

Germantown Municipal School District

Students' Rights & Responsibilities Handbook 2018-2019

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Phone: 901-752-7900

Visit us on the web at <http://www.gmsdk12.org>

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GERMANTOWN

FOREWORD

We welcome all students and parents to our Germantown Municipal School District. Please use this student- parent handbook as an informational guide to support you, as you understand the various expectations, processes, and procedures as you navigate your way towards achieving an excellent educational experience. We are firm believers that there are essentially three components of a success with regards to education-

- To **embrace** learning- attending with readiness skills with support from the family as a qualified staff welcomes you to a rigorous and healthy environment in which to open your minds;
- To **engage** with the school community by being an active participant with the broad array of academic and extra-curricular activities;
- To **empower** oneself in developing individual skill-sets with the various intelligences that one has that includes intra-personal, interpersonal, spatial, artistic, athletic, musical, linguistic, and/or logical talents.

We appreciate that you have chosen our school system this school year, 2017-2018, as a place to entrust us with serving the various needs and ambitions of students. We feel that this handbook will serve as reference that should assist you in understanding how schools are organized for the betterment of

everyone. Enjoy the learning opportunities as you pursue your best self, develop friendships, and become involved with school-life.

Sincerely,

Dan Haddow
Assistant Superintendent
GMSD



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2018-2019 Germantown Municipal Schools Instructional Calendar

InService

| | |
|--------------------|---|
| July 26 - 27, 2018 | New Teacher Induction |
| July 30, 2018 | (AM) PD (PM) Administrative Day* |
| July 31, 2018 | Administrative Day & Student Registration Day |
| August 1, 2018 | (AM) PD (PM) Administrative Day* |
| August 2, 2018 | Professional Development Day* |
| August 3, 2018 | Professional Development Day* |

| First Semester 85.5 Instructional Days | | | | |
|---|-------------------|--------------------------------|--------------|---------------|
| Date | Day | Event | Students | Teachers |
| August 6, 2018 | Monday | 1st Day Students | In | In |
| September 3, 2018 | Monday | Labor Day | Out | Out |
| September 13, 2018 | Thursday | Parent Conferences (3-6 & 4-7) | In | In |
| October 5, 2018 | Friday | End of 1st Quarter | In | In |
| October 8 - October 12, 2018 | Monday - Friday | Fall Break | Out | Out |
| October 15, 2018 | Monday | 1st Day 2nd Quarter | In | In |
| November 6, 2018 | Tuesday | Professional Development | Out | In |
| November 19-20, 2018 *Students will be out all week. | Monday - Tuesday | Inservice Flex Days | Out | Flex |
| November 21 - 23, 2018 | Wednesday -Friday | Thanksgiving Break | Out | Out |
| December 18, 2018 | Tuesday | Semester Exams/Inservice | In (1/2 Day) | In (Full Day) |
| | | Semester Exams/inservice | | |
| | | End of 2nd Quarter | | |
| December 19, 2018 | Wednesday | 1/2 Administrative Day | In (1/2 Day) | In (Full Day) |
| December 20 - December 31, | Thursday - Friday | Winter Break | Out | Out |
| Second Semester 91.5 Instructional Days | | | | |
| Date | Day | Event | Students | Teachers |
| January 1, 2019 | Tuesday | Winter Break | Out | Out |
| January 2, 2019 | Wednesday | Administrative Day | Out | In |
| | | Students Return | | |
| January 3, 2019 | Thursday | 1st Day of 3rd Quarter | In | In |
| January 21, 2019 | Monday | MLK Jr. Day | Out | Out |
| February 7, 2019 | Thursday | Parent Conferences (3-6 & 4-7) | In | In |
| February 8, 2019 | Friday | Professional Development | Out | In |
| February 18, 2019 | Monday | President's Day | Out | Out |
| March 8, 2019 | Friday | End of 3rd Quarter | In | In |
| March 11 - March 15, 2019 | Monday - Friday | Spring Break | Out | Out |
| March 18, 2019 | Monday | 1st Day 4th Quarter | In | In |
| April 19, 2019 | Friday | Good Friday | Out | Out |
| May 22, 2019 | Wednesday | Semester Exams/Inservice | In (1/2 Day) | In (Full Day) |
| May 23, 2019 | Thursday | Semester Exams/Inservice | In (1/2 Day) | In (Full Day) |

| Instructional Days | PD | Inservice Stockpile | Admin | Parent |
|--------------------|----------------|---------------------|---------------|-------------------|
| Q1=44 Days | July 30 (.5) | November 19 (1) | July 30 (.5) | September 13 (.5) |
| Q2=41.5 Days | August 1 (.5) | November 20 (1) | July 31 (1) | February 7 (.5) |
| S1=85.5 Days | August 2 (1) | December 18 (.5) | August 1 (.5) | |
| Q3=44 Days | August 3 (1) | May 22 (.5) | Dec. 19 (.5) | |
| Q4=47.5 Days | November 6 (1) | | January 2 (1) | |
| S2=91.5 Days | February 8 (1) | | May 23 (.5) | |
| 177 Days | 5 Days | 3 Days | 4 Days | 1 Day |

