

**GMSD Board Business Meeting**  
**August 13, 2024 6:00 PM**  
Board Room, GMSD Office

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Approval of Agenda
5. Recognition and Awards
6. REPORTS
  - 6.A. TN Legislative Update
  - 6.B. Chairman's Report
  - 6.C. Financial Report
  - 6.D. Superintendent's Report
7. Citizens to be heard
8. CONSENT AGENDA
  - 8.A. Approval of the Minutes
  - 8.B. Revision of Policies - Second Reading
  - 8.C. Revision of Policies - First Reading
9. BOARD ACTION ITEMS
  - 9.A. Miscellaneous FY 24-25 Budget Amendments #1, 2, 3
  - 9.B. School Fees and Activity Costs 2024-2025
  - 9.C. Stop Loss Renewal rates for 2024-2025
10. Announcements
11. Adjournment

**BALANCE SHEET**

**All Funds**

As of Month Ending June 30, 2024

	School Operating	Federal Projects	Cafeteria	Capital Projects	Health Insurance	OPEB Trust	General Fixed Asset Account Group	Total
<b>ASSETS</b>								
Cash and Cash Equivalents	(386,703.93)	-	1,405,871.83	2,508,575.60	1,344,644.96	110,389.31	-	4,982,777.77
Investments - LGIP	24,165,607.33	-	-	-	-	5,304,916.55	-	29,470,523.88
Investments - Money Market	-	-	-	-	-	-	-	-
Cash Clearing - School Activity	5,000.00	-	-	-	-	-	-	5,000.00
CDARS - First Horizon	-	-	-	-	-	-	-	-
Accrued Interest	-	-	-	-	-	723.72	-	723.72
Accounts Receivable	28,476.12	-	-	-	226,591.94	-	-	255,068.06
Due from Other Govts	3,547,394.32	387,353.96	-	373,459.94	-	-	-	4,308,208.22
Due from City	56,294.84	-	-	-	-	-	-	56,294.84
Due from Schools	75,107.56	-	-	-	-	-	-	75,107.56
Due from Other Funds	282,638.22	-	-	-	-	-	-	282,638.22
Restricted Investments - SRT	1,217,260.00	-	-	-	-	-	-	1,217,260.00
Prepaid Expenses	16,249.84	-	-	-	-	-	-	16,249.84
Fixed Assets:	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	6,377,894.00	6,377,894.00
Land Improvements	-	-	-	-	-	-	1,970,270.25	1,970,270.25
Buildings	-	-	-	-	-	-	112,756,065.28	112,756,065.28
Improvements	-	-	-	-	-	-	8,336,266.31	8,336,266.31
Equipment	-	-	-	-	-	-	20,886,958.97	20,886,958.97
Construction-in-Progress	-	-	-	-	-	-	22,324,777.94	22,324,777.94
Accumulated Depreciation	-	-	-	-	-	-	(32,081,337.51)	(32,081,337.51)
<b>ASSETS TOTAL</b>	<b>29,007,324.30</b>	<b>387,353.96</b>	<b>1,405,871.83</b>	<b>2,882,035.54</b>	<b>1,571,236.90</b>	<b>5,416,029.58</b>	<b>140,570,895.24</b>	<b>181,240,747.35</b>
<b>LIABILITIES</b>								
Accounts Payable	1,159,677.85	7,390.73	40,759.17	-	40,551.75	-	-	1,248,379.50
Accrued Expenses	3,458,757.08	97,352.01	-	-	324,916.00	146,160.12	-	4,027,185.21
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Schools	-	-	-	-	-	-	-	-
Due to Other Funds	-	282,611.22	-	-	-	-	-	282,611.22
Unearned Revenue	48,669.00	-	359,206.10	-	-	-	-	407,875.10
<b>LIABILITIES TOTAL</b>	<b>4,667,103.93</b>	<b>387,353.96</b>	<b>399,965.27</b>	<b>-</b>	<b>365,467.75</b>	<b>146,160.12</b>	<b>-</b>	<b>5,966,051.03</b>
<b>FUND BALANCE</b>								
Change in Fund Balance	53,405.93	-	(12,037.34)	2,222,919.72	(679,006.34)	532,561.00	4,958,838.60	7,076,681.57
Beginning Fund Balance	24,286,814.44	-	1,017,943.90	659,115.82	1,884,775.49	4,737,308.46	135,612,056.64	168,198,014.75
Ending Fund Balance	24,340,220.37	-	1,005,906.56	2,882,035.54	1,205,769.15	5,269,869.46	140,570,895.24	175,274,696.32
<b>LIABILITIES AND FUND BAL TOTAL</b>	<b>29,007,324.30</b>	<b>387,353.96</b>	<b>1,405,871.83</b>	<b>2,882,035.54</b>	<b>1,571,236.90</b>	<b>5,416,029.58</b>	<b>140,570,895.24</b>	<b>181,240,747.35</b>
<b>VARIANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending June 30, 2024

	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
<b>REVENUES:</b>					
<b>TISA Revenue</b>	36,340,385.00	3,501,506.57	36,354,750.20	14,365.20	100.04%
<b>Shelby County:</b>					
Property Taxes	17,254,309.00	181,499.81	16,823,746.50	(430,562.50)	97.50%
Sales Tax	9,972,177.00	2,615,904.87	10,211,873.61	239,696.61	102.40%
Wheel Tax	1,403,882.00	240,026.95	1,298,394.61	(105,487.39)	92.49%
<b>City of Germantown:</b>					
Maintenance of Effort	3,082,064.00	256,838.67	3,082,064.04	0.04	100.00%
PEG Funding	124,000.00	26,636.90	82,065.46	(41,934.54)	66.18%
Mixed Drink Tax	240,000.00	56,294.84	244,330.30	4,330.30	101.80%
<b>Other Local Revenue</b>	1,175,641.00	121,655.74	1,552,563.18	376,922.18	132.06%
<b>Tuition</b>	106,885.00	13,050.00	113,709.00	6,824.00	106.38%
<b>Other State Revenue</b>	3,248,007.00	933,034.79	1,571,268.05	(1,676,738.95)	48.38%
<b>Transfers - Indirect Costs</b>	35,000.00	70,497.93	70,497.93	35,497.93	201.42%
<b>Reserves</b>	4,694,958.59	-	-	(4,694,958.59)	0.00%
<b>TOTAL REVENUES</b>	<b>77,677,308.59</b>	<b>8,016,947.07</b>	<b>71,405,262.88</b>	<b>(6,272,045.71)</b>	<b>91.93%</b>

<b>EXPENDITURES:</b>					
	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
<b>Regular Instruction</b>					
Salaries & Wages	23,227,769.00	4,047,701.18	23,149,354.08	(78,414.92)	99.66%
Benefits	5,586,226.00	707,797.76	5,391,190.04	(195,035.96)	96.51%
Contract w/Priv. Agencies	227,750.00	-	227,733.00	(17.00)	99.99%
Maint & Rep - Equipment	12,000.00	-	9,578.60	(2,421.40)	79.82%
Travel	2,500.00	-	925.86	(1,574.14)	37.03%
Other Contract Svcs	1,140,565.00	59,073.14	1,127,654.53	(12,910.47)	98.87%
Inst. Supplies	544,670.43	287,031.92	510,567.95	(34,102.48)	93.74%
Textbooks	455,271.40	99,465.05	433,427.12	(21,844.28)	95.20%
Software	394,500.00	32,000.00	339,303.79	(55,196.21)	86.01%
Other Supplies	169,500.00	-	158,388.50	(11,111.50)	93.44%
Other Charges	27,634.00	2,544.06	25,809.20	(1,824.80)	93.40%
Equipment	2,668,293.00	5,796.40	1,810,739.25	(857,553.75)	67.86%
<b>Total Regular Instruction</b>	<b>34,456,678.83</b>	<b>5,241,409.51</b>	<b>33,184,671.92</b>	<b>(1,272,006.91)</b>	<b>96.31%</b>
<b>Alternative Education</b>					
Salaries & Wages	327,771.00	47,027.74	316,128.65	(11,642.35)	96.45%
Benefits	80,583.00	8,671.85	76,173.94	(4,409.06)	94.53%
Inst. Supplies	1,000.00	-	618.01	(381.99)	0.00%
Equipment	1,000.00	-	495.37	(504.63)	49.54%
<b>Total Alternative Education</b>	<b>410,354.00</b>	<b>55,699.59</b>	<b>393,415.97</b>	<b>(16,938.03)</b>	<b>95.87%</b>
<b>Special Education</b>					
Salaries & Wages	4,532,733.00	708,645.70	4,328,826.31	(203,906.69)	95.50%
Benefits	1,198,254.00	135,826.44	1,119,004.09	(79,249.91)	93.39%
Contract w/Priv. Agencies	38,900.00	-	38,900.00	0.00	100.00%
Contracts for Sub Teachers	8,000.00	-	7,927.68	(72.32)	99.10%
Noncertified Subs	5,000.00	-	2,279.25	(2,720.75)	45.59%
Inst. Supplies	37,300.00	-	30,144.81	(7,155.19)	80.82%
Other Supplies	2,000.00	-	-	(2,000.00)	0.00%
Equipment	3,000.00	-	3,000.00	0.00	100.00%
<b>Total Special Education</b>	<b>5,825,187.00</b>	<b>844,472.14</b>	<b>5,530,082.14</b>	<b>(295,104.86)</b>	<b>94.93%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending June 30, 2024

Career & Technical Education	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	1,040,230.00	164,309.80	1,031,666.78	(8,563.22)	99.18%
Benefits	291,519.00	29,880.76	253,620.59	(37,898.41)	87.00%
Maintenance & Repairs	1,000.00	-	-	(1,000.00)	0.00%
Inst. Supplies	574,000.00	12,990.00	231,802.93	(342,197.07)	40.38%
Other Supplies	25,000.00	-	-	(25,000.00)	0.00%
Other Charges	591,000.00	-	-	(591,000.00)	0.00%
Equipment	455,810.00	-	8,482.00	(447,328.00)	1.86%
<b>Total Career &amp; Technical Education</b>	<b>2,978,559.00</b>	<b>207,180.56</b>	<b>1,525,572.30</b>	<b>(1,452,986.70)</b>	<b>51.22%</b>
<b>Attendance &amp; Planning</b>					
Salaries & Wages	646,636.00	70,485.26	646,839.80	203.80	100.03%
Benefits	157,843.00	11,152.36	121,750.67	(36,092.33)	77.13%
Travel	500.00	-	225.86	(274.14)	45.17%
Other Contract Svcs.	1,000.00	-	750.00	(250.00)	0.00%
Other Supplies	5,000.00	-	4,604.03	(395.97)	92.08%
Inservice/Staff Dev.	26,250.00	1,483.63	26,116.21	(133.79)	99.49%
Other Charges	13,750.00	388.35	13,621.82	(128.18)	99.07%
<b>Total Attendance &amp; Planning</b>	<b>850,979.00</b>	<b>83,509.60</b>	<b>813,908.39</b>	<b>(37,070.61)</b>	<b>95.64%</b>
<b>Health Services</b>					
Salaries & Wages	533,396.00	89,921.83	513,898.67	(19,497.33)	96.34%
Benefits	156,117.00	15,688.56	130,748.66	(25,368.34)	83.75%
Other Contract Svcs.	1,000.00	-	951.86	(48.14)	95.19%
Other Supplies	13,000.00	404.26	254.26	(12,745.74)	1.96%
Inservice/Staff Dev.	7,500.00	-	7,321.03	(178.97)	97.61%
Other Charges	7,500.00	451.72	7,491.63	(8.37)	99.89%
Equipment	8,250.00	1,030.00	8,168.97	(81.03)	99.02%
<b>Total Health Services</b>	<b>726,763.00</b>	<b>107,496.37</b>	<b>668,835.08</b>	<b>(57,927.92)</b>	<b>92.03%</b>
<b>Other Student Support/Guidance</b>					
Salaries & Wages	1,422,458.00	212,715.24	1,324,792.93	(97,665.07)	93.13%
Benefits	334,641.00	36,391.13	289,795.08	(44,845.92)	86.60%
Travel	30,000.00	-	2,074.28	(27,925.72)	6.91%
Other Contract Svcs.	190,000.00	130,122.00	189,171.00	(829.00)	99.56%
Other Supplies	7,750.00	973.00	973.00	(6,777.00)	12.55%
Inservice/Staff Dev.	54,000.00	300.00	17,387.98	(36,612.02)	32.20%
Other Charges	26,500.00	3,694.25	26,451.68	(48.32)	99.82%
Other Equipment	95,408.00	3,300.00	86,893.61	(8,514.39)	91.08%
<b>Total Other Student Support</b>	<b>2,160,757.00</b>	<b>387,495.62</b>	<b>1,937,539.56</b>	<b>(223,217.44)</b>	<b>89.67%</b>
<b>Reg. Instruction Support</b>					
Salaries & Wages	2,281,338.00	241,062.60	2,063,430.27	(217,907.73)	90.45%
Benefits	517,698.00	44,671.83	484,897.11	(32,800.89)	93.66%
Consultants	67,500.00	-	27,317.26	(40,182.74)	40.47%
Travel	2,500.00	16.88	2,333.57	(166.43)	93.34%
Library Books/Media	43,400.00	-	43,398.00	(2.00)	100.00%
Other Supplies	13,500.00	2,733.95	11,533.22	(1,966.78)	85.43%
Inservice/Staff Dev.	55,000.00	2,291.68	42,337.39	(12,662.61)	76.98%
Other Charges	5,000.00	455.18	4,077.60	(922.40)	81.55%
Other Equipment	10,000.00	-	4,805.68	(5,194.32)	48.06%
<b>Total Reg. Instruction Support</b>	<b>2,995,936.00</b>	<b>291,232.12</b>	<b>2,684,130.10</b>	<b>(311,805.90)</b>	<b>89.59%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending June 30, 2024

