Referral to school counselor/district social worker or transition specialist
- 13                • Development of behavior plan/determination of additional supports
- 14                • Referral to outside agency

15       **\*Notwithstanding the foregoing, if a student threatens mass violence on school property or at a school-**  
16       **related activity, the Superintendent shall require the student to submit to a threat assessment to determine**  
17       **whether the threat made by the student was a valid threat. The student may be suspended from attendance**  
18       **at the school and from school-sponsored activities until the threat assessment is complete. If the**  
19       **Superintendent determines, based on the results of the threat assessment, that the threat made by the**  
20       **student was not a valid threat, then the student shall not be expelled for committing a zero tolerance**  
21       **offense, but may be suspended in accordance with this Policy.**

## 22       **MISBEHAVIORS: *Category B***

### 23       ***Examples of Behaviors (not an exclusive listing):***

- 24        1. Possession of a knife or any other potentially lethal weapon, taser, or explosive on school  
25        property or at a school-sponsored activity;
- 26        2. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored  
27        activity;
- 28        3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to  
29        persons or property or disrupts the educational process;
- 30        4. Gang Activities- Activity that is threatening and/or intimidating, harassing in nature or recruiting;  
31        gang notebook with pledges, codes and symbols that are used in communication such as threats  
32        and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti  
33        especially drawn on school property; electronic devices with recognized gang text, gang  
34        symbols/signs, and language or actions that are threatening and or intimidating;

- 1        5. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under  
2        guise of it being a controlled substance or prescription drug, and/or medical preparations without  
3        proper medical authorization;
- 4        6. Possession, use, or distribution of counterfeit money on school property or at any school  
5        sponsored activity;
- 6        7. Assault and/or battery upon any teacher, administrator, school resource officer, or any other  
7        employee of GMSD\*;
- 8        8. Failure to report threat of mass violence;
- 9        9. Any hacking or cyberattack of GMSD technology.

10    **Disciplinary Options: Students found to have committed a Category B offense shall be subject to**  
11    **the following disciplinary options. Notification will be made to law enforcement authorities.**

- 12            ○ Restitution
- 13            ○ Referral to school counselor/district social worker or transition specialist
- 14            ○ Restorative practices
- 15            ○ Development of behavior plan/determination of additional supports
- 16            ○ Referral to outside agency
- 17            ○ In-School Suspension
- 18            ○ Out of School Suspension (1-10 days)
- 19            ○ Expulsion (11-180 days)

20    \* Any student who commits an assault, as defined in T.C.A. § 39-13-101, against an GMSD employee  
21    shall be suspended for the period of time specified by the Principal or Assistant Principal and from  
22    attendance at all school-sponsored events for no less than (1) calendar year, unless modified by the  
23    Superintendent.

24    **MISBEHAVIORS: *Category C***

25    ***Examples of Behaviors (not an exclusive listing):***

- 26            1. Threatening bodily harm to any student or school personnel, including transmitting by an  
27            electronic device any communication containing a credible threat to cause bodily injury or  
28            death to a school employee or student and the transmission of such threat creates actual  
29            disruptive activity at the school that requires administrative intervention;

- 1           2. Making a threat, including a false report, to use a bomb, dynamite, any other explosive or  
2           destructive device, including chemical weapons, on school property or at a school-sponsored  
3           event;
- 4           3. Smoking and or the possession of tobacco products by students while in or on school properties  
5           or under the school's jurisdiction during school hours or while participating in a school-  
6           sponsored event. This also includes electronic cigarettes and/or vapors;
- 7           4. Any gang related activity or action not specified in Category B;
- 8           5. Malicious destruction of or damage to school property, including the property of any person  
9           attending or assigned to the school;
- 10          6. Stealing or misappropriation of school property or personal property (regardless of the intent to  
11          return);
- 12          7. Immoral disreputable conduct;
- 13          8. Insubordination with any teacher, administrator, school resource officer, or any other employee  
14          of the LEA;
- 15          9. Making a false report of harassment, intimidation, bullying, cyberbullying or hazing;
- 16          10. Providing false evidence in a harassment, intimidation, bullying, cyberbullying or hazing  
17          investigation;

18    **Disciplinary Options: Students found to have committed a Category C offense shall be subject to**  
19    **the following disciplinary options. When appropriate for Category C offenses, notification will be**  
20    **made to law enforcement authorities.**

- 21           ○ Restitution
- 22           ○ Referral to school counselor/district social worker or transition specialist
- 23           ○ Restorative practices
- 24           ○ Development of behavior plan/determination of additional supports
- 25           ○ Referral to outside agency
- 26           ○ In-School Suspension
- 27           ○ Out of School Suspension (1-10 days)
- 28           ○ Expulsion (11-180 days)

29    **MISBEHAVIORS: *Category D***

30    ***Examples of Behaviors (not an exclusive listing):***

- 1 1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
- 2 2. Vulgar, profane, immoral, disreputable, or rude remarks or non-verbal action(s) to a staff  
3 member or fellow student;
- 4 3. Physical or verbal intimidation or threats to other students, including hazing;
- 5 4. Threatening bodily harm to any student or school personnel, including transmitting by an  
6 electronic device any communication containing a credible threat to cause bodily injury or  
7 death to a school employee or student and the transmission of such threat creates actual  
8 disruptive activity at the school that requires administrative intervention;
- 9 5. Fighting in or on school property or any area under the school's jurisdiction during school  
10 hours unless, in accordance with state law, the principal recommends no disciplinary action for  
11 a student who is deemed to have acted in self-defense, including school bus stops;
- 12 6. Possession of mace or other disabling sprays;
- 13 7. Gambling
- 14 8. Inappropriate use of electronic media, including but not limited to: all calls (land line, cell  
15 phone, computer generated), instant messaging, text messaging, audio recording devices, iPods,  
16 MP3s, or any type of electronic music or entertainment device, cameras, camera phones, and all  
17 social media;
- 18 9. Harassment on the basis of sex, race, religion, natural origin, ethnicity, gender, disability;
- 19 10. Harassment, bullying, intimidation, cyberbullying, hazing;
- 20 11. Inciting, advising, or counseling of others to engage in any acts in Categories A, B, or C;
- 21 12. Violating the GMSD Use of Internet policy (depending on severity)
- 22 13. Continuous and/or severe Category E offenses

23 **Disciplinary Options: Students found to have committed a Category D offense shall be subject to**  
24 **the following disciplinary options. When appropriate for Category D offenses, notification will be**  
25 **made to law enforcement authorities.**

- 26 ○ Parent-Principal Conference
- 27 ○ Overnight Suspension
- 28 ○ Referral to guidance, prevention liaison, and/or social worker
- 29 ○ Restorative Practices
- 30 ○ Development of a behavior plan/determination of additional supports

- 1           ○ In-School Suspension
- 2           ○ Out-of-School Suspension (1-10 days)
- 3           ○ Expulsion (11-180 days)

#### 4 **MISBEHAVIORS: Category E**

##### 5 ***Examples of Behaviors (not an exclusive listing):***

- 6       1. Disturbances of the classroom, cafeteria, or other school activity;
- 7       2. Habitual and/or excessive classroom tardiness;
- 8       3. Cutting class or leaving school grounds without permission;
- 9       4. Being in an unauthorized area without permission;
- 10      5. Possession of lighters or matches;
- 11      6. Cheating and lying;
- 12      7. Abusive language;
- 13      8. Failure to do assignments or carry out directions;
- 14      9. Inciting, advising, or counseling others to engage in any acts in any category;
- 15      10. Wearing while on the grounds of a public school during the regular school day, clothing that  
16         exposes underwear or body parts in an indecent manner that disrupts the learning environment;  
17         and
- 18      11. Violating the GMSD Use of Internet policy (depending on severity)

##### 19 ***Disciplinary Options: Students found to have committed a Category E offense shall be subject to*** 20 ***the following disciplinary options.***

- 21           ○ Parent-Principal Communication
- 22           ○ Verbal reprimand
- 23           ○ Special Assignment
- 24           ○ Restricting activities
- 25           ○ Assigning work details
- 26           ○ Counseling

- 1           ○ Withdrawal of privileges
- 2           ○ Strict supervised study
- 3           ○ Restorative Practices
- 4           ○ Detention
- 5           ○ In-school suspension

6 Multiple infractions of any one or more of the offenses in Category E over a period of time by a  
7 student may result in an out-of-school suspension at the discretion of the school administrators.

#### 8 **ADDITIONAL GUIDELINES:**

- 9           1. A student shall not be suspended solely because charges are pending against him/her in juvenile  
10           or other court.
- 11           2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten  
12           (10) days for the same offense.
- 13           3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade  
14           because of discipline problems except in department or citizenship.
- 15           4. A student shall not be denied the passing of a course or grade promotion solely on the basis of  
16           absences except as provided by board policy.
- 17           5. A student shall not be denied the passing of a course or grade promotion solely on the basis of  
18           failure to:
  - 19           a. pay any activity fee;
  - 20           b. pay a library or other school fine; or
  - 21           c. make restitution for lost or damaged school property.

#### 22 **MANDATORY TRAINING**

23 All GMSD teachers, administrators, school support staff, and school resource officers that are directly  
24 responsible for a student's education who interact with students on a professional basis, shall annually  
25 be trained in evidence-based behavior supports in regard to student behavior and discipline.

#### 26 **AUTHORITY TO ENFORCE THE GMSD DISCIPLINE POLICY**

27 GMSD teachers and administrators that have received training in evidence-based behavior supports in  
28 regard to student behavior and discipline are authorized to enforce this GMSD Discipline Policy, in  
29 school, on school buses or at school-sponsored events, including but not limited to sporting events and  
30 approved field trips that take place away from school property.

## 1 RELOCATION OF STUDENTS

2 A. All GMSD teachers, administrators, school support staff, and school resource officers that are  
3 directly responsible for a student's education who interact with students on a professional basis,  
4 that have received training in evidence-based behavior support in regard to student behavior and  
5 discipline may:

6 a) relocate a student from the student's present location to another location if the student's  
7 safety or the safety of others is in jeopardy; reasonable or justifiable force may only be used  
8 if the student's safety or the safety of others is in jeopardy and cannot be avoided by using  
9 other means to relocate the student.

10 b) intervene in physical altercations between two (2) or more students, or between a student  
11 and a GMSD employee using reasonable or justifiable force, only if necessary, to end the  
12 altercation by relocating the student to another location.

13 If steps beyond the use of reasonable or justifiable force are required, then the student must be allowed  
14 to remain in place until local law enforcement officers or school resource officers can be summoned to  
15 relocate the student or take the student into custody until a parent or guardian can retrieve the student.

16 B.

17 a) Any GMSD teacher, administrator, school support staff, or school resource officer that  
18 relocates a student pursuant to the terms of this policy, shall file a brief report with the  
19 Principal detailing the situation that required the relocation of the student.

20 b) The report must be kept either in a student discipline file, in which case the report does not  
21 become a part of the student's permanent record, or it must be filed in the student's  
22 permanent record if the student's behavior violated the applicable zero tolerance policy.

23 c) After the teacher administrator, school support staff, or school resource officer files the  
24 report, the student is subject to additional disciplinary action that may include suspension or  
25 expulsion for their school.  
26

27 d) The Principal/designee shall notify the teacher, administrator, school support staff, or  
28 school resource officer of the actions taken to address the behavior of the relocated student.  
29

## 30 REFERRALS

31 As a method for managing student behavior, ensuring the safety of students and ensuring students the  
32 opportunity to learn in an orderly and disciplined classroom, a teacher may refer a student to the  
33 Principal/designee.

34 When a teacher refers a student to the Principal/designee, the teacher shall be notified in writing or  
35 electronically of the action taken.

36 Referrals shall be kept in a student discipline file and shall not become a part of the student's  
37 permanent record.

## 38 REMOVAL

- 1 I. A teacher may submit a written request to the Principal/designee to remove a student who  
2 repeatedly or substantially interferes with the teacher's ability to communicate effectively with  
3 the class or with the ability of the student's classmates to learn, if the student's behavior is in  
4 violation of this GMSD Discipline Policy. Said written request must include documentation  
5 that the teacher has previously:  
6
- 7 a) Taken action to address the student's disruptive behavior;
  - 8
  - 9 b) Provided consequences for the student's disruptive behavior;
  - 10
  - 11 c) Conducted an oral conference either by a documented telephone conversation or an in-  
12 person discussion with the student's parent or guardian regarding the student's disruptive  
13 behavior;
  - 14 d) Provided an opportunity for school counseling or other support services deemed  
15 appropriate to address the student's disruptive behavior;
  - 16 e) Developed and implemented a plan to improve the student's behavior in a conference  
17 with the student; and
  - 18 f) Issued a disciplinary referral to address the student's disruptive behavior.
- 19 II. a) After the request for removal has been received by the Principal/designee, the  
20 Principal/designee must give the student oral or written notice of the grounds for the  
21 teacher's request to remove the student from the teacher's classroom.
- 22 b) If the student denies engaging in the conduct, then the Principal/designee must explain  
23 what caused the teacher to submit a request to the Principal/designee to remove the  
24 student from the teacher's classroom and give the student an opportunity to explain the  
25 situation.
  - 26 c) If the student's account is deemed to be valid, albeit different from the teacher's  
27 account, and changes the Principal'/designee's perspective of the incident, then the  
28 Principal/designee must render a decision regarding the student's placement.
- 29 In regard to a teacher request to remove a student from the teacher's classroom Principals/designees  
30 shall take action consistent with this GMSD Discipline Policy, which may include:
- 31 a) Assigning the student to another appropriate classroom for a specified period of time, or  
32 for the remainder of the student's assignment to the class from which the student was  
33 removed;
  - 34
  - 35 b) Assigning the student to in-school suspension;
  - 36
  - 37 c) Assigning the student to alternative school;
  - 38
  - 39 d) Suspending the student;

- 1
- 2 e) Requiring the parents or guardians of a student who is removed from a teacher's
- 3 classroom and assigned to another classroom to participate in conferences before the
- 4 student is permitted to return to the classroom from which the student was removed; or
- 5
- 6 f) Denying the teacher's request to remove a student from the teacher's classroom and
- 7 offering appropriate supports for the teacher to address the student's disruptive
- 8 behavior.

9 Any action taken in response to a teacher's request to remove a student from a teacher's classroom

10 must comply with all applicable policies, the Individuals with Disabilities Act, Section 504 of the

11 Rehabilitation Act, the constitutions of the United States and the State of Tennessee, and all applicable

12 federal and state civil rights laws.

### 13 **TEACHER APPEALS**

- 14 a) A teacher may file an appeal when the teacher's request to remove a student from the
- 15 teacher's classroom is denied.
- 16 b) The appeal shall be in writing and addressed to the GMSD Assistant Superintendent of
- 17 Student Services.
- 18 c) The appeal must be received by the GMSD Assistant Superintendent of Student
- 19 Services within three (3) business days after the teacher receives the denial of the
- 20 request to remove a student from the teacher's classroom.
- 21 d) The GMSD Assistant Superintendent of Student Services shall notify the teacher and
- 22 Principal/designee, in writing about whether the denial of the request to remove the
- 23 student from the teacher's classroom has been sustained or overruled.
- 24 e) The decision of the GMSD Assistant Superintendent of Student Services shall be final.

### 25 **NO RETALIATION**

26 A teacher shall not be terminated, demoted, harassed, or otherwise be retaliated against for filing a

27 request for a student to be removed from the teacher's classroom, or for appealing a decision to deny

28 the teacher's request to remove a student.

29 However, if a teacher abuses or overuses the student removal process provided in this policy, then the

30 Principal/designee must address the abuse or overuse with the teacher and may require the teacher to

31 complete additional professional development to improve the teacher's classroom management skills.

### 32 **ANNUAL REPORTS**

33 Each school shall annually report to the Superintendent, by July 1, the number of requests submitted by

34 the school's teachers during the immediately preceding school year to remove a student from the

35 teacher's classroom. The report must document the actions taken by the teacher's Principal/designee

36 in response to each request for a student's removal. The Superintendent must compile the data

37 provided in each school's report and issue a district-wide report to the GMSD Board of Education by

38 August 1 following the July 1 deadline for school reports.

## 1 ANNUAL REVIEW

- 2 The GMSD Assistant Superintendent of Student Services must review the district's discipline policies
- 3 and practices and data annually and recommend any necessary revisions to discipline policies to the
- 4 GMSD Board of Education.

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### Legal References

T.C.A. § 39-11-603  
T.C.A. § 39-11-609  
T.C.A. § 39-11-610  
T.C.A. § 39-11-612  
T.C.A. § 39-11-613  
T.C.A. § 39-11-614  
T.C.A. § 39-11-621  
T.C.A. § 39-11-622  
T.C.A. § 39-16-517  
T.C.A. § 49-5-714  
T.C.A. § 49-6-3401  
T.C.A. § 49-6-4002  
T.C.A. § 49-6-4004  
T.C.A. § 49-6-4005  
T.C.A. § 49-6-4009  
T.C.A. § 49-6-4109  
T.C.A. § 49-6-4215  
~~20 USCA 7114, 7118~~



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2023 - 2024

Amendment # 19

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116 - REGED	Teachers	-	-	314,545	314,545
141-71100-163	Educational Assistants	-	-	23,400	23,400
141-71100-201	Social Security	-	-	20,960	20,960
141-71100-204	TCRS	-	-	13,704	13,704
141-71100-212	Medicare	-	-	4,905	4,905
141-71100-217	TCRS	-	-	5,501	5,501
141-71200-429	Instructional Supplies and Materials	-	-	195,116	195,116
141-72120-131 - HEALTH	Medical Personnel	-	-	14,630	14,630
141-72120-201	Social Security	-	-	908	908
141-72120-217	TCRS	-	-	586	586
141-72120-212	Medicare	-	-	213	213
141-72120-499	Other Supplies & Materials	-	-	500	500
141-72130-123 - OTH STUDENT SUPPT	Guidance Personnel	-	-	14,630	14,630
141-72130-201	Social Security	-	-	910	910
141-72130-204	TCRS	-	-	500	500
141-72130-212	Medicare	-	-	214	214
141-72130-217	TCRS	-	-	300	300
141-72130-499	Other Supplies & Materials	-	-	250	250
141-72410-104 - OFC OF PRINCIPAL	Principal Salaries	-	-	21,408	21,408
141-72410-162	Clerical Personnel	-	-	5,850	5,850
141-72410-201	Social Security	-	-	1,692	1,692
141-72410-204	TCRS	-	-	1,500	1,500
141-72410-212	Medicare	-	-	397	397
141-72410-217	TCRS	-	-	270	270
141-72410-435	Office Supplies	-	-	1,600	1,600
141-73100-165 - FOOD SERVICE	Cafeteria Personnel	-	-	10,400	10,400
141-73100-422	Food Supplies	-	-	16,000	16,000
141-46590	Revenues - Summer Learning Camps	-	-	670,889	670,889

**REASON FOR AMENDMENT:**

To appropriate Summer Learning Camps funding - Cost Center 1010

**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 # 20

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-116 - REGED	Teachers	-	-	7,315	7,315
141-71100-201	Social Security	-	-	454	454
141-71100-204	TCRS	-	-	500	500
141-71100-212	Medicare	-	-	106	106
141-71100-399	Other Contracted Services	-	-	1,200	1,200
141-71200-429	Instructional Supplies and Materials	-	-	(9,975)	(9,975)
141-72410-435	Office Supplies	-	-	400	400

**REASON FOR AMENDMENT:**

Summer Learning Camps funding revisions - Cost Center 1010

**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 # 21

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-72510-119	Accountants	229,759	-	3,769	233,528
141-72510-201	Social Security	28,732	-	234	28,966
141-72510-204	TCRS	38,867	-	339	39,206
141-72510-212	Medicare	6,720	-	55	6,775
141-72410-161	Secretary	310,334	-	3,768	314,102
141-72410-201	Social Security	212,291	-	234	212,525
141-72410-204	TCRS	244,896	-	339	245,235
141-72410-212	Medicare	49,649	-	55	49,704
141-72610-167	Maintenance Personnel	360,287	-	4,634	364,921
141-72610-201	Social Security	36,016	-	287	36,303
141-72610-204	TCRS	42,327	-	417	42,744
141-72610-212	Medicare	5,224	-	67	5,291
141-72250-120	Computer Programmers	438,257	-	2,591	440,848
141-72250-201	Social Security	49,672	-	161	49,833
141-72250-204	TCRS	69,108	-	233	69,341
141-72250-212	Medicare	11,617	-	38	11,655
141-42xxx	Interest Income	160,000	878,000	17,221	1,055,221

**REASON FOR AMENDMENT:**

Vacation payouts for those who are retiring/resigning

**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 # 22

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-72210-499	Other Supplies and Materials	500	-	(500)	-
142-72210-524	Inservice/ Staff Development	6,000	-	613	6,613
142-99100-504	Indirect Costs	954	-	5,429	6,383
142-47141-010	Consolidated Adm Revenue	71,300		5,542	76,842

**REASON FOR AMENDMENT:**

Consolidated Adm additional allocation - Program 010

**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 # 23

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71100-429	Instructional Supplies and Materials	20,000	41,139	378,861	440,000
142-71100-722	Instructional Equipment	34,139	(4,259)	378,860	408,740
142-72130-599	Other Charges	-	3,000	147,895	150,895
142-72210-524	Inservice/ Staff Development	30,000	51,629	279,724	361,353
142-99100-504	Indirect Costs	100	-	106,654	106,754
142-47141-100	Title I Revenues	287,500	114,305	1,291,994	1,693,799

**REASON FOR AMENDMENT:**

Title I additional allocation - Program 100

**APPROVAL / DENIAL:**

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

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

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



**Germantown Municipal School District  
Budget Amendment**

Fiscal Year: 2023 - 2024

Amendment # 24

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71100-499	Other Supplies and Materials	83	-	1,846	1,929
142-71100-722	Instructional Equipment	6,928	-	24,999	31,927
142-72120-399	Other Contracted Services	-	-	27,000	27,000
142-72210-369	Contracted Subs - Certified	-	-	2,580	2,580
142-72210-524	Inservice/Staff Development	8,445	-	63,462	71,907
142-72250-524	Inservice/Staff Development	3,000	-	26,000	29,000
142-99100-504	Indirect Costs	570	-	1,930	2,500
142-47147-400	Title IV Revenues	50,176	-	147,817	197,993

**REASON FOR AMENDMENT:**

Title IV additional allocation - Program 400

**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 # 25

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71100-722	Instructional Equipment	-	-	150,000	150,000
141-71300-730	Vocational Equipment	-	715,000	(271,190)	443,810
141-72130-123	Guidance Personnel	-	-	93,893	93,893
141-72130-201	Social Security	-	-	5,821	5,821
141-72130-204	State Retirement	-	-	8,450	8,450
141-72130-206	Life Insurance	-	-	150	150
141-72130-207	Medical Insurance	-	-	11,515	11,515
141-72130-212	Medicare	-	-	1,361	1,361
141-72250-399	Other Contracted Services	-	-	30,000	30,000
141-76100-707	Building Improvements	-	60,000	(60,000)	-
141-76100-399	Other Contracted Services	-	-	30,000	30,000

**REASON FOR AMENDMENT:**

Innovative School Models (ISM) reallocation - Program 802

**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 # 26

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71100-188	Bonus Payments	-	-	374,000	374,000
142-71100-201	Social Security	-	55,495	23,188	78,683
142-71100-204	TCRS	-	50,130	29,920	80,050
142-71100-207	Medical Insurance	-	35,896	30,604	66,500
142-71100-212	Medicare	-	12,979	5,423	18,402
142-71100-429	Instructional Supplies & Materials	-	-	20,000	20,000
142-71100-722	Reg. Instructional Equipment	-	-	771,988	771,988
142-71150-188	Bonus Payments	-	-	5,000	5,000
142-71150-201	Social Security	-	-	310	310
142-71150-204	TCRS	-	-	400	400
142-71150-212	Medicare	-	-	73	73
142-71200-188	Bonus Payments	-	-	122,000	122,000
142-71200-189	Other Salaries and Wages	-	30,000	38,000	68,000
142-71200-201	Social Security	-	7,500	7,564	15,064
142-71200-204	TCRS	-	8,500	9,760	18,260
142-71200-212	Medicare	-	2,000	1,769	3,769
142-71300-188	Bonus Payments	-	-	18,000	18,000
142-71300-201	Social Security	-	-	1,116	1,116
142-71300-204	TCRS	-	-	1,440	1,440
142-71300-212	Medicare	-	-	261	261
142-72110-188	Bonus Payments	-	-	7,500	7,500
142-72110-201	Social Security	-	-	465	465
142-72110-204	TCRS	-	-	600	600
142-72110-212	Medicare	-	-	109	109
142-72120-188	Bonus Payments	-	-	10,000	10,000
142-72120-201	Social Security	-	-	620	620
142-72120-204	TCRS	-	-	800	800
142-72120-212	Medicare	-	-	145	145
142-72130-188	Bonus Payments	-	-	19,000	19,000
142-72130-201	Social Security	-	-	1,178	1,178
142-72130-204	TCRS	-	-	1,520	1,520
142-72130-212	Medicare	-	-	276	276
142-72210-188	Bonus Payments	-	-	34,500	34,500
142-72210-201	Social Security	-	10,020	2,139	12,159
142-72210-204	TCRS	-	11,000	2,760	13,760
142-72210-212	Medicare	-	2,350	501	2,851
142-72210-369	Certified Subs	-	160,000	(48,720)	111,280
142-72210-499	Other Supplies and Materials	-	-	5,529	5,529
142-72210-524	In-Service/Staff Development	-	63,745	22,000	85,745
142-72220-188	Bonus Payments	-	-	25,000	25,000
142-72220-201	Social Security	-	-	1,550	1,550
142-72220-204	TCRS	-	-	2,000	2,000
142-72220-212	Medicare	-	-	363	363
142-72250-188	Bonus Payments	-	-	12,000	12,000
142-72250-201	Social Security	-	3,111	775	3,886
142-72250-204	TCRS	-	-	960	960
142-72250-212	Medicare	-	728	175	903
142-72320-188	Bonus Payments	-	-	5,500	5,500
142-72320-201	Social Security	-	-	341	341

142-72320-204	TCRS	-	-	440	440
142-72320-212	Medicare	-	-	81	81
142-72410-188	Bonus Payments	-	-	52,000	52,000
142-72410-201	Social Security	-	-	3,224	3,224
142-72410-204	TCRS	-	-	4,160	4,160
142-72410-212	Medicare	-	-	754	754
142-72510-188	Bonus Payments	-	-	5,500	5,500
142-72510-201	Social Security	-	-	341	341
142-72510-204	TCRS	-	-	440	440
142-72510-212	Medicare	-	-	80	80
142-72520-188	Bonus Payments	-	-	4,500	4,500
142-72520-201	Social Security	-	-	279	279
142-72520-204	TCRS	-	-	360	360
142-72520-212	Medicare	-	-	66	66
142-72610-188	Bonus Payments	-	-	12,000	12,000
142-72610-201	Social Security	-	-	744	744
142-72610-204	TCRS	-	-	960	960
142-72610-212	Medicare	-	-	174	174
142-72620-188	Bonus Payments	-	-	6,000	6,000
142-72620-201	Social Security	-	-	372	372
142-72620-204	TCRS	-	-	480	480
142-72620-212	Medicare	-	-	87	87
142-47401-934	ESSER 3.0 Revenue	-	1,719,888	1,621,560	3,341,448

**REASON FOR AMENDMENT:**

ESSER 3.0 additional allocation - bonuses for all staff - Program 934

**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 # 27

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
141-71200-163	Educational Assistants	-	84,000	(18,500)	65,500
141-71200-207	Medical Insurance	-	13,000	18,000	31,000
141-71200-217	Retirement - Hybrid Stabilization	-	-	500	500

**REASON FOR AMENDMENT:**

State SPED Preschool Grant reallocation - Project 321

**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 # 28

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71200-188	Bonus Payments	5,410	-	55,808	61,218
142-47147-400	IDEA, Part B Revenues	1,208,255	791,035	55,808	2,055,098

**REASON FOR AMENDMENT:**

IDEA, Part B additional allocation - Program 900

**APPROVAL / DENIAL:**

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

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

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



Germantown Municipal School District
Budget Amendment

Fiscal Year: 2023 - 2024

Amendment # 29

Table with 6 columns: GMSD Acct #, GMSD Acct, Original Budget, Approved Changes, Requested Changes, Amended Budget. Rows include 142-71200-312 (Contracts with Private Agencies) and 142-47145-910 (IDEA Preschool Revenue).