Germantown Municipal School District 2018-2019 Assessment Calendar

| Assessment | Required By | Date(s) | Participants | Tested Subjects | Purpose | Format | Notification of Results |
|--|-------------|---------------------------|--|--|--|-------------------------------|--|
| Senior ACT Retake | TDOE | TBA | Seniors | English, Math, Reading, and Science | To measure college readiness and Hope Scholarship eligibility and Graduation Requirement for Class of 2018 | Paper/Pencil | Online reports are available 3-8 weeks after test administration. |
| PSAT/NMSQT | Optional | October 24, 2018 | 11 th Graders for NMSQT Program Open to 9 th -10 th graders to register for practice | Reading, Writing and Language, Math | SAT Practice Test Determine eligibility and qualification for National Merit Scholarship Program | Paper/Pencil | Students access scores 2-4 weeks after testing. |
| Citizenship Test | TDOE | Fall 2018 and Spring 2019 | Grade 12 | U.S. Government & Civics; AP Comparative Government; AP US Government & Politics | State-Mandated Assessment and Graduation Requirement for Class of 2018 | Paper/Pencil | Students will receive scores within 2 weeks of testing. |
| ACCESS for English Learners | TDOE | Feb 19- April 5, 2019 | English Language Learners | Listening, Speaking, Reading, and Writing | State-Mandated Assessment that measures English Language proficiency | Online | Students/parents receive scores in August of the following year. Results are not used for grading. |
| TCAP Alternate Assessments (MSAA & ALT PA) | TDOE | March 18- May 3, 2019 | Select Special Education Students Only (Grades 2-11) | Reading, Math, Science, and Social Studies | State-Mandated assessment for students unable to complete the regular TCAP assessment, even with the use of extensive accommodations | MSAA: Online ALT PA: Paper | Student reports are distributed to students/parents in August. Results are not used for grading. |
| ACT | TDOE | April 2, 2019 | Grade 11 | English, Math, Reading, and Science | To measure college readiness and Hope Scholarship eligibility and Graduation Requirement for Class of 2018 | Paper/Pencil | Online reports are available 3-8 weeks after test administration. Results are not used for grading. |
| TCAP | TDOE | April | Grades 3-8 | Reading/Language | State-Mandated | Paper/Pencil | Scores (Quick |

| | | | | | | | |
|--|--------------------------|--|---|---|---|------------------|--|
| Grades 3-8 | | 15- May 3, 2019 | | e Arts, Math, Science, Social Studies | summative assessment | l | Scores) will count as 15% of students' final grade. Student reports will be available Fall of 2019. |
| TCAP End of Course | TDOE | April 15- May 3, 2019 | High School (students in grades 7-12 enrolled in high school EOC courses) | Algebra I, Algebra II, Geometry, English I, English II, Biology, US History | State-Mandated summative assessments for students enrolled in applicable course(s). | Online | Scores (Quick Scores) will count as 15% of students' final grade. Student reports will be available Fall of 2019. |
| 2 nd Grade Assessment Grade 2 ALT | TDOE | April 15- May 3, 2019 March 18- May 3, 2019 | Grade 2 | Reading, Language, Math | Summative assessment for 2 nd grade | Paper/Penci l | Scores will be provided to parents in the fall of 2019. |
| Advanced Placement Exams | For College Credit | See Schedul e Below | Grades 9-12 | Students enrolled in specific AP courses | This test is administered to students enrolled in AP courses. Scores can be used to reward credit or determine placement upon entering college. | Paper/Penci l | Scores are available online in July of each year. Scores are not used for grading. |

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AP Courses
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| Date | Morning 8:00 a.m. | Afternoon 12:00 p.m. |
|---------|---------------------------------------|---|
| 5/6/19 | United States Government and Politics | |
| 5/7/19 | | Physics 1: Algebra-Based |
| 5/8/19 | English Literature and Composition | European History |
| 5/9/19 | Chemistry | French Language and Culture German Language and Culture |
| 5/10/19 | United States History | Computer Science Principles Physics 2: Algebra-Based |

| | | |
|---------|---|--------------------|
| 5/10/19 | Studio Art- last day for coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to Coordinators before this date. | |
| 5/13/19 | Biology | |
| 5/14/19 | Calculus AB | Human Geography |
| | Calculus BC | |
| 5/15/19 | English Language and Composition | Macroeconomics |
| 5/16/19 | Comparative Government and Politics | Statistics |
| 5/17/19 | Microeconomics | Computer Science A |
| | Music Theory | Latin |

For a more detailed listing of AP courses, visit the College Board's site:

http://apcentral.collegeboard.com/apc/public/exam/dates_fees/index.html

- ❖ Houston High School also offers AP Research, which has a performance-based assessment – Timeline:
- ❖ Mid April: Students present their Presentation of Oral Defense of their research paper.
- ❖ By April 30: Students will finalize and upload their completed research paper and the teacher will score and finalize the students' scores for the Presentation of Oral Defense.

Benchmark Assessments

| Assessment | Required By | Date(s) | Participants | Tested Subjects | Purpose | Format |
|---------------------|-------------|---|-------------------------------|--|--|--------|
| Star Early Literacy | GMSD | August 13- August 31 December 3- December 19 May 1- May 15 | Kindergarten & First Grade | Foundational Literacy Skills | Benchmark test that identifies students' areas of strength and weakness in essential foundational reading skills | Online |
| Easy CBM | TDOE | Fall 9/24-10/5 Winter 1/3- 1/25 Spring 4/30- 5/23 | Grades K-8 | Reading, Math | Easy CBM is a component of our universal screener process used to help evaluate students' math and reading skills. | Online |
| Case 21 | GMSD | September 17- September 21 December 3- December 7 February 25- March 1 | Grades 2-8 | Reading, Math, Science, Social Studies | Benchmark test that identifies standards that students have/have not mastered | Online |
| Case 21 | GMSD | September 17- | Grades 9-11 | English I, English II, | Benchmark test that | Online |

| | | | | | | |
|--|--|--|------------------|--|---|--|
| | | September 21 December 3- December 7 February 25- March 1 | (EOC Courses) | English III, Algebra I, Algebra II, Geometry, Biology 1, Chemistry, US History | identifies standards that students have/have not mastered | |
|--|--|--|------------------|--|---|--|

VISITORS TO SCHOOLS

Except on occasions such as school programs, athletic events, open house and similar events at which the general public is invited, all persons with the exception of school district personnel and students entering the school buildings or school grounds at which they are enrolled are prohibited from entering any school building or school grounds by the school Principal and or his/her designee. The principal or designee has the authority to exclude from the school premises any persons disrupting the educational programs in the school or any school sponsored event, disturbing the staff or students on the premises, or on the premises for the purpose of committing an illegal act.