<b>SPED Support</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	1,695,782.00	220,216.27	1,691,834.67	(3,947.33)	99.77%
Benefits	423,170.00	41,552.75	399,546.71	(23,623.29)	94.42%
Contract w/Priv. Agencies	918.75	-	918.75	0.00	100.00%
Evaluation & Testing	4,500.00	781.60	4,455.80	(44.20)	99.02%
Travel	7,500.00	152.36	3,549.42	(3,950.58)	47.33%
Other Supplies	22,351.25	-	22,351.25	0.00	100.00%
Inservice/Staff Dev.	19,000.00	-	18,999.85	(0.15)	100.00%
Other Charges	2,000.00	-	1,848.98	(151.02)	92.45%
<b>Total SPED Support</b>	<b>2,175,222.00</b>	<b>262,702.98</b>	<b>2,143,505.43</b>	<b>(31,716.57)</b>	<b>98.54%</b>
<b>Career and Technical Support</b>					
Director/ Supervisor	20,828.00	1,735.34	21,024.20	196.20	100.94%
Benefits	6,311.00	398.78	5,697.38	(613.62)	90.28%
Other Contracted Services	5,000.00	-	516.00	(4,484.00)	10.32%
Other Supplies	1,953.00	-	-	(1,953.00)	0.00%
Inservice/Staff Dev.	3,400.00	-	1,134.68	(2,265.32)	33.37%
<b>Total Vocational Support</b>	<b>37,492.00</b>	<b>2,134.12</b>	<b>28,372.26</b>	<b>(9,119.74)</b>	<b>75.68%</b>
<b>Technology</b>					
Salaries & Wages	803,756.00	65,706.37	792,567.26	(11,188.74)	98.61%
Benefits	251,791.00	13,700.49	191,500.22	(60,290.78)	76.06%
Communications	95,528.12	16,745.61	87,291.30	(8,236.82)	91.38%
Consultants	6,930.00	-	4,500.00	(2,430.00)	64.94%
Maintenance & Repairs	51,645.48	1,513.49	51,596.48	(49.00)	99.91%
Internet Connectivity	220,163.44	31,302.40	220,163.44	0.00	100.00%
Travel	1,800.00	221.64	1,761.51	(38.49)	97.86%
Other Contract Svcs.	30,000.00	-	-	(30,000.00)	0.00%
Office Supplies	500.00	-	482.35	(17.65)	96.47%
Cabling	15,266.06	-	9,561.12	(5,704.94)	62.63%
Software	542,078.18	20,840.24	542,078.18	0.00	100.00%
Other Supplies	51,929.16	8,094.28	39,288.70	(12,640.46)	75.66%
Inservice/Staff Dev.	1,529.37	-	1,529.37	0.00	100.00%
Other Charges	45,753.72	-	45,753.72	0.00	100.00%
Adm Equipment	301,912.39	157,885.19	249,380.89	(52,531.50)	82.60%
Other Equipment	15,000.00	-	14,761.72	(238.28)	98.41%
<b>Total Technology</b>	<b>2,435,582.92</b>	<b>316,009.71</b>	<b>2,252,216.26</b>	<b>(183,366.66)</b>	<b>92.47%</b>
<b>Board of Education</b>					
Salaries & Wages	21,500.00	-	21,500.00	0.00	100.00%
Benefits	58,645.00	(1,440.50)	24,179.17	(34,465.83)	41.23%
OPEB	2,371,000.00	-	2,203,886.00	(167,114.00)	92.95%
Audit Services	69,000.00	-	69,000.00	0.00	100.00%
Dues & Memberships	21,000.00	222.27	17,960.44	(3,039.56)	85.53%
Legal Services	210,000.00	21,752.14	132,877.70	(77,122.30)	63.28%
Other Supplies	1,000.00	-	446.06	(553.94)	44.61%
Judgments	355,453.00	-	355,453.00	0.00	100.00%
Liability Insurance	100,748.00	23,844.00	100,453.00	(295.00)	99.71%
Surety Bond Premium	300.00	-	300.00	0.00	100.00%
Trustee Commissions	472,886.00	20,657.06	426,099.00	(46,787.00)	90.11%
Workers' Compensation	90,000.00	919.21	85,760.13	(4,239.87)	95.29%
Inservice/Staff Dev.	20,000.00	-	20,000.00	0.00	100.00%
<b>Total Board of Education</b>	<b>3,791,532.00</b>	<b>65,954.18</b>	<b>3,457,914.50</b>	<b>(333,617.50)</b>	<b>91.20%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending June 30, 2024

Superintendent	BUDGET	MONTH	FYTD	VARIANCE	EXPENDED
Salaries & Wages	482,202.00	36,447.81	477,688.77	(4,513.23)	99.06%
Benefits	123,158.00	8,248.35	118,421.07	(4,736.93)	96.15%
Dues & Memberships	9,500.00	21.95	4,352.30	(5,147.70)	45.81%
Postal Charges	10,200.00	2,126.00	10,256.63	56.63	100.56%
Travel	5,000.00	-	3,120.56	(1,879.44)	62.41%
Other Contracted Svcs.	29,600.00	8,749.07	20,756.48	(8,843.52)	70.12%
Office Supplies	19,800.00	7,560.18	14,859.07	(4,940.93)	75.05%
Other Supplies	47,545.00	631.09	35,476.68	(12,068.32)	74.62%
Inservice/Staff Dev.	21,200.00	3,471.95	14,639.06	(6,560.94)	69.05%
Other Charges	1,000.00	-	-	(1,000.00)	0.00%
<b>Total Superintendent</b>	<b>749,205.00</b>	<b>67,256.40</b>	<b>699,570.62</b>	<b>(49,634.38)</b>	<b>93.38%</b>
<b>Office of the Principal</b>					
Salaries & Wages	3,455,069.00	421,827.00	3,352,727.78	(102,341.22)	97.04%
Benefits	830,348.00	75,467.43	755,204.15	(75,143.85)	90.95%
Other Contract Svcs.	35,000.00	-	35,000.00	0.00	100.00%
Office Supplies	2,000.00	1,924.32	1,924.32	(75.68)	96.22%
Other Supplies	147,000.00	-	147,000.00	0.00	100.00%
Inservice/Staff Dev.	10,950.00	3,217.72	10,646.22	(303.78)	97.23%
Other Charges	15,550.00	-	15,550.00	0.00	100.00%
<b>Total Office of the Principal</b>	<b>4,495,917.00</b>	<b>502,436.47</b>	<b>4,318,052.47</b>	<b>(177,864.53)</b>	<b>96.04%</b>
<b>Fiscal Services</b>					
Salaries & Wages	467,195.00	40,511.14	427,086.03	(40,108.97)	91.41%
Benefits	129,602.00	8,152.11	100,074.28	(29,527.72)	77.22%
Dues & Memberships	700.00	-	360.00	(340.00)	51.43%
Travel	600.00	-	-	(600.00)	0.00%
Other Contract Svcs.	10,000.00	-	3,200.00	(6,800.00)	32.00%
Office Supplies	5,000.00	317.47	4,889.02	(110.98)	97.78%
Software	103,228.00	3,840.00	94,041.05	(9,186.95)	91.10%
Inservice/Staff Dev.	6,000.00	294.00	5,538.82	(461.18)	92.31%
Other Charges	17,250.00	10,156.92	13,546.66	(3,703.34)	78.53%
Other Equipment	1,500.00	-	417.57	(1,082.43)	27.84%
<b>Total Fiscal Services</b>	<b>741,075.00</b>	<b>63,271.64</b>	<b>649,153.43</b>	<b>(91,921.57)</b>	<b>87.60%</b>
<b>Human Resources</b>					
Salaries & Wages	420,328.00	33,708.36	408,408.07	(11,919.93)	97.16%
Benefits	103,120.00	5,936.17	81,909.54	(21,210.46)	79.43%
Dues & Memberships	844.00	150.00	150.00	(694.00)	17.77%
Other Contract Svcs.	6,838.00	-	6,837.75	(0.25)	100.00%
Office Supplies	1,546.83	250.95	1,545.81	(1.02)	99.93%
Software	13,084.85	-	13,084.85	0.00	100.00%
Inservice/Staff Dev.	46,356.62	4,265.28	43,665.60	(2,691.02)	94.19%
Other Charges	1,411.70	-	1,411.70	0.00	100.00%
<b>Total Human Resources</b>	<b>593,530.00</b>	<b>44,310.76</b>	<b>557,013.32</b>	<b>(36,516.68)</b>	<b>93.85%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
As of Month Ending June 30, 2024

<b>Operation of Plant</b>	<b>BUDGET</b>	<b>MONTH</b>	<b>FYTD</b>	<b>VARIANCE</b>	<b>EXPENDED</b>
Salaries & Wages	585,539.00	48,909.75	527,762.86	(57,776.14)	90.13%
Benefits	189,134.00	10,581.86	139,391.69	(49,742.31)	73.70%
Janitorial Services	1,425,000.00	116,909.96	1,410,675.03	(14,324.97)	98.99%
Other Contract Svcs.	180,000.00	10,082.83	144,146.05	(35,853.95)	80.08%
Utilities	1,300,000.00	192,081.96	1,208,792.71	(91,207.29)	92.98%
Property Insurance	325,000.00	-	318,001.00	(6,999.00)	97.85%
Other Charges	55,000.00	9,126.90	46,674.99	(8,325.01)	84.86%
Equipment	5,000.00	-	-	(5,000.00)	0.00%
<b>Total Operation of Plant</b>	<b>4,064,673.00</b>	<b>387,693.26</b>	<b>3,795,444.33</b>	<b>(269,228.67)</b>	<b>93.38%</b>
<b>Maintenance of Plant</b>					
Salaries & Wages	546,932.00	36,900.77	539,375.10	(7,556.90)	98.62%
Benefits	149,667.00	7,653.78	133,825.59	(15,841.41)	89.42%
Maintenance & Repairs	1,026,850.00	80,521.77	992,847.83	(34,002.17)	96.69%
Travel	25,000.00	5,617.74	21,142.53	(3,857.47)	84.57%
Other Contract Svcs.	10,000.00	-	7,629.08	(2,370.92)	76.29%
Office Supplies	1,000.00	75.05	616.71	(383.29)	61.67%
Inservice/Staff Dev.	10,000.00	-	5,960.73	(4,039.27)	59.61%
<b>Total Maintenance of Plant</b>	<b>1,769,449.00</b>	<b>130,769.11</b>	<b>1,701,397.57</b>	<b>(68,051.43)</b>	<b>96.15%</b>
<b>Transportation</b>					
Contracts w/Other Schools	74,856.00	6,399.00	76,788.00	1,932.00	102.58%
Contracts w/Private Agencies	2,000,000.00	170,993.05	1,551,747.73	(448,252.27)	77.59%
Diesel	225,000.00	1,762.19	166,383.03	(58,616.97)	73.95%
<b>Total Transportation</b>	<b>2,299,856.00</b>	<b>179,154.24</b>	<b>1,794,918.76</b>	<b>(504,937.24)</b>	<b>78.04%</b>
<b>Safety</b>					
Benefits	0.00	(60.87)	-	0.00	#DIV/0!
Maintenance & Repairs	3,000.00	-	-	(3,000.00)	0.00%
Office Supplies	250.00	-	159.95	(90.05)	63.98%
Other Supplies & Materials	500.00	-	-	(500.00)	0.00%
Inservice/Staff Dev.	10,000.00	241.79	9,978.19	(21.81)	99.78%
Other Charges	31,000.00	60.87	29,458.48	(1,541.52)	95.03%
Other Equipment	51,500.00	-	27,763.04	(23,736.96)	53.91%
<b>Total Safety</b>	<b>96,250.00</b>	<b>241.79</b>	<b>67,359.66</b>	<b>(28,890.34)</b>	<b>69.98%</b>
<b>Capital Outlay</b>					
Other Salaries & Wages	10,000.00	-	3,239.78	(6,760.22)	32.40%
Benefits	-	-	533.20	533.20	#DIV/0!
Architects	150,000.00	46,703.11	131,763.11	(18,236.89)	87.84%
	30,000.00	-	-	-	0.00%
Transfer to Other Funds	527,676.00	-	527,676.25	0.25	100.00%
Other Charges	50,000.00	-	50,000.00	0.00	100.00%
Building Construction	517,394.80	-	147,711.09	(369,683.71)	28.55%
Building Improvements	1,153,683.62	352,488.92	835,720.29	(317,963.33)	72.44%
Other Capital Outlay	1,557,156.42	261,368.29	1,434,949.89	(122,206.53)	92.15%
<b>Total Capital Outlay</b>	<b>3,995,910.84</b>	<b>660,560.32</b>	<b>3,131,593.61</b>	<b>(828,090.21)</b>	<b>78.37%</b>
<b>Summer Schools - Fed Thru State</b>					
Café Personnel	10,400.00	10,400.00	10,400.00	0.00	100.00%
Food Supplies	16,000.00	6,789.27	6,789.27	(9,210.73)	42.43%
<b>Summer Schools - Fed Thru State</b>	<b>26,400.00</b>	<b>17,189.27</b>	<b>17,189.27</b>	<b>(9,210.73)</b>	<b>65.11%</b>
Transfers to Cafeteria Fund	0.00	-	-	0.00	#DIV/0!