REASON FOR AMENDMENT:

IDEA Preschool additional allocation - Program 910

APPROVAL / DENIAL:

Budget revision is approved effective

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

GMSD Board Chair Date

GMSD Superintendent Date

FY25 Consolidated Application Approval for IDEA/ESEA  
School Year 2024-25

LEA # \_\_\_\_\_ LEA Name (Legal Name of Agency): \_\_\_\_\_

LEA # _____	LEA Name (Legal Name of Agency): _____
<i>LEA Legal Making Address</i>	
Street Address _____	
City _____	State _____ Zip _____

Consolidated Project begins July 1, 2024 and ends June 30, 2025.

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year application for filing.  
This action is recorded in the official minutes of the Agency’s Board meeting held on the date entered below:

\_\_\_\_\_  
Board Meeting Date

\_\_\_\_\_  
Director of Schools (Signature)

\_\_\_\_\_  
Board of Education Official (Signature)

\_\_\_\_\_  
Director of Schools (Print Name)

\_\_\_\_\_  
Board of Education Official (Print Name)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed



2025  
GMSD

# GENERAL FUND BUDGET REPORT

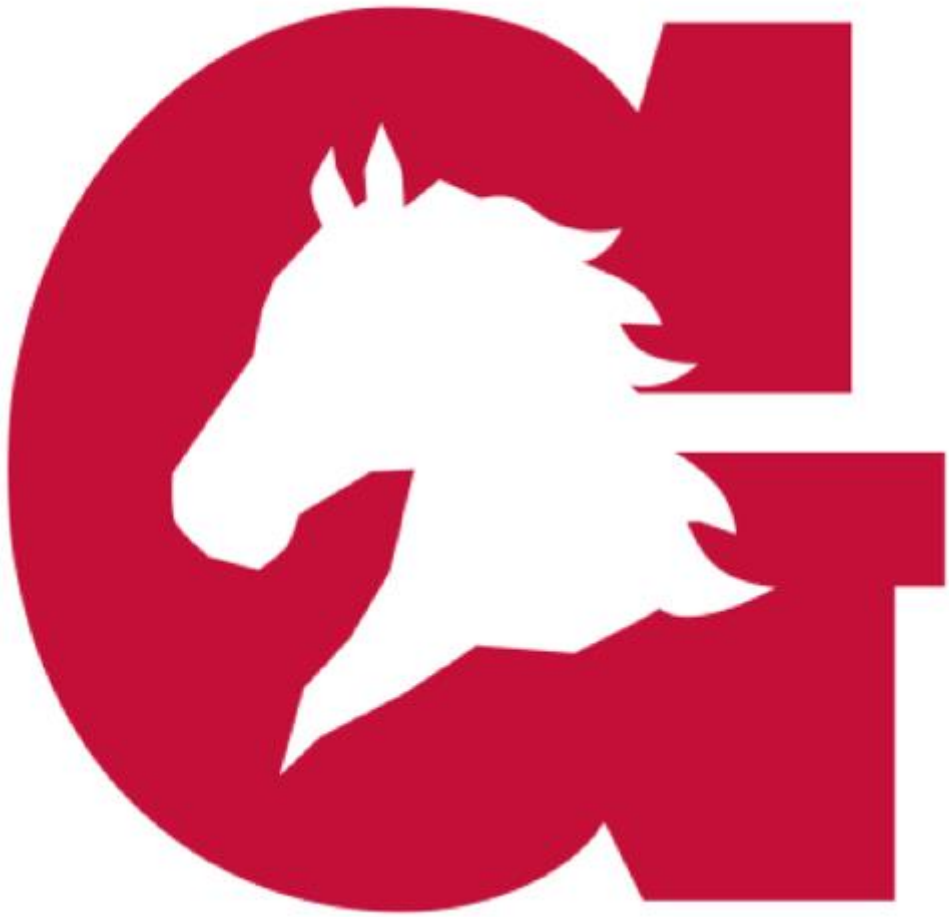
First Reading – April 30, 2024  
Second Reading – June 18, 2024

KEVIN JONES,  
CHIEF FINANCIAL OFFICER

JOSH CATHEY,  
DEPUTY SUPERINTENDENT

JASON MANUEL,  
SUPERINTENDENT

RYAN STRAIN,  
SCHOOL BOARD CHAIR





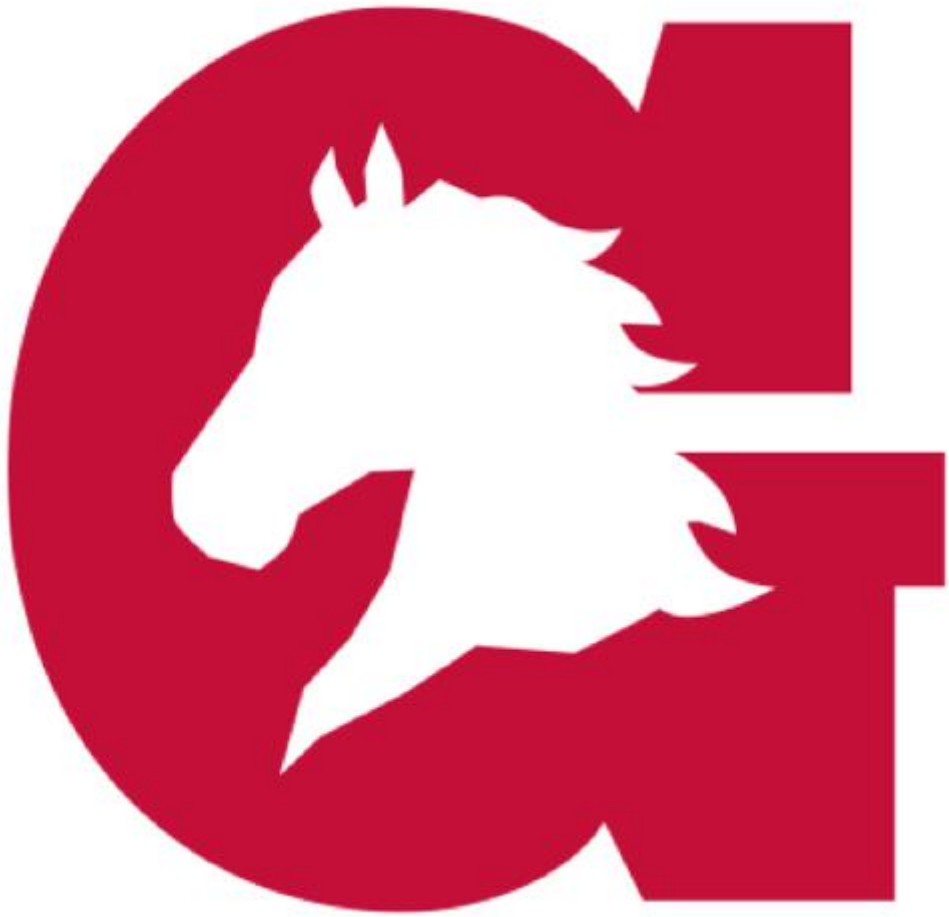
# GERMANTOWN MUNICIPAL SCHOOL DISTRICT

## BOARD OF EDUCATION

Ryan Strain	Chair
Amy Eoff	Vice-Chair
Dr. Daniel Chatham	Board member
Brian Curry	Board member
Angela Griffith	Board member

## ADMINISTRATION

Jason Manuel	Superintendent
Missy Abel	Assistant Superintendent, Teaching, Learning and Assessment
Chauncey Bland	Assistant Superintendent, Student Services
Josh Cathey	Deputy Superintendent
Sarah Huffman	Assistant Superintendent, Exceptional Student Education
Kevin Jones	Chief Financial Officer
Elissa Stratton	Assistant Superintendent, Human Resources



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Office of the Superintendent, Board of Ed. Services

## Inspiring Personal

## Excellence

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

**GERMANTOWN MUNICIPAL SCHOOL DISTRICT**  
**Board of Education and Administration**

---

**BOARD OF EDUCATION**

Ryan Strain	Chair
Amy Eoff	Vice-Chair
Dr. Daniel Chatham	Board member
Brian Curry	Board member
Angela Griffith	Board member

**ADMINISTRATION**

Jason Manuel	Superintendent
Josh Cathey	Deputy Superintendent
Missy Abel	Assistant Superintendent of Teaching, Learning, and Assessment
Chauncey Bland	Assistant Superintendent of Student Services
Sarah Huffman	Assistant Superintendent of Exceptional Student Education
Kevin Jones	Chief Financial Officer
Elissa Stratton	Assistant Superintendent of Human Resources

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**SCHOOL DISTRICT PROFILE:**

The Germantown Municipal School District (GMSD) and Municipal School board were established by the City of Germantown, TN in 2013. The first year of service to students began July 1, 2014. The 2024-25 budget represents expectations for GMSD in its eleventh year of operation. This budget presents projected revenues and expenditures for GMSD based on current student enrollment and projected changes for the coming year.

GMSD is comprised of seven schools: three K-5 (Dogwood, Farmington, and Forest Hill), one K-8 (Riverdale), one 6-8 (Houston Middle), one 9-12 (Houston High), and GOAL, an online learning academy.

**VISION:**

Inspiring Personal Excellence

**MISSION:**

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

## BUDGET HIGHLIGHTS

---

### FUND

This budget includes the **General-Purpose Fund**, which is the primary operating fund of the school system and accounts for the financial resources of the District.

### ENROLLMENT

The District's enrollment projections for FY 2025 are estimated using FY 2024 enrollment data and enrollment applications made during open enrollment for the FY 2025 school year. Projected enrollment for FY2025 is 5,896.

### REVENUES

The three major sources of revenues for GMSD are from the City of Germantown, Shelby County, and the State of Tennessee.

The City of Germantown provides a \$3.1 million maintenance of effort payment to GMSD.

County funds come from two primary sources, property and sales taxes. The County assesses a property tax rate that is earmarked for education. Educational revenues from the property tax distribution are shared between the municipal school districts and Shelby County Schools based on the weighted full-time equivalent average daily attendance (WFTEADA) formula developed by the Tennessee Department of Education. The WFTEADA percentage varies each year between school districts according to their share of the total enrollment in the County. Half of all local sales tax revenues collections are given to education and is distributed in the same manner as property taxes. For FY 2024, the District's share is a reduction from 4.31 percent to 4.23 percent resulting in a decrease of approximately \$230,000 in property tax revenues. The net increase in County funds is projected at \$432,000 for sales tax revenues.

The Tennessee Investment in Student Achievement (TISA) heralds a landmark shift in Tennessee's approach to educational funding. TISA's funding plan aims to equip every student with the essential tools for success by emphasizing proficiency in reading by third grade, preparing high school graduates for postsecondary endeavors, and providing vital resources to ensure overall student success. With a commitment towards student excellence, Germantown Municipal School District leads the state in its adept utilization of TISA funding to bolster academic outcomes.

Through strategic planning and intentional allocation of fiscal resources, Germantown Municipal School District has optimized its budgetary process to address the diverse needs of our schools and student body. As a result, Germantown Municipal School District serves as a model for effective stewardship of public resources, setting a standard of educational excellence that inspires and benefits the entire community.

This comprehensive funding model encompasses several key components: a base funding allocation for each public-school student, weighted funding to address diverse student needs including those from low-income backgrounds or with disabilities, targeted funding for priority areas such as early literacy and career readiness, and outcomes-based funding tied to student achievement. Through TISA, Germantown Municipal School District endeavors to foster a more equitable and robust educational landscape poised to nurture the growth and development of all students. These core focal points are currently being used to assist us with developing GMSD's FY25 Budget.

Projected increase in TISA funding for FY 2025 is \$2.0 million.

Interest income is projected to increase \$565,000. Tuition revenues increased approximately \$250,000 as a result of the board's new policy to charge tuition for out-of-district students. \$2.3 million in reserves will be used to balance the budget covering capital outlay costs.

### **RESOURCE MANAGEMENT – INCREASES TO BUDGET**

During the budget development process, GMSD will allocate additional resources in alignment with strategic plan goals. Resources will be allocated to departmental functions for engaging, challenging, and innovative academics; for the development of the whole child; to recruit, develop, and retain exemplary staff; to enhance community partnerships; and for other needs.

### **ENGAGING, CHALLENGING & INNOVATIVE ACADEMICS**

- Science textbook adoption - \$534,000
- TN All Corps Tutoring program (from ESSER 3.0) - \$289,000
- TLA budget decreases of \$845,000 in supplies and equipment

### **RECRUIT, DEVELOP & RETAIN EXEMPLARY STAFF**

- 3% COLA AND Step Increase- \$2,120,000
- 4 Reading Interventionists (from ESSER 3.0) - \$424,000
- 2 Instructional Coaches (from ESSER 3.0) - \$220,000
- 1 Help-Desk Technician (from ESSER 3.0) - \$69,000
- 1 TLA Secondary Supervisor - \$137,000
- 1 ESE Supervisor - \$137,000
- 1 SPED Teacher (from ESSER 3.0) - \$83,000
- 2 SPED paraprofessionals (1 from ESSER 3.0) - \$82,000
- 1.5 Itinerant Art/Music Teachers, \$128,000
- 1 ESL Teacher, \$85,000
- Middle School sports stipends, \$42,000
- Speech therapists' salary upgrades for private sector experience, \$58,000
- Upgrade of Maintenance Supervisor to Executive Director, \$35,000
- 1 Nurse, \$62,000
- 1 part-time Financial Secretary, \$25,000
- Athletic Director salary upgrade, \$19,000
- Continued funding of OPEB Actuarial Determined Contribution (ADC) for Retiree Health and Life Insurance
- No increase in the health insurance rates for employees

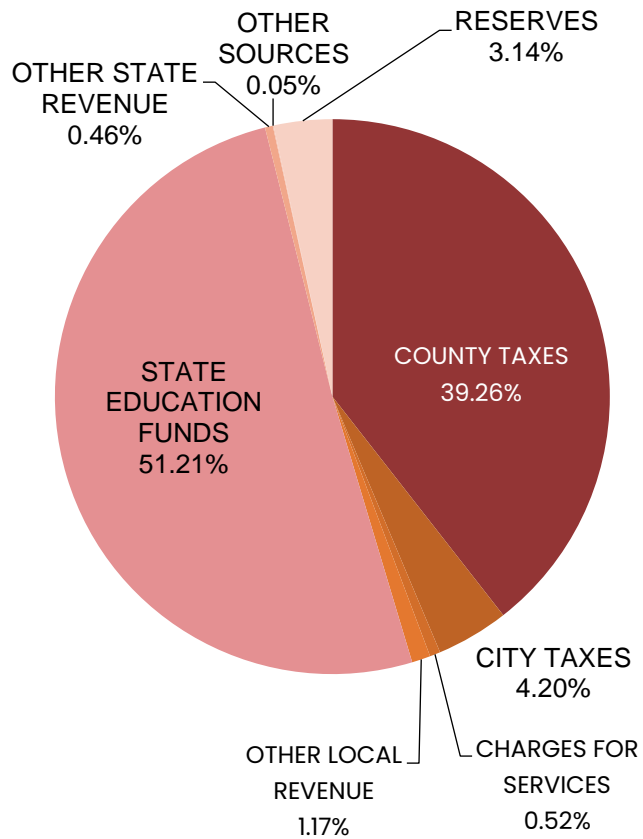
## **OTHER INCREASES**

- Utilities - \$25,000
- Other contracted services - \$20,000
- SKB cleaning contract - \$30,000
- Repairs to buildings - \$50,000
- Building & Contents Insurance - \$50,000
- Durham transportation contract - \$100,000



# GENERAL FUND REVENUES

2024-2025 Projections



## Overview

The three major sources of revenues for GMSD are from the State of Tennessee, Shelby County, and the City of Germantown.

## Subcategories

- State Education Funds
- County Taxes
- City Taxes
- Other State Revenues
- Other Local Revenues
- Charges for Services
- Other Sources

# GENERAL FUND REVENUES

## Subcategories

- State Education Funds
- County Taxes
- City Taxes
- Other State Revenues
- Other Local Revenues
- Charges for Services
- Other Sources

**\$73,440,792**

## Revenue Sources

The three major sources of revenues for GMSD are from the State of Tennessee, Shelby County, and the City of Germantown.

The City of Germantown provides a \$3.1 million maintenance of effort payment to GMSD.

County funds come from two primary sources, property and sales taxes. The County assesses a property tax rate that is earmarked for education. Educational revenues from the property tax distribution is shared between the municipal school districts and Shelby County Schools based on the weighted full-time equivalent average daily attendance (WFTEADA) formula developed by the Tennessee Department of Education. The WFTEADA percentage varies each year between school districts according to their share of the total enrollment in the County. Half of all local sales tax revenues collections is given to education and is distributed in the same manner as property taxes. For FY 2024, the District's share is estimated at 4.23 percent.

The Tennessee Department of Education created a new student-based approach to K-12 public school funding known as the Tennessee Investment in Student Achievement (TISA). TISA replaced the Basic Education Program (BEP) funding module in FY 2024. Projected increase in TISA funding for FY 2025 is \$1.5 million.

## GENERAL FUND REVENUES

<b>Acct</b>	<b>Description</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
40400	COUNTY TAXES	28,830,591	28,630,368	29,185,346
40800	CITY TAXES	3,082,064	3,082,064	3,082,064
43000	CHARGES FOR SERVICES	385,011	206,305	175,663
44000	OTHER LOCAL REVENUE	858,000	305,000	1,141,919
46000	STATE EDUCATION FUNDS	37,611,387	35,581,427	31,757,300
46800	OTHER STATE REVENUE	335,441	323,441	483,700
47100	FED FUNDS RCVD THRU STATE	-	-	19,734
49000	OTHER SOURCES	35,000	35,000	69,427
	RESERVES	<u>2,303,298</u>	<u>2,218,421</u>	<u>-</u>
	<b>REVENUES GRAND TOTAL:</b>	<b><u>73,440,792</u></b>	<b><u>70,382,026</u></b>	<b><u>65,915,153</u></b>



## COUNTY TAXES (40400)

<b>Acct</b>	<b>Description</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
40110	Current County Property Tax	16,270,969	16,503,225	16,487,897
40120	Trustee Collection - Prior Year	297,152	297,152	272,495
40130	Chancery & Circuit Court - Prior Year	151,462	151,462	95,163
40162	PILOT - Utility	152,970	152,970	116,332
40163	PILOT - Other	126,124	126,124	177,781
40210	Local Option Sales Tax	10,404,656	9,972,177	10,334,350
40240	Wheel Tax	1,403,882	1,403,882	1,674,390
40290	Other Tax	<u>23,376</u>	<u>23,376</u>	<u>26,938</u>
<b>COUNTY TAXES TOTAL:</b>		<b>28,830,591</b>	<b>28,630,368</b>	<b>29,185,346</b>

*Includes Germantown Municipal School District's share of Shelby County property taxes, local option sales taxes, and wheel taxes based on the prior year weighted average daily attendance (ADA) for schools in the Germantown Municipal School District.*



## CITY TAXES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
40610	Municipal Property Taxes	<u>3,082,064</u>	<u>3,082,064</u>	<u>3,082,064</u>
<b>CITY TAXES TOTAL:</b>		3,082,064	3,082,064	3,082,064

*City of Germantown's contribution to the School District.*

# CHARGES FOR SERVICES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
43512	Laptop Insurance	-	99,420	77,973
43512	Tuition	_____ 385,011	_____ 106,885	_____ 97,690
<b>CHARGES FOR SERVICES TOTAL:</b>		385,011	206,305	175,663

*Includes revenue for laptop insurance and tuition for out-of-district, out-of-county residents, summer school, and preschool program.*



## OTHER LOCAL REVENUE

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
44110	Interest Earned	725,000	160,000	759,331
44120	Lease/Rentals	21,000	21,000	79,446
44160	PEG Funding	112,000	124,000	121,541
44170	Miscellaneous Refunds	-	-	16,927
44530	Sale of Equipment	-	-	164,674
<b>RECURRING LOCAL REVENUE TOTAL:</b>		<b>858,000</b>	<b>305,000</b>	<b>1,141,919</b>

*Includes interest income on reserves, PEG funding from cable companies for the Houston High School TV studio.*

## STATE EDUCATION FUNDS

<b>Acct</b>	<b>Description</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
46511	TISA/BEP	37,545,387	35,511,427	31,141,673
46590	Other State Education Funds	-	-	458,085
46591	Coordinated School Health Grant	-	-	90,000
46610	Career Ladder Program	<u>66,000</u>	<u>70,000</u>	<u>67,542</u>
<b>STATE EDUCATION FUNDS TOTAL:</b>		37,611,387	35,581,427	31,757,300

*Includes Germantown Municipal School District's share of the Basic Education Program (BEP) and TISA Funds, grants, and other flow-through state funds, such as Career Ladder.*

## OTHER STATE REVENUE

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
46,850	Mixed Drink Tax Other State/Local Revenue - SPED	252,000	240,000	261,675
46,980	State Grant	83,441	83,441	105,909
46,981	Safe Schools Grant	-	-	116,116
<b>OTHER STATE REVENUE TOTAL:</b>		<b>335,441</b>	<b>323,441</b>	<b>483,700</b>

*Includes Germantown Municipal School District's share of one-half of the tax assessed on the seating capacity of establishments serving mixed drinks based on the average daily attendance (ADA) distribution for Germantown Municipal Schools.*

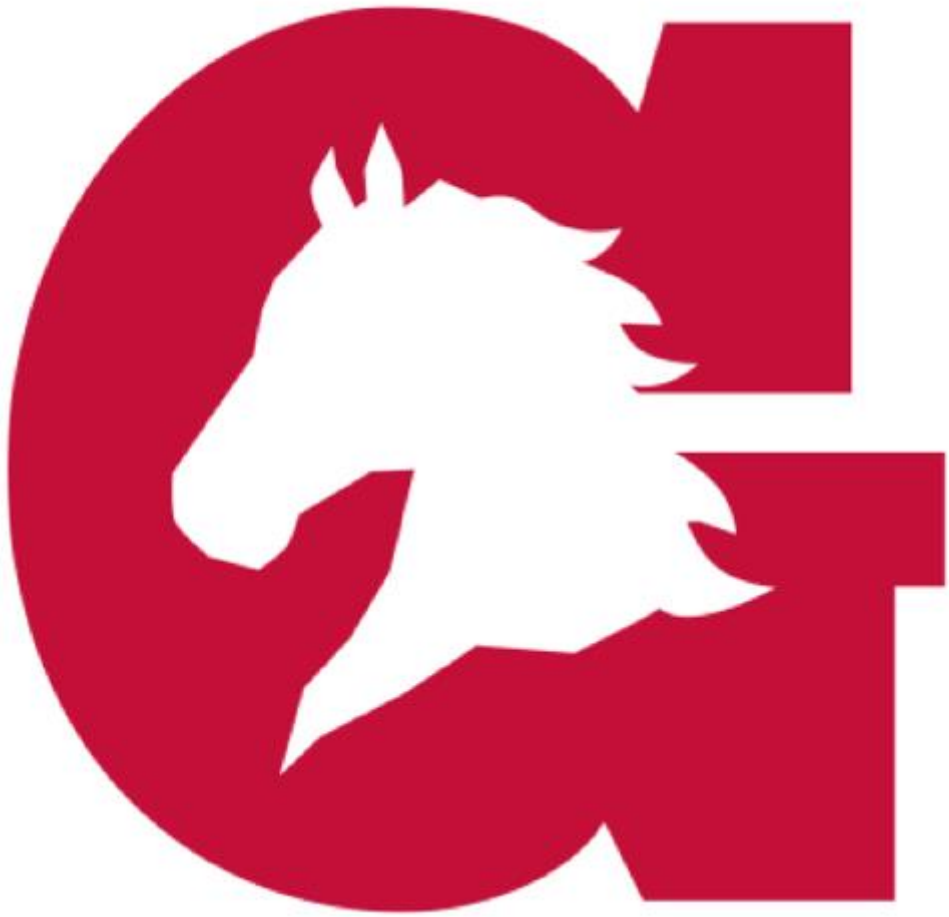
## FEDERAL FUNDS RECEIVED THRU STATE

<b>Acct</b>	<b>Description</b>	<b>FY 2025 <u>Budget</u></b>	<b>FY 2024 <u>Budget</u></b>	<b>FY 2023 <u>Actual</u></b>
47590	Other Federal Thru State	-	-	19,734
<b>FEDERAL THRU STATE TOTAL:</b>		-	-	19,734