The Principal or designee may not grant permission to enter the school building or school grounds, other than the school office, unless the person seeking to enter the school premises has first reported to the school office, signed a log book designated for visitors, presented photo identification verifying the identity of the visitor, and scanned into the Germantown Municipal School District (GMSD) Visitor Management System (Raptor). Additionally, the Principal or designee shall not grant permission to enter the school building or school grounds unless the principal or designee determines that the prospective visitor has a special need to enter the school premises that serves a legitimate need of a student, school employee, or business need of the school. The Principal or designee shall have discretion to deny requests for entry if, in the sole discretion of the Principal or designee, the prospective visitor does not have a legitimate need to enter the premises. In the event that the Principal or designee determines that the prospective visitor should be granted access to the school premises, the visitor must wear and display a visitor's badge in a manner in which others can easily see the badge. When the visitor leaves the school building or school premises, he/she must again report to the school office, return the visitor's badge and report the time of his/her departure on the log designated for visitors.

In order to ensure the safety of students and school personnel, all school personnel shall be required to report to the school Principal or designee the presence of any person who does not appear to be wearing and displaying a visitor's badge. However, school personnel should not attempt to remove the person who does not appear to be properly within the building or school grounds from school premises.

In cases, in which the school Principal or designee is informed that a person has entered school premises without having followed the terms of this policy, the Principal or designee shall approach the person and ask the person to report to the school office for further discussion. If the person refuses to report to the school office and/or if the Principal denies access to the school building or premises and the person refuses to leave school premises, the Principal or designee shall contact the school's SRO Officer and/or local law enforcement for purposes of having the person arrested and removed from school property.

GMSD Schools uses the GMSD Access Control System. For the safety of all students, faculty, and staff, all school doors are locked. This system allows visitors to gain access to the school building through a videophone located at the front door of the school. Pushing the button the videophone enacts the GMSD Access Control System and a staff member will greet the visitor and electronically open the door to allow parent/visitor access.

In addition, GMSD schools have also employed the use of the Visitor Management System. This system requires that all visitors provide a valid Tennessee Driver's License or other state authorized identification which will be scanned and cross referenced with a nation-wide sex offender database.

Admission and Enrollment

Students Eligible to Attend Germantown Municipal Schools

Residence: Pupils are required to attend school between the ages of six (6) and seventeen (17), both inclusive, unless withdrawn in accordance with legal requirements (**T.C.A. §49-6-3001**). Educational services will be provided for homeless students in accordance with local, state, and federal guidelines with respect to No Child Left Behind (NCLB).

Note: A homeless child (defined in McKinney-Vento Homeless Assistance Act) lacks fixed, regular and adequate residence or has a primary residence in a supervised publicly or privately operated shelter for temporary accommodations, a public or private place not designated for use as regular sleeping accommodations for humans (Policy #6.503). For further information please contact the Homeless Liaison, Karen Dodd, Coordinator, Student Services, at 901-752-7876.

GMSD policy prohibits the enrollment of any child in Germantown Municipal Schools unless they are living with a parent/legal guardian who resides in the area served by the Germantown Municipal School District. Proof of official residence will be required at registration and will be checked randomly as well as when there is a reasonable question regarding the location of the current residence.

Parents interested in enrolling a child at a school other than that which is zoned for their home address may review the GMSD Student Transfer Policy (#6.2061) at www.gmsdk12.org. Parents who move from the address provided at registration must submit and Eligible Circumstance Request for Transfer form. Approval must be obtained through Student Services for continued enrollment.

Proof of Residence: The parent/guardian of every student will be required to provide two (2) of the following items showing the parent/guardian's name and address to prove residency: Sales Contract (contingency agreements not accepted), Real Estate Tax receipt, Mortgage information, Current Memphis Light Gas and Water bill, turn on receipt or water bill from a municipality, Rental Contract, or Military Letter of Assignment (residence shall be checked during the school year).

Shared Residency: All Parents/Guardians who live with another person must schedule an appointment with the Office of Student Services for Proof of Residency approval prior to registration. This process must be completed at the District Office with the Office of Student Services.

Custody Issues: Only the residence of the parent with legal custody may be used for registration. (**T.C.A. §49-6-3103**) In cases where parents have joint custody, only the address of the parent named as the primary residential parent may be used for registration. The parent whose residence qualifies the child to be registered is the parent school personnel will consider as the custodial parent. The noncustodial parent may receive school records when a written request is given to the school principal in compliance with **T.C.A. §49-6-902** or **T.C.A. §36-6-104**.

Enrollment by Power of Attorney (T.C.A. §34-6-302): A child whose care, custody and support has been assigned to a resident of the District by power of attorney or order of the court shall be enrolled in school, provided appropriate documentation is reviewed and approved by the District and one or more of the following circumstances exist: a) The serious illness or incarceration of a parent or legal guardian; b) The physical or mental condition of the parent or legal guardian of the child is such that care and supervision of the child cannot be provided; c) The loss of the child's home or the home being rendered uninhabitable as the result of natural disaster. The Superintendent may consider additional hardships on a case-by-case basis.

For further information regarding the eligibility of students to attend Germantown Municipal Schools, please see Policy #6006 "Eligibility of Students to Attend Germantown Municipal Schools" at www.gmsdk12.org

STUDENT ENROLLMENT

Entrance Age (Policy#6.201)

A child must be five (5) years of age on or before August 15 of the current school term to be admitted to kindergarten. Upon request of the parent any child that will reach the age of five (5) years old prior to September 30 of the current school term may be tested to determine eligibility for placement in kindergarten.

Parents or guardians of children entering school for the first time shall present a certified birth certificate or satisfactory proof of age upon entrance into Germantown Municipal Schools.

Children with disabilities may be enrolled in Germantown Municipal Schools provided the eligibility requirements as determined by the State of Tennessee have been met.