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**SCHOOL OPERATING FUND**  
 As of Month Ending June 30, 2024

<b>EXPENDITURES TOTAL</b>	<u>77,677,308.59</u>	<u>9,918,179.76</u>	<u>71,351,856.95</u>	<u>(6,325,451.64)</u>	<u>91.86%</u>
<b>TOTAL FUND BALANCE</b>	<u>0.00</u>	<u>(1,901,232.69)</u>	<u>53,405.93</u>		

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending June 30, 2024

	BUDGET	Month	FYTD	EXPENDED
<b>REVENUES:</b>				
Consolidated Admin	76,842.00	12,490.79	76,296.06	99.29%
Title I	1,693,799.00	49,016.06	264,981.07	15.64%
Title II	177,711.00	31,632.84	115,913.17	65.23%
Title III	14,098.00	-	12,196.80	86.51%
Title IV	197,992.99	21,462.08	60,528.10	30.57%
Carl Perkins - Basic	62,193.00	3,458.00	53,780.00	86.47%
IDEA, Part B	2,055,098.00	119,287.08	970,664.97	47.23%
ARP IDEA	409.00	-	408.78	99.95%
IDEA, Preschool	33,801.00	1,073.00	20,665.00	61.14%
ESSER 2.0	58,531.00	-	36,531.00	62.41%
ESSER 3.0	3,341,448.00	148,934.11	1,406,637.45	42.10%
TN All Corps Grant	345,800.00	-	319,677.98	92.45%
<b>TOTAL REVENUES</b>	<b>8,057,722.99</b>	<b>387,353.96</b>	<b>3,338,280.38</b>	<b>41.43%</b>

<b>EXPENDITURES:</b>				
<b>Title - Cons Admin</b>				
Salaries & Wages	52,100.00	4,338.36	52,060.44	99.92%
Benefits	11,746.00	827.24	11,526.24	98.13%
Indirect Costs	6,383.00	6,338.19	6,338.19	99.30%
Inservice/Staff Dev.	6,613.00	987.00	6,371.19	96.34%
<b>Total Title - Cons Admin</b>	<b>76,842.00</b>	<b>12,490.79</b>	<b>76,296.06</b>	<b>99.29%</b>

<b>Title I</b>				
Salaries & Wages	172,947.00	22,277.78	134,144.75	77.56%
Benefits	46,020.00	4,277.38	35,975.54	78.17%
Contracts for Sub Teachers	6,490.00	580.50	838.50	12.92%
Inst. Supplies	440,000.00	637.98	46,650.32	10.60%
Other Supplies & Materials	600.00	-	-	0.00%
Indirect costs	106,754.00	21,242.42	21,242.42	19.90%
Inservice/Staff Dev.	361,353.00	-	16,389.92	4.54%
Other Charges	150,895.00	-	464.72	0.31%
Regular Instruction Equipment	408,740.00	-	9,274.90	2.27%
<b>Total Title I</b>	<b>1,693,799.00</b>	<b>49,016.06</b>	<b>264,981.07</b>	<b>15.64%</b>

<b>Title II</b>				
Salaries & Wages	44,600.00	3,335.90	44,530.80	99.84%
Benefits	9,920.00	641.25	9,614.25	96.92%
Contracts for Sub Teachers	10,320.00	-	387.00	3.75%
Indirect Costs	14,763.00	9,629.32	9,629.32	65.23%
Inservice/Staff Dev.	98,108.00	18,026.37	51,751.80	52.75%
<b>Total Title II</b>	<b>177,711.00</b>	<b>31,632.84</b>	<b>115,913.17</b>	<b>65.23%</b>

<b>Title III</b>				
Instructional Supplies & Materials	11,898.00	-	11,886.73	99.91%
Other Supplies & Materials	200.00	-	160.07	80.04%
Inservice/Staff Dev.	2,000.00	-	150.00	7.50%
<b>Total Title III</b>	<b>14,098.00</b>	<b>-</b>	<b>12,196.80</b>	<b>86.51%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending June 30, 2024

<b>Title IV</b>				
Contracts for Sub Teachers	2,580.00			
Other Contract Svcs.	27,000.00			
Instructional Supplies & Materials	12,450.00	-	11,867.36	95.32%
Other Supplies	19,878.44	-	9,763.29	49.11%
Indirect Costs	2,500.00	2,500.00	2,500.00	100.00%
Inservice/Staff Dev.	100,907.35	18,962.08	29,567.08	29.30%
Reg Instructional Equipment	31,927.20	-	6,354.99	19.90%
Other Equipment	750.00	-	475.38	63.38%
<b>Total Title IV</b>	<b>197,992.99</b>	<b>21,462.08</b>	<b>60,528.10</b>	<b>30.57%</b>

<b>Carl Perkins - Basic</b>				
Travel	12,438.00	-	4,800.00	38.59%
Instructional Supplies & Materials	19,255.00	3,458.00	19,254.99	100.00%
Other Supplies	10,000.00	-	9,280.01	92.80%
Inservice/Staff Dev.	18,000.00	-	18,000.00	100.00%
Other Equipment	2,500.00	-	2,445.00	97.80%
<b>Total Carl Perkins - Basic</b>	<b>62,193.00</b>	<b>3,458.00</b>	<b>53,780.00</b>	<b>86.47%</b>

<b>IDEA B</b>				
Salaries & Wages	865,252.00	55,161.93	624,409.36	72.17%
Benefits	308,604.00	12,267.24	167,712.43	54.35%
Contracts W/Private Agencies	113,600.00	2,228.23	60,068.65	52.88%
Evaluation & Testing	23,000.00	2,888.93	14,368.68	62.47%
Maintenance & Repairs-Vehicles	3,000.00	-	-	0.00%
Contracts for Sub Teachers	10,000.00	129.00	3,160.38	31.60%
Noncertified Subs	10,000.00	-	-	0.00%
Other Contract Svcs.	75,000.00	-	841.25	1.12%
Fuel	4,000.00	229.46	1,362.18	34.05%
Instr. Supplies	300,000.00	9,787.54	30,019.10	10.01%
Other Supplies	70,000.00	364.11	6,474.51	9.25%
Indirect costs	30,000.00	30,000.00	30,000.00	100.00%
Vehicle Insurance	1,000.00	-	225.85	22.59%
Inservice/Staff Dev.	92,107.00	3,479.56	20,711.45	22.49%
Other Charges	14,500.00	171.66	4,856.51	33.49%
Special Education Equipment	135,035.00	2,579.42	6,454.62	4.78%
<b>Total IDEA B</b>	<b>2,055,098.00</b>	<b>119,287.08</b>	<b>970,664.97</b>	<b>47.23%</b>

<b>ARP IDEA</b>				
Other Supplies	409.00	-	408.78	99.95%
<b>Total ARP IDEA</b>	<b>409.00</b>	<b>-</b>	<b>408.78</b>	<b>99.95%</b>

<b>IDEA Preschool</b>				
Contracts W/Private Agencies	2,553.00	285.00	285.00	11.16%
Instr. Supplies	25,688.00	-	15,000.00	58.39%
Indirect Costs	788.00	788.00	788.00	100.00%
Inservice/Staff Dev.	4,772.00	-	4,592.00	96.23%
<b>Total IDEA Preschool</b>	<b>33,801.00</b>	<b>1,073.00</b>	<b>20,665.00</b>	<b>61.14%</b>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**FEDERAL PROJECTS FUND**  
As of Month Ending June 30, 2024

<b>ESSER 2.0</b>				
Inservice/Staff Dev.	47,000.00	-	25,000.00	53.19%
Special Education Equipment	11,531.00	-	11,531.00	100.00%
<b>Total ESSER 2.0</b>	<b>58,531.00</b>	<b>-</b>	<b>36,531.00</b>	<b>62.41%</b>
<b>ESSER 3.0</b>				
Salaries & Wages	1,954,243.00	126,229.12	1,100,291.48	56.30%
Benefits	364,741.00	22,704.99	232,504.35	63.75%
Communication	27,922.00	-	-	0.00%
Contracts for Sub Teachers	111,280.00	-	52,728.75	47.38%
Instr. Supplies	20,000.00	-	-	0.00%
Other Supplies & Materials	5,529.00	-	-	0.00%
Inservice/Staff Dev.	85,745.00	-	21,112.87	24.62%
Regular Instruction Equipment	771,988.00	-	-	0.00%
<b>Total ESSER 3.0</b>	<b>3,341,448.00</b>	<b>148,934.11</b>	<b>1,406,637.45</b>	<b>42.10%</b>
<b>TN All Corps</b>				
Salaries & Wages	294,000.00	-	279,402.50	95.03%
Benefits	22,498.00	-	21,373.75	95.00%
Other Supplies & Materials	7,000.00	-	6,751.73	96.45%
Inservice/Staff Dev.	22,302.00	-	12,150.00	54.48%
<b>Total TN All Corps</b>	<b>345,800.00</b>	<b>-</b>	<b>319,677.98</b>	<b>92.45%</b>
<b>Total Expenditures</b>	<b>8,057,722.99</b>	<b>387,353.96</b>	<b>3,338,280.38</b>	<b>41.43%</b>
<b>TOTAL FUND BALANCE</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	

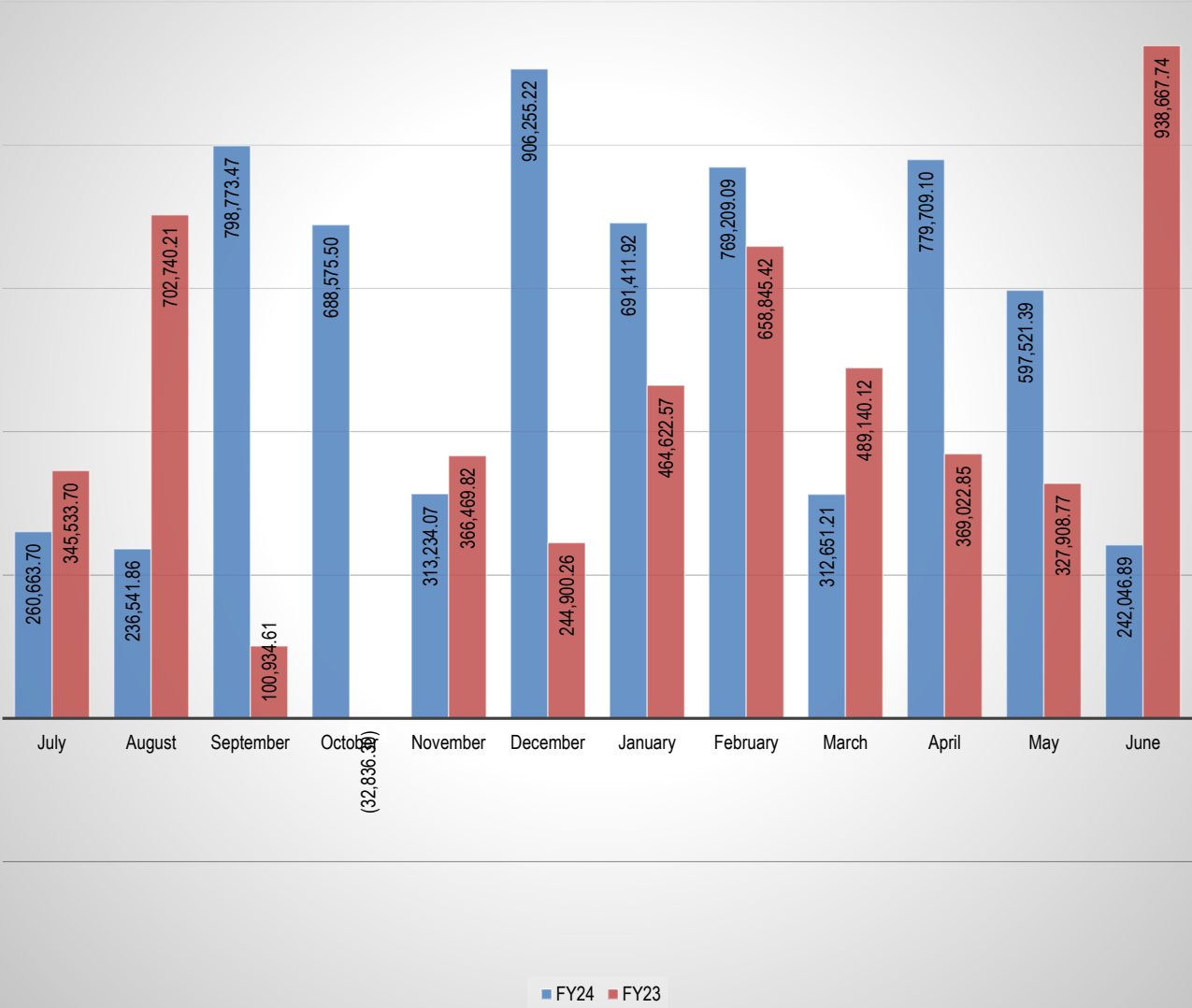
Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**HEALTH INSURANCE FUND**  
As of Month Ending June 30, 2024