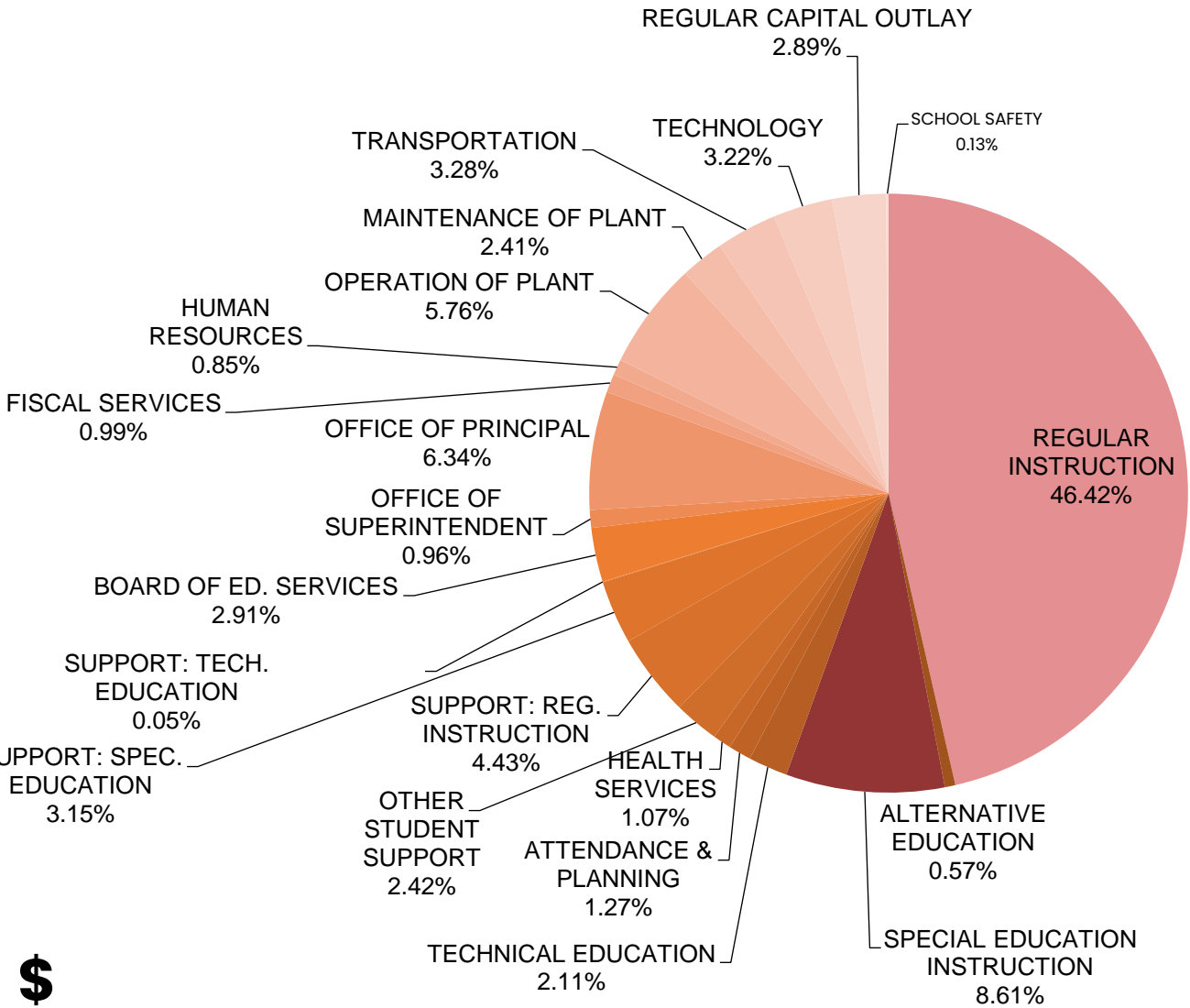
*Includes funds for federal allocation of summer camp revenues.*

## OTHER SOURCES

<b>Acct</b>	<b>Description</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
49800	Transfers In - Indirect Costs	<u>35,000</u>	<u>35,000</u>	<u>69,427</u>
	<b>OTHER SOURCES TOTAL:</b>	35,000	35,000	69,427



# GENERAL FUND EXPENDITURES



**\$**  
**73,440,792**  
**Overview**

General Fund expenditures outline Germantown Municipal School District's commitment to its Strategic Plan and is organized in this document by departments.

## Departments

Teaching, Learning, & Assessment	19
Exceptional Students	29
Student Services	33
Human Resources	41
Finance	43
Technology	45
Operations	49
Superintendent	59

## GENERAL FUND EXPENDITURES

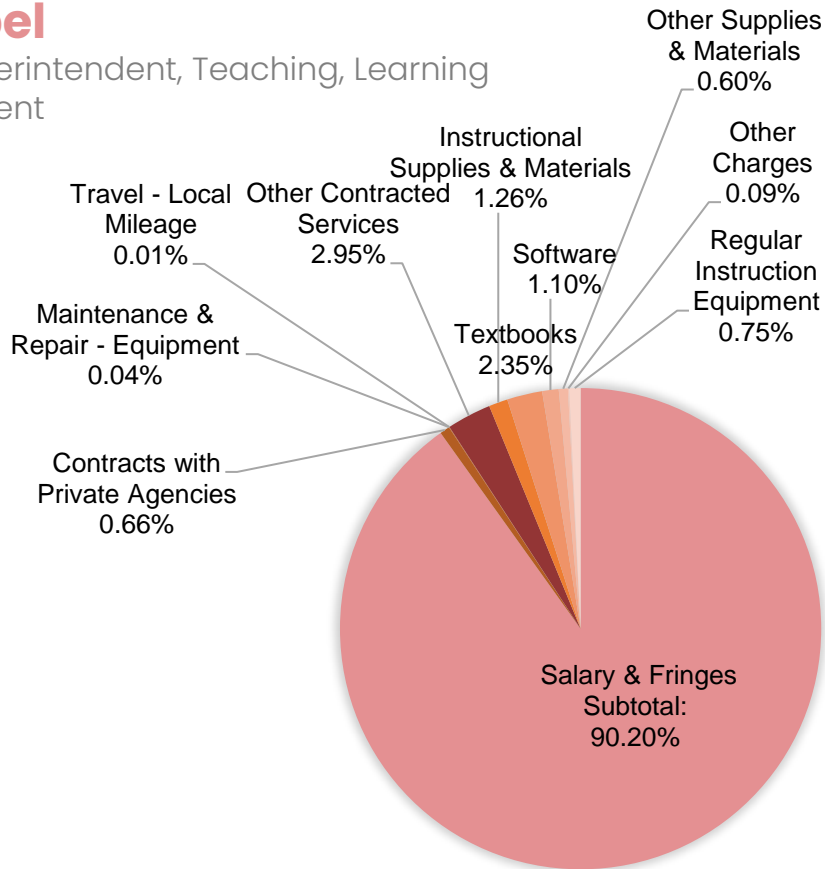
<b>Acct</b>	<b>Description</b>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>
		<b>Per.</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
71100	REGULAR INSTRUCTION	367.50	34,214,159	33,415,354	31,332,253
71150	ALTERNATIVE EDUCATION	5.0	415,596	410,354	386,539
71200	SPECIAL EDUCATION INSTRUCTION	94.0	6,319,860	5,616,822	4,952,039
71300	TECHNICAL EDUCATION	17.0	1,553,022	1,379,749	1,217,935
72110	ATTENDANCE & PLANNING	7.5	932,961	850,979	764,834
72120	HEALTH SERVICES	9.5	787,819	709,926	316,680
72130	OTHER STUDENT SUPPORT	19.0	1,774,817	1,708,355	1,566,206
72210	SUPPORT: REG. INSTRUCTION	31.3	3,251,910	2,993,936	2,476,925
72220	SUPPORT: SPEC. EDUCATION	24.0	2,313,684	2,175,222	1,984,880
72230	SUPPORT: TECH. EDUCATION	0.2	33,694	32,492	30,773
72310	BOARD OF ED. SERVICES	5.0	2,138,463	2,124,532	1,996,861
72320	OFFICE OF SUPERINTENDENT	4.9	706,899	721,147	649,166
72410	OFFICE OF PRINCIPAL	52.0	4,656,908	4,463,305	4,224,695
72510	FISCAL SERVICES	5.5	728,273	721,450	617,169
72520	HUMAN RESOURCES	4.5	625,892	593,530	516,562
72610	OPERATION OF PLANT	12.0	4,230,173	4,059,268	3,163,718
72620	MAINTENANCE OF PLANT	6.0	1,766,390	1,642,599	1,527,548
72710	TRANSPORTATION		2,405,302	2,299,856	1,705,874
73100	SCHOOL NUTRITION	0.0	-	-	17,912
72820	TECHNOLOGY	11.0	2,363,090	2,226,224	1,819,828
76100	REGULAR CAPITAL OUTLAY		2,123,130	2,140,676	7,729,954
72830	SCHOOL SAFETY		98,750	96,250	33,365
<b>EXPENDITURES GRAND TOTAL:</b>		675.9	<u>73,440,792</u>	<u>70,382,026</u>	<u>69,031,716</u>

# REGULAR INSTRUCTION PROGRAM

## Teaching, Learning, and Assessment

### Missy Abel

Assistant Superintendent, Teaching, Learning and Assessment



**\$34,214,159**

## Overview

The Regular Education Program includes activities that provide students in grades K through 12 with learning experiences to provide them with Engaging, Challenging and Innovative academics. This encompasses academics, technology integration, career and technical education, fine arts and athletics. Within this budget, salaries, textbooks, equipment, instructional supplies and materials, TV and media equipment, and other costs are used to ensure academic programming that differentiates to meet the various learning styles of our students. GMSD is recognized as a TN Advancing District where the focus is on the instructional needs of all students. GMSD teachers are highly effective and successfully implement curriculum such as Wit and Wisdom, McGraw Hill, HMH, Eureka Math, Saxon Phonics, Discovery Education, Dual Enrollment, Advanced Placement and other programs to support a rigorous academic experience.. The district offers strings instruction from elementary to high school and has a state-of-the-art television studio. Students are able to take advantage of a technology-rich environment, which includes the blended learning model for all students in grades 6-12 .

## REGULAR INSTRUCTION PROGRAM (71100)

Acct	Description	FY 2025	FY 2025	FY 2024	FY 2023
		PERS	Budget	Budget	Actual
116	Teachers	338.5	23,686,412	22,162,752	20,763,959
117	Career Ladder		50,000	50,000	42,500
127	Extended Contracts		25,000	25,000	-
140	Coaching and Other Supplements		386,794	320,800	267,635
163	Educational Assistants	29.0	718,659	709,457	726,346
188	Instructional Responsibility		107,500	107,500	82,465
189	Other Salaries & Wages - Tutors		268,800	-	-
201	Social Security		1,565,076	1,449,282	1,274,738
204/217	State Retirement		1,718,290	1,609,183	1,903,922
206	Life Insurance		64,313	63,350	31,456
207	Medical Insurance		1,904,540	1,876,336	2,326,360
212	Medicare		366,026	338,945	298,124
	<b>Salary &amp; Fringes Subtotal:</b>	367.5	30,861,410	28,712,605	27,717,505

*Includes personnel and benefits for teachers and classroom assistants. Career Ladder is a State funded initiative for veteran teachers and administrators.*

312	Contracts with Private Agencies		225,000	225,000	-
336	Maintenance & Repair - Equipment		12,000	12,000	10,365
355	Travel - Local Mileage		2,500	2,500	2,551
399	Other Contracted Services		1,010,065	1,050,065	944,038
429	Instructional Supplies & Materials		430,800	752,800	367,546
449	Textbooks		804,000	270,000	846,842
471	Software		375,000	375,000	319,724
499	Other Supplies & Materials		206,500	206,500	166,075
599	Other Charges		29,384	32,384	18,645
722	Regular Instruction Equipment		257,500	1,776,500	938,962
	<b>Services Subtotal:</b>		3,352,749	4,702,749	3,614,748
	<b>REGULAR INSTRUCTION TOTAL:</b>		34,214,159	33,415,354	31,332,253

*Includes costs for textbooks, materials and supplies and instructional equipment provided to the schools.*



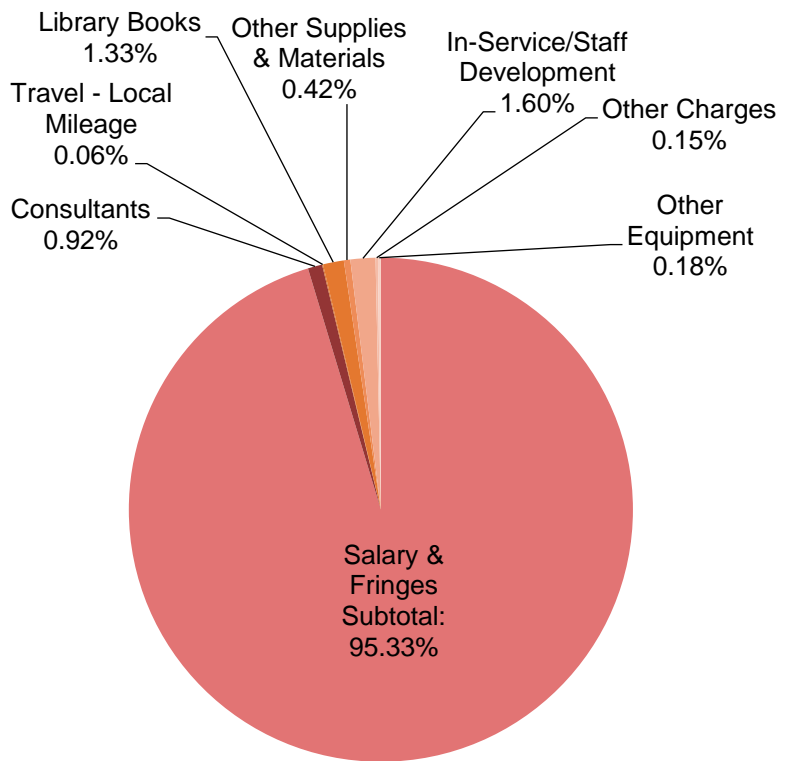


# REGULAR INSTRUCTION SUPPORT

## Teaching, Learning, and Assessment

**Missy Abel**

Assistant Superintendent, Teaching, Learning and Assessment



**\$3,251,910**

## Overview

Regular Education Instructional Support includes activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These activities include curriculum development, techniques of instruction, in-service/professional learning, etc. Within this budget, personnel includes instructional supervisors, an Assistant Superintendent, Teaching, Learning, and Assessment, Librarians, Audiovisual Personnel, Education Media Personnel, Instructional Computer Personnel, Clerical Personnel, Educational Assistants, and in-service training.

## SUPPORT: REGULAR INSTRUCTION (72210)

<u>Acct</u>	<u>Description</u>	<u>FY 2025 PERS</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
105	Directors/Supervisors	9.8	1,077,711	918,659	696,198
117	Career Ladder Program		3,000	3,000	2,000
129	Librarians	7.0	520,450	483,728	464,347
136	Audiovisual Personnel	1.0	81,797	77,924	75,668
137	Education Media Personnel	1.0	76,576	72,927	69,423
138	Instructional Computer Personnel	6.0	431,595	393,426	343,436
161	Secretary	1.0	75,614	72,085	70,695
163	Ed/Library Assistant	2.5	45,882	52,945	45,138
188	Instructional Responsibility		1,500	1,500	1,500
189	Other Salaries & Wages	3.0	242,092	223,144	66,795
201	Social Security		143,476	128,724	106,484
204/217	State Retirement		187,687	169,559	158,930
206	Life Insurance		7,575	7,110	2,695
207	Medical Insurance		171,500	162,200	172,430
212	Medicare		33,555	30,105	24,903
	<b>Salary &amp; Fringes Subtotal:</b>	31.3	3,100,010	2,797,036	2,300,642

*Includes salaries and benefits for the Department of Curriculum Directors and Supervisors as well as clerical staff at the Central Office and individual school librarians and library assistants.*

308	Consultants		30,000	68,000	48,450
355	Travel - Local Mileage		2,000	2,000	533
432	Library Books		43,400	43,400	43,400
499	Other Supplies & Materials		13,500	13,500	10,801
524	In-Service/Staff Development		52,000	55,000	45,172
599	Other Charges		5,000	5,000	16,480
790	Other Equipment		6,000	10,000	11,447
	<b>Services Subtotal:</b>		151,900	196,900	176,283
	<b>SUPPORT: REGULAR INSTRUCTION TOTAL:</b>		3,251,910	2,993,936	2,476,925

*Includes costs for library books used in schools for replacement and additional books to address enrollment growth and meet educational standards. Includes costs for mileage for Central Office personnel using personal vehicles in the performance of their job and travel to conferences.*



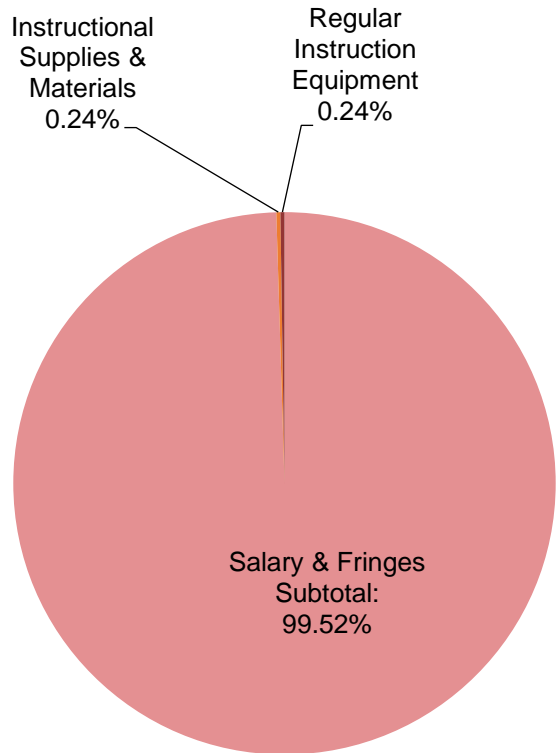


# ALTERNATIVE SCHOOL PROGRAM

## Teaching, Learning, and Assessment

**Missy Abel**

Assistant Superintendent, Teaching, Learning and Assessment



**\$415,596**

## Overview

Alternative Schools Program is an instruction program designated for students who consistently exhibit behavior that is disruptive to the learning process. This program may also serve at-risk youth or students who have a medical need for an alternative learning environment. Included in this budget are the activities of aides or classroom assistants, teachers, or social workers. The major expenditures for GMSD include teachers, a social worker, homebound instruction, contracts with local agencies for healthcare, and supplies and materials.

## ALTERNATIVE EDUCATION PROGRAM (71150)

<u>Acct</u>	<u>Description</u>	<u>FY 2025</u> <u>PERS</u>	<u>FY 2025</u> <u>Budget</u>	<u>FY 2024</u> <u>Budget</u>	<u>FY 2023</u> <u>Actual</u>
116	Teachers	2.0	154,069	149,668	144,517
117	Career Ladder		1,000	1,000	-
128	Homebound Teachers	1.0	75,704	80,969	77,624
130	Social Worker	1.0	70,864	67,368	65,333
163	Educational Assistants	1.0	31,000	29,166	28,338
201	Social Security	-	20,623	20,347	18,393
204/217	State Retirement	-	25,138	24,703	27,291
206	Life Insurance	-	875	875	396
207	Medical Insurance	-	29,500	29,500	19,904
212	Medicare	-	4,823	4,758	4,302
	<b>Salary &amp; Fringes Subtotal:</b>	5.0	413,596	408,354	386,098
		-			
429	Instructional Supplies & Materials		1,000	1,000	332
722	Regular Instruction Equipment		1,000	1,000	109
	<b>Services Subtotal:</b>		2,000	2,000	441
	<b>ALTERNATIVE EDUCATION TOTAL:</b>		415,596	410,354	386,539

*Includes salaries and fringe benefits for teachers and contracts with outside providers for alternative school academic and counseling programs.*

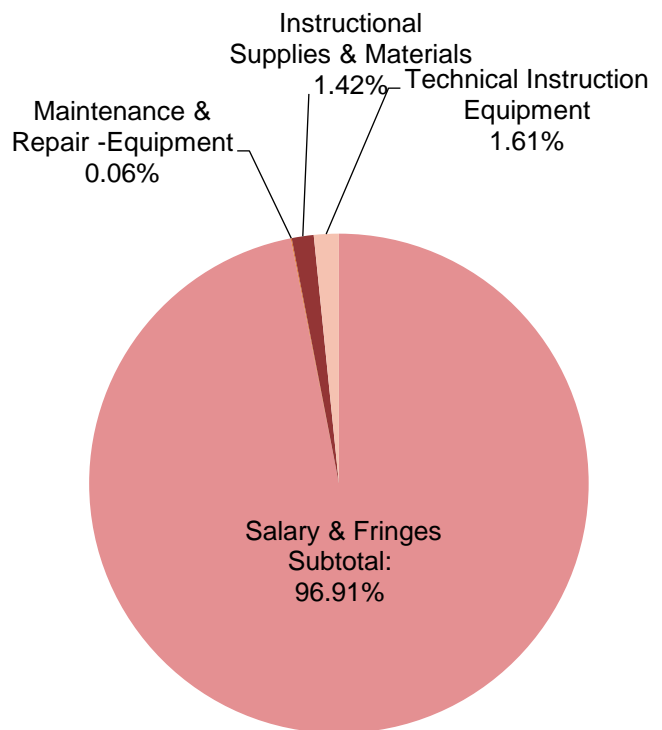


# CAREER AND TECHNICAL ED PROGRAM

## Teaching, Learning, and Assessment

**Missy Abel**

Assistant Superintendent, Teaching, Learning and Assessment



**\$1,553,022**

## Overview

The Vocational Education Instructional Program includes instructional activities that provide students with the opportunity to develop knowledge, skills, and attitudes needed for employment in an occupational area. Activities include training both in the classroom and in a supervised work environment. Our Career and Technical Education (CTE) offers programs that align with our area high-demand occupations and provide Early Postsecondary Opportunities for our students who are on the college or career pathway.

## CAREER & TECHNICAL EDUCATION PROGRAM (71300)

<u>Acct</u>	<u>Description</u>	<u>FY 2025</u> <u>PERS</u>	<u>FY 2025</u> <u>Budget</u>	<u>FY 2024</u> <u>Budget</u>	<u>FY 2023</u> <u>Actual</u>
116	Teachers	17.0	1,192,472	1,048,230	939,298
117	Career Ladder Program		1,000	1,000	-
201	Social Security		73,995	65,052	53,439
204/217	State Retirement		81,275	71,453	81,795
206	Life Insurance		2,975	2,800	1,393
207	Medical Insurance		136,000	128,000	98,498
212	Medicare		17,305	15,214	12,498
	<b>Salary &amp; Fringes Subtotal:</b>	17.0	1,505,022	1,331,749	1,186,921

*Includes salaries and benefits for teachers in the Career and Technical Education programs provided at Houston High School.*

336	Maintenance & Repair -Equipment		1,000	1,000	250
429	Instructional Supplies & Materials		22,000	22,000	28,478
730	Technical Instruction Equipment		25,000	25,000	2,286
	<b>Services Subtotal:</b>		48,000	48,000	31,014
	<b>TECHNICAL EDUCATION TOTAL:</b>		1,553,022	1,379,749	1,217,935

*Includes textbooks, materials and supplies, and equipment in Career and Technical Education programs at Houston High School.*

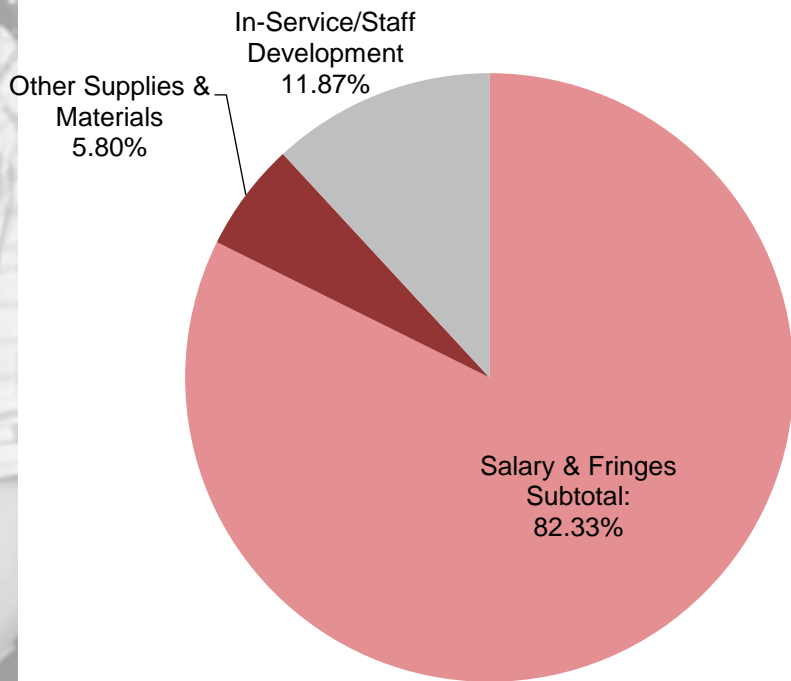


# CAREER AND TECH ED SUPPORT

Teaching, Learning, and  
Assessment

**Missy Abel**

Assistant Superintendent, Teaching, Learning and  
Assessment



**\$33,694**

## Overview

Vocational Education Instructional Staff Support includes activities primarily for assisting CTE instructional staff in planning, developing, and evaluating the process of providing learning experiences that give students the opportunity to develop the knowledge, skills and attitudes, and possibly industry certification needed for employment in an occupational area.