T.S.B§05020-1-3-.09

Students enrolling in kindergarten who have not previously enrolled in any school will furnish the following:

1. **Certified birth certificate:** Other evidence of age is acceptable only if the certificate is not available, such as a foreign-born student, and only if approved by the Office of Student Services.
2. **Proof of Immunization:** Please see the section entitled "Immunization (New State Immunization Rules and Certificate)"
3. **Physicals:** Physical examinations are a requirement for entry into Kindergarten or new students entering a TN school for the first time (within the last 12 months is acceptable).

Out-of-State physicals for entering students in Kindergarten or a Tennessee School for the first time are acceptable; however, documentation of immunizations must be transferred to the Tennessee Department of Health (TDOH) Immunization Certificate. Proof of physical exam is required.

4. **Social Security Card:** Students who cannot provide a social security number will be assigned a personal identification number. Attendance operators have been instructed on how to assign PIN numbers.

Students entering school for the first time who have not met the requirements of the preceding requirements (numbers 1 and 2) shall not be permitted to enroll. Principals shall notify the Office of Student Services for assistance in meeting the requirements numbers 1 and 3. For specific issues with immunization verification, notify the Brian Fisher with the Office of Coordinated School Health at 901-752-7900.

A *Temporary Tennessee Certificate of Immunization* may be submitted, if the physical examination has been completed and immunizations have been started. The student may attend school as long as the immunizations are completed according to schedule. The temporary certificate expires after the next dosage due date. Compliance with completion will be monitored. Parents will receive notification of actions to be taken if the vaccination schedule is not followed.

IMMUNIZATION

- There is only one official TDOH certificate of Immunization and it must be filled out by medical providers for delivery to school prior to the entry of a child into pre-school, pre-k, kindergarten, 7th grade or as a new student. This form is only available from a private health care provider or the local health department. Following are the required immunizations.

Children in Pre-School or Pre-K

- ✓ Diphtheria – Tetanus – Pertussis (DtaP, or DT if appropriate)
- ✓ Poliomyelitis (IPV or OPV)
- ✓ Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- ✓ Varicella (1 dose or history of disease)

Additional requirements effective July 1, 2010

- ✓ Hepatitis B (HBV)
- ✓ Haemophilus influenza type B (HIB): age younger than 5 years only (this requirement is resumed following the suspension during a national HIB vaccine shortage in 2008-2009)
- ✓ Pneumococcal conjugate vaccine (PCV): age younger than 5 years old
- ✓ Hepatitis A (1 dose by 18 months of age)

Children in Kindergarten

- ✓ Diphtheria – Tetanus – Pertussis (DtaP, or DT if appropriate)
- ✓ Hepatitis B (HBV)
- ✓ Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)

Additional requirements effective July 1, 2010

- ✓ Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday is now required
- ✓ Varicella (2 doses or history of disease): previously only one (1) dose required
- ✓ Hepatitis A (2 doses): effective July 1, 2011

Children entering 7th Grade

- ✓ Tetanus – diphtheria – Pertussis booster (Tdap)
- ✓ Varicella (2 doses or history of disease)
- ✓ For 7th grade students already enrolled in Tennessee Schools, proof of the two (2) new immunizations is all that is required. A new immunization certificate must be provided showing the new immunizations.

New Enrollees in a Tennessee School in Grades other than K or 7th

- ✓ Diphtheria – Tetanus – Pertussis (Dtap, or DT if appropriate)
- ✓ Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)

Additional requirements effective July 1, 2010

- ✓ Hepatitis B (HBV) previously only for kindergarten, 7th grade entry
- ✓ Poliomyelitis (IPV or OPV) final dose on or after the 4th birthday is now required
- ✓ Varicella (2 doses or history of disease) previously only one dose was required

Children with medical or religious exemptions to requirements:

- ❖ **Medical:** Healthcare provider must indicate which specific vaccines are medically exempted (because of risk of harm) on the new form. Other vaccines remain required.
- ❖ **Religious:** Requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If documentation of a health examination is required, the physician/healthcare provider must make note on the immunization certificate. In that case, the provider may explain the absence of immunization information by checking that the parent has obtained a religious exemption.

Waiver of Immunization Requirements

State law (T.C.A.§49-6-5001) provides waiver of immunization requirements under the following conditions.

1. Absent epidemic or threat of epidemic, parents may object in writing, when immunization conflicts with the teachings and practice of a well recognized religious denomination to which the parents adhere.
2. Certificate in writing must be obtained from a physician stating that such immunization would be harmful to the child involved is provided to the school for the student's permanent record.

Please contact Brian Fisher with the Office of Coordinated School Health at 901-752-7900 for questions related to exemption documentation requirements.

For additional information regarding immunization and school admission, please see policy #6.203 located in the GMSD Policy Manual at www.gmsdk12.org

ATTENDANCE, ABSENCES, TRUANCY, AND WITHDRAWAL

Attendance

The Tennessee State Compulsory Attendance Law (T.C.A.§49-6-3001) requires that pupils of legal age attend school (ages of six (6) and seventeen (17) years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance. By state law, the student's school year shall consist of a minimum of 180 teaching days exclusive of all vacations, as approved by the Board of Education. (T.C.A.§49-6-3004) The annual calendar is divided into two (2) semesters. A copy of this calendar is included at the front of this handbook.

Tardiness

Students are expected to be at school and in all classes on time. School time missed due to tardiness will be considered cumulatively. Students who are tardy are subject to disciplinary action in accordance with each individual school's rules concerning tardiness and when excessive, can result in a child being reported as truant. Students arriving on campus after school has started are required to check in at the attendance office, and students will be required to be accompanied by their parent or present a valid written notification stating the reason for tardiness. Failure to follow these procedures can result in the student being marked absent for the entire day or the tardy being marked unexcused.