	Month	FYTD	BUDGET	EXPENDED
<b>REVENUES:</b>				
Employee Contributions	101,155.91	2,006,933.35	1,862,500.00	107.75%
Employer Contributions	186,090.87	5,362,831.63	5,299,580.00	101.19%
Other Income	-	111,217.16	200,000.00	55.61%
Interest Income	-	32,374.61	-	0.00%
Reserves	-	-	1,104,920.00	0.00%
<b>TOTAL REVENUES:</b>	<b>287,246.78</b>	<b>7,513,356.75</b>	<b>8,467,000.00</b>	<b>88.74%</b>
<b>EXPENDITURES:</b>				
Medical Claims	242,046.89	6,596,593.42	6,822,000.00	96.70%
Stop-Loss Premiums	70,296.04	844,150.29	845,000.00	99.90%
Administrative Expenses	27,141.73	302,002.71	303,000.00	99.67%
Other Contracted Services - Clinic	74,175.62	449,616.67	497,000.00	90.47%
<b>TOTAL EXPENDITURES:</b>	<b>413,660.28</b>	<b>8,192,363.09</b>	<b>8,467,000.00</b>	<b>96.76%</b>
<b>FUND BALANCE</b>	<b>(126,413.50)</b>	<b>(679,006.34)</b>	<b>-</b>	

	FY 24 Cash Basis Claims	FY 23 Cash Basis Claims	
July	260,663.70	345,533.70	
August	236,541.86	702,740.21	
September	798,773.47	100,934.61	
October	688,575.50	(32,836.30)	
November	313,234.07	366,469.82	
December	906,255.22	244,900.26	
January	691,411.92	464,622.57	
February	769,209.09	658,845.42	
March	312,651.21	489,140.12	
April	779,709.10	369,022.85	
May	597,521.39	327,908.77	
June	242,046.89	938,667.74	
Y-T-D	<u>6,596,593.42</u>	<u>4,975,949.77</u>	Monthly Average Budgeted <u>568,500.00</u>

Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**HEALTH INSURANCE FUND**  
 As of Month Ending June 30, 2024

**Analysis of Cash Basis Claims for FY 2023-24**



Germantown Municipal School District  
**REVENUE and EXPENSE REPORT**  
**CAPITAL PROJECTS FUND**  
As of Ending June 30, 2024

	<u>BUDGET</u>	<u>Month</u>	<u>YTD</u>	<u>EXPENDED</u>
<b>REVENUES:</b>				
County Commission	3,701,747.00	734,843.88	2,615,061.35	70.64%
Transfers from City of Germantown	750,000.00	-	-	0.00%
Interest Income	-	-	-	0.00%
Reserves	1,143,810.94	-	-	0.00%
<b>TOTAL REVENUES:</b>	<u>5,595,557.94</u>	<u>734,843.88</u>	<u>2,615,061.35</u>	<u>46.73%</u>
<b>EXPENDITURES:</b>				
Building Construction	139,627.40	-	139,627.40	100.00%
Building Improvements	5,455,930.54	-	252,514.23	4.63%
<b>TOAL EXPENDITURES:</b>	<u>5,595,557.94</u>	<u>-</u>	<u>392,141.63</u>	<u>7.01%</u>
<b>FUND BALANCE</b>	<u>-</u>	<u>734,843.88</u>	<u>2,222,919.72</u>	

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

As of Month Ending June 30, 2024

	BUDGET	Month	YTD	EXPENDED
<b>REVENUES:</b>				
Lunch, Breakfast, A la Carte Sales	1,536,287.00	2,607.10	1,442,612.20	93.90%
USDA School Lunch	589,561.00	-	557,055.13	94.49%
USDA Breakfast	48,497.00	-	46,698.96	96.29%
USDA Other	-	(282,091.14)	38,194.01	0.00%
Other State Funds	-	-	-	0.00%
Other Federal Thru State Funds	26,538.00	-	57,101.20	215.17%
Other Revenue	5,000.00	426.65	8,090.75	161.82%
Reserves	188,428.18	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>2,394,311.18</b>	<b>(279,057.39)</b>	<b>2,149,752.25</b>	<b>89.79%</b>
<b>EXPENDITURES:</b>				
Other Contracted Services - SFE	1,671,470.00	29,177.23	1,646,235.97	98.49%
<b>NET BALANCE</b>	<b>722,841.18</b>	<b>(308,234.62)</b>	<b>503,516.28</b>	<b>69.66%</b>
<b>DISTRICT EXPENDITURES:</b>				
Maint and Repair - Equipment	55,000.00	11,328.74	45,605.74	82.92%
UDSA Commodities	145,240.00	153,258.07	153,258.07	105.52%
Other Supplies & Materials	7,000.00	1,025.00	2,161.00	30.87%
Building Improvements	295,945.18	-	125,467.27	42.40%
Inservice/ Staff Development	2,000.00	-	627.60	31.38%
Equipment	217,656.00	28,703.00	188,433.94	86.57%
<b>TOTAL DISTRICT EXPENDITURES</b>	<b>722,841.18</b>	<b>194,314.81</b>	<b>515,553.62</b>	<b>71.32%</b>
<b>EXPENDITURES TOTAL</b>	<b>2,394,311.18</b>	<b>223,492.04</b>	<b>2,161,789.59</b>	
Excess/(Def) of Revenues over Expenditures	-	(502,549.43)	(12,037.34)	#DIV/0!
Operating Transfer In	-	-	-	#DIV/0!
<b>FUND BALANCE</b>	<b>-</b>	<b>(502,549.43)</b>	<b>(12,037.34)</b>	

Germantown Municipal School District

**REVENUE and EXPENSE REPORT**

**OPEB FUND**

As of Month Ending June 30, 2024

	<u>Month</u>	<u>YTD</u>	<u>BUDGET</u>	<u>EXPENDED</u>
<b>REVENUES:</b>				
Employer Contributions	-	555,908.00	755,000.00	73.63%
Retiree Contributions	96,000.00	96,000.00	80,000.00	120.00%
Interest and Dividend Income	6,967.42	127,973.23	75,000.00	170.63%
Realized gain/(loss) on investments	-	15,112.68	-	0.00%
Unrealized gain/(loss) on investments	50,877.49	408,903.17	293,750.00	139.20%
Other Income			-	0.00%
<b>TOTAL REVENUES</b>	153,844.91	1,203,897.08	1,203,750.00	100.01%
<b>EXPENDITURES:</b>				
Retiree Stipends	9,600.00	106,500.00	100,000.00	106.50%
Medical Claims	115,934.00	515,510.00	600,000.00	85.92%
Insurance Premiums	28,476.12	28,476.12	50,000.00	56.95%
Administrative Expenses	2,958.33	20,849.96	25,000.00	83.40%
<b>TOTAL EXPENDITURES</b>	156,968.45	671,336.08	775,000.00	86.62%
<b>FUND BALANCE</b>	<b>(3,123.54)</b>	<b>532,561.00</b>	<b>428,750.00</b>	

**BALANCE SHEET**

**All Funds**

As of Month Ending June 30, 2024

	School Operating	Federal Projects	Cafeteria	Capital Projects	Health Insurance	OPEB Trust	General Fixed Asset Account Group	Total
<b>ASSETS</b>								
Cash and Cash Equivalents	(386,703.93)	-	1,405,871.83	2,508,575.60	1,344,644.96	110,389.31	-	4,982,777.77
Investments - LGIP	24,165,607.33	-	-	-	-	5,304,916.55	-	29,470,523.88
Investments - Money Market	-	-	-	-	-	-	-	-
Cash Clearing - School Activity	5,000.00	-	-	-	-	-	-	5,000.00
CDARS - First Horizon	-	-	-	-	-	-	-	-
Accrued Interest	-	-	-	-	-	723.72	-	723.72
Accounts Receivable	28,476.12	-	-	-	226,591.94	-	-	255,068.06
Due from Other Govts	3,547,394.32	387,353.96	-	373,459.94	-	-	-	4,308,208.22
Due from City	56,294.84	-	-	-	-	-	-	56,294.84
Due from Schools	75,107.56	-	-	-	-	-	-	75,107.56
Due from Other Funds	282,638.22	-	-	-	-	-	-	282,638.22
Restricted Investments - SRT	1,217,260.00	-	-	-	-	-	-	1,217,260.00
Prepaid Expenses	16,249.84	-	-	-	-	-	-	16,249.84
Fixed Assets:	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	6,377,894.00	6,377,894.00
Land Improvements	-	-	-	-	-	-	1,970,270.25	1,970,270.25
Buildings	-	-	-	-	-	-	112,756,065.28	112,756,065.28
Improvements	-	-	-	-	-	-	8,336,266.31	8,336,266.31
Equipment	-	-	-	-	-	-	20,886,958.97	20,886,958.97
Construction-in-Progress	-	-	-	-	-	-	22,324,777.94	22,324,777.94
Accumulated Depreciation	-	-	-	-	-	-	(32,081,337.51)	(32,081,337.51)
<b>ASSETS TOTAL</b>	<b>29,007,324.30</b>	<b>387,353.96</b>	<b>1,405,871.83</b>	<b>2,882,035.54</b>	<b>1,571,236.90</b>	<b>5,416,029.58</b>	<b>140,570,895.24</b>	<b>181,240,747.35</b>
<b>LIABILITIES</b>								
Accounts Payable	1,159,677.85	7,390.73	40,759.17	-	40,551.75	-	-	1,248,379.50
Accrued Expenses	3,458,757.08	97,352.01	-	-	324,916.00	146,160.12	-	4,027,185.21
Due to the City of Germantown	-	-	-	-	-	-	-	-
Due to Schools	-	-	-	-	-	-	-	-
Due to Other Funds	-	282,611.22	-	-	-	-	-	282,611.22
Unearned Revenue	48,669.00	-	359,206.10	-	-	-	-	407,875.10
<b>LIABILITIES TOTAL</b>	<b>4,667,103.93</b>	<b>387,353.96</b>	<b>399,965.27</b>	<b>-</b>	<b>365,467.75</b>	<b>146,160.12</b>	<b>-</b>	<b>5,966,051.03</b>
<b>FUND BALANCE</b>								
Change in Fund Balance	53,405.93	-	(12,037.34)	2,222,919.72	(679,006.34)	532,561.00	4,958,838.60	7,076,681.57
Beginning Fund Balance	24,286,814.44	-	1,017,943.90	659,115.82	1,884,775.49	4,737,308.46	135,612,056.64	168,198,014.75
Ending Fund Balance	24,340,220.37	-	1,005,906.56	2,882,035.54	1,205,769.15	5,269,869.46	140,570,895.24	175,274,696.32
<b>LIABILITIES AND FUND BAL TOTAL</b>	<b>29,007,324.30</b>	<b>387,353.96</b>	<b>1,405,871.83</b>	<b>2,882,035.54</b>	<b>1,571,236.90</b>	<b>5,416,029.58</b>	<b>140,570,895.24</b>	<b>181,240,747.35</b>
<b>VARIANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**GMSD Board Business Meeting**

June 18, 2024 6:00 PM

Board Room, GMSD Office 3350 Forest Hill Irene Road Germantown, TN

**Board members present:**

Daniel Chatham

Amy Eoff

Angela Griffith

Ryan Strain

**Board members absent:**

Brian Curry

**In Attendance:**

Superintendent Jason Manuel

General Counsel: Valerie Speakman

Board Secretary: Jo Ellen Druelinger

**1. Call to Order**

Chairman Ryan Strain called the meeting to order 6:11 p.m.

**2. Moment of Silence**

Chairman Ryan Strain called for a moment of silence.

**3. Pledge of Allegiance**

Board member Angela Griffith led the Pledge of Allegiance.