## SUPPORT: CAREER AND TECHNICAL EDUCATION (72230)

<u>Acct</u>	<u>Description</u>	FY 2025	FY 2025	FY 2024	FY 2023
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
105	Director/Supervisor	0.2	21,878	20,828	20,021
201	Social Security		1,356	1,291	1,133
204/217	State Retirement		1,490	1,418	1,802
206	Life Insurance		50	50	30
207	Medical Insurance		2,650	2,650	2,366
212	Medicare		317	302	265
	<b>Salary &amp; Fringes Subtotal:</b>	0.2	27,741	26,539	25,617

*Includes funds for support staff in the Career and Technical Education Department.*

			-	-	-
499	Other Supplies & Materials		1,953	1,953	1,344
524	In-Service/Staff Development		4,000	4,000	3,812
	<b>Services Subtotal:</b>		5,953	5,953	5,156
	<b>SUPPORT: TECHNICAL EDUCATION TOTAL:</b>		33,694	32,492	30,773

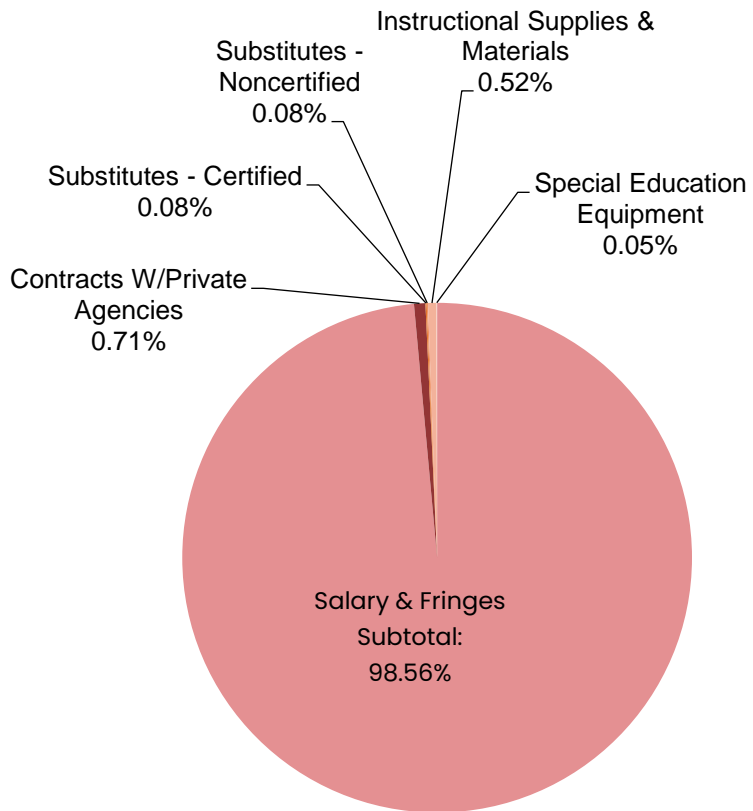
*Supplies and materials and staff development for the CTE Supervisor.*



# SPECIAL EDUCATION INSTRUCTION

**Sarah Huffman**

Assistant Superintendent, Exceptional Student Education



**\$6,319,860**

## Overview

This function holds all SPED teachers, assistants, speech language pathologists, Board-Certified Behavior Analysts, and contracting services for vision and speech. Instructional Supplies and Materials include teacher discretionary funds. Special education equipment purchases ranged from standers to assistive technology devices.

## SPECIAL EDUCATION PROGRAM (71200)

<b>Acct</b>	<b>Description</b>	<b>FY 2025 PERS</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
116	Teachers	43.0	2,801,268	2,575,770	2,177,842
117	Career Ladder Program		5,000	5,000	1,000
128	Homebound Teachers	1.0	70,717	67,371	66,714
163	Educational Assistants	40.0	1,223,393	1,014,878	889,969
171	Therapists (Speech)	10.0	790,363	652,740	616,413
188	Instructional Responsibility		122,000	122,000	122,000
201	Social Security		310,790	275,141	223,689
204/217	State Retirement		371,219	326,974	343,003
206	Life Insurance		16,625	15,400	5,549
207	Medical Insurance		445,000	410,000	371,558
212	Medicare		72,685	64,348	52,314
<b>Salary &amp; Fringes Subtotal:</b>		94.0	6,229,060	5,529,622	4,870,051

*Includes salaries and benefits for teachers, speech therapists, and classroom assistants used in Special Education classes. Includes homebound teachers who go to individual students' homes if they are unable to attend school because of illness or hospitalization.*

312	Contracts W/Private Agencies		44,900	44,900	44,900
369	Substitutes - Certified		5,000	5,000	7,676
370	Substitutes - Noncertified		5,000	5,000	4,917
429	Instructional Supplies & Materials		32,900	29,300	21,671
725	Special Education Equipment		3,000	3,000	2,824
<b>Services Subtotal:</b>			90,800	87,200	81,988
<b>SPECIAL EDUCATION TOTAL:</b>			6,319,860	5,616,822	4,952,039

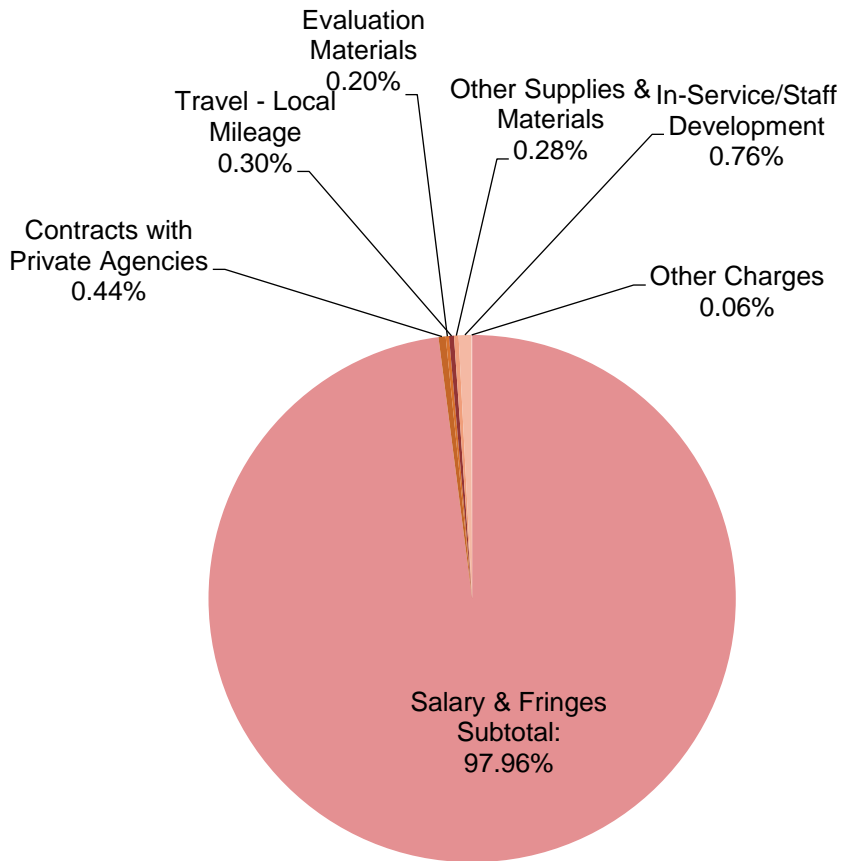
*Includes contracts for services provided by private agencies for services (such as hearing impaired and visually impaired) that cannot be provided in a cost-efficient manner by the District and the cost of instructional materials and supplies, and equipment used to provide Special Education services.*



# SPECIAL EDUCATION SUPPORT

**Sarah Huffman**

Assistant Superintendent, Exceptional Student Education



**\$2,313,684**

## Overview

This budget includes positions that are not common in many systems across the state: clericals assigned specifically to SPED only. These clericals work to schedule meetings, keep paperwork in compliance and assist in parent communication. Occupational and physical therapists and testing, evaluation materials are also included.

## SUPPORT: SPECIAL EDUCATION (72220)

<u>Acct</u>	<u>Description</u>	<u>FY 2025</u>	<u>FY 2025</u>	<u>FY 2024</u>	<u>FY 2023</u>
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
105	Supervisors/Supervisor	4.0	453,444	332,709	280,324
124	Psychological Personnel	5.0	448,344	430,474	394,944
131	Medical Personnel (OT/PT)	5.0	398,456	392,126	378,937
161	Assistant	1.0	62,746	72,085	70,696
162	Clerical Personnel	6.0	244,868	234,617	213,660
189	Other Salaries	3.0	210,767	233,771	222,609
201	Social Security		112,755	105,139	91,342
204/217	State Retirement		157,159	148,742	136,773
206	Life Insurance		6,175	6,050	2,266
207	Medical Insurance		141,600	138,650	129,483
212	Medicare		26,370	24,589	21,362
<b>Salary &amp; Fringes Subtotal:</b>		24.0	2,262,684	2,118,952	1,942,396

*Includes salaries and benefits for directors, supervisors, psychologists, occupational and physical therapists, Central Office clerical personnel as well as clerical personnel located at every elementary, middle, and high school.*

312	Contracts with Private Agencies		11,000	11,000	11,000
324	Evaluation Materials		5,000	5,000	-
355	Travel - Local Mileage		7,500	7,500	4,216
499	Other Supplies & Materials		7,000	12,270	6,298
524	In-Service/Staff Development		19,000	19,000	18,981
599	Other Charges		1,500	1,500	1,989
<b>Services Subtotal:</b>			51,000	56,270	42,484
<b>SUPPORT: SPECIAL EDUCATION TOTAL:</b>			2,313,684	2,175,222	1,984,880

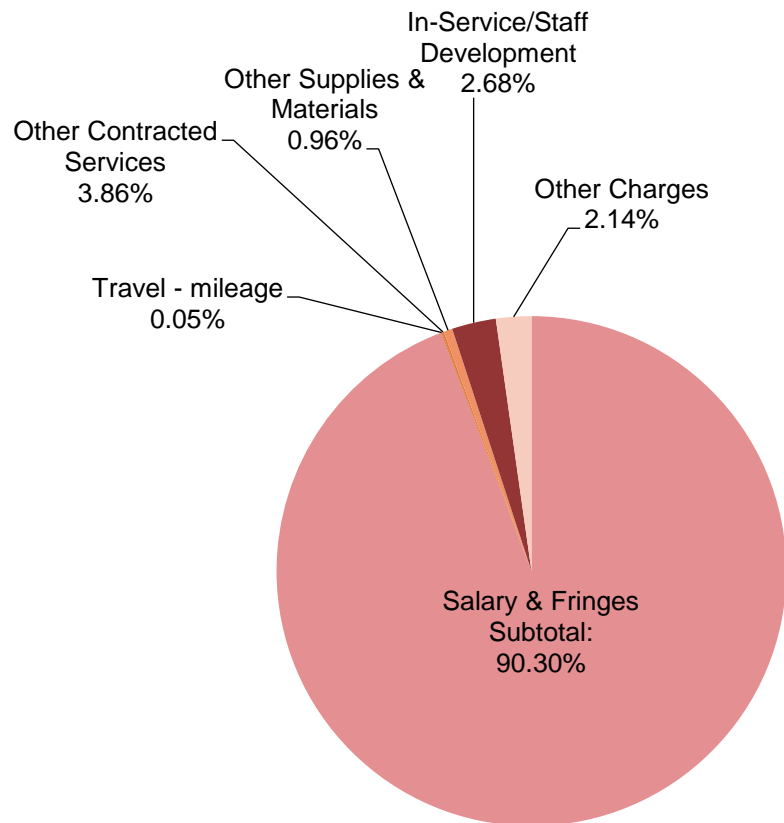
*Includes support for Special Education Department for consultation, travel - local mileage for special education personnel using personal vehicles in the performance of their job, in-service and staff development. Includes specialized supplies, materials, and evaluations used with special populations.*

# ATTENDANCE & PLANNING

## Department of Student Services

### Chauncey Bland

Assistant Superintendent, Student Services



**\$932,961**

## Overview

The GMSD Attendance and Planning (Student Services) department takes pride in monitoring and responding to new and trending student issues. We attend local and state level professional development to assist us in providing the best products and programs. We understand that student success is the focus of the district, and we strive to give them the tools to be productive students and citizens in the community.

## ATTENDANCE & PLANNING (72110)

<b>Acct</b>	<b>Description</b>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
105	Director/Supervisor	2.0	250,152	238,239	229,269
130	Social Worker	2.0	160,855	153,277	147,388
162	Clerical Personnel	2.0	115,631	109,638	93,527
189	Other Salaries	1.5	152,738	145,482	139,481
201	Social Security		42,121	40,091	33,589
204/217	State Retirement		56,738	54,001	49,674
206	Life Insurance		1,875	1,875	841
207	Medical Insurance		52,500	52,500	31,284
212	Medicare		9,851	9,376	8,507
<b>Salary &amp; Fringes Subtotal:</b>		7.5	842,461	804,479	733,560

*Includes salaries and benefits for personnel working in the Student Services department which provides support services for the schools in the areas of attendance, safety, discipline, suspensions, etc.*

355	Travel - mileage		500	500	-
399	Other Contracted Services		36,000	1,000	78
499	Other Supplies & Materials		9,000	5,000	1,320
524	In-Service/Staff Development		25,000	25,000	20,237
599	Other Charges		20,000	15,000	9,639
<b>Services Subtotal:</b>			90,500	46,500	31,274

### ATTENDANCE & PLANNING TOTAL:

932,961      850,979      764,834

*Includes costs for employee local mileage as well as funds for some school personnel to receive specialized training in appropriate areas of school discipline.*



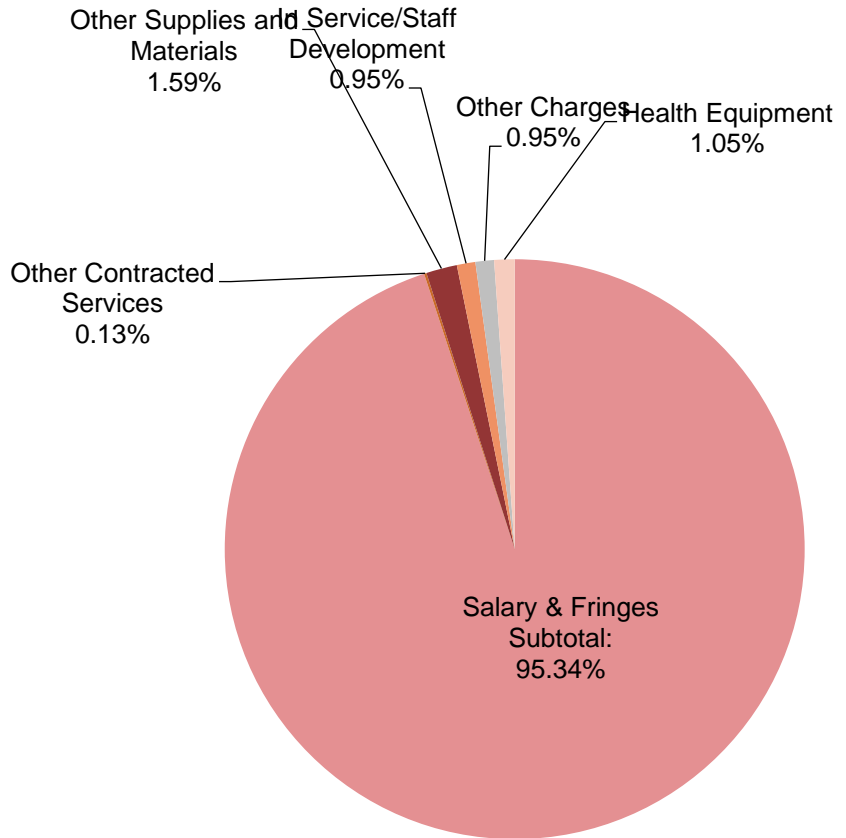


# HEALTH SERVICES

## Department of Student Services

### Chauncey Bland

Assistant Superintendent, Student Services



**\$787,819**

## Overview

GMSD is dedicated to improving the overall health of our students to assure academic and personal success. GMSD demonstrates its dedication by providing funding to support Tennessee's Coordinated School Health initiative by employing a School Health Supervisor. The School Health Supervisor works to develop programs to improve health-conscious opportunities such as; 7<sup>th</sup>/9<sup>th</sup>/ 11<sup>th</sup> grade CPR/AED certification, in and out of class physical activity, nutritional education, safe educational environments for all, increasing staff wellness, student health screenings, and community partnerships though out the city. In addition, GMSD provides funding for a full-time nurse at each school and a district lead nurse for additional medical support.

## HEALTH SERVICES (72120)

<b>Acct</b>	<b>Description</b>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
105	Director/Supervisor	1.5	154,779	151,609	74,603
131	School Nurses	8.0	420,305	362,657	12,362
189	Other Salaries & Wages		4,500	4,500	-
201	Social Security		35,934	32,163	5,221
204/217	State Retirement		49,834	44,287	8,076
206	Life Insurance		1,663	1,488	130
207	Medical Insurance		75,650	68,950	8,751
212	Medicare		8,404	7,522	1,221
	<b>Salary &amp; Fringes Subtotal:</b>	<b>9.5</b>	<b>751,069</b>	<b>673,176</b>	<b>110,364</b>

*Includes salaries and benefits for school nurses.*

399	Other Contracted Services		1,000	1,000	176,071
499	Other Supplies and Materials		12,500	12,500	20,245
524	In Service/Staff Development		7,500	7,500	4,000
599	Other Charges		7,500	7,500	3,000
735	Health Equipment		8,250	8,250	3,000
	<b>Services Subtotal:</b>		<b>36,750</b>	<b>36,750</b>	<b>206,316</b>

### HEALTH SERVICES TOTAL:

787,819      709,926      316,680

*Includes cost of supplies and other support costs for school nurses.*

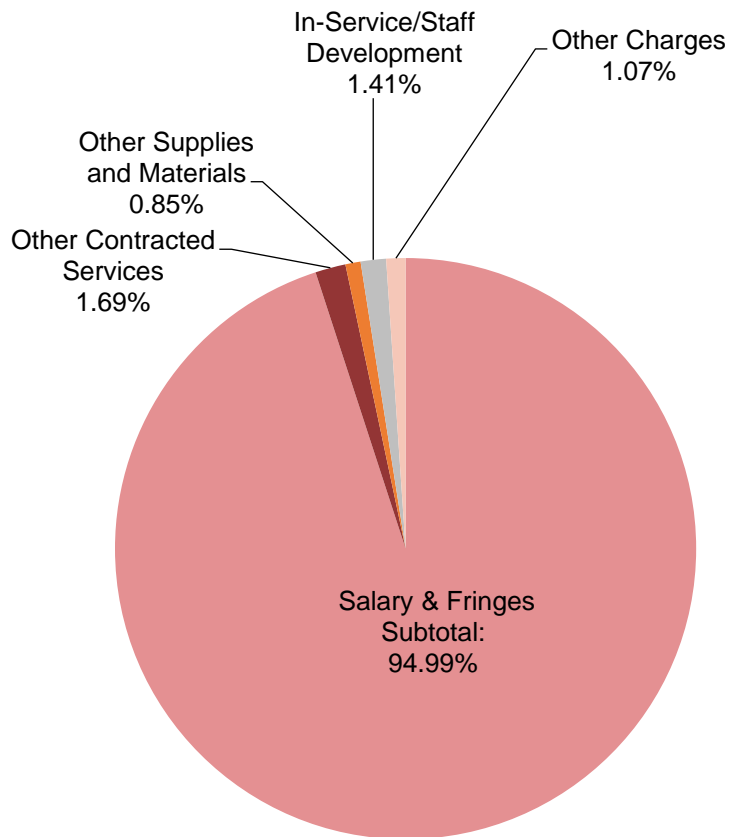


# OTHER STUDENT SUPPORT/ GUIDANCE

Department of Student Services

**Chauncey Bland**

Assistant Superintendent, Student Services



**\$1,774,817**

## Overview

The GMSD Other Student Support department is comprised of 18 School Counselors and 1 Counseling Intervention Specialist. Our school counselors receive local, state, and national professional development, to stay current with new programs that support student development. Houston Middle has received the Recognized ASCA Model Program (RAMP) designation and was honored at the American School Counselors Association conference in New Orleans, LA.

## OTHER STUDENT SUPPORT/GUIDANCE (72130)

<u>Acct</u>	<u>Description</u>	<u>FY 2025</u> <u>PERS</u>	<u>FY 2025</u> <u>Budget</u>	<u>FY 2024</u> <u>Budget</u>	<u>FY 2023</u> <u>Actual</u>
117	Career Ladder Program		3,000	3,000	3,000
123	Guidance Personnel	19.0	1,367,501	1,309,435	1,199,550
188	Instructional Responsibility		1,500	1,500	-
201	Social Security		85,064	81,464	71,131
204/217	State Retirement		93,433	89,479	105,139
206	Life Insurance		3,325	3,325	1,752
207	Medical Insurance		112,100	112,100	83,322
212	Medicare		19,894	19,052	16,636
<b>Salary &amp; Fringes Subtotal:</b>		19.0	1,685,817	1,619,355	1,480,530
<i>Includes salaries and benefits for School Counselors in Elementary, Middle and High Schools to meet accreditation standards and Strategic Plan goals.</i>					
399	Other Contracted Services		30,000	30,000	11,525
499	Other Supplies and Materials		15,000	15,000	224
524	In-Service/Staff Development		25,000	25,000	28,842
599	Other Charges		19,000	19,000	8,195
790	Other Equipment				36,890
<b>Services Subtotal:</b>			89,000	89,000	85,676
<b>OTHER STUDENT SUPPORT TOTAL:</b>			1,774,817	1,708,355	1,566,206

*Includes cost of materials used and staff development costs.*

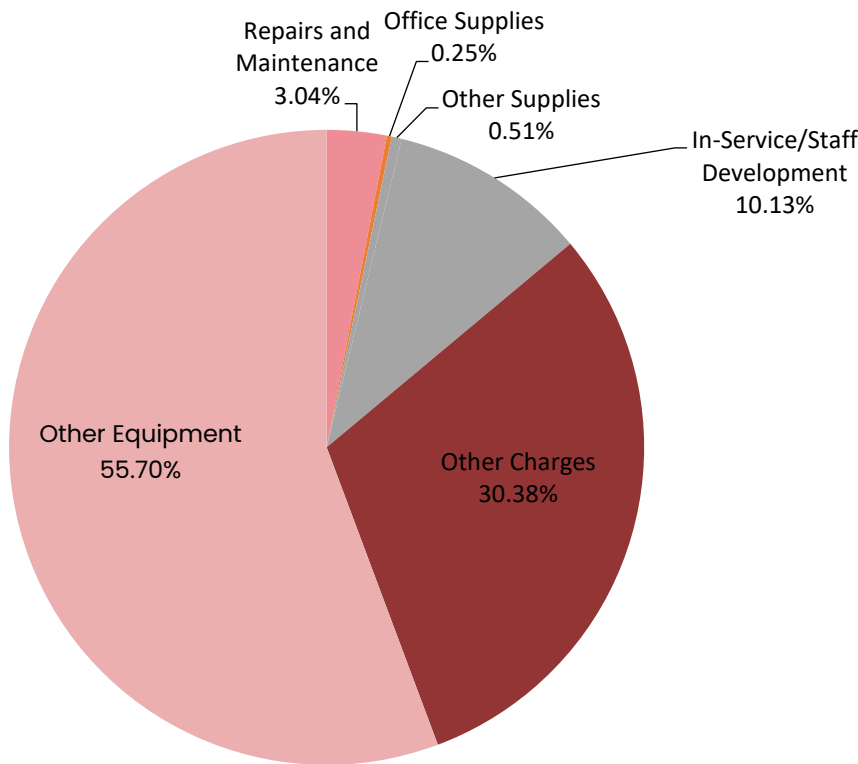


# SCHOOL SAFETY

## Department of Student Services

**Chauncey Bland**

Assistant Superintendent, Student Services



**\$98,750**

## Overview

Each year school districts across the state are awarded Safe Schools Grants. These monies are used to increase school safety awareness as well as to purchase equipment to help GMSD students, faculties, and stakeholders feel safe while on campus. In recent years, we have used a portion of the grant to upgrade and/or replace the security cameras on the exterior and interior of each campus. We have recognized that cell phone coverage is inconsistent on our campuses and realize that phone communications are an essential part of any emergency plan. Each year our School Resource Officer Supervisor attends a national conference where school systems across the nation listen to real life emergency preparedness events and participate in round table discussions to identify programs and procedures that we may be able to implement in GMSD.