Student Attendance Accounting

A student must be in attendance the majority of the seven (7) hour school day in order to be counted *present* on attendance records for that day (not to be confused with Perfect Attendance). Any student arriving after school has begun must report to the attendance office immediately to check in and receive an *Admit Slip* before going to class. Students leaving school during the school day must check out through the attendance office. Teachers, principals, and other school administration should exercise extreme caution in releasing students from school. Students will not be released until all excuses are carefully checked. A student shall not be permitted to leave school during the day without written request from the parent/guardian and approval of the principal.

FAILURE TO CHECK IN THROUGH THE ATTENDANCE OFFICE MAY RESULT IN THE STUDENT BEING INCORRECTLY MARKED ABSENT OR TRUANT

Students of Legal Age (18 years and older)

Every student eighteen (18) years of age or older shall follow all rules, regulations, and procedures that any student under the age of eighteen (18) must follow. The only exception to this is in a situation when a student eighteen (18) years of age or older does not reside with his/her parent/legal guardian and a notarized statement from the parent/legal guardian to that effect is on file with the Director of Student Services. In this case and in this case only, the following conditions apply:

1. **School Assignment** – The student's residence will determine school placement.
2. **Absences/Lateness/Truancy** – Absence notes normally signed by parents or guardians, may be signed by student.
3. **Suspensions/Expulsions** – All suspension and/or expulsion proceedings shall conform to the GMSD suspension policy. Students of legal age not residing with their parent/legal guardian are permitted to represent themselves upon reinstatement to school following a suspension.
4. **Withdrawal from School** – Students of legal age not residing with their parent/legal guardian may withdraw from school under their own cognizance.
5. **Alcohol and Drugs** – The use, possession or distribution of alcohol or drugs in the building, on school grounds, or at school-sponsored activities is prohibited. Students under the influence of either shall be subject to disciplinary procedures. The school administration may involve police action, where advisable, without parental consent.
6. **Permission to Inspect Student Records** – Students of legal age may request permission to inspect their school record on a need-to-know basis only.
7. **Excuses from School** – The principal or designee may grant permission for students to leave school early for reasons such as job interviews, college visits, and driver testing. Permission to leave school early may be denied if the request is invalid or unreasonable.
8. **Financial Responsibility** – Students of legal age will be held financially responsible for damage to school property, unless Public Chapter 668 would apply.

Students Beyond Compulsory Attendance Age (Policy #6.201)

A person eighteen (18) years of age or older who applies for admission must have the application approved by the principal and director of schools when:

1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
 2. He/she has dropped out of school and wants to re-enter.
- Admission cannot be denied on age alone.

The principal or his/her designee should initiate a conference with the parent/guardian of any student that has passed the compulsory attendance age and has demonstrated poor academic, attendance, and/or discipline behaviors that may affect the student and/or learning environment. Any student having passed the compulsory attendance age may be dropped from the rolls after: three (3) consecutive unexcused absences, or an aggregate five (5) unexcused absences from class or school; demonstrating poor academic performance; or displays behaviors that are unacceptable in accordance with the GMSD Student Handbook.

Absences (Policy #6.200)

All students are expected to attend school each day that school is officially in session. Only the following reasons will be considered for excused absences:

- A. Personal illness, injury, or hospitalization of student. Physician verification will be required to justify absences after the accumulation of ten (10) days of absences during the school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days. After an accumulation of ten (10) check-ins or check-outs during a school year, physician verification will be required to justify the absence from school. Any accumulation of absences, check-ins, or check-outs beyond ten (10) without physician verification will be unexcused.
- B. Personal illness in the family necessitating the presence of the child.
- C. Death in the family.
- D. Absence due to the incapacity of parent/guardian.
- E. Special and recognized religious holidays regularly observed by persons of their faith.⁶
- F. When the student is officially representing the school in a school sponsored or school endorsed activity.⁷
- G. Legal Court Summons, Court Order, or Subpoena when it is not a result of the student's misconduct as provided for by law.
- H. Pregnant Students
- I. Extenuating circumstances approved by the principal on a case-by-case basis.

If necessary, verification may be required from an official or other source to justify absences.

All absences other than those outlined above shall be considered unexcused.

A *written statement* will be required within *two (5)* school days of the student's return from the parent/guardian explaining the reason for each absence.

Any administrative decision regarding attendance may be appealed to the Office of Student Services.

Truancy (Policy #6.200)

Unauthorized absence from school is considered truancy and will be treated as such. This includes the student's absence from any scheduled class, study hall, or activity during the school day for which a student is scheduled. A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools/designee shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

Progressive Truancy Intervention Plan

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/guardian(s);

2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

T.C.A. §49-6-3007

Student Transfer Policy (Policy #6.206 and #6.2061)

Student Services will meet annually to determine which schools are open to transfers. Applications will be made available for interested parties during the second semester of each school year. Dates may vary yearly at a time set by the District Administration. There will be at least a 30-day period between the announcement of Open Enrollment and the closing of the Open Enrollment application period. Submissions should be made prior to the upcoming school year. Transfer requests will not be considered after these dates except those that qualify as eligible circumstances. Transfers will be processed and notices will be sent by June 21st of each year. The Student Transfer Policy (#6.206 and #6.2061) and the required Transfer Request Application can be found on the GMSD website (www.gmsdk12.org).

Withdrawal From Enrollment Under the Tennessee Compulsory Attendance Law

A student may be permanently excused from attending public school for the following legitimate reasons:

1. Graduation from high school;
2. Change of residence from the State of Tennessee
3. Withdrawal from public school and enrollment in a nonpublic school;
4. Withdrawal for health reasons, certified by a licensed practicing physician; or
5. Expulsion by the Board of Education.

For additional information regarding enrollment and compulsory attendance, please contact the Office of Student Services at 901-752-7900.