**4. Approval of Agenda**

The agenda was amended to add Miscellaneous Budget Amendments #19-29 to the Consent Agenda as item 8.E.

**Motion passed:** I move to approve the agenda as amended adding Miscellaneous Budget Amendments #19-29 under the consent agenda, passed with a motion by Mrs. Amy Eoff and a second by Dr. Daniel Chatham.

Dr. Daniel Chatham      Yea

Mrs. Amy Eoff              Yea

Mrs. Angela Griffith      Yea

Mr. Ryan Strain            Yea

Yea: 4, Nay: 0



## 5. Recognition and Awards

Student Board member Eva Fischer will be featured at the next board business meeting since she could not be at tonight's meeting.

## 6. REPORTS

### A. TN Legislative Update

Board member and TN Legislative Representative Brian Curry was unable to attend the meeting due to work obligations, but Chairman Strain did note a couple legislative-related issues as follows:

First, the United States District Court for the Eastern District of Kentucky issued an Order yesterday, June 17, restraining (or prohibiting) the United States Department of Education from implementing, enacting, or enforcing in the State of Tennessee recently issued Title IX regulations stating, among other things, that for purposes of Title IX, discrimination "on the basis of sex" includes discrimination "on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity." I expect that decision will be appealed to the Sixth Circuit Court of Appeals and, ultimately, to the Supreme Court.

Lastly, since we are not scheduled to meet again until August, please note that the primary elections for state House and Senate seats will be August 1, 2024, with early voting running from July 12 - July 27.

### B. Chairman's Report

Chairman Ryan Strain presented as follows:

Board Members' District-related activities since our last business meeting have included the following:

Board Members Chatham, Curry, Griffith, and Strain:

- Attended the Germantown Education Foundation's 2024-25 grants presentation ceremony.

Board Member Curry also:

- Met with City Administrator Jason Huisman and Assistant City Administrator Andy Sanders regarding GMSD usage of the Germantown Performing Arts Center.

And, finally, I also:

- Attended Mayor Palazzolo's Germantown CEO Roundtable;
- Met with Mayor Palazzolo;
- Met with Germantown Education Foundation Executive Director Elaine Hare;
- Spoke with City Administrator Huisman; and
- Participated in the Houston High School Brand Immersion Workshop.



And now for my report. Summer break is in full swing, and I hope everyone is enjoying some downtime, sun, and vacation. Summer is not just a time for relaxation, however. It's also a great time for preparation. And that's what GMSD is doing now.

Through its summer success camps, GMSD is preparing 3rd graders for the rigors of 4th grade reading and English language arts. Through surveys and community meetings, Houston High is preparing its brand for the future. Through hot and sweaty summer workouts and camps, GMSD athletes are preparing for fall competition. Through summer reading, GMSD students are preparing their minds for learning and discussion when school begins. I encourage everyone to take some time over the next few weeks and prepare for a successful 2024-25 school year. And, of course, also take some time to relax.

**C. Financial Report**

Chief Financial Officer Kevin Jones reported the Total Assets, Liabilities and Fund Balances on the Balance Sheet for period ending May 31, 2024.

**SCHOOL OPERATING FUND**

Sales tax revenues are projected at \$10.3 million v. \$10 million budgeted. Interest income is projected at \$1.2 million v. \$1 million budgeted.

**CAFETERIA FUND**

SFE reported a net income of \$658K year-to-date. Net income after district expenditures totals \$337K.

**OPEB TRUST FUND**

Realized and unrealized gains on investments totaled \$373K year-to-date, exceeding budget favorably by \$79K.

**D. Superintendent's Report**

Superintendent Jason Manuel presented the Superintendent's Report featuring highlights from the 2024-2025 General Fund Budget.

**7. Citizens to be heard**

There were no citizens to be heard at this time.

**8. CONSENT AGENDA**

**Motion passed:** I move to item to approve all the items in the Consent Agenda, passed with a motion by Mrs. Angela Griffith and a second by Mrs. Amy Eoff.

- Dr. Daniel Chatham      Yea
- Mrs. Amy Eoff            Yea
- Mrs. Angela Griffith    Yea
- Mr. Ryan Strain         Yea

Yea: 4, Nay: 0

## **A. Approval of the Minutes**

## **B. Revision of Policies - First Reading**

*Revisions are recommended for the following.*

*First Reading - 6/18/24*

*Second Reading -*

1.501 - Visitors' Code of Conduct

The changes to this policy were driven by a change in State law.

1.810 - Reporting Threats of Mass Violence

The changes to this policy were driven by a change in State law.

2.403 - Surplus Property Sales

The changes to this policy were driven by a change in State law.

2.806 - Bids and Quotations

The changes to this policy were driven by a change in State law.

3.202 - Emergency Planning

The changes to this policy were driven by a change in State law.

4.2013 - Family Life Education- The changes to this policy were driven by a change in State law.

4.401 Textbooks and Instructional Materials

The changes to this policy were driven by a change in State law.

4.403 - Library Collections

The changes to this policy were driven by a change in State law.

4.406 - Artificial Intelligence

This is an entirely new policy which is driven by a new State law.

4.600 - Grading

Most of the changes are driven by a change in State law. However, several changes were made to alleviate repetition, to make clearer the culminating exam requirements for certain types of courses and for better formatting.

**4.603 - Grades K-8 Promotion and Retention**

The changes to this policy were driven by a change in State law.

**4.604 - Credit Awarded in Middle School**

The changes to this policy were driven by a change in State law. However, additional changes were made to bring the existing policy into compliance with Tennessee State Board Rule 0520-01-03-.05.

**5.103 - Substitute Teachers**

This is an entirely new policy driven by an addition to State law.

**5.307 - Physical Assault of School District Employees -** The changes to this policy were driven by a change in State law.

**5.611 - Teacher Code of Ethics and GMSD Employee Responsibility and Ethics**

The changes to this policy were driven by a change in State law.

**6.200 - Attendance and Truancy**

The changes to this policy were driven by an addition to State law.

**6.304 - Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**

The changes to this policy were driven by a change to State law and also to format the policy to be consistent with other policies.

**6.313 - Discipline Policy**

The changes to this policy were driven by an addition to State law.

**C. Revision of Policies - Second Reading**

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

***First Reading - 5/21/24***

***Second Reading - 6/18/24***

**Revision Policy due to state law**

Policy 4.211 Work Base Learning Program

Policy 4.614 Homebound Instruction

Policy 5.113 In Service and Professional Development Opportunities

**D. FY25 Consolidated Application Approval for IDEA/ESEA**



This form ensures that local boards of education are aware of the facts, figures, and representations made in the CFA, including that exhibits, attachments, and assurances are true and correct to the best of their knowledge.

**E. Miscellaneous FY 23-24 Budget Amendments #19-29**

- Miscellaneous Budget Amendment #
- 19 and 20 - Summer Learning Camps
- 21 - Vacation payouts
- 22 - Consolidated Admin
- 23 - Title I
- 24 - Title IV
- 25 - ISM grant
- 26 - ESSER 3.0, bonuses for all staff
- 27 - State SPED preschool grant
- 28 - IDEA, Part B
- 29 - IDEA Preschool

**9. BOARD ACTION ITEMS**

**A. GMSD FY 2024-2025 General Fund Budget - 2nd reading**

Revisions in attached pdf

**Motion passed:** I move to approve the GMSD FY 2024 - 2025 General Fund Budget on 2nd reading, passed with a motion by Dr. Daniel Chatham and a second by Mrs. Amy Eoff.

Dr. Daniel Chatham	Yea
Mrs. Amy Eoff	Yea
Mrs. Angela Griffith	Yea
Mr. Ryan Strain	Yea

Yea: 4, Nay: 0

**B. GMSD FY 2024-25 Federal, Capital, Cafeteria, Health Insurance and OPEB Budgets- 2nd reading**

Changes to Other Funds Budget:

minor revisions on p. 9, Title I reclassification of Other Charges to Staff Development and on p. 17, Carl Perkins Basic, \$1,018 reduction in allocation

**Motion passed:** I move to approve the GMSD FY 2024-2025 Federal, Capital, Cafeteria, Health Insurance and OPEB Budgets on 2nd reading, passed with a motion by Mrs. Angela Griffith and a second by Mrs. Amy Eoff.

Dr. Daniel Chatham	Yea
Mrs. Amy Eoff	Yea
Mrs. Angela Griffith	Yea
Mr. Ryan Strain	Yea

Yea: 4, Nay: 0

**C. Purchase of Chromebooks**

Chromebook devices for all students in grades 6-8 for Board approval

**Motion passed:** I move to approve the purchase of Chromebook devices for all students in grades 6-8 from CDWG in the amount of \$827,700, passed with a motion by Mrs. Amy Eoff and a second by Dr. Daniel Chatham.

Dr. Daniel Chatham	Yea
Mrs. Amy Eoff	Yea
Mrs. Angela Griffith	Yea
Mr. Ryan Strain	Yea
Yea: 4, Nay: 0	

**D. GMSD Instructional Calendar 2025-2026**

Board member Angela Griffith suggested, and the Board approved, that the 2025-2026 instructional calendar be amended as follows:

Friday, April 3 will be called Good Friday/Easter Break and Monday, April 6 will be called Easter Break.

**Motion passed:** I move to approve the GMSD Instructional Calendar 2025-2026 as ammended, passed with a motion by Mrs. Angela Griffith and a second by Dr. Daniel Chatham.

Dr. Daniel Chatham	Yea
Mrs. Amy Eoff	Yea
Mrs. Angela Griffith	Yea
Mr. Ryan Strain	Yea
Yea: 4, Nay: 0	

**10. Announcements**

ANNOUNCEMENTS:

- Summer school and Summer Success camps continue for the next few weeks.
- Forest Hill Elementary kindergarten camps are being held June 21st and July 16th.
- GOAL’s virtual back-to-school night is July 31st at 5:00 p.m.
- New GOAL students can pick up devices on August 1st and 5th at the District Office from 3:00 p.m. to 6:00 p.m.
- The defending state champion Houston High football team has scrimmages on August 2nd at MUS and on August 9th at CBHS.
- School starts back on Wednesday, August 7th.
- GOAL has virtual and in-person Q&A and overview sessions on August 7th, 8th, 12th, and 13th. Please check the district calendar for times and locations.
- The high school varsity football jamboree is August 16th at Arlington.



- The next Board work session is tentatively scheduled for August 13th at 5:30 p.m., and the next Board business meeting is tentatively scheduled for August 20th at 6:00 p.m., both at the District Office.
- Note that we currently do not have a board meeting scheduled for July. If that changes, public notice will be given as usual.
- And, finally, if your HOA or community group is meeting this summer and would like a school board member to speak on anything school related, please reach out to your board members. We'd be happy to participate.

**11. Adjournment**

The meeting was adjourned with consensus at 6:41 p.m.

\_\_\_\_\_  
Chairperson Date

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

# 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>

---

### 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 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.

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

Monitoring: <b>Review: Annually</b>	Descriptor Term: <h2 style="text-align: center;">Inter-District Open Enrollment</h2>	Descriptor Code: <b>6.2061</b>	Issued Date: <b>08/13/24</b> <b>12/14/23</b> <b>09/26/23</b> <b>09/16/19</b> <b>01/13/20</b>
		Rescinds: <b>6.2061</b>	Issued: <b>12/18/18</b>

- 1 The Germantown Municipal School Board understands the demand for a quality education and  
 2 continuity of educational services. In an effort to allow open enrollment for current non-resident  
 3 students and prospective students who live outside the Germantown Municipality, the Superintendent  
 4 will set open enrollment guidelines based on the following priorities:
- 5 1. Germantown Municipal School District Employee’s children
  - 6 2. Academy Students-
    - 7 a. **Honors Academy**- Those who have been accepted into the program as new students.
    - 8 b. **Leadership Academy Students**- Those who have been accepted into the program as  
 9 new students.
    - 10 c. **Fine Arts Academy**- Those who have been accepted into the program as new students.
  - 11 3. City of Germantown employee’s children and currently enrolled student(s) in a GMSD school  
 12 regardless of zone. Priority will be given based on the number of years the students have  
 13 attended Germantown schools.
  - 14 4. Non-Resident Sibling(s) of Current GMSD student
  - 15 5. Non-resident children of Shelby County
  - 16 6. Children of in state, out of county residents
  - 17 7. Children of out of state residents
  - 18 • The school system shall have the right to reject the application of any student who fails to  
 19 demonstrate a satisfactory academic and attendance record and who does not exhibit good  
 20 citizenship qualities. Students expelled or suspended from other schools shall not be accepted  
 21 without prior written approval by the Director of Schools.
  - 22 • Intra-district transfers will be given first priority before inter-district transfers
  - 23 • Applications will be made available for interested parties during the second semester of each  
 24 school year. Dates may vary yearly at a time set by the District Administration. There will be  
 25 at least a 30-day period between the announcement of Open Enrollment and the closing of the  
 26 Open Enrollment application period. Applications will be made available online and online  
 27 computer support will also be available at the District office. Grade bands will be evaluated  
 28 yearly to determine if programmatic capacity or staffing issues are evident for the following  
 29 school year.
-