## SCHOOL SAFETY (72830)

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
336	Repairs and Maintenance	3,000	3,000	-
435	Office Supplies	250	250	16
499	Other Supplies	500	500	-
524	In-Service/Staff Development	10,000	10,000	4,295
599	Other Charges	30,000	27,500	18,249
790	Other Equipment	55,000	55,000	10,805
<b>SCHOOL SAFETY TOTAL:</b>		<b>98,750</b>	<b>96,250</b>	<b>33,365</b>

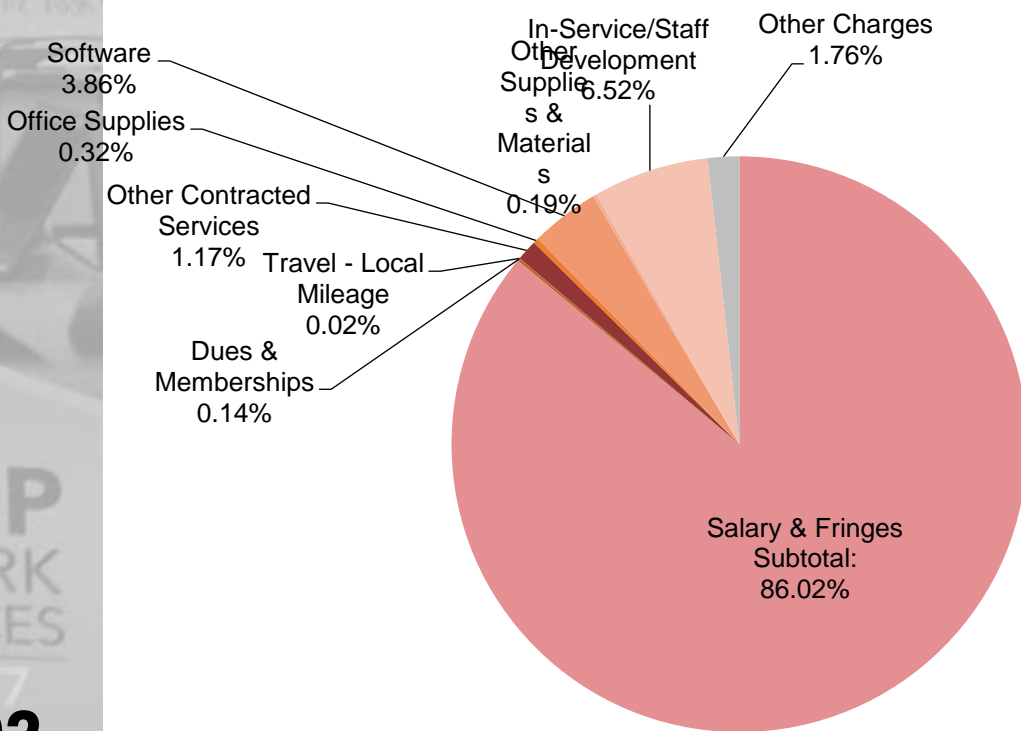
*Includes cost of employee badges and visitor identification system for all schools.*

# HUMAN RESOURCES

## Department of Human Resources

**Elissa Stratton**

Assistant Superintendent, Human Resources



**\$625,892**

## Overview

The Department of Human Resources Budget includes the salaries of an Assistant Superintendent, a Human Resources Supervisor, and Human Resources and Benefits Specialists. This department recruits, retains, and develops exemplary staff through employee relations programs. Human Resources also works to develop a competitive, comprehensive benefits package and works with staff in selecting benefits that best meet their differentiated needs during the open enrollment process.

## HUMAN RESOURCES (72520)

<u>Acct</u>	<u>Description</u>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
105	Directors/Supervisors	2.0	238,455	227,073	215,594
161	Human Resources Specialist	1.5	114,728	111,822	83,212
162	Benefits Specialist	1.0	80,181	81,433	74,668
201	Social Security		26,869	26,060	22,601
204/217	State Retirement		34,268	33,340	31,902
206	Life Insurance		1,125	1,125	498
207	Medical Insurance		31,500	31,500	17,636
212	Medicare		6,284	6,095	5,286
299	Other Fringe Benefits		5,000	5,000	-
<b>Salary &amp; Fringes Subtotal:</b>		4.5	538,410	523,448	451,397

*Includes salaries and benefits for Human Resources and Communications. Other fringe benefits include costs for employee assistant program, physicals, drug testing, and other pre-employment costs.*

320	Dues & Memberships		864	844	-
355	Travel - Local Mileage		100	100	-
399	Other Contracted Services		7,328	6,838	6,500
435	Office Supplies		2,000	2,000	1,634
471	Software		24,135	16,285	12,419
499	Other Supplies & Materials		1,200	1,200	763
524	In-Service/Staff Development		40,815	40,815	42,410
599	Other Charges		11,040	2,000	1,439
<b>Services Subtotal:</b>			87,482	70,082	65,165
<b>HUMAN RESOURCES TOTAL:</b>			625,892	593,530	516,562

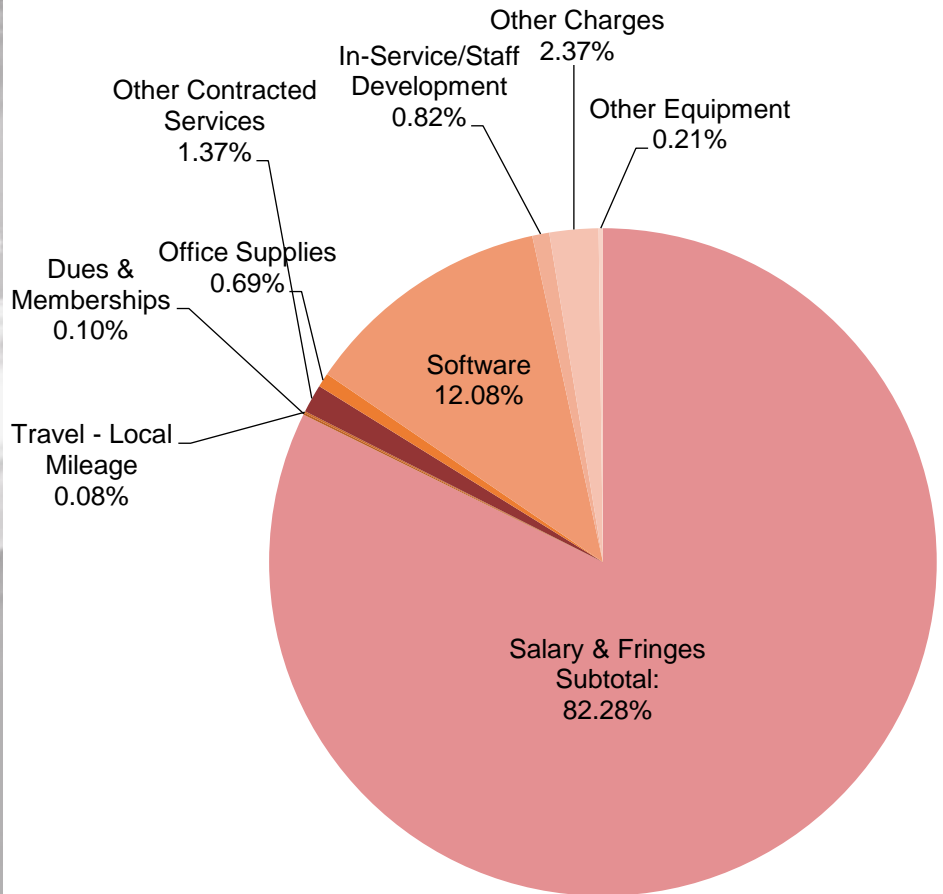
*Includes costs associated with Human Resource department.*



# FISCAL SERVICES

**Kevin Jones**

Chief Financial Officer



**\$728,273**

## Overview

The Finance Department is responsible for processing payroll, paying vendors, preparing financial reports for the Board and for the TN Department of Education, developing budgets, processing grant and federal program reimbursements and cash receipts, accounting for fixed assets and construction projects, assisting staff with procuring goods and services, assisting school financial secretaries with financial reporting processes and compliance, providing staff technical assistance with Skyward systems development, and working with SFE who administers the school nutrition program. The Finance Department processes annually approximately 15,000 vendor payments and payroll direct deposits.

## FISCAL SERVICES (72510)

<b>Acct</b>	<b>Description</b>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
105	Directors/Supervisors	2.0	243,843	133,098	121,211
119	Accounting Specialists	1.5	120,272	228,759	216,117
122	Purchasing Personnel	1.0	29,534	29,534	13,070
161	Assistant	1.0	75,614	72,035	69,600
201	Social Security		29,094	28,732	24,622
204/217	State Retirement		43,407	42,867	37,564
206	Life Insurance		1,375	1,375	633
207	Medical Insurance		49,280	49,280	27,263
212	Medicare		6,804	6,720	5,758
	<b>Salary &amp; Fringes Subtotal:</b>	5.5	599,223	592,400	515,838

*Includes salaries and benefits for CFO, School Accounting, Purchasing, Accounts Payable and Payroll department personnel.*

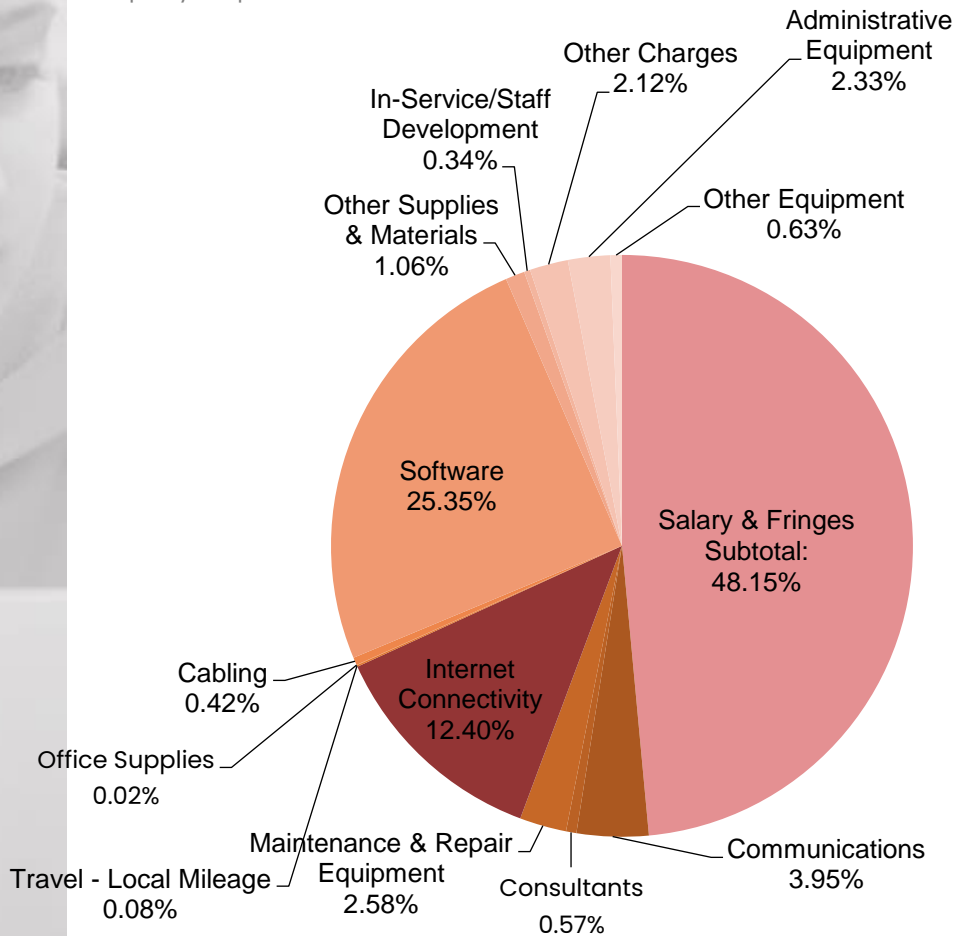
320	Dues & Memberships		700	700	360
355	Travel - Local Mileage		600	600	50
399	Other Contracted Services		10,000	10,000	760
435	Office Supplies		5,000	5,000	3,494
471	Software		88,000	88,000	61,815
524	In-Service/Staff Development		6,000	6,000	6,946
599	Other Charges		17,250	17,250	27,002
790	Other Equipment		1,500	1,500	904
	<b>Services Subtotal:</b>		129,050	129,050	101,331
	<b>FISCAL SERVICES TOTAL:</b>		728,273	721,450	617,169

*Includes costs for the new business software implemented.*

# DEPARTMENT OF TECHNOLOGY

**Josh Cathey**

Deputy Superintendent



**\$2,363,090**

## Department Overview

The Germantown Municipal School District is committed to providing students with a 21st Century Classroom environment to better prepare them for their future careers in a technology rich society. The Technology Department provides and supports communication tools that connect students and teachers in digital platforms and also give parents up to date information on classroom assignments, grades, attendance, etc. These tools include the district's student information system (Skyward), the district's notification system (Skylert), the learning management system (Schoology) and the district website. In addition to communication tools, our department provides and supports devices that enhance digital learning, improves computer skills, and helps make instruction seamless from school to home.

## TECHNOLOGY (72250)

<b>Acct</b>	<b>Description</b>	<b>FY 2025 PERS</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
105	Directors/Supervisors	1.0	110,388	105,141	102,088
120	Computer Programmers	7.0	493,061	438,257	385,688
162	Clerical Personnel	0.0	-	-	4,281
189	Other Salaries & Wages	3.0	270,604	257,767	210,352
201	Social Security		54,191	49,672	40,429
204/217	State Retirement		80,850	74,108	62,772
206	Life Insurance		2,750	2,750	961
207	Medical Insurance		113,212	113,212	67,548
212	Medicare		12,674	11,617	9,455
	<b>Salary &amp; Fringes Subtotal:</b>	<b>11.0</b>	<b>1,137,730</b>	<b>1,052,524</b>	<b>883,574</b>

*Includes salaries and benefits for administrative and instructional support technology positions.*

307	Communications		93,400	90,400	68,681
308	Consultants		13,500	13,500	9,430
336	Maintenance & Repair Equipment		61,000	61,000	59,777
350	Internet Connectivity		293,000	293,000	204,489
355	Travel - Local Mileage		2,000	1,000	737
435	Office Supplies		500	500	376
470	Cabling		10,000	10,000	10,000
435	Software		598,960	575,300	464,981
499	Other Supplies & Materials		25,000	25,000	18,776
524	In-Service/Staff Development		8,000	8,000	1,765
599	Other Charges		50,000	26,000	6,246
701	Administrative Equipment		55,000	55,000	79,013
790	Other Equipment		15,000	15,000	11,983
	<b>Services Subtotal:</b>		<b>1,225,360</b>	<b>1,173,700</b>	<b>936,254</b>
	<b>TECHNOLOGY TOTAL:</b>		<b>2,363,090</b>	<b>2,226,224</b>	<b>1,819,828</b>

*Includes costs for all telephone and internet charges, computers, software, and equipment.*

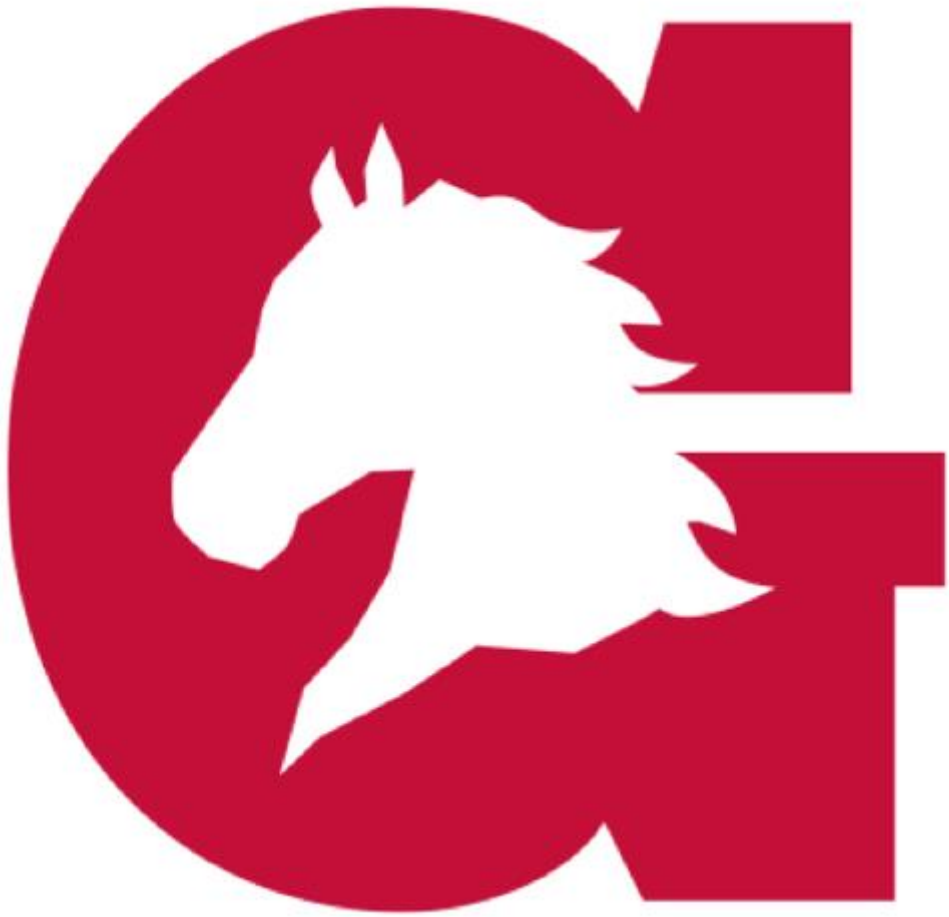


# BLENDED LEARNING PROGRAM

## Program Overview

The Germantown Municipal School District strives to develop students, who are responsible in their use of technology, can use technology advantageously as a communication and presentation device, and can stay current with creative opportunities. In accordance with this, schools has transitioned to blended classrooms and the use of 1:1 devices for all students grades 6-12 and 1:2 devices for all students grades K-5 (7,800 devices). This also includes providing laptops to staff and students who will enroll in our fully online school in FY22. Blended Learning is an aggressive model that has required a substantial financial investment. It has also required a substantial infrastructure investment around capacity and cybersecurity.

The district continues to place a large emphasis on cybersecurity and students' digital safety by incorporating an active student email monitoring system which scans files in students' web-based GoogleDrive storage. This system scans for inappropriate material, instances of cyberbullying, and incorporates an instant alert reporting system that students can use to share their own concerns about school safety (including bullying, planned fights, students in crisis, threats of violence, weapons brought to school, etc.). Trained professionals monitor this system 24/7/365 and alert district-appointed personnel.

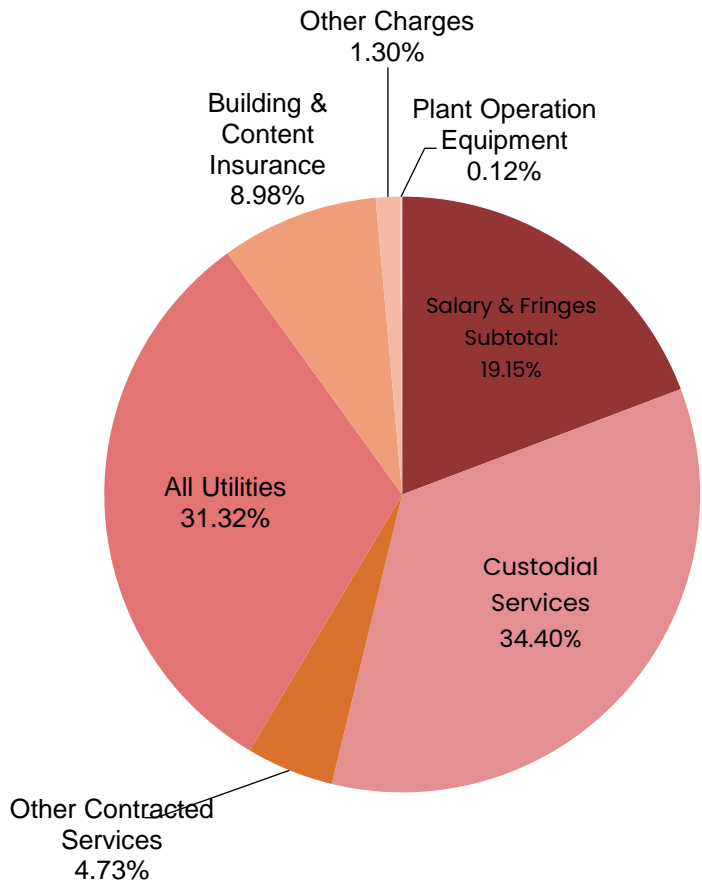


# OPERATION OF PLANT

## Department of Operations

**Josh Cathey**

Deputy Superintendent



**\$4,230,173**

## Overview

Included in this budget are plant manager salaries and fringes, custodial contract, daily trash and recycling collection, monthly elevator maintenance and inspection, security and monitoring contract, TOSHA/OSHA inspections, landscaping contract, light gas and water utility payments, property insurance, pest control contract, and weed control/fertilization.

## OPERATION OF PLANT (72610)

<u>Acct</u>	<u>Description</u>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>
		<u>PERS</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
166	Custodial Wages	6.0	231,920	220,618	5,000
167	Plant Managers	6.0	385,011	360,287	323,351
189	Other Salaries & Wages		-	-	15,140
201	Social Security		38,250	36,016	19,327
204/217	State Retirement		35,613	33,327	31,232
206	Life Insurance		1,800	1,800	473
207	Medical Insurance		111,996	111,996	43,035
212	Medicare		5,583	5,224	4,520
	<b>Salary &amp; Fringes Subtotal:</b>	12.0	810,173	769,268	442,078

*Includes salaries and benefits for personnel in Plant Operations.*

328	Custodial Services		1,455,000	1,425,000	1,083,497
399	Other Contracted Services		200,000	180,000	184,480
415	All Utilities		1,325,000	1,300,000	1,137,135
502	Building & Content Insurance		380,000	330,000	271,339
599	Other Charges		55,000	50,000	43,070
720	Plant Operation Equipment		5,000	5,000	2,119
	<b>Services Subtotal:</b>		3,420,000	3,290,000	2,721,640
	<b>OPERATION OF PLANT TOTAL:</b>		4,230,173	4,059,268	3,163,718

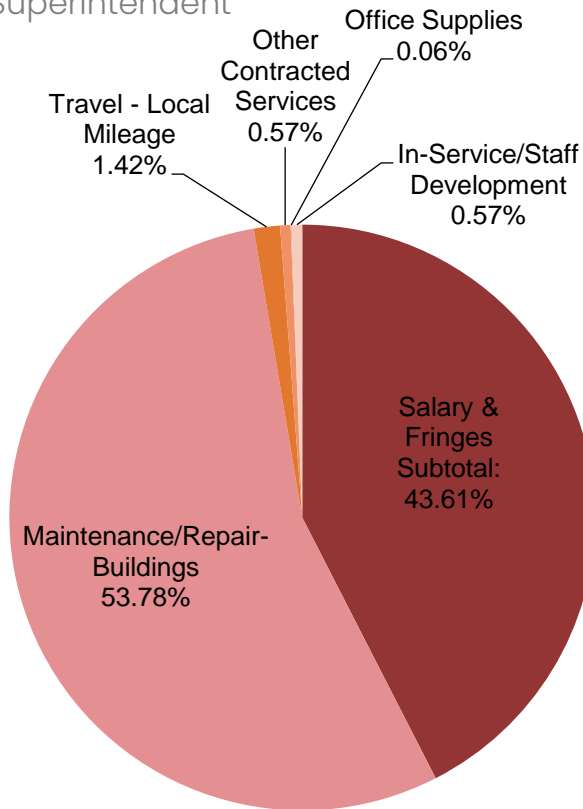
*Includes costs for all utilities, trash pickup, out-sourcing cleaning, materials and supplies, environmental monitoring, security system maintenance, elevator maintenance, building insurance, and equipment needed to maintain cleanliness of buildings and grounds.*

# MAINTENANCE OF PLANT

Department of Operations

**Josh Cathey**

Deputy Superintendent



**\$1,766,390**

## Overview

Included in this budget are Operations department salaries and fringes, all maintenance of buildings including plumbing, electrical, roofing, HVAC, carpentry, locksmith, grease trap cleanings, security alarm system maintenance/inspections, fire alarm system maintenance/inspections, fire extinguisher maintenance/inspections, fire sprinkler system maintenance/inspections, AHERA asbestos plans, and many other trades, including School Dude maintenance software.

This budget allows the district to stay operational on a day-to-day basis. This maintenance software allows the department to see problem areas, maintenance staffing needs, and to prioritize capital improvement projects by providing data on the number of work orders received from a specific building or priority area.

## MAINTENANCE OF PLANT (72620)

<b>Acct</b>	<b>Description</b>	<b>FY 2025</b>	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>
		<b>PERS</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>
105	Director	1.0	145,228	138,304	134,265
161	Secretaries	1.0	68,153	64,932	61,840
167	Maintenance Personnel	4.0	396,820	343,696	328,695
201	Social Security		37,832	33,910	30,682
204/217	State Retirement		52,900	47,217	47,048
206	Life Insurance		1,500	1,500	775
207	Medical Insurance		59,109	59,109	48,120
212	Medicare		8,848	7,931	7,185
<b>Salary &amp; Fringes Subtotal:</b>		6.0	770,390	696,599	658,610

*Includes salaries and benefits for personnel in the School Plant Maintenance Department (building repairs, heating and air conditioning, plumbing, electrical, glass, roof, door locks and hardware, ground maintenance, etc.)*

320	Dues and Memberships		-	-	4,970
335	Maintenance/Repair-Buildings		950,000	900,000	838,561
355	Travel - Local Mileage		25,000	25,000	9,765
399	Other Contracted Services		10,000	10,000	9,536
435	Office Supplies		1,000	1,000	1,129
524	In-Service/Staff Development		10,000	10,000	4,977
<b>Services Subtotal:</b>			996,000	946,000	868,938
<b>MAINTENANCE OF PLANT TOTAL:</b>			1,766,390	1,642,599	1,527,548

*Includes costs for materials and supplies to repair and maintain facilities and equipment necessary to perform such functions.*

# TRANSPORTATION

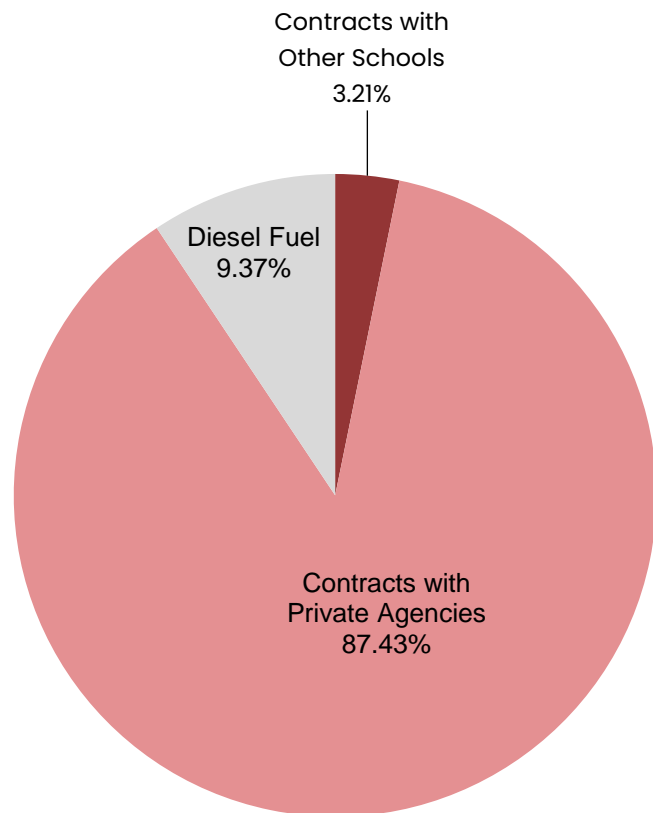
## Department of Operations

**Josh Cathey**

Deputy Superintendent



**\$2,405,302**



## Overview

Included in this budget are all costs associated with transportation, including our transportation contract with Durham, diesel fuel, software, and personnel.