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DRIVER'S LICENSE OR PERMIT (T.C.A.§49-6-3017)

To obtain a driver's license or permit to drive in Tennessee, the Department of Safety requires each person between the ages of fifteen (15) and seventeen (17) inclusive to:

1. Obtain a Certificate of Compulsory Attendance, and
2. Pass a Driver's Education class OR have a learner's permit for at least three (3) months

The high school attendance office provides the Certificate of Compulsory Attendance to students who meet the legal requirements of compulsory attendance, in addition to currently passing three (3) full unit subjects or the equivalency. To maintain the driver's permit or certificate, the student must continue to meet the legal requirement of compulsory attendance and the academic requirement of currently passing three (3) full unit subjects or the equivalency. (T.C.A.§49-6-3017(c))

Motor Vehicle or Permit License Revocation (Policy #6.200)

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for motor vehicle or permit license revocation.

A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading.

A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions shall be considered unexcused absences.

A copy of the notice sent to the Department of Safety by school personnel shall also be mailed to the student's parent or guardian.

T.C.A. §49-6-3017

T.C.A. §55-50-502

T.C.A. §55-50-511, et seq.

The first time a student's license is revoked due to deficient attendance or grades, the Tennessee Department of Safety can reinstate the license at the end of the next grading period after the student has obtained a reinstatement form from school personnel verifying attendance and academic requirements stated above have been met. If after reinstatement, the student's license is again revoked due to deficient attendance or grades, the Department of Safety will deny driving privileges until the student reaches the age of eighteen (18).

PLEASE NOTE: The principal has the right to verify that an absence meets the criteria as an excused absence. Students must bring a note regarding the absence to the Attendance Office when returning to school. *Failure to bring the note by end of the second day of school will result in the absence being considered unexcused.*

Participation in Athletic Programs (Policy #4.301)

All middle school (6-8) and high schools (9-12) in the Germantown Municipal School District are members of the Tennessee Secondary Schools Athletic Association (TSSAA) and as members follow its rules and regulations. Participants on middle and high school teams must meet academic and conduct requirement, as well as eligibility requirements established by TMSAA and TSSAA. Any pupil participating as a member of any interscholastic athletic team must have a complete annual medical examination prior to participation. Specific eligibility requirements may be obtained from the coach or administration of the school. For additional information and requirements related to participation in interscholastic athletics, please contact the office of Student Services.

STUDENT ASSIGNMENT AND EVALUATION OF STUDENT PROGRESS

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Assignment of Students to Classes

The assignment of students to classes and classes to teachers is the responsibility of the Principal. Each school shall develop and publish for students and parents any criteria and/or processes involved in the selection and assignment of classes.

GRADING SYSTEM FOR GRADES K-5

The grading system for Germantown Municipal Schools in accordance with the Tennessee Uniform Grading System establishes the grading system for grades kindergarten through fifth (5th) grades:

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

Kindergarten:

The kindergarten report cards show progress toward the state standards. The grade level standard is set by the state and indicates what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by mastery or non-mastery for each skill. Report cards are sent home at the end of each nine (9) week term.

Grades 1-5:

1. In all schools, students’ conduct is graded as E, G, S, N, or U and is to be reported at each grading period on the report card. Self-contained classes receive one homeroom conduct grade. Individual subject classes each give a conduct grade.
2. The letters “A”, “B”, “C”, “D”, and “F” express the basic grading system for knowledge/subject areas with the following numerical values except for first (1st) grade science and social studies, which will be expressed by the letter “S” or “N”.

| | |
|---------|----------|
| A | 93-100 |
| B | 85-92 |
| C | 75-84 |
| D | 70-74 |
| F | Below 70 |

3. In grades 1-5 Integrated Language Arts and Math, a minimum of nine and maximum of twenty grades per subject per nine (9)- week term should be recorded for every student. Fifty percent of the required grades must be earned and recorded by the interim of the nine (9)- week term. Exceptions may be permitted the 1st nine-week term. Term grades that are reported at the end of each nine (9)- week period will be determined by the average of daily work, oral assignments, written assignments, and tests. Homework assignments are of value in affording students needed practice, and such assignments should be necessary for mastery. Homework assignments may count for a maximum of 10% of the grading period. Grading and honor code procedures shall be developed and implemented by administration and followed by teachers.
4. Semester grades for grades 1-5 are determined by an average of grades for each of the two nine (9) – week terms.

NOTE: Semester examinations are not given in grades 1-5.
5. Final Grade – This grade is determined by averaging the two semester grades.
6. A student’s academic grade is solely intended to reflect the students’ mastery of skills and standards in the designated subject. **Therefore, academic credit/points may not be awarded or deducted for any purpose that is not directly related to the student’s academic performance.** For example, academic credit/points may not be deducted for failure to purchase certain brands or types of school supplies. A reasonable number of academic points may be deducted from a student’s academic grade for failure to submit homework or other assigned academic work on the date specified by the teacher.
7. Parents are to be notified within a report card period when a student is not doing acceptable work. Parent-teacher conferences should be held for gaining parental support in an effort to improve student performance.
8. For students in grades 3-5, scores on the Tennessee Comprehensive Assessment Program (TCAP) shall comprise 15% of the students’ final grade for the spring (second) semester in Science.
9. Report cards for grades K-5 are distributed to parents at the end of each nine (9)- week period.

For students in grades 3-5, scores on the Tennessee Comprehensive Assessment Program (TCAP) shall comprise 15% of the students’ final grade for the spring (second) semester in mathematics, reading/language arts, science and social studies.

T.C.A. § 49-1-614

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

GRADING SYSTEM FOR GRADES 6-12

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

Report cards are sent to parents at the end of each nine (9) – week period, unless the parents/guardians have exercised their option for paperless reports. Parents must be notified within a report card period when a student is not doing acceptable work. Parent-teacher conferences should be held for gaining parental support in an effort to improve student performance.

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

NOTE: If an erroneous grade has been entered, correction must be made and a new card issued to the student.