- 1 • All applications need to be submitted on or before the designated conclusion of Open  
2 Enrollment.
- 3 • Applications received on, or before the deadline, will be processed based on the priorities listed  
4 above. If, in a certain priority level, there are more applicants than seats available, the seats will  
5 be awarded through a lottery format. Applications received after the deadline will be placed on  
6 a wait list until the start of the school year.
- 7 • Parent(s) or guardian(s) will be notified by on or before June 15<sup>th</sup> each year of their continued  
8 transfer status based on Grades, Discipline and /or Attendance.
- 9 • In-state, out-of-county students shall be charged tuition, per pupil, per annum, the amount equal  
10 to the per pupil amount actually received by GMSD from Shelby County and the City of  
11 Germantown during the preceding school year. Children of City of Germantown employees,  
12 children whose families qualify for free and reduced lunch, GMSD's public virtual school  
13 students, and children of GMSD employees, residing in-state, out-of-county shall not be  
14 required to pay tuition.
- 15 • Effective for the 2024-25 school year, out-of-District students residing in Shelby County shall  
16 be charged tuition, per pupil, per annum, the amount equal to the per pupil amount actually  
17 received by GMSD from the City of Germantown during the preceding school year. Children  
18 of City of Germantown employees, children whose families qualify for free and reduced lunch,  
19 GMSD's public virtual school students, and children of GMSD employees, residing out-of-  
20 district but in Shelby County shall not be required to pay tuition.
- 21 • Out-of-State students shall be charged tuition, per pupil, per annum, the amount of the average  
22 GMSD per pupil cost. Children of GMSD employees and children of City of Germantown  
23 employees residing out-of-state shall not be required to pay tuition.
- 24 • Transportation is not provided for any student that is granted an open enrollment transfer.
- 25 • Students who are participating in Open Enrollment (Inter-District Transfers) must maintain  
26 acceptable behavior, attendance and academic standing. If behavior, attendance or academic  
27 standing is not acceptable, the principal reserves the right to rescind the transfer at the end of  
28 the school year and the student will return to his/her school of zoning for the following year.  
29 The Superintendent, or his designee, has the authority to rescind or modify a transfer for  
30 reasons other than those listed above. Such alternatives to the above qualifications as the  
31 Superintendent may find appropriate or acceptable.

32 Contingencies that affect inter-district transfers include, but are not limited to, the following:

- 33 • The number of inter-district transfers per elementary or middle school shall not exceed 20% of  
34 the school's preceding year's resident enrollment. For new schools, we will use projected  
35 enrollments. This provision does not apply to GMSD's public virtual school.
- 36 • Transfers are limited based on optimal learning capacity of the school
- 37 • The restrictions on a number of students in a program due to circumstances unique to that  
38 specific program, or financial or operating conditions of the District.

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Legal References

T.C.A. § 49-6-403  
T.C.A. § 49-6-3003



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2024-2025

Amendment # 1

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71100-116	Teachers - Title I	195,500		2,460	197,960
142-71100-189	Other Salaries and Wages	214,920		(3,192)	211,728
142-71100-201	Social Security	26,810		1,969	28,779
142-71100-204	TCRS	37,060		3,375	40,435
142-71100-206	Life Insurance	400		85	485
142-71100-207	Medical Insurance	16,000		(616)	15,384
142-71100-212	Medicare	6,370		522	6,892
142-71100-399	Other Contracted Services	13,500		(13,500)	-
142-71100-429	Instructional Supplies and Materials	28,135		12,000	40,135
142-71100-722	Instructional Equipment	51,200		2,192	53,392
142-72130-162	Clerical Personnel	-		6,000	6,000
142-72130-189	Other Salaries and Wages	35,000		1,500	36,500
142-72130-201	Social Security	3,000		465	3,465
142-72130-204	TCRS	3,800		773	4,573
142-72130-212	Medicare	600		110	710
142-72130-399	Other Contracted Services	53,000		(53,000)	-
142-72210-189	Other Salaries and Wages	-		16,000	16,000
142-72210-201	Social Security	-		995	995
142-72210-204	TCRS	-		1,710	1,710
142-72210-212	Medicare	-		240	240
142-72210-524	Inservice / Staff Development	166,968		19,912	186,880

**REASON FOR AMENDMENT: Title I Revisions (Program 100) - EPlan approved 8/7/2024**

**APPROVAL / DENIAL:**

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

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

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

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



## Germantown Municipal School District Budget Amendment

Fiscal Year: 2024-2025

Amendment # 2

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-72210-189	Other Salaries and Wages	46,556		3,000	49,556
142-72210-201	Social Security	2,900		200	3,100
142-72210-204	TCRS	3,200		180	3,380
142-72210-212	Medicare	700		25	725
142-72210-524	Inservice / Staff Development	44,339		(3,405)	40,934

**REASON FOR AMENDMENT: Title II Revisions (Program 200) - EPlan approved 8/7/2024**

**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: 2024-2025

Amendment # 3

GMSD Acct #	GMSD Acct	Original Budget	Approved Changes	Requested Changes	Amended Budget
142-71100-116	Teachers	-		26,000	26,000
142-71100-169	Part-Time Personnel	30,000		(30,000)	-
142-71100-201	Social Security	1,900		(200)	1,700
142-71100-204	TCRS	3,200		(1,400)	1,800
142-71100-206	Life Insurance	-		90	90
142-71100-207	Medical Insurance	-		1,600	1,600
142-71100-429	Instructional Supplies and Materials	11,200		1,000	12,200
142-71100-499	Other Supplies and Materials	5,871		(5,539)	332
142-71100-722	Instructional Equipment	8,589		8,449	17,038

**REASON FOR AMENDMENT: Title IV Revisions (Program 440) - EPlan approved 8/7/2024**

**APPROVAL / DENIAL:**

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

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

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

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

## Germantown Municipal School District

### School Fees - Requested Student Fees

**2024 - 25 School Year**

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<b>REQUESTED STUDENT FEES - Fees for a class/course which are part of a grade and/or credit course</b>
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School	REQUESTED Fees	Purpose	Course	Requester	Notes
Dogwood Elementary	\$20.00	Instructional Fee	School Wide	Woody	Consumable materials/computer programs/novels/AR
Dogwood Elementary	\$100.00	Orchestra Fee	5th	Thurman	Books, Uniforms, Sheet Music, Accessories
Farmington Elementary	\$100.00	Orchestra Fee	5th	Short	1 shirt, Method Books, NAFME Dues, miscellaneous supplies
Forest Hill Elementary	\$35.00	ALEKS	Gifted Program	Brenneman	Advanced Math Practice
Forest Hill Elementary	\$100.00	Orchestra	5th	Smith	1 shirt, Method Books, NAFME Dues, miscellaneous supplies
Forest Hill Elementary	\$20.00	Instructional Fee	School Wide	Percoski	Consumable materials/computer programs/novels/AR

GOAL	\$20.00	PSAT	PSAT	Fisher	Cost of test and processing fee
GOAL	\$50.00	Application Fee	School Wide	Fisher	Application fee
GOAL	\$100.00	AP Exam	AP Courses	Fisher	AP Exams
Houston High	\$40.00	Course Fee	Audio/Visual Production	Hamilton	SD cards, Batteries, microphones, cables, and supplies
Houston High	\$50.00	Course Fee	All Students	All courses	Laptop insurance for 1:1 initiative
Houston High	\$50.00	Course Fee	All Students	All courses	Laptop insurance for 1:1 initiative
Houston High	\$150.00	Course Fee	AP Capstone	Ross	AP Registration/Exam
Houston High	\$35.00	Course Fee	Anat&Phys	M Smith	Lab fees
Houston High	\$35.00	Course Fee	Anat&Phys - CTE	Kinler	Lab fees
Houston High	\$35.00	Course Fee	AP Bio	Wakefield	Lab fees
Houston High	\$35.00	Course Fee	AP Chemistry	Kennon	Lab Fees
Houston High	\$20.00	Course Fee	AP Computer Science A	Wartenberg	workbooks
Houston High	\$20.00	Course Fee	AP Computer Science Principles	Alsbrook	workbooks
Houston High	\$25.00	Course Fee	AP English Language	Cox/Hunter	workbooks
Houston High	\$25.00	Course Fee	AP English Literature	McKinney/Middlekauff	workbooks
Houston High	\$35.00	Course Fee	AP Environmental Scienc	Minton	Lab fees
Houston High	\$25.00	Course Fee	AP Human Geography	Robinson	workbooks
Houston High	\$25.00	Course Fee	AP Macroeconomics/ AP Microeconomics	Lubin	workbooks

## Germantown Municipal School District

### School Fees - Requested Student Fees

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Houston High	\$30.00	Course Fee	AP U.S. Government	Brock	workbooks
Houston High	\$50.00	Course Fee	Adv. Mixed Media	Spillman	Materials and supplies
Houston High	\$20.00	Course Fee	Adv. Painting	Spillman	Materials and supplies
Houston High	\$150.00	Course Fee	Adv Painting	Spillman	Art kits
Houston High	\$35.00	Course Fee	Art 1	Anderson	Materials and supplies
Houston High	\$15.00	Course Fee	Art 1 Honors	Jackson	Materials and supplies
Houston High	\$122.00	Course Fee	Art 1 Honors	Jackson	Art kits
Houston High	\$15.00	Course Fee	Art 2 Honors	Spillman	Materials and supplies
Houston High	\$157.00	Course Fee	Art 2 Honors	Spillman	Art kits
Houston High	\$25.00	Course Fee	Art Illustration	Spillman	Materials and supplies
Houston High	\$90.00	Course Fee	Art Illustration	Spillman	Art kits
Houston High	\$35.00	Course Fee	AP Drawing	Spillman	Materials and supplies
Houston High	\$35.00	Course Fee	Bio2 DE	Poole	Lab fees
Houston High	\$100.00	Course Fee	Clinical Internship	Coleman	Lab fees and medical supplies
Houston High	\$70.00	Course Fee	Diagnostic Med	Kinler	Lab fees, trip fees, supplies
Houston High	\$60.00	Course Fee	Exercise Science	Coleman	Lab fees, trip fees, supplies
Houston High	\$70.00	Course Fee	Health Sci Ed	Coleman/Kinler	Lab fees, trip fees, supplies
Houston High	\$75.00	Course Fee	Honors Concert Choir	Healy	Supplies and materials
Houston High	\$75.00	Course Fee	Honors Treble Choir	Healy	Supplies and materials
Houston High	\$20.00	Course Fee	Human Studies	Boggan	Sewing, cooking supplies, egg babies, activities
Houston High	\$7.00	Course Fee	Latin	Purcell/Simone	National Latin Exam fees
Houston High	\$40.00	Course Fee	Life Skills Lab	TBD	Supplies, activities, and materials
Houston High	\$15.00	Course Fee	Lifespan Development	Boggan	Supplies, activities, Baby maintenance
Houston High	\$15.00	Course Fee	Mechatronics I	Houston	Supplies and materials
Houston High	\$15.00	Course Fee	Mechatronics II	Houston	Supplies and materials
Houston High	\$70.00	Course Fee	Medical Assisting	Coleman	Medical supplies
Houston High	\$70.00	Course Fee	Medical Therapeutics	Coleman	Lab fees and medical supplies
Houston High	\$50.00	Course Fee	Nutrition	Wilkins	Supplies and materials
Houston High	\$200.00	Course Fee	Orchestra	Kang	membership fees, music, instrument repairs, travel expenses
Houston High	\$35.00	Course Fee	Organic Chemistry Honors	Kennon	Lab Fees
Houston High	\$70.00	Course Fee	Rehabilitation Therapy	Coleman	Lab fees and medical supplies
Houston High	\$35.00	Course Fee	Robotics	Phillips	Team registration, competitive events, parts/materials
Houston High	\$35.00	Course Fee	STEM 1	Phillips	Supplies and equipment
Houston High	\$35.00	Course Fee	STEM 2	Phillips	Supplies and equipment
Houston High	\$35.00	Course Fee	STEM 3	Phillips	Supplies and equipment
Houston High	\$35.00	Course Fee	STEM 4	Phillips	Supplies and equipment