## TRANSPORTATION (72710)

<u>Acct</u>	<u>Description</u>	<b>FY 2025</b> <u>Budget</u>	<b>FY 2024</b> <u>Budget</u>	<b>FY 2023</b> <u>Actual</u>
311	Contracts with Other Schools	80,302	74,856	79,440
312	Contracts with Private Agencies	2,100,000	2,000,000	1,439,390
412	Diesel Fuel	<u>225,000</u>	<u>225,000</u>	<u>187,044</u>
	<b>Services Subtotal:</b>	<u>2,405,302</u>	<u>2,299,856</u>	<u>1,705,874</u>
	<b>TRANSPORTATION TOTAL:</b>	<u>2,405,302</u>	<u>2,299,856</u>	<u>1,705,874</u>

*Includes bus transportation support costs for contracted transportation services, shared overhead services, and fuel costs.*



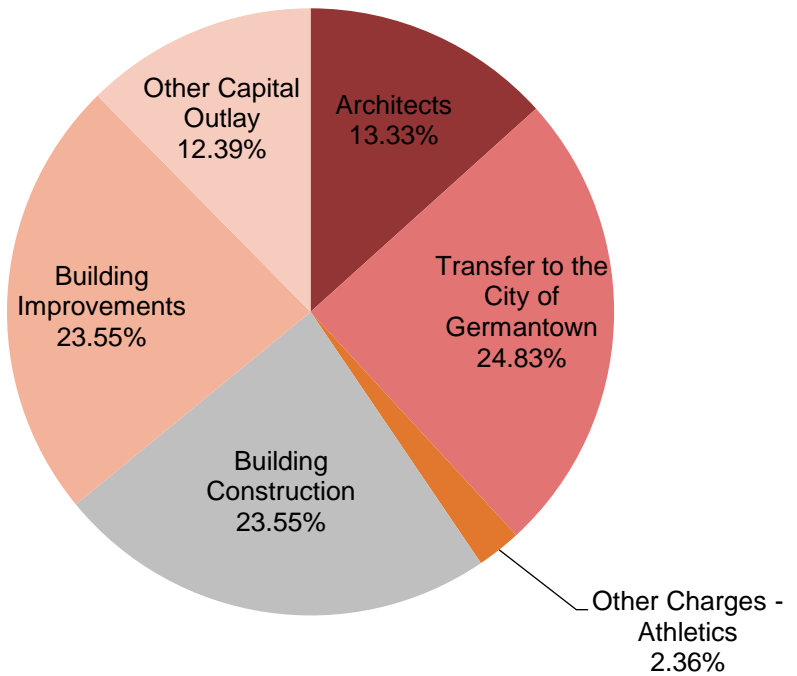


# REGULAR CAPITAL OUTLAY

Department of Operations

**Josh Cathey**

Deputy Superintendent



**\$2,123,130**

## Overview

Included in this budget are architect and engineering fees, payments to the City of Germantown totaling \$527,130 for bond debt for the Riverdale Addition (year 9 of 30) and District Office (year 6 of 12), \$180,000 for modular lease payments for modular classrooms at Farmington and Dogwood, and all other operating dollars to address capital improvement projects large and small throughout the District.

## REGULAR CAPITAL OUTLAY (76100)

<b>Acct</b>	<b>Description</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
304	Architects	283,000	300,000	258,558
590	Transfer to the City of Germantown	527,130	527,676	528,195
599	Other Charges - Athletics	50,000	50,000	-
706	Building Construction	500,000	500,000	5,787,975
707	Building Improvements	500,000	500,000	436,062
799	Other Capital Outlay	<u>263,000</u>	<u>263,000</u>	<u>719,164</u>
<b>REGULAR CAPITAL OUTLAY TOTAL:</b>		<b>2,123,130</b>	<b>2,140,676</b>	<b>7,729,954</b>

*Includes costs for projects of a long-term nature to maintain or improve school facilities, as well as the architect, consultant, and engineering costs associated with larger projects and projects where code enforcement requires professional architecture or engineering plans.*

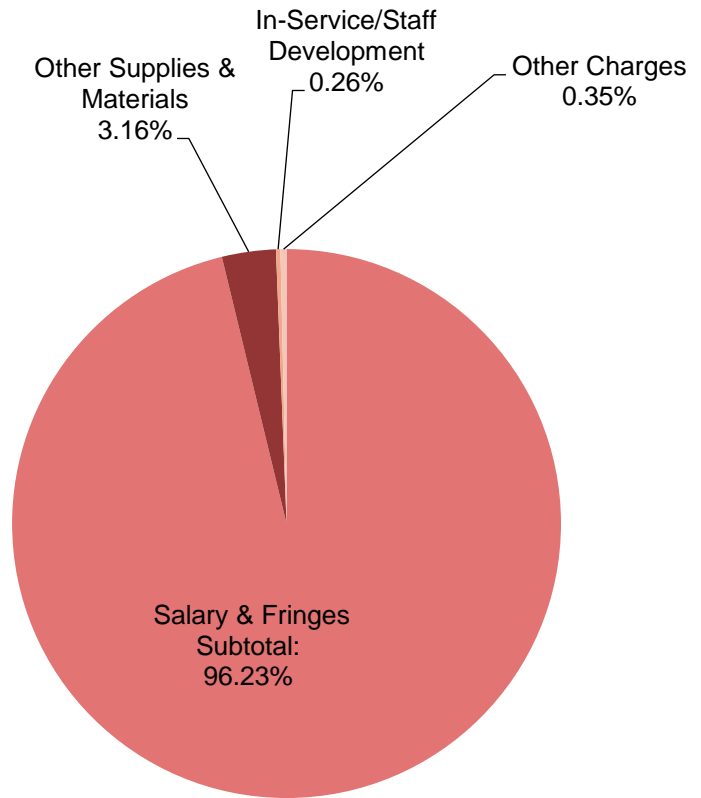


# OFFICE OF THE PRINCIPAL

## Operations

**Josh Cathey**

Deputy Superintendent



**\$4,656,908**

## Overview

Germantown Municipal Schools recognizes that the achievement of the district's strategic plan can only be accomplished through school leadership who shape school-level culture that supports GMSSD's visions and missions.

The majority of this budget encompasses the salaries of principals, assistant principals, and office staff at each school campus.

There are some monies allocated for professional development training sessions and for travel expenses.

## OFFICE OF PRINCIPAL (72410)

Acct	Description	FY 2025	FY 2025	FY 2024	FY 2023
		PERS	Budget	Budget	Actual
104	Principals & Vice Principals	8.0	999,402	966,786	932,778
117	Career Ladder		11,000	11,000	8,000
139	Assistant Principals	16.0	1,586,661	1,531,358	1,438,382
161	School Secretaries	8.0	388,584	310,334	340,237
162	Clerical Personnel	16.0	590,528	565,209	503,171
189	Other Salaries- Lunch Room Monitors	4.0	37,662	36,103	28,211
201	Social Security		224,058	212,089	189,112
204/217	State Retirement		270,912	255,200	279,017
206	Life Insurance		12,000	11,875	4,720
207	Medical Insurance		308,200	305,250	255,335
212	Medicare		52,401	49,601	44,242
<b>Salary &amp; Fringes Subtotal:</b>		52.0	4,481,408	4,254,805	4,023,205

*Includes salaries and benefits for school principals, school administration, school clerical and school lunchroom monitors.*

399	Other Contracted Services		-	35,000	30,000
499	Other Supplies & Materials		147,000	147,000	147,000
524	In-Service/Staff Development		12,000	12,000	9,515
599	Other Charges		16,500	14,500	14,975
<b>Services Subtotal:</b>			175,500	208,500	201,490
<b>OFFICE OF PRINCIPAL TOTAL:</b>			4,656,908	4,463,305	4,224,695

*Includes costs associated with operation of schools including TISA funds allocated to individual school operations.*

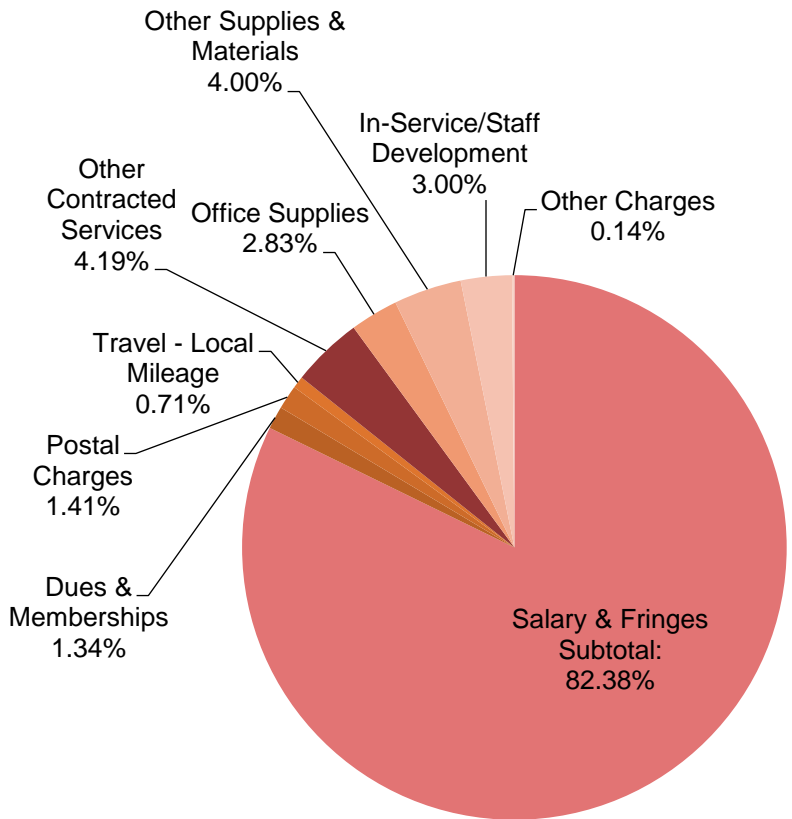


# SUPERINTENDENT

## Office of the Superintendent

**Jason Manuel**

Superintendent



**\$706,899**

## Overview

This budget includes salaries for the Superintendent, communications coordinator and interns, executive secretary, and front desk receptionist.

## OFFICE OF SUPERINTENDENT (72320)

<u>Acct</u>	<u>Description</u>	<u>FY 2025</u> <u>PERS</u>	<u>FY 2025</u> <u>Budget</u>	<u>FY 2024</u> <u>Budget</u>	<u>FY 2023</u> <u>Actual</u>
101	County Official/Administrative Officer	1.0	202,850	192,027	186,044
103	Deputy	0.2	14,624	13,922	15,003
117	Career Ladder		1,000	1,000	2,000
161	Secretaries	2.5	120,022	153,424	115,824
189	Other Salaries & Wages	1.2	126,388	121,141	103,469
201	Social Security		28,823	29,854	22,987
204/217	State Retirement		33,591	35,587	37,563
206	Life Insurance		1,760	1,960	682
207	Medical Insurance		33,500	33,500	33,071
212	Medicare		6,741	6,982	5,879
299	Other Fringe Benefits		<u>13,050</u>	<u>7,200</u>	<u>7,200</u>
<b>Salary &amp; Fringes Subtotal:</b>		4.9	582,349	596,597	529,722

*Includes salaries and benefits for the Superintendent, a secretary, and a receptionist.*

320	Dues & Memberships		9,500	9,500	3,094
348	Postal Charges		10,000	10,000	8,795
355	Travel - Local Mileage		5,000	5,000	-
399	Other Contracted Services		29,600	29,600	25,789
435	Office Supplies		20,000	20,000	18,608
499	Other Supplies & Materials		28,250	28,250	48,755
524	In-Service/Staff Development		21,200	21,200	14,333
599	Other Charges		<u>1,000</u>	<u>1,000</u>	<u>70</u>
<b>Services Subtotal:</b>			124,550	124,550	119,444
<b>OFFICE OF SUPERINTENDENT TOTAL:</b>			706,899	721,147	649,166

*Includes costs associated with the Office of the Superintendent.*

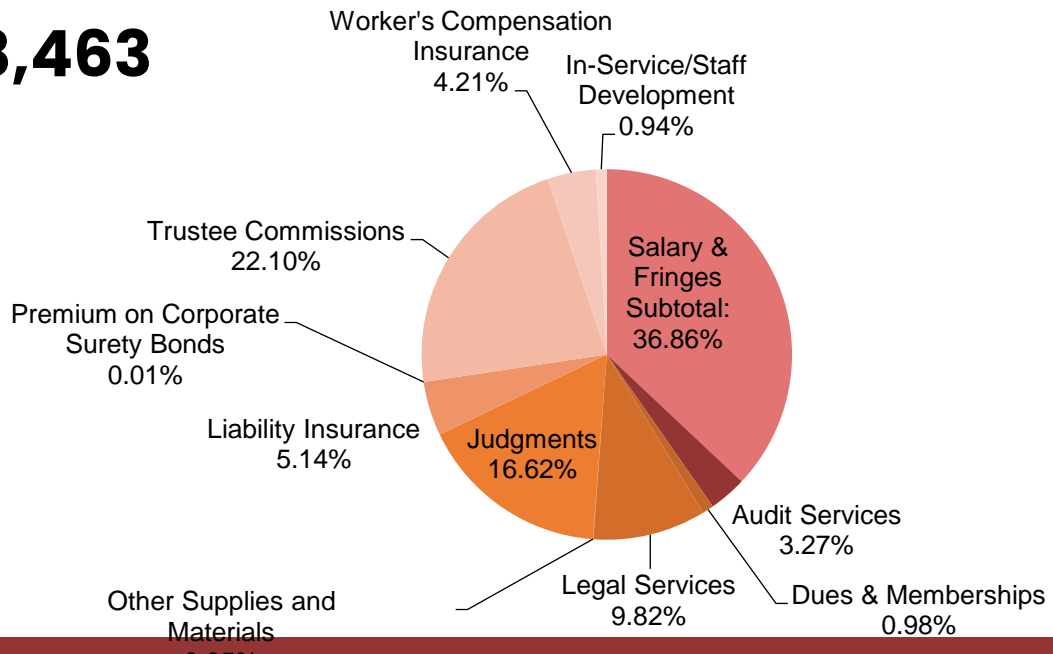




# SCHOOL BOARD

## Board of Education Services

**\$2,138,463**



## Overview

This budget includes salaries for school board members, travel, workers' compensation insurance, liability insurance, legal services, and audit services. This budget includes an annual settlement (judgment) payment of \$355,453 to SCS agreed upon during the creation of GMSD.

The School Board has made a commitment to fully fund retiree health benefits (OPEB) since FY15. The total amount of the district's OPEB trust account is \$5.3 million.

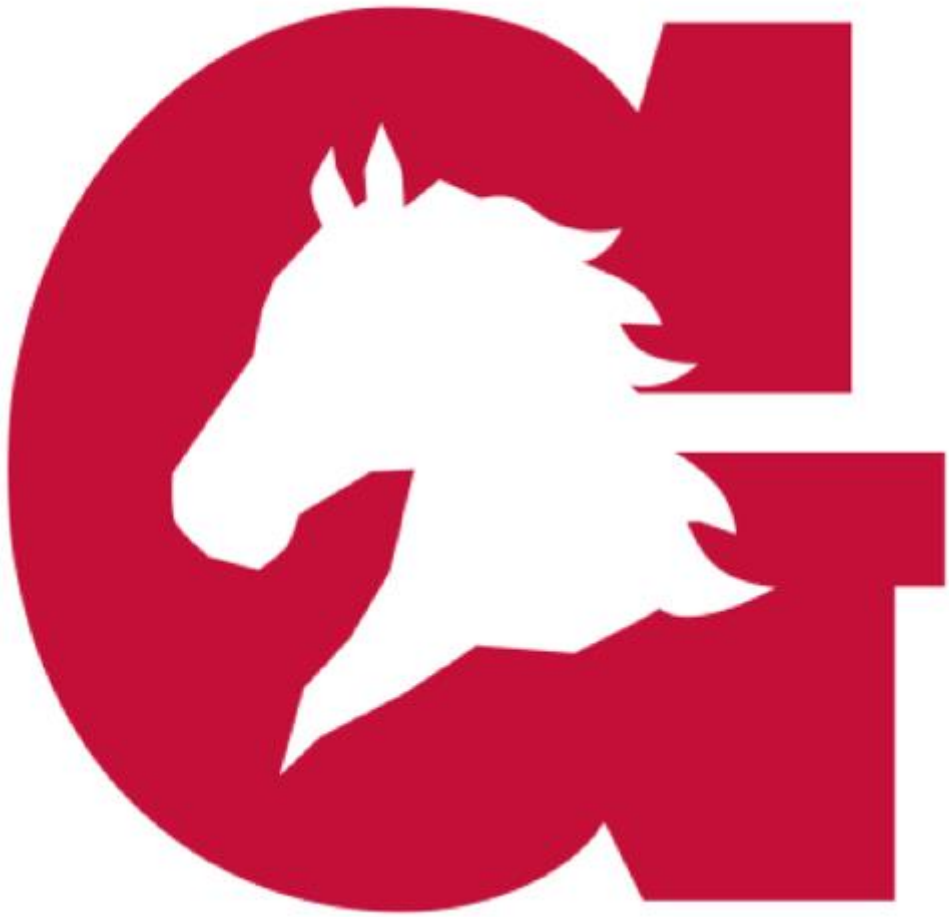
## BOARD OF EDUCATION SERVICES (72310)

<b>Acct</b>	<b>Description</b>	<b>FY 2025 PERS</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
189	Other Salaries & Wages	5.0	21,500	21,500	21,500
201	Social Security		1,333	1,333	1,333
206	Life Insurance - Retirees		47,000	47,000	30,726
207	Health Insurance - Retirees		708,000	708,000	629,553
210	Unemployment Compensation		10,000	10,000	-
212	Medicare		312	312	312
<b>Salary &amp; Fringes Subtotal:</b>		5.0	788,145	788,145	683,424

*Includes salaries and benefits for members of the Board of Education. Includes employee benefits related to OPEB contributions.*

305	Audit Services		70,000	65,000	62,200
320	Dues & Memberships		21,000	21,000	17,484
331	Legal Services		210,000	210,000	172,130
399	Other Contracted Services		-	-	89,110
499	Other Supplies and Materials		1,000	1,000	400
505	Judgments		355,453	355,453	357,420
506	Liability Insurance		110,000	100,748	90,567
508	Premium on Corporate Surety Bonds		300	300	300
510	Trustee Commissions		472,565	472,886	445,407
513	Worker's Compensation Insurance		90,000	90,000	67,880
524	In-Service/Staff Development		20,000	20,000	10,539
<b>Services Subtotal:</b>			1,350,318	1,336,387	1,313,437
<b>BOARD OF EDUCATION SERVICES TOTAL:</b>			2,138,463	2,124,532	1,996,861

*Includes costs related to operation of the Board of Education, including audit services, legal services and Shelby County Trustee commissions on property and sales tax collections.*



# FY 2025 GMSD GENERAL FUND BUDGET SECOND READING REVISIONS

**Revisions Total: \$523,022**

**Regular Instruction (71100) Page 20: \$281,869**

- 116 - 1.5 Itinerant Art/Music teachers, \$127,925
- 116 - 1.0 ESL Teacher at FES, \$85,284
- 116 - Athletic director salary upgrade, \$18,788
- 140 - Social media/webmaster stipend increase, \$8,013
- 140 - MS sports stipends, \$41,859

**Special Education (71200) Page 30: \$58,393**

- 171 - Speech therapists' salary upgrades for private sector experience

**Attendance and Planning (72110) Page 34: \$39,000**

- 399 - Ortho One contract addition, \$35,000. Moved from p. 58, Office of the Principal, 72410-399
- 499 - Ortho One medical supplies, \$4,000

**Health (72120) Page 36: \$61,763**

- 131 - 1.0 Nurse to comply with state requirements

# FY 2025 GMSD GENERAL FUND BUDGET SECOND READING REVISIONS

**Revisions Total: \$523,022**

**Technology (72250) Page 46: \$18,460**

- 471 - Let's Talk software

**Operations (72610) Page 50: \$20,000**

- 502 - Building and Contents insurance premiums

**Maintenance (72620) Page 52: \$35,070**

- 167 - Upgrade of maintenance supervisor to executive director

**Transportation (72710) Page 54 : \$3,302**

- 311 - Collierville Schools shared services

**Office of Principal (72410) Page 58: \$25,063**

- 161 - Part-time financial secretary

# FY 2025 GMSD GENERAL FUND BUDGET SECOND READING REVISIONS

**Revisions Total: \$523,022**

**Office of Superintendent (72320) Page 60: \$5,850**

- 299 - Update to other fringe benefits for superintendent based upon contract

**Board of Education Services (72310) Page 62: \$9,252**

- 506 - Liability insurance premiums
  
- Funding for these revisions is additional TISA revenues



# 2025 GMSD

# OTHER FUNDS BUDGET REPORT

First Reading – May 21, 2024

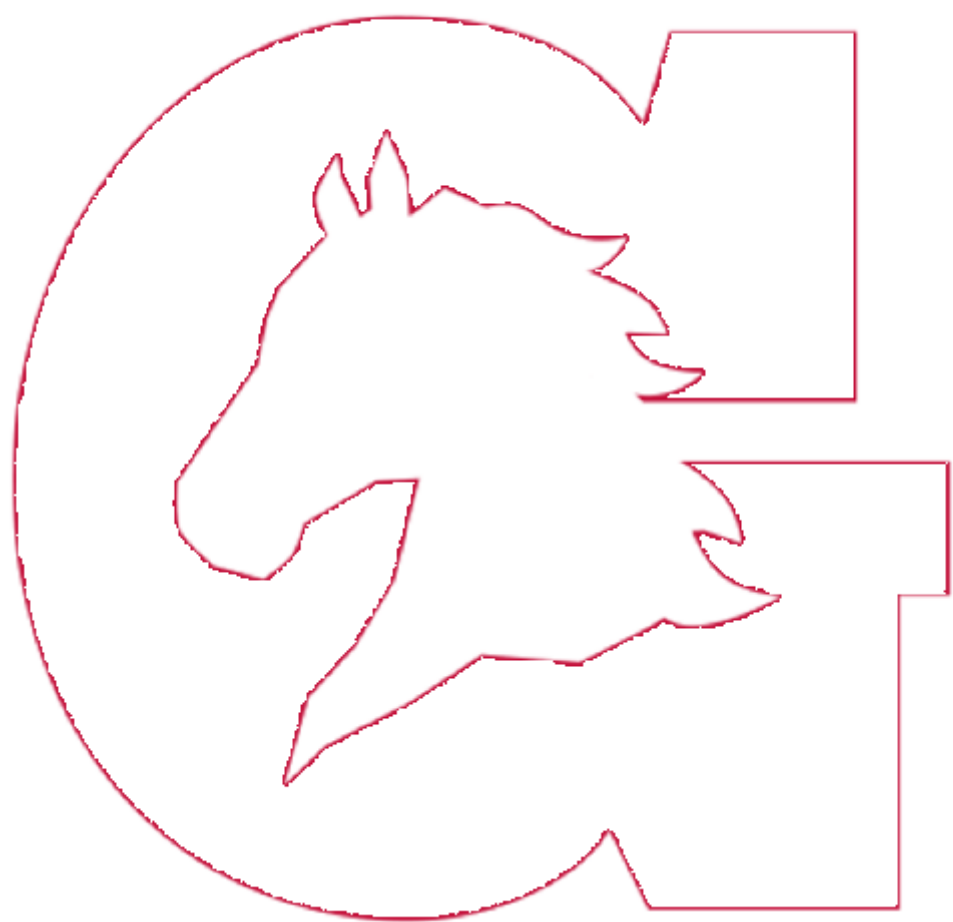
Second Reading – June 18, 2024

KEVIN JONES,  
CHIEF FINANCIAL OFFICER

JOSH CATHEY,  
DEPUTY SUPERINTENDENT

JASON MANUEL,  
SUPERINTENDENT

RYAN STRAIN,  
SCHOOL BOARD CHAIR





# GERMANTOWN MUNICIPAL SCHOOL DISTRICT

## BOARD OF EDUCATION

Ryan Strain	Chair
Amy Eoff	Vice-Chair
Dr. Daniel Chatham	Board member
Brian Curry	Board member
Angela Griffith	Board member

## ADMINISTRATION

Jason Manuel	Superintendent
Missy Abel	Assistant Superintendent, Teaching, Learning and Assessment
Chauncey Bland	Assistant Superintendent, Student Services
Josh Cathey	Deputy Superintendent
Sarah Huffman	Assistant Superintendent, Exceptional Student Education
Kevin Jones	Chief Financial Officer
Elissa Stratton	Assistant Superintendent, Human Resources

# GERMANTOWN MUNICIPAL SCHOOL DISTRICT

## SCHOOL DISTRICT VISION, MISSION, AND GOALS

### VISION

Inspiring Personal Excellence

### MISSION

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

### GOALS

1. Engaging, Challenging & Innovative Academics
2. Development of the Whole Child
3. Recruit, Develop & Retain Exemplary Employees
4. Resource Management & Long-term Planning
5. Community Partnerships



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### FEDERAL PROJECTS REVENUES

Consolidated Administration, Title I, Title II, Title III, Title IV, Carl Perkins Basic, IDEA Part B, IDEA Preschool

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### FEDERAL PROJECTS EXPEND

Consolidated Administration, Title I, Title II, Title III, Title IV, Carl Perkins Basic, IDEA Part B, IDEA Preschool

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### SCHOOL NUTRITION

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### CAPITAL IMPROVEMENTS

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### HEALTH INSURANCE

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### OPEB TRUST

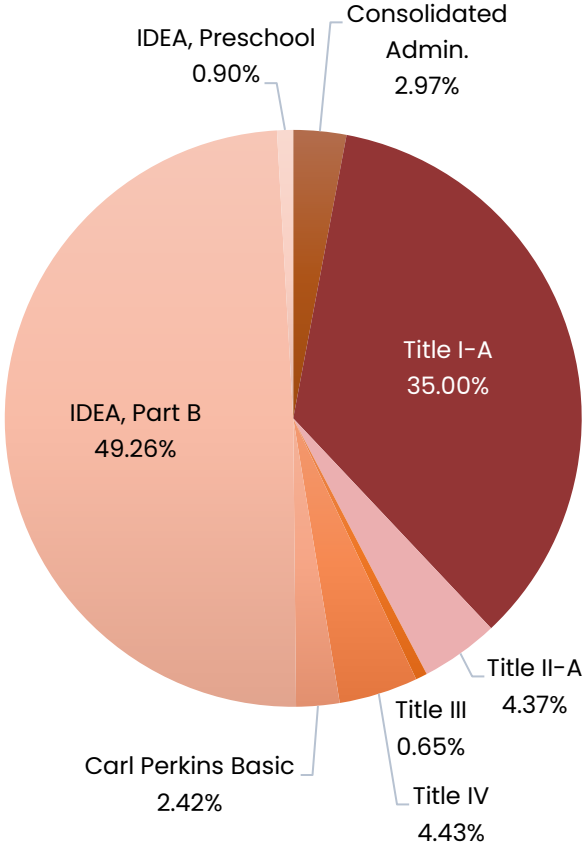
## Inspiring Personal Excellence.