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

| | |
|---------|----------|
| A | 93-100 |
| B | 85-92 |
| C | 75-84 |
| D | 70-74 |
| F | Below 70 |

2. Grades given at the end of each nine (9)- week period will be determined by the average of daily work, oral, and written assignments, and tests. A minimum of ten (10) grades for the nine (9)- week period should be recorded for each subject. Fifty (50) percent of the twelve (12) grades should be earned and recorded by the interim of the nine (9)- week term. Homework assignments are of value in affording students needed practice, and such assignments should be necessary for mastery. Homework assignments may count for a maximum of 10% of the grading period. Grading and honor code procedures shall be developed and implemented by administration and followed by teachers.

NOTE: Grading systems other than the above must be approved in writing by the Executive Director of Academic Advancement and the Superintendent.

3. A student's academic grade is solely intended to reflect the students' mastery of skills and standards in the designated subject. **Therefore, academic credit/points may not be awarded or deducted for any purpose that is not directly related to the student's academic performance.** For example, academic credit/points may not be deducted for failure to purchase certain brands or types of school supplies. A reasonable number of academic points may be deducted from a student's academic grade for failure to submit homework or other assigned academic work on the date specified by the teacher.
4. In the event of an excused absence, students are expected to make up missed work within a reasonable amount of time as determined by the school policy, with a minimum of one day allowed for each day absent.
5. Semester exams are not given in grades 6-8 with the exception of high school level courses. Students who successfully complete a high school course will earn high school credit. Semester grades earned in high school courses mentioned above, regardless of credits earned, will be recorded on the high school transcript. *Effective with the graduating class of 2019, only courses completed for credit in grades 9, 10, 11, and 12 shall be counted toward the Grade Point Average (GPA).*
6. No student should fail for the semester or year if the only failing grade is that of the semester examination, provided the student has made an honest effort on the examination.
7. Credits will be awarded in 0.5 increments upon successful completion of a semester; however, credits for full year courses may be awarded if the final yearly average is a passing grade (70 or higher).
8. For high school courses, semester grades are determined by counting the two (2) quarters as eighty (80) percent and the semester examination or a comparable evaluation, as twenty (20) percent.
9. In all Advanced Placement (**AP**) courses at the secondary level, five (5) points shall be added to each quarter numerical grade and each semester exam grade. The two nine (9)- week grades and the semester exam grade, with the points included, will be used to calculate the semester average.
10. In all Dual Credit (**DC**), Capstone Industry Certification, and Dual Enrollment (**DE**) Courses at the secondary level, four (4) points shall be added to each quarter numerical grade and each semester exam grade. The two nine (9) week grades and the semester exam grade; with the points included, will be used to calculate the semester average.

11. In all grades for Honors courses at the secondary level, three (3) points shall be added to each quarter numerical grade and each semester exam grade. The two nine (9)- week grades, the semester exam grade, with added Honors course points included, will be used to calculate the semester average.
12. A student having a ninety-three (93) or higher average for the two (2) terms in a specific course will be exempted from the semester exam if the student desires. When a student is exempted from the examination, the semester average will be the average of the two term grades. **ANY UNEXCUSED ABSENCE IN THE COURSE WILL DISQUALIFY THE STUDENT FROM ALL EXEMPTIONS. EXEMPTIONS APPLY ONLY TO TEACHER-MADE SEMESTER EXAMINATIONS.** 12th grade students are eligible for exam exemption during both semesters. All other students in high school courses who meet the above requirements may be exempted for only the second semester exam.

Tennessee State Board of Education Rule §0520-1-3-.06

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

The purpose for ranking students is to give colleges an accurate picture of which students have distinguished themselves with a selection of challenging courses and have excelled within those courses over the four years of high school.

The procedure for calculating rank in the GMSD high school will be as follows:

For the graduating class of 2016, rank will be calculated by weighted GPA.

Effective with the graduating class of 2017, rank will be calculated by weighted GPA; however, online courses taken outside of the GMSD high school, will not count toward GPA unless approved for credit recovery purposes.

For Standard classes:

A = 4.0
B = 3.0
C = 2.0
D = 1.0
F = 0

**For Capstone Industry*
and Honors classes:**

A = 4.5
B = 3.5
C = 2.5
D = 1.5
F = 0

For AP* & DE classes:**

A = 5.0
B = 4.0
C = 3.0
D = 2.0
F = 0

For DC* classes:

A = 5.0
B = 4.0
C = 3.0
D = 2.0
F = 0

***These courses are eligible for additional percentage point weighting for students who sit for the identified exam.**

****Dual enrollment courses that are successfully passed are recognized for high school credit are eligible for additional percentage point weighting**

Report to Parents

Report cards are issued to parents at the end of each nine (9)- week session. The report cards will be issued soon after the conclusion of each grading period. The grading period schedule is listed on page 2. Parent involvement is an important variable of student success. Parents are encouraged to discuss the student's progress with school personnel. Please direct any questions regarding a student's progress or grades to the teacher, for further explanation.

Promotion and Retention (Policy #4.603)

Students shall progress in sequential order from grade to grade. The professional staff shall place students at the grade level best suited for them academically, socially and emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a Board approved research-based intervention prior to the beginning of the next school year or to students who have IEPs pursuant to 20 U.S.C. § 1400 et seq.

The Superintendent or his/her designee shall report, at least annually, on any intervention programs available to students in the third grade and recommend any new programs or the modifications of any existing programs to better serve these students.

In order to enhance the opportunity for remediation, students with problems shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

The following factors shall be considered in making a decision on promotion and retention:

1. *Mastery of essential competencies.* Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
2. *Special procedures for special students.* Students, who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP-Team.
3. *Flexible placement.* Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
4. *Attendance.* Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.
5. *Conduct.* Retention shall not be used as a disciplinary measure.
6. *Previous retention.* Except under unusual circumstances, students shall not be retained more than once in the same grade.
7. *Grade level.* Retention shall be considered more appropriate in grades K- 3.

Once the decision to retain has been made:

1. A report of each student retained shall be made to the director of schools;
2. Documentation verifying student deficiencies shall be placed in the student's record;
3. Parents shall have the right to appeal any decision through appeal procedures established by board policy; and
4. The teacher shall be consulted at each level of the appeal procedure.