## Germantown Municipal School District

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Houston High	\$50.00	Course Fee	Indoor Color Guard - A	Carpenter	Uniforms, instruments, repairs, music, transportation
Houston High	\$50.00	Course Fee	Indoor Color Guard - B	Carpenter	Uniforms, instruments, repairs, music, transportation
Houston High	\$50.00	Course Fee	Indoor Drumline	Carpenter	Uniforms, instruments, repairs, music, transportation
Houston High	\$8.00	Foreign Language Fair	German Honors	Penrod	Foreign Language Fair fees
Houston High	\$8.00	Foreign Language Fair	French classes	Johnson	Foreign Language Fair
Houston High	\$8.00	Foreign Language Fair	Latin classes	Simone	Foreign Language Fair
Houston High	\$4.00	French National Contest	French Honors	Johnson	French National Contest
Houston High	\$8.00	National German Exam	German Honors	Penrod/Latvatalo	National German Exam fees
Houston High	\$9.00	National Latin Exam	Latin	Purcell/Simone	National Latin Exam fees
Houston High	\$6.00	National Spanish Exam	Spanish Honors	Purcell/Ferryman/ Stewardson	National Spanish Exam
Houston High	\$25.00	PSAT	PSAT	Ross	Cost of test and processing fee
Houston Middle	\$25.00	Art Fee	Art	Wroblewski/Whittset/Hi gginbotham	Art supplies, sketchbooks, iPad apps, and printing needs
Houston Middle	\$150.00	Band Fee	Band	Nesvick	Mbrshp Fees, Venues, instrument maintenance, Registration Fees, Method Books, Sheet Music, Replacement Fees, travel costs, various band supplies
Houston Middle	\$30.00	Choir Fee - Semester	Choir	Timmerman	Sheet music, Membership fees, travel costs, various choir supplies
Houston Middle	\$60.00	Choir Fee - Year	Choir	Timmerman	Sheet music, Membership fees, travel costs, various choir supplies
Houston Middle	\$150.00	Orchestra Fee	Orchestra	Kang/Thurman	Mbrshp Fees, Venues, instrument maintenance, Registration Fees, Method Books, Sheet Music, Replacement Fees, travel costs, various orchestra supplies
Houston Middle	\$75.00	Choir Performance Uniform	New Choir Students	Timmerman	Choir Dress (students will have either the dress OR shirt&pants)
Houston Middle	\$50.00	Choir Performance Uniform	New Choir Students	Timmerman	Choir Shirt & Pants (students will have either the dress OR shirt&pants)
Houston Middle	\$25.00	Food Elective Fee	Science Students	Starks	Consumable items for lab activities
Houston Middle	\$25.00	Yearbook Elective Fee	Yearbook Students	Squires	Tshirts, class supplies
Houston Middle	\$10.00	PE Fee	PE Students	Spurlock	New equipment and replacement parts, Fitness technology
Houston Middle	\$10.00	Agenda Book Fee	6th grade Students	HMS	Agenda book required for 6th grade, offered to all
Riverdale Elementary	\$30.00	1:1 Blended Learning	All 7th & 8th grade	GMSD	iPad insurance for 1:1 initiative
Riverdale Elementary	\$20.00	Art Supplies/Clay	6th-8th	Sammons	Art Supplies for advanced art students

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**School Fees - Requested Student Fees**

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Riverdale Elementary	\$100.00	Orchestra Fee	5th	Short	field trips, NAFME membership dues, and miscellaneous supplies.
Riverdale Elementary	\$100.00	Orchestra Fee	6th-8th	Short	This fee covers their 2 shirts, method book, buses for concert festival and field trips, NAFME membership dues, and miscellaneous supplies.
Riverdale Elementary	\$50.00	Choir Fee	6th-8th	Caudle	Music/Supplies/T-shirt
Riverdale Elementary	\$150.00	Band Fee	6th-8th	Woodring	Music/Supplies/T-shirt
Riverdale Elementary	\$20.00	PE Uniform	5th-8th	Thompson	Required PE uniform for all 5th-8th grade students
Riverdale Elementary	\$50.00	1:1 Blended Learning-8th graders	8th	GMSD	Laptop insurance for 1:1 initiative

**Germantown Municipal School District**  
**School Fees - Activity Costs**  
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**ACTIVITY COSTS - Costs for activities which occur outside the regular school day and are not part of a credited course**

School	ACTIVITY COSTS	Purpose	Club/Athletic Team/Booster Club	Sponsor/Coach	Notes
Dogwood Elementary	\$20.00	Supplies	Student Ambassadors	Fitchpatric	T-shirts, meeting refreshments, parties
Dogwood Elementary	\$45.00	Supplies	Safety Patrol	Martin/Guntharp	Belts, badges, award Pins, t-shirt, supplies & food for two parties (Fall & Spring), end of the year awards, patrol flags
Dogwood Elementary	\$100.00	Registration and Supplies	Cross Country	Lessley	MYA fee, banquet, uniform, incentives, awards, and some meet fees
Dogwood Elementary	\$25.00	Supplies	Steel Drum Group	Smith	Shirt, music, supplies
Dogwood Elementary	\$25.00	Supplies	Art Stars	Luyendyk	Consumable materials used for art activities
Dogwood Elementary	\$35.00	Cross Country Camp	Cross Country	Lessley	Cross Country Camp Registration
Dogwood Elementary	\$25.00	Supplies	Book Club	Guynes	Books, supplies
Dogwood Elementary	\$100.00	Supplies	Guitar Club	Brookshire	Music, t-shirt, stipend
Dogwood Elementary	\$10.00	Supplies	Card Game Club	Grimm	Games, snacks
Dogwood Elementary	\$25.00	Supplies	Principal Advisory Council	Woody	Shirt, snacks, events
Farmington Elementary	\$175.00	Costumes, uniforms, operations	Falcon Footlights (play)	Pettie	Cast members
Farmington Elementary	\$160.00	Materials	FES 5K club	Brasfield	Entrance into races and materials - uniforms, warm ups, water bottles, etc.
Farmington Elementary	\$5.00	Supplies	Chess Club	Lane	Supplies
Farmington Elementary	\$35.00	Supplies	Guitar Club	Brookshire	Supplies
Farmington Elementary	\$40.00	Supplies	Choir	Assad	Supplies
Farmington Elementary	\$40.00	Supplies	Choir	Assad	Supplies
Forest Hill Elementary	\$50.00	Supplies	Choir	Simons	Shirts and Materials
Forest Hill Elementary	\$40.00	Supplies	Farmington Farmers	House	Gardening supplies and plants
Forest Hill Elementary	\$15.00	Supplies	Composting Club	Sullivan	Supplies to build compost bins
Forest Hill Elementary	\$100.00	Registrations and Jersey	FHES Running	Wood	Registrations and jerseys
Forest Hill Elementary	\$25.00	Supplies	Art Club	Kougher	Art materials for projects
Forest Hill Elementary	\$20.00	Supplies	Kindness Club	Howard	Materials and shirts
Forest Hill Elementary	\$35.00	Supplies	Guitar Club	Gibson	Supplies
Forest Hill Elementary	\$40.00	Supplies/Entry Fees	Chess Club	Giovannini	Registration for tournament, shirt, chess boards
GOAL	\$100.00	Graduation	N/A	Fisher	Senior graduation, Caps/Gowns
Houston High	\$500.00	Annual Dues	Band	Carpenter/Sims	Memberships, transportation, clinics, instruments/repair, music, miscellaneous
Houston High	\$1,500.00	Annual Dues	Baseball	McCarter	Field maintenance, uniforms, equipment, officials
Houston High	\$600.00	Annual Dues	Basketball Boys	Sabau	Travel, equipment, supplies, miscellaneous
Houston High	\$750.00	Annual Dues	Basketball Girls	Lewis	Travel, equipment, supplies, miscellaneous, officials
Houston High	\$160.00	Annual Dues	Bowling	Quinn	Entry fees, miscellaneous
Houston High	\$5,000.00	Annual Dues	Cheer	Simpson	Tumbling, entry fees, instruction, travel, competition fees
Houston High	\$400.00	Annual Dues	Cross Country	R. Randall	Entry fees
Houston High	\$100.00	Annual Dues	Cross Country	R. Randall	Uniform
Houston High	\$350.00	Annual Dues	Football	J. Thomas	Travel, equipment, supplies, miscellaneous, officials

**Germantown Municipal School District**  
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Houston High	\$450.00	Annual Dues	Golf	Brock/Gaylord	Travel, equipment, supplies, gear, miscellaneous
Houston High	\$5,000.00	Annual Dues	Pom	H. Thomas	Entry fees, instruction, travel, competition fees
Houston High	\$850.00	Annual Dues	Soccer Boys	Wolff	Field maintenance, uniforms, equipment, officials
Houston High	\$850.00	Annual Dues	Soccer Girls	Wolff	Entry fees, team gear, miscellaneous
Houston High	\$1,000.00	Annual Dues	Softball	Jackson	Field maintenance, uniforms, equipment, officials
Houston High	\$300.00	Annual Dues	Boys Tennis	Benzing	Field maintenance, uniforms, equipment, officials
Houston High	\$300.00	Annual Dues	Girls Tennis	Benzing	Field maintenance, uniforms, equipment, officials
Houston High	\$300.00	Annual Dues	Track and Field	S. Hamlett	Entry fees and supplies
Houston High	\$100.00	Annual Dues	Track and Field	S. Hamlett	uniform
Houston High	\$2,500.00	Annual Dues	Volleyball	Pendleton	Entry fees, team gear, miscellaneous
Houston High	\$850.00	Annual Dues	Wrestling	Shirley	Entry fees, TSSAA weight management fees, travel, miscellaneous
Houston High	\$15.00 (underclass); \$20.00 (seniors)	Club Dues	30 and Above	Handy/Ku	Zoo trip, graduation cords, supplies
Houston High	\$25.00	Club Dues	American Chemistry Society	Kennon	Supplies
Houston High	\$350.00	Club Dues	Archery	Kinler	Travel, equipment, supplies, gear, miscellaneous
Houston High	\$10.00	Club Dues	Asian American/Pacific Islanders	Brock	Supplies
Houston High	\$25.00	Club Dues	Badminton Club	Minton	Equipment, and supplies
Houston High	\$500.00	Club Dues	Basketball Cheer	Unnamed	Uniforms and instruction
Houston High	\$20.00	Club Dues	Beautifully Unique	Fisher	Activities
Houston High	\$25.00	Club Dues	Best Buddies	Clarke	Membership fees
Houston High	\$65.00	Club Dues	Beta Club	J. Smith	Activities and supplies
Houston High	\$10.00	Club Dues	Book Club	Wilder/Underwood	Activities, materials
Houston High	\$25.00	Club Dues	Computer Science	Alsbrook	Supplies
Houston High	\$20.00	Club Dues	Computer Skills USA	Juneau/Uhiren/Houston	Activities, supplies, competitions
Houston High	\$20.00	Club Dues	Cosmetology	Gladney	Supplies
Houston High	\$100.00	Club Dues	Cyber Patriot	Wartenberg	Registration fees, competitions, competition expenses
Houston High	\$25.00	Club Dues	Debate	Steepleton	Membership fees
Houston High	\$25.00	Club Dues	DECA	Harvell	Membership dues
Houston High	\$20.00	Club Dues	Drama	Christie	Supplies
Houston High	\$25.00	Club Dues	DRIP	Condra	Supplies
Houston High	\$75.00	Club Dues	Electronic Sports	McKinney	Unlimited pass, shirts/jerseys, masks, and equipment
Houston High	\$20.00	Club Dues	Environmental	TBD	Activities, supplies
Houston High	\$35.00	Club Dues	Fantasy Sports Club	Harvey/Collins	Supplies
Houston High	\$20.00	Club Dues	Fashion Club	Becker	Supplies
Houston High	\$30.00	Club Dues	FBLA	TBD	Local, state competitions
Houston High	\$15.00	Club Dues	FCA	Lewis	Materials, activities
Houston High	\$40.00	Club Dues	FCCLA	Wilkins/Boggan	Local and national dues, tees
Houston High	\$30.00	Club Dues	FFA	Rose	Membership, dues
Houston High	\$10.00	Club Dues	Folk Dancing	Penrod	Folk Dance Outfits
Houston High	\$10.00	Club Dues	French Club	Johnson	supplies
Houston High	\$25.00	Club Dues	German Club	Penrod	Gift cards, consumables, folk dance outfits
Houston High	\$20.00	Club Dues	Hindu Student Association	Puri	Supplies
Houston High	\$5.00	Club Dues	Hispanic/Latino Student Assoc.	Seboldt	Supplies
Houston High	\$35.00	Club Dues	Horizons	Sadler/King	field day
Houston High	\$40.00	Club Dues	HOSA	Coleman	National & state membership dues, tees
Houston High	\$350.00	Club Dues	HOSA	Coleman	Travel expenses - State competition
Houston High	\$850.00	Club Dues	HOSA	Coleman	Travel expenses - National competition