Our Germantown Municipal School District's mission is to cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.



# FEDERAL PROJECTS REVENUES

**\$2,565,107**



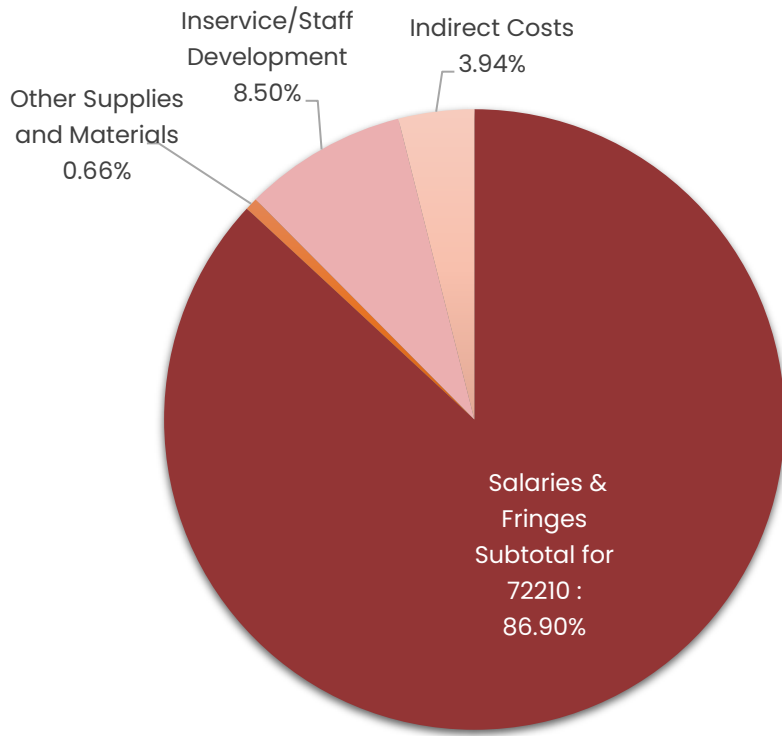
## Subcategories

- Consolidated Admin
- Title I-A
- Title II-A
- Title III
- Title IV
- Carl Perkins Basic
- IDEA, Part B
- IDEA Preschool

# FEDERAL PROJECTS REVENUES

<b>Program</b>	<b>Description</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
010	Consolidated Admin.	76,100	71,300	116,802
100	Title I-A	898,174	287,500	996,906
200	Title II-A	112,225	116,189	77,576
300	Title III	16,667	12,295	11,770
400	Title IV	113,630	33,453	73,559
800	Carl Perkins Basic	61,175	54,275	61,609
900	IDEA, Part B	1,264,023	1,208,255	1,156,934
902	ARP IDEA	-	-	182,541
910	IDEA, Preschool	23,113	21,074	11,499
912	ARP Preschool	-	-	9,535
<b>FEDERAL PROJECTS REVENUES TOTAL:</b>		<u>2,565,107</u>	<u>1,804,341</u>	<u>2,698,731</u>

# CONSOLIDATED ADMINISTRATION



**\$76,100**

## Overview

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

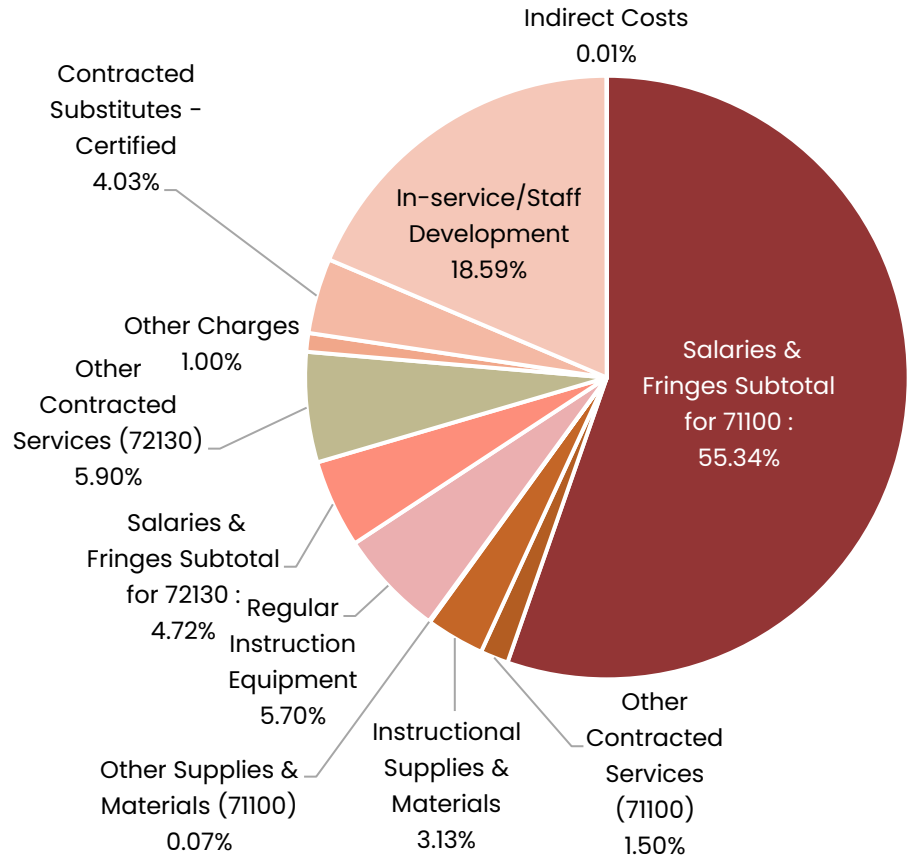
# CONSOLIDATED ADMIN

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (0.5 FTE)	53,622	52,100	82,370
201	Social Security	3,500	3,230	4,814
204	State Retirement	4,000	3,550	7,166
206	Life Insurance	76	76	122
207	Medical Insurance	4,130	4,130	6,604
212	Medicare	800	760	1,126
	<b>Salaries &amp; Fringes Subtotal for 72210 :</b>	<u>66,128</u>	<u>63,846</u>	<u>102,202</u>
499	Other Supplies and Materials	500	500	-
524	Inservice/Staff Development	6,472	6,000	6,605
790	Other Equipment			2,755
Transfers Out (99100)				
504	Indirect Costs	<u>3,000</u>	<u>954</u>	<u>5,240</u>
	<b>CONSOLIDATED ADMIN TOTAL:</b>	<u><u>76,100</u></u>	<u><u>71,300</u></u>	<u><u>116,802</u></u>

# TITLE I-A



**\$898,174**



## Overview

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

# TITLE I-A

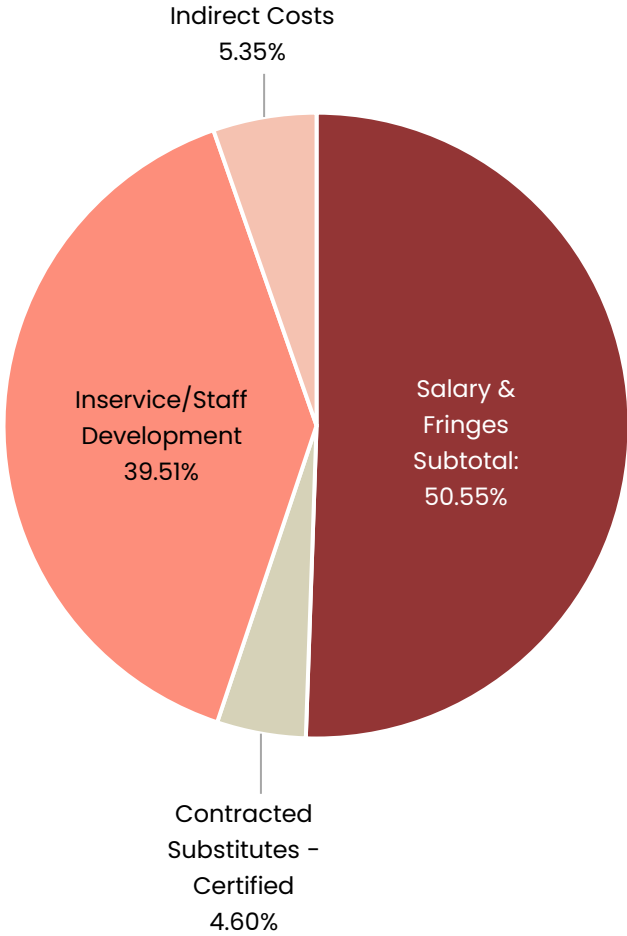
<b>Fund</b>	<b>Description</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
<b>Regular Instruction (71100)</b>				
116	Teachers	195,500	161,907	219,304
189	Other Salaries & Wages	214,920	-	85,701
201	Social Security	26,810	10,100	17,520
204	State Retirement	37,060	16,650	22,758
206	Life Insurance	400	314	323
207	Medical Insurance	16,000	10,000	14,980
212	Medicare	6,370	2,400	4,247
	<b>Salaries &amp; Fringes Subtotal for 71100 :</b>	<u>497,060</u>	<u>201,371</u>	<u>364,833</u>
311	Contracts with Other School Systems			-
399	Other Contracted Services (71100)	13,500		-
429	Instructional Supplies & Materials	28,135	20,000	255,775
499	Other Supplies & Materials (71100)	600	600	-
722	Regular Instruction Equipment	51,200	34,139	163,134
<b>Other Student Support (72130)</b>				
189	Other Salaries & Wages	35,000	-	-
201	Social Security	3,000	-	-
204	State Retirement	3,800	-	-
212	Medicare	600	-	-
	<b>Salaries &amp; Fringes Subtotal for 72130 :</b>	<u>42,400</u>	<u>-</u>	<u>-</u>
399	Other Contracted Services (72130)	53,000	-	-
599	Other Charges	9,016	-	1,372
<b>Support: Regular Instruction (72210)</b>				
369	Contracted Substitutes - Certified	36,195	1,290	35,219
499	Other Supplies & Materials (72210)			2,779
524	In-service/Staff Development	166,968	30,000	161,660
790	Other Equipment			-
<b>Transfers Out (99100)</b>				
504	Indirect Costs	<u>100</u>	<u>100</u>	<u>12,134</u>
<b>TITLE I-A TOTAL:</b>		<u><u>898,174</u></u>	<u><u>287,500</u></u>	<u><u>996,906</u></u>





**\$112,225**

# TITLE II-A



## Overview

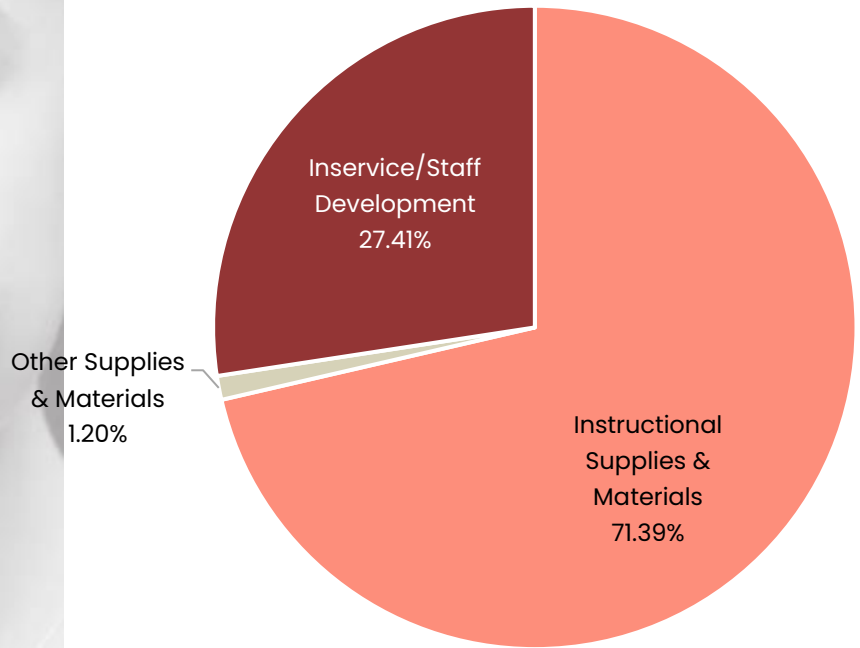
Title II, Training & Recruiting, is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality and ensure that all teachers are highly qualified. These funds are utilized to provide professional development activities.

## TITLE II-A

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
<b>Support: Regular Instruction (72210)</b>				
189	Other Salaries & Wages	46,556	44,600	45,602
201	Social Security	2,900	2,800	2,652
204	State Retirement	3,200	3,100	3,950
206	Life Insurance	60	60	57
207	Medical Insurance	3,310	3,310	3,302
212	Medicare	<u>700</u>	<u>650</u>	<u>620</u>
	<b>Salary &amp; Fringes Subtotal:</b>	56,726	54,520	56,183
369	Contracted Substitutes - Certified	5,160	2,580	1,806
524	Inservice/Staff Development	44,339	50,089	16,006
<b>Transfers Out (99100)</b>				
504	Indirect Costs	<u>6,000</u>	<u>9,000</u>	<u>3,581</u>
	<b>TITLE II-A TOTAL:</b>	<u><u>112,225</u></u>	<u><u>116,189</u></u>	<u><u>77,576</u></u>



# TITLE III



**\$16,667**

## Overview

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

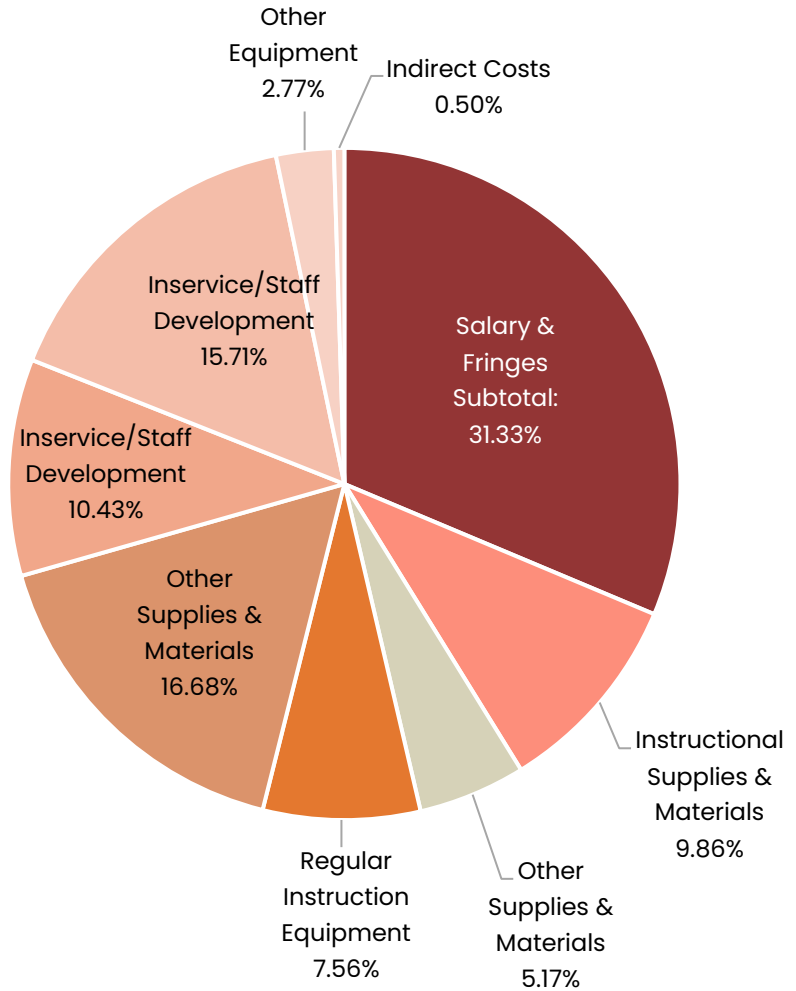
## TITLE III

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
<b>Regular Instruction (71100)</b>				
429	Instructional Supplies & Materials	11,898	10,394	10,375
<b>Other Student Support (72130)</b>				
499	Other Supplies & Materials	200	200	-
<b>Support: Regular Instruction (72210)</b>				
524	Inservice/Staff Development	<u>4,569</u>	<u>1,701</u>	<u>1,395</u>
<b>TITLE III TOTAL:</b>		<u><u>16,667</u></u>	<u><u>12,295</u></u>	<u><u>11,770</u></u>



**\$113,630**

# TITLE IV



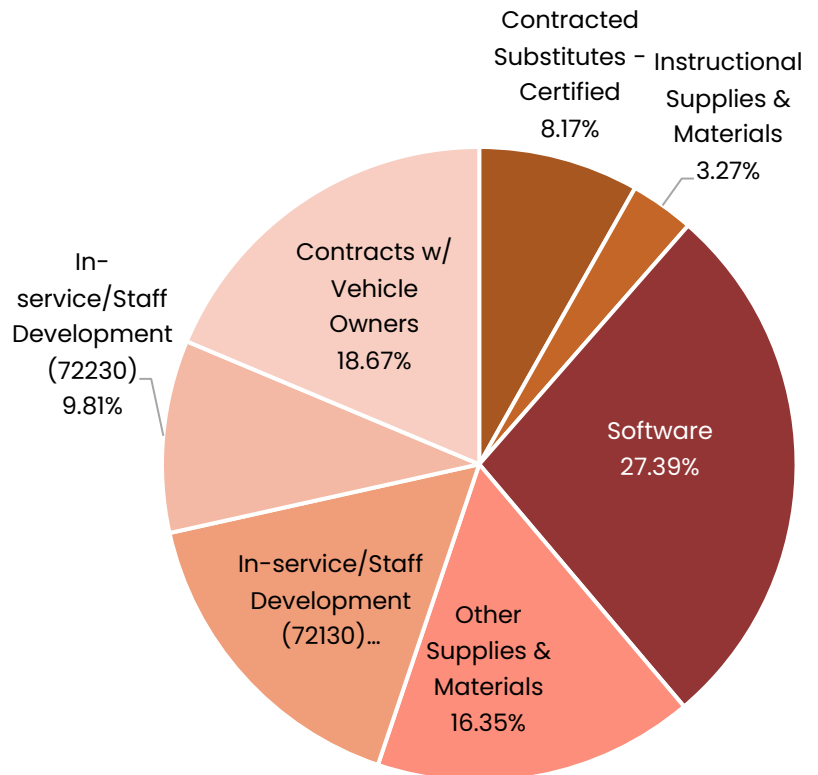
## Overview

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

## TITLE IV

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
<b>Regular Instruction (71100)</b>				
169	Part-Time Personnel	30,000	-	-
201	Social Security	1,900	-	-
204	State Retirement	3,200	-	-
212	Medicare	500	-	-
	<b>Salary &amp; Fringes Subtotal:</b>	35,600	-	-
429	Instructional Supplies & Materials	11,200	11,802	9,758
499	Other Supplies & Materials	5,871	83	-
722	Regular Instruction Equipment	8,589	-	14,295
<b>Health Services (72120)</b>				
499	Other Supplies & Materials	18,950	13,900	11,055
<b>Support: Regular Instruction (72210)</b>				
369	Contracted Substitutes - Certified	-	-	3,354
524	Inservice/Staff Development	11,850	4,098	34,097
<b>Education Technology (72250)</b>				
524	Inservice/Staff Development	17,850	3,000	-
790	Other Equipment	3,150		
<b>Transfers Out (99100)</b>				
504	Indirect Costs	570	570	1,000
	<b>TITLE IV TOTAL:</b>	<u>113,630</u>	<u>33,453</u>	<u>73,559</u>

# CARL PERKINS BASIC



**\$61,175**

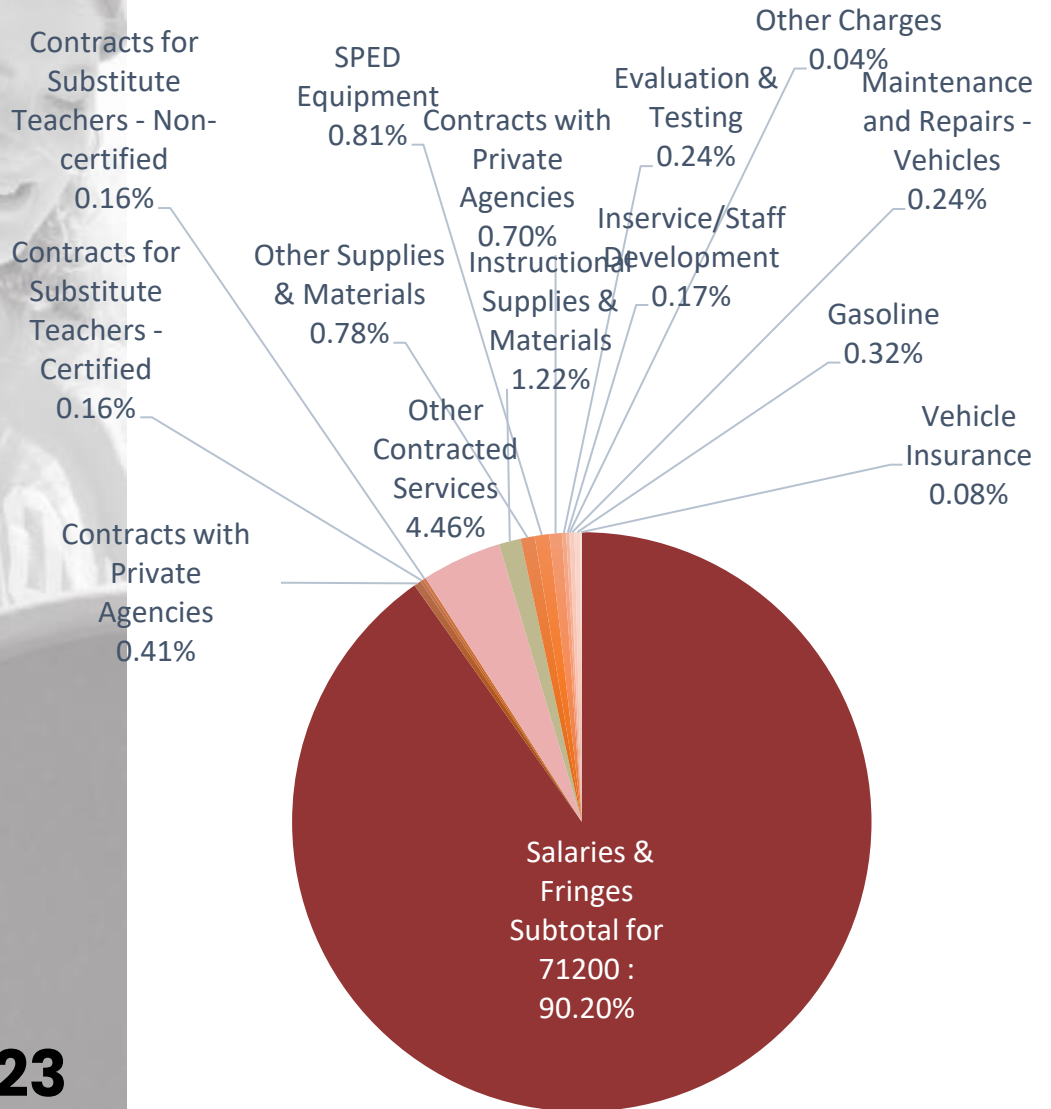
## Overview

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

# CARL PERKINS BASIC

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
<b>Vocational Instruction (71300)</b>				
369	Contracted Substitutes - Certified	5,000	-	-
429	Instructional Supplies & Materials	2,000	15,920	20,001
471	Software	16,754		
499	Other Supplies & Materials	10,000	10,000	14,000
<b>Other Student Support (72130)</b>				
355	Travel	-	10,855	10,000
399	Other Contracted Services	-	-	3,354
524	In-service/Staff Development	10,000	10,000	-
<b>Support: Vocational Education (72230)</b>				
524	In-service/Staff Development	6,000	5,000	14,254
790	Other Equipment	-	2,500	-
<b>Transportation (72710)</b>				
315	Contracts w/ Vehicle Owners	11,421		
<b>Transfers Out (99100)</b>				
504	Indirect Costs	-	-	-
<b>CARL PERKINS BASIC TOTAL:</b>		<u>61,175</u>	<u>54,275</u>	<u>61,609</u>

# IDEA, PART B



**\$1,264,023**

## Overview

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

# IDEA-B

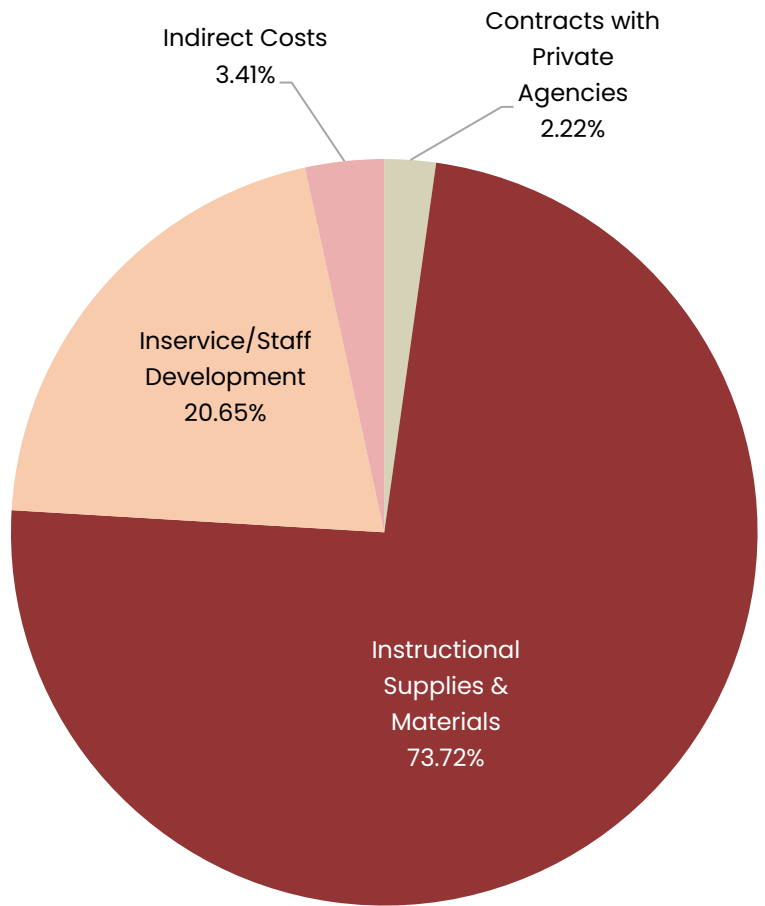
<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
<b>Special Education (71200)</b>				
116	Teachers (2 FTEs)	130,229	130,229	127,799
163	Educational Assistants (20 FTEs)	673,805	673,805	541,166
188	Instructional Responsibility	500	5,410	30,500
189	Other Salaries & Wages	-	-	-
201	Social Security	57,294	57,294	40,328
204	State Retirement	87,435	87,435	56,948
206	Life Insurance	8,769	8,769	1,000
207	Medical Insurance	141,800	141,800	69,396
212	Medicare	13,306	13,306	9,431
	<b>Salaries &amp; Fringes Subtotal for 71200 :</b>	<b>1,113,138</b>	<b>1,118,048</b>	<b>876,568</b>
312	Contracts with Private Agencies	5,000	500	3,150
369	Contracts for Substitute Teachers - Certified	2,000	100	258
	Contracts for Substitute Teachers - Non-			
370	certified	2,000	100	1,033
399	Other Contracted Services	55,000	100	120
429	Instructional Supplies & Materials	15,000	10,000	85,658
499	Other Supplies & Materials	9,678	500	-
725	SPED Equipment	10,000	1,000	21,882
<b>Support: Special Education (72220)</b>				
105	Supervisor/Director	-	-	36,407
201	Social Security	-	-	2,077
204	State Retirement	-	-	3,164
206	Life Insurance	-	-	55
207	Medical Insurance	-	-	4,501
212	Medicare	-	-	486
	<b>Salaries &amp; Fringes Subtotal for 72220 :</b>	<b>-</b>	<b>-</b>	<b>46,690</b>
312	Contracts with Private Agencies	8,600	8,600	29,206
322	Evaluation & Testing	3,000	13,000	6,973
355	Travel	-	-	414
399	Other Contracted Services	-	-	-
499	Other Supplies & Materials	-	1,700	3,656
524	Inservice/Staff Development	2,107	12,107	49,566
599	Other Charges	500	4,500	-
<b>Transportation (72710)</b>				
338	Maintenance and Repairs - Vehicles	3,000	3,000	-
425	Gasoline	4,000	4,000	1,534
511	Vehicle Insurance	1,000	1,000	226
729	Transportation Equipment	-	-	-
<b>Transfers Out (99100)</b>				
504	Indirect Costs	30,000	30,000	30,000
	<b>IDEA-B TOTAL:</b>	<b>1,264,023</b>	<b>1,208,255</b>	<b>1,156,934</b>



# IDEA PRESCHOOL



**\$23,113**



## Overview

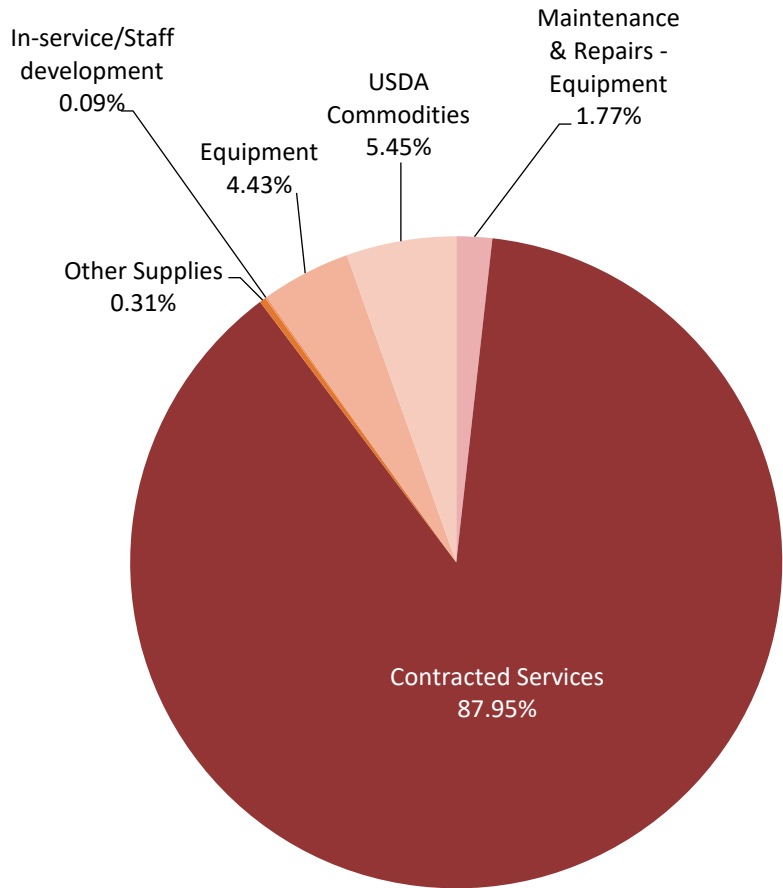
Federal funds provided for special education services to preschool students.

## IDEA- PRESCHOOL

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
<b>Special Education (71200)</b>				
312	Contracts with Private Agencies	514	514	-
399	Other Contracted Services	-	-	-
429	Instructional Supplies & Materials	17,039	15,000	6,268
499	Other Supplies & Materials	-	-	-
725	Special Education Equipment	-	-	1,782
<b>Support: Special Education (72220)</b>				
524	Inservice/Staff Development	4,772	4,772	3,000
<b>Transfers Out (99100)</b>				
504	Indirect Costs	<u>788</u>	<u>788</u>	<u>449</u>
<b>IDEA- PRESCHOOL TOTAL:</b>		23,113	21,074	11,499



# SCHOOL NUTRITION



**\$2,256,808**

## Overview

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

# SCHOOL NUTRITION

## REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
43521	Lunch Income- Children	832,642	885,452	863,686
43522	Lunch Income- Adults	23,969	10,000	9,715
43523	Breakfast Income	48,531	50,018	56,229
43525	Ala Carte Sales	774,762	590,817	455,215
47111	USDA Lunch	389,263	444,321	430,982
47113	USDA Breakfast	44,600	48,497	46,812
47112	USDA Commodities	122,889	145,240	93,127
47121	Miscellaneous - Other Revenue - Catering	6,500	5,000	4,773
47590	Other Federal Through State	<u>26,162</u>	<u>26,538</u>	<u>113,061</u>
<b>TOTAL NUTRITION REVENUES:</b>		<u><u>2,269,318</u></u>	<u><u>2,205,883</u></u>	<u><u>2,073,600</u></u>

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

## EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
336	Maintenance & Repairs - Equipment	40,000	40,000	40,567
399	Contracted Services	1,984,919	1,802,370	1,557,973
499	Other Supplies	7,000	7,000	1,584
524	In-service/Staff development	2,000	2,000	382
707	Building Improvements	-	-	152,020
710	Equipment	100,000	100,000	83,853
469	USDA Commodities	<u>122,889</u>	<u>145,240</u>	<u>93,127</u>
<b>TOTAL NUTRITION EXPENDITURES:</b>		<u><u>2,256,808</u></u>	<u><u>2,096,610</u></u>	<u><u>1,929,506</u></u>

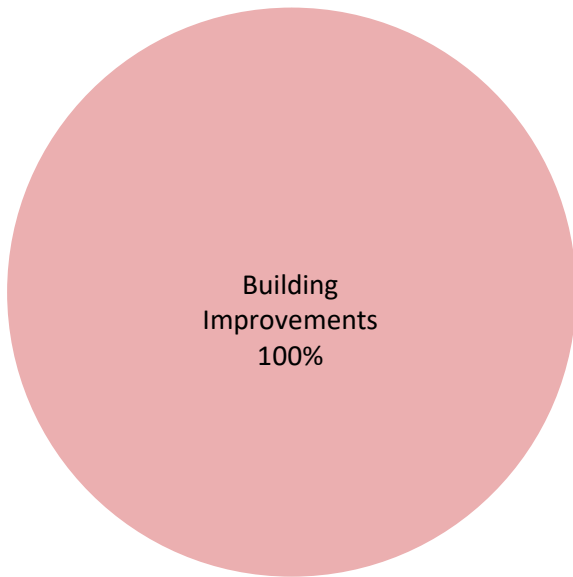
*Includes expected contracted service to food service management company.*

### **CHANGE IN CAFETERIA FUND BALANCE:**

<u><u>12,510</u></u>	<u><u>109,273</u></u>	<u><u>144,094</u></u>
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# CAPITAL IMPROVEMENTS



## Overview

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

# CAPITAL IMPROVEMENT

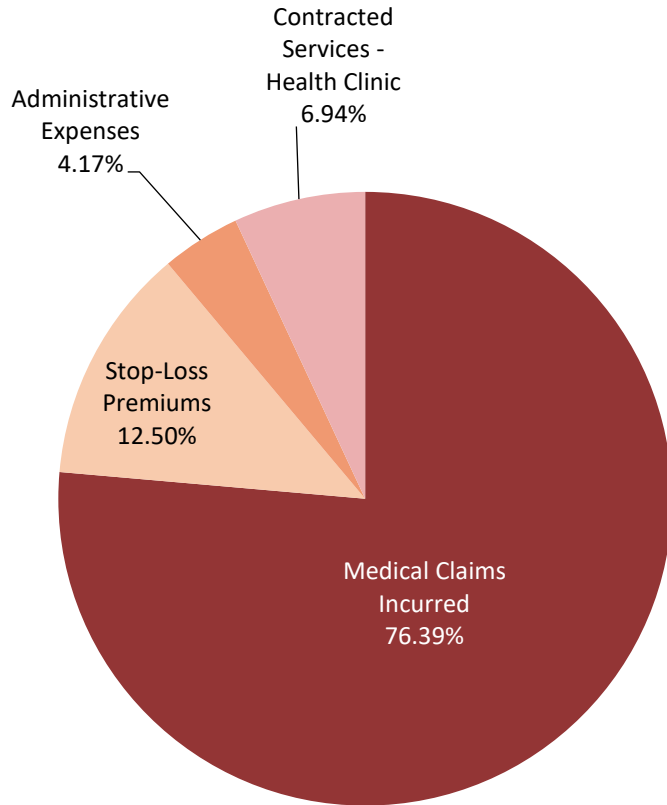
## REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
44190	County Commission	2,500,000	3,701,747	1,001,151
49100	Bond/Note Proceeds	-	-	867,521
49810	Transfers from the City of Germantown	-	750,000	864,817
39000	Reserves	<u>2,065,657</u>	<u>609,478</u>	<u>-</u>
<b>TOTAL CAPITAL IMPROV. REVENUE:</b>		<u>4,565,657</u>	<u>5,061,225</u>	<u>2,733,489</u>

## EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
706	Building Construction	-	-	1,680,345
707	Building Improvements	4,565,657	5,061,225	1,035,190
<b>TOTAL CAPITAL IMPROV. EXPENDITURES:</b>		<u>4,565,657</u>	<u>5,061,225</u>	<u>2,715,535</u>
<b>CHANGE IN CAPITAL IMPROVEMENT FUND BALANCE:</b>		<u>-</u>	<u>-</u>	<u>17,954</u>

# HEALTH INSURANCE



**\$7,200,000**

## Overview

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

# HEALTH INSURANCE

## REVENUES

<b>Acct</b>	<b>Description</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
42000	Employee Contributions	2,028,640	1,862,500	1,870,562
42100	Employer Contributions	3,731,200	3,432,580	3,952,026
42900	Other Income	160,000	200,000	86,816
44110	Interest income	0	0	40,504
	Reserves	1,280,160	1,104,920	0
<b>TOTAL HEALTH INSURANCE FUND REVENUES:</b>		<u>7,200,000</u>	<u>6,600,000</u>	<u>5,949,908</u>

Includes employees' and the District's contributions for health insurance. Other income includes pharmacy rebates.

## EXPENDITURES

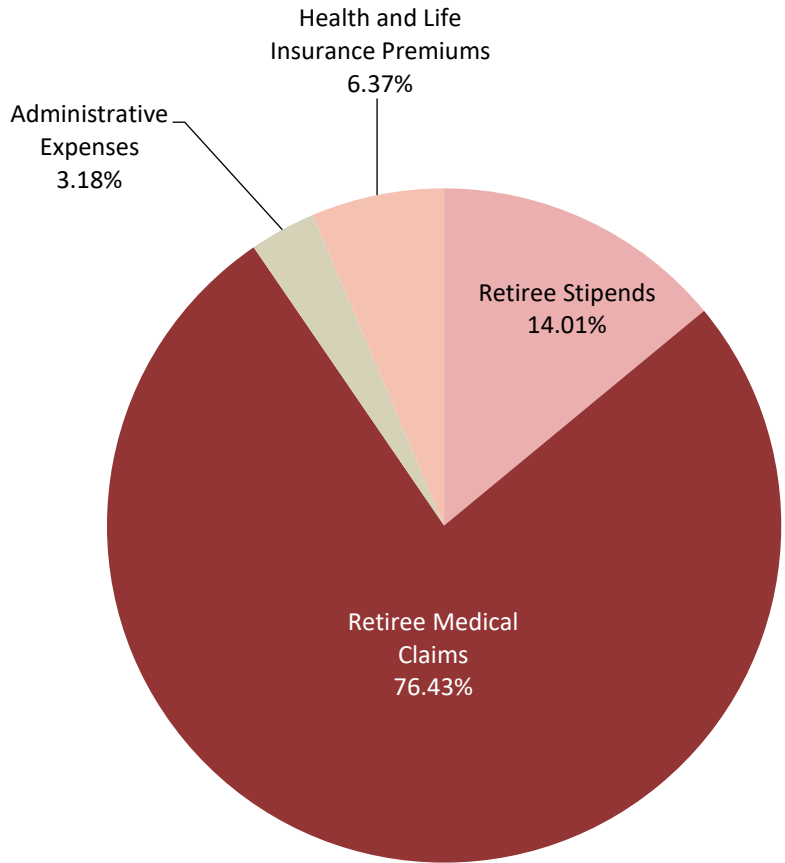
<b>Acct</b>	<b>Description</b>	<b>FY 2025 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2023 Actual</b>
280	Medical Claims Incurred	5,500,000	4,900,000	4,699,786
281	Stop-Loss Premiums	900,000	900,000	796,071
282	Administrative Expenses	300,000	300,000	257,940
399	Contracted Services - Health Clinic	500,000	500,000	0
<b>TOTAL HEALTH INSURANCE FUND EXPENDITURES:</b>		<u>7,200,000</u>	<u>6,600,000</u>	<u>5,753,797</u>

Includes claims expense for medical and pharmacy, stop loss premiums, and third-party administrative expenses.

<b>CHANGE IN HEALTH INSURANCE FUND BALANCE:</b>	<u>0</u>	<u>0</u>	<u>196,111</u>
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# OPEB TRUST



**\$785,000**

## Overview

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

# OPEB TRUST

## REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
42100	Employer Contributions	755,000	755,000	660,247
42200	Retiree Contributions	80,000	80,000	85,000
44110	Investment Income	75,000	75,000	103,552
44111	Unrealized and Realized Gain/Loss on Investment	318,000	293,750	285,738
<b>TOTAL OPEB TRUST FUND REVENUES:</b>		<u>1,228,000</u>	<u>1,203,750</u>	<u>1,134,537</u>

Includes District's contributions for health and life insurance benefits for retirees. Retiree contributions include amounts from TCRS withheld from their pension check and transmitted to GMSD. Unrealized gain on investment assumes a 7% rate of return on investments.

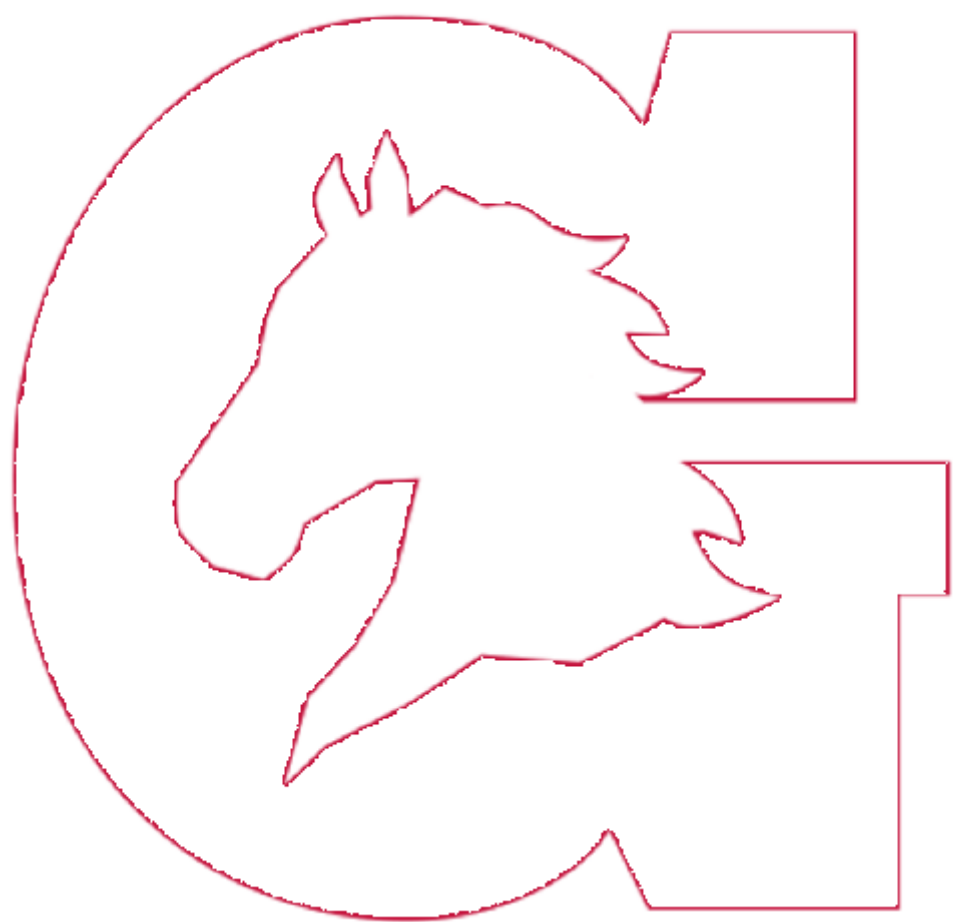
## EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
280	Retiree Stipends	110,000	100,000	96,150
281	Retiree Medical Claims	600,000	600,000	235,142
282	Administrative Expenses	25,000	25,000	17,800
283	Health and Life Insurance Premiums	50,000	50,000	40,131
<b>TOTAL OPEB TRUST FUND EXPENDITURES:</b>		<u>785,000</u>	<u>775,000</u>	<u>389,223</u>

Includes claims expense for medical and pharmacy claims, retiree stipends for health insurance, health and life insurance premiums for retirees, and third-party administrative expenses.

**CHANGE IN OPEB TRUST FUND BALANCE:** 443,000 428,750 745,314







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For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NTWM248	3/13/2024	500E FHD CAMERA + RFC + NO PEN	12199001	<b>\$827,700.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Lenovo 3 Year Depot Support with ADP Warranty (School Year Term)</a> Mfg. Part#: 5PS0N75610 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Sourcwell 081419-CDW Tech Catalog (081419#CDW)	1550	4473777	\$78.00	\$120,900.00
<a href="#">Google Chrome Education Upgrade</a> Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: Sourcwell# 081419 Tech Catalog- (Chromebook ONLY) (081419-CDW)	1550	5988499	\$32.00	\$49,600.00
<a href="#">LVO 500E YOGA N100 CHROME MC00116198</a> Mfg. Part#: 82W5SQX00-MC00116198 Contract: Sourcwell# 081419 Tech Catalog- (Chromebook ONLY) (081419-CDW)	1550	7847123	\$405.00	\$627,750.00
<a href="#">LVO MGD SVC DESK NB</a> Mfg. Part#: 5MS0M27017 Electronic distribution - NO MEDIA Contract: Sourcwell 081419-CDW Tech Catalog (081419#CDW)	1550	4200109	\$11.00	\$17,050.00
<a href="#">CDWG EDU White Glove Service for Chromebooks and Chrome OS Devices T1</a> Mfg. Part#: CDWCHROMEOSVVC1 UNSPSC: 43232401 Contract: Sourcwell 081419-CDW Tech Catalog (081419#CDW)	1550	3254461	\$8.00	\$12,400.00

**SUBTOTAL**      \$827,700.00

<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$827,700.00</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> GERMANTOWN MUNICIPAL SCHOOL DISTRIC ACCOUNTS PAYABLE 3350 FOREST HILL IRENE RD GERMANTOWN, TN 38138-8613 <b>Phone:</b> (901) 752-7900 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>Shipping Address:</b> GERMANTOWN MUNICIPAL SCHOOL DISTRIC JOHN BURNETT 3350 FOREST HILL IRENE RD GERMANTOWN, TN 38138-8613 <b>Phone:</b> (901) 752-7900 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



### Sales Contact Info

**Rebekah Marco** | (866) 301-5740 | [rebmarc@cdwg.com](mailto:rebmarc@cdwg.com)

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
<b>\$827,700.00</b>	<b>\$23,423.91/Month</b>	<b>\$827,700.00</b>	<b>\$26,933.36/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
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This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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## 2025-2026 **DRAFT**

### Germantown Municipal School District Instructional Calendar

#### Before School Begins

July 23 & 24	New Teacher Orientation
July 28 & Aug 5	Administrative Day (School-Directed)
July 29,30,31 & Aug 1,4	Professional Development Day (District-Directed)

#### First Semester

Date	Day	Event	Students	Teachers
August 6	Wednesday	Students Return 1 <sup>st</sup> Quarter Begins	In	In
September 1	Monday	Labor Day	Out	Out
September 2-18	3 hours beyond school day	Parent-Teacher Conferences <i>Scheduled by School</i>	In	In (+ ½ day)
October 10	Friday	End of 1 <sup>st</sup> Quarter	In	In
October 13-17	Monday-Friday	Fall Break	Out	Out
October 20	Monday	2 <sup>nd</sup> Quarter Begins	In	In
November 24-26	Monday-Wednesday	Flex Professional Development Days	Out	Flex
November 27-28	Thursday-Friday	Thanksgiving Break	Out	Out
December 17-19	Wednesday-Friday	Semester Exams	In	In
December 19	Friday	End of 2 <sup>nd</sup> Quarter	In (1/2 Day)	In (Full Day)
Dec 22-Jan 2	Monday-Friday	Winter Break	Out	Out

#### Second Semester

Date	Day	Event	Students	Teachers
January 5	Monday	Administrative Day	Out	In
January 6	Tuesday	3 <sup>rd</sup> Quarter Begins	In	In
January 19	Monday	Martin Luther King, Jr. Day	Out	Out
February 2-19	3 hours beyond school day	Parent-Teacher Conferences <i>Scheduled by School</i>	In	In (+ ½ day)
February 16	Monday	Presidents' Day/District Learning Day	Out	In
March 13	Friday	3 <sup>rd</sup> Quarter Ends	In	In
March 16-20	Monday-Friday	Spring Break	Out	Out
March 23	Monday	4 <sup>th</sup> Quarter Begins	In	In
April 3	Friday	Good Friday	Out	Out
April 6	Monday	Easter Monday	Out	Out
May 18-20	Monday-Wednesday	Semester Exams	In	In
May 20	Wednesday	4 <sup>th</sup> Quarter Ends	In (1/2 Day)	In (Full Day)

#### Instructional Days

Q1 = 47 days  
 Q2 = 40 days  
**S1 = 87 days**

Q3 = 47 days  
 Q4 = 41 days  
**S2 = 88 days**

**175 Days**

#### In-service

July 29  
 July 30  
 July 31  
 August 1  
 August 4

**5 Days**

#### Administrative Days

July 28  
 August 5  
 Meet-the-Teacher (0.5 day)  
 Curriculum Night (0.5 day)  
 January 5

**4 days**

#### Stockpile PD Days

November 24 – Flex  
 November 25 – Flex  
 November 26 – Flex  
 January 2 - Flex  
 February 16 – DLD

**5 Days**

#### Parent-Teacher Conferences

September 2-18 (0.5 day)  
 February 2-19 (0.5 day)

**1 Day**