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Houston High	\$20.00	Club Dues	Investment	Seboldt	Supplies
Houston High	\$20.00	Club Dues	International	Penrod	Consumables, gift cards, Extravaganza, Project Grad
Houston High	\$30.00	Club Dues	Key Club	J. O'Brien	Fees, activities, materials
Houston High	\$25.00	Club Fees	Knitting/Crochet Club	Bansal	Yarn, hooks, needles, other supplies
Houston High	\$25.00	Club Dues	Knowledge Bowl	Poole/Kennon	Competition fees, tees
Houston High	\$25.00	Club Dues	Latin Club/Jr Classical League	Simone	Dues, National Latin Exam
Houston High	\$200.00	TJCL Latin Convention	Latin Club	Simone	TJCL Convention fees
Houston High	\$5.00	Latin Fall Festivus	Latin Club	Simone	Latin Fall Festivus
Houston High	\$8.00	U of M Language Fair	Latin	Simone	Entry fee
Houston High	\$20.00	Club Dues	Nat'l Art Honor Society	Spillman	Dues, activities, supplies, materials
Houston High	\$5.00	Club Dues	National Latin Honor Society	Simone	Supplies, honor cords
Houston High	\$20.00	Club Dues	National German Honor Society	Penrod	Membership and supplies
Houston High	\$20.00	Club Dues	Mahjong	Harvey	Supplies
Houston High	\$25.00	Club Dues	Math	Lee	Supplies and competition entry fees
Houston High	\$20.00	Club Dues	Model UN	Brock	Conference fees
Houston High	\$20.00	Club Dues	Mu Alpha Theta	Bansal	Membership, honor cords
Houston High	\$20.00	Club Dues	Muslim Student Association	Khawaja	Supplies
Houston High	\$20.00	Club Dues	Mustang Mentors	Wells	activities
Houston High	\$30.00	Club Dues	Nat'l Honor Society	Seboldt	Membership, honor cords
Houston High	\$50.00	Club Dues	Nat'l Technical Honor Society	Coleman	National membership, induction services
Houston High	\$40.00	Club Dues	Pickleball Club	Martin	Tournament fees and supplies
Houston High	\$150.00	Club Dues	Plays (Fall Play)	Christie	Royalties, scenic design, costumes, scripts and professionals
Houston High	\$200.00	Club Dues	Plays (Spring Musical)	Christie	Royalties, scenic design, costumes, scripts and professionals
Houston High	\$25.00	Club Dues	Pride	M. Smith/Minton	Activities, supplies
Houston High	\$40.00	Club Dues	School Newspaper	Becker	Annual subscription cost for the newspaper website
Houston High	\$20.00	Club Dues	RAK	TBD	Monies used to randomly help people
Houston High	\$30.00	Club Dues	Rescue Paws	Plaisance	Activities, supplies, materials
Houston High	\$30.00	Club Dues	Rho Kappa	Robinson	Honor cords, lecture series
Houston High	\$20.00	Club Dues	SADD	Fisher	Activities, materials
Houston High	\$40.00	Club Dues	Science Club	Minton/Perry/Malloy	Activities, materials and competition fees
Houston High	\$20.00	Club Dues	SGA	Spain	Activities, supplies, materials
Houston High	\$25.00	Club Dues	St. Jude Club	TBD	Activities, service project supplies
Houston High	\$30.00	Club Dues	Social Media	Riley	Activities, supplies, materials
Houston High	\$30.00	Club Dues	Spanish Club	Almonte	Membership, fees, activities & materials
Houston High	\$20.00	Club Dues	Spanish Honor Society	Ferryman	National dues, induction expenses, Quia, supplies
Houston High	\$20.00	Club Dues	Spanish Honor Society	Ferryman	Honor cords
Houston High	\$30.00	Club Dues	SWENext	Phillips	Activities, materials
Houston High	\$20.00	Club Dues	Student Impact	Boyer	Dues, donations, tees
Houston High	\$1,500.00	Club Dues	Trap	Collins	Full membership, practice materials, competitions
Houston High	\$100.00	Club Dues	TSA	Phillips	State and national dues/fees; competitions
Houston High	\$350.00	Club Dues	TSA	Phillips	Hotel & transportation - State conference
Houston High	\$30.00	Club Dues	Yearbook	Cox	T-shirts
Houston High	\$95.00	Course Fee	1st & 2nd 4-hour DE course	Varied/Akey	University tuition
Houston High	\$98.00	Course Fee	3rd 3-hour DE course	Varied/Akey	University tuition
Houston High	\$195.00	Course Fee	3rd 4-hour DE course	Varied/Akey	University tuition
Houston High	\$298.00	Course Fee	4th 3-hour DE course	Varied/Akey	University tuition
Houston High	\$364.00	Course Fee	4th+ 4-hour DE course	Varied/Akey	University tuition
Houston High	\$198.00	Course Fee	5th+ 3-hour DE course	Varied/Akey	University tuition

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Houston High	\$100.00	Graduation Fee	12th Grade Students	H. Ross	Costs associated with graduation
Houston High	\$5.00	Optional Exam	Latin	Purcell/Simone	National Classical Etymology Exam fees
Houston High	\$5.00	Optional Exam	Latin	Purcell/Simone	National Classical Civilization Exam fees
Houston High	\$9.00	Optional Exam	Latin	Purcell/Simone	National Latin Exam fees
Houston High	\$5.00	Optional Exam	Mythology	Purcell/Simone	National Mythology Exam fees
Houston High	\$3.00	Optional Exam	Translation	Purcell/Simone	CAMWS Translation Contest fees
Houston High	\$25.00	Lit Mag Fee	Literary Magazine	Chandler	Materials for magazine/final product
Houston High	\$5.00	Locker Fee	Students Using Lockers	Suchman	Locker rental
Houston High	\$50.00	Parking Fee	Students Parking on Campus	P. Ross/Suchman	Parking pass
Houston High	\$75.00	Parking Fee w/painting	Students Parking on Campus	P. Ross/Suchman	Optional painting of parking spot
Houston Middle	\$150.00	Theatre Fee	Musical Theatre Performance	Timmerman/Bell	Music/script, sets, costumes, promotion, production supplies, team building
Houston Middle	\$100.00	Club Dues	Science Olympiad	Martin/Jordan	Supplies for test binders, build/lab event materials, digital practice tests, and registration fees
Houston Middle	\$20.00	Club Dues	National Junior Honor Society	Fowler/Hosea/Roth	Induction, activities, and supplies
Houston Middle	\$25.00	Club Dues	Beta Club	Schoonover	Induction, activities, and supplies
Houston Middle	\$30.00	Club Dues	Mythology Club	Hosea/Simone	National exam, Fesitvus event, tshirt, club activity supplies
Houston Middle	\$500.00	Team Fee	Football	Breen/Harris	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$500.00	Team Fee	Volleyball	Pratt	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$150.00	Varsity Team Fee	Girls Soccer	Ammons	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$100.00	JV Team Fee	Girls Soccer	Ammons	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$500.00	Team Fee	Boys Soccer	Pratt	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$500.00	Team Fee	Girls Basketball	Squires	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$500.00	Team Fee	Boys Basketball	Starks	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$250.00	Team Fee	Cross Country	Gunnell	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$250.00	Team Fee	Track	Andereck	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$300.00	Team Fee	Swimming	Roth	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$350.00	Team Fee	Tennis	Pohlman	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$350.00	Team Fee	Golf	Watson	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$500.00	Team Fee	Girls Lacrosse	Hume/Heim/Hosea	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$500.00	Team Fee	Boys Lacrosse	Bell/Watson	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$500.00	Team Fee	Baseball	Breen/Barthallow/Betchick	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events

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08.13.24

Houston Middle	\$500.00	Team Fee	Softball	Squires	Coaching, sponsors, equipment & supplies, tournament & officials fees, uniforms, events
Houston Middle	\$575.00	Team Fee	Basketball Sideline Cheer	Taylor	Coaching, sponsor, uniforms, equipment & supplies, events
Houston Middle	\$4,865.00	Total amount split into monthly dues	Cheer Team	Higginbotham	Coaching fee, sponsor fee, camps, Pride tumbling, practice clothes, uniforms, bag, travel, Nationals airfare and Land Package
Houston Middle	\$4,950.00	Total amount split into monthly dues	Pom Team	Kerr/Strickland	Coaching fee, sponsor fee, camps, choreography, competition registration, Nationals, equipment, team morale happies, music, yearbook ads, supplies
Riverdale Elementary	\$4,000.00	Cheer	Booster Club	Woolfolk	Coaching fee, sponsor fee, camps, Pride tumbling, practice clothes, uniforms, bag, travel, Nationals airfare and Land Package
Riverdale Elementary	\$20.00	Dues	NJHS	Young	Annual Dues-certificates/pins
Riverdale Elementary	\$15.00	Dues	Beta Club	Harbin	Dues
Riverdale Elementary	\$20.00	Fee	Kids Care	Padgett	T-shirt/supplies/pizza party
Riverdale Elementary	\$75.00	Fee	Riverdale Theatre	Moss	Participation fee for Spring Musical to help cover expenses
Riverdale Elementary	\$150.00	JV Basketball	6th/7th	Freeman	League Fees, shirt, awards/party
Riverdale Elementary	\$276.00	Girls Basketball	6-8th	Owsley	Warm up shirt, warmup pants/jacket, shoes, socks, and athletic bag
Riverdale Elementary	\$15.00	Glee Club	1-5th	Caudle	Shirt, decorations for show
Riverdale Elementary	\$100.00	Raider Theater	1-8th	Moss/Stevens	T-shirt, costumes, set, material
Riverdale Elementary	\$20.00	Production Club	5-8th	Moss/Stevens	T-shirt, materials
Riverdale Elementary	\$5.00	Riverdale Rocks	3-5th	Sutton	Paint, supplies
Riverdale Elementary	\$15.00	Intramural Club	4-6th	Huggins	Shirt, supplies
Riverdale Elementary	\$80.00	Cross Country	3-8th	Faught	MYA fees and supplies
Riverdale Elementary	\$75.00	Track	3-8th	Dodge	MYA fees, jersey
Riverdale Elementary	\$6.00	Junior Honors Academy	8th	Ward/Ponder	Optional shirt
Riverdale Elementary	\$25.00	Ambassadors	8th	Fisher	2 shirts
Riverdale Elementary	\$3.00	Pay It Forward Club	6-7th	Dodson/Curtis/Edens	Supplies, end of year party
Riverdale Elementary	\$140.00	Honors Choir	6-8th	Caudle	Shirt, music, festivals, busses, attire rental (trip is separate)
Riverdale Elementary	\$10.00	Girls Club	3-5th	Greenberg	Art supplies, snacks
Riverdale Elementary	\$255.00	Swim Team	6-8th	Fristick	League Fees, shirt, cap, t-shirt, Germantown Athletic Club use
Riverdale Elementary	\$255.00	Soccer	6-8th	Lawton	Equipment, uniforms and fees
Riverdale Elementary	\$220.00	Golf	6-8th	Young/Byrd	Equipment, uniforms and fees
Riverdale Elementary	\$500.00	Volleyball A/B teams	6th-8th	Carlyle	Equipment, uniforms and fees
Riverdale Elementary	\$300.00	Volleyball Blue and Gray Team	6th-8th	Carlyle	Equipment, uniforms and fees
Riverdale Elementary	\$85.00	Tennis	6th-8th	Darder	Uniforms and fees
Riverdale Elementary	\$950.00	Trap	6th-8th	Edens	Equipment, uniforms and fees
Riverdale Elementary	\$25.00	Club Dues	Chess	Brashier/Lawton	T-shirt, materials
Riverdale Elementary	\$30.00	Club Dues	MythMaker	Simone	T-shirt, materials, snacks, awards



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**TO:** GMSD Board of Education  
**FROM:** The Human Resources Department  
**RE:** Stop Loss Insurance Renewal  
**DATE:** August 8, 2024

**Understandings:**

- 1) The Current Stop Loss Insurance Provider is Sirius Point America through Managing General Underwriter, PERU.
- 2) The *Specific Deductible Amount* per employee who participates in our medical plan is \$125,000.
- 3) The goal of having stop loss insurance is to protect GMSD against catastrophic claims:
  - a. Currently, we have eleven contributing members over the \$125,000 threshold.
- 4) Stop Loss Renewal rates were based on the following number of plan participants:
  - a. Single= 265 members
  - b. Employee +1= 86 members
  - c. Family= 173 members
  - d. Total= 524 members
- 5) Lucent Health requested a total of five Stop Loss proposals from the following companies. However, only Sirius America Insurance through PERU officially submitted a firm Stop Loss rate proposal:
  - a. Sirius America Insurance (PERU)
  - b. East Coast Underwriters
  - c. Companion Life (PACE)
  - d. SL Management Partners
  - e. Swiss Re
- 6) The *Annual Specific Premium* renewal is an increase from the 2023/2024 plan year.
- 7) The *Annual Aggregate Premium* renewal costs are flat from the 2023/2024 plan year.
- 8) *Recommended total annual premium* cost for the 2024-2025 school year is \$1,002,054.

**Stop Loss Renewal Rates 2024**

	Current	Renewal
<b>Insurer:</b>	<b>Sirius Point America (PERU)</b>	<b>Sirius Point America (PERU)</b>
<b>Specific Deductible:</b>	\$125,000	\$125,000
<b>Annual Total Specific Premium:</b>	\$846,605	\$966,527
<b>Annual Agg Premium:</b>	\$35,527	\$35,527
<b>Total Annual Stop Loss Premium:</b>	\$882,132	\$1,002,054

**Recommendation:**

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