Educational approaches and techniques for the repeated year shall vary from the prior year in order to provide an appropriate instructional program. Variations may include, but are not limited to, the following:

1. different teacher(s);
2. different strategies;
3. different materials; and/or
4. varying lengths of time per subject and/or physical setting in classroom.

For the purpose of determining the effectiveness of retention toward improving student achievement, the progress of retained students shall be monitored for at least three (3) years.

References/Authority

1. TCA § 49-6-3115
2. TRR/MS 0520-1-3-.05(3)(b)

Cross Reference

Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200

Parent Conferences

Parent-teacher conferences are encouraged and may be initiated by either the teacher or the parent. Parents should schedule conferences with teachers by calling the school office. In addition, two half-days a year, one each semester, are also set aside for parent conferences. Conference dates are listed on the Student School Calendar located on page 5 of this handbook. For the 2017-2018 school year, parent conferences are scheduled for the following dates:

Thursday, September 13, 2018
Thursday, February 7, 2019

STUDENT RECORDS

Accumulative Records

A confidential accumulative record of educational history and progress is maintained in a secured file for each student enrolled in the school system. This accumulative record contains all courses taken, grades received, credits earned, as well as

results of achievement tests taken and suspensions/expulsions. Records are copied/transferred by school officials upon formal request from the receiving school.

Special Education Records

Special education records are maintained for students currently served by an IEP (Individual Educational Plan) and receiving services outlined by the IEP. The psychological and other relevant records are kept in individual schools in separate folders. These confidential folders are maintained in a locked file cabinet or a locked room. When special services are discontinued or the student withdraws from the District, the Special Education student record is forwarded to the Exceptional Student Education office. The parent/guardian or student, if of legal age, must sign a request for these records. The request must specify "Special Education Records" and must be forwarded to the Exceptional Student Education office. Records will not be released to outside agencies without a signed release from the parent/guardian or student of legal age, with the exception of release to other school districts as permitted in accordance with Federal and State law.

Access and Content/FERPA

In 1974 the Family Educational Rights and Privacy Act (Buckley Amendment) **Public Law 93-380, §438** was passed to ensure confidentiality of student records. Additional information provided on page 43.

Military Recruiters

Parents have the right to request in writing that their child's name, address, and telephone number not be released to a military recruiter without prior written consent. This request shall be presented to the school principal at the beginning of each school year.

Directory Information

Directory information shall also be released when approved by the superintendent in accordance with ESEA. Parent(s) intending to limit or withhold student directory information should file notice in writing with their student's school principal no later than September 1 annually.

EXCEPTIONAL STUDENT EDUCATION

Germantown Municipal Schools offers a wide range of services to meet the needs of students with disabilities. Eligible students from ages three (3) through twenty-one (21) are served in all schools. A full continuum of services, including related services of Speech/Language Therapy, Occupational Therapy, and Physical Therapy are available in every school. Specialists are available to work with visually impaired, hearing impaired, and students displaying challenging behaviors. Detailed information regarding special education programs may be obtained by calling 901-752-7891.

Student Referral

If parents are concerned about his/her child's learning or progression in school they may call or write their child's teacher or school administrator expressing these concerns. The school administrator may explain the student intervention and referral process. Parents may also contact the Office of Exceptional Student Education regarding the referral process.

Parents, teachers, or administrators may refer students for screening to its gifted services program (APEX). As with all students with disabilities, a continuum of services is offered for gifted students. They may range from consultation, subject or grade acceleration, and/or pull out instruction. Parents interested in a gifted screening should contact the school principal for a review of student data or other program information. Further requests regarding student referrals may also be forwarded to the school administration or the office of Exceptional Student Education. The district does not discriminate in evaluation or programming on the basis of race, color, creed, national origin, religion, sex, age, or disability.

Per Tennessee Public Chapter 585 (**T.C.A. §49-2-203 (b)**), the following information is provided for parent and student use. Additional information may be obtained from the State Department of Education by calling 888-212-3162 or visiting www.state.tn.us/education/spced.

Legal Services Division
Division of Special Education
Tennessee Department of Education
710 James Robertson Parkway

West Tennessee Regional Resource Center
Regional Resource Center
100 Berryhill Drive
Jackson, TN 38301

East Tennessee
Regional Resource Center
2763 Island Home Blvd.
Knoxville, TN 37290

Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

Phone: 731-421-5074
Fax: 731-421-5077

Phone: 865-594-5691
Fax: 865-594-8909

Child Advocacy Group Contact Information

In addition to state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for person with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at www.thearctn.org and the address is:
44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615-248-5878/Toll-free: 800-835-7077
Fax: 615-248-5879/Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at www.tnstep.org and the address is:
712 Professional Plaza
Greeneville, TN 37745

West Tennessee:
901-756-4332
jenness.roth@tnstep.org

Middle Tennessee:
615-463-2310
information@tnstep.org

East Tennessee:
423-639-2964
karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at www.dlactn.org and the address is:
416 21st Avenue South
Nashville, TN 37212
Phone: 615-298-1080/Toll-free: 800-287-9636
(TTY) 615-298-2471/Fax: 615-298-2046

Tennessee Voices for Children is on the Internet at www.tnvoices.org/main.htm

West Tennessee:
(Jackson Area)
Phone: 731-660-6365
Fax: 731-660-6372

Middle Tennessee:
1315 8th Avenue South
Nashville, TN 37203
Phone: 615-269-7751
Fax: 615-269-8914
TN Toll Free: 800-670-9882

East Tennessee:
(Knoxville Area)
Phone: 865-609-2490
Fax: 865-609-2543

These are a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>. On the web page, select your “county” and the “service” you desire from the drop-down lists and click “Submit”. This information is provided as a service to individuals seeking additional avenues for help and information. *The Department of Education does not intend this as an endorsement or recommendation for any individual organization, or service represented on this page.*

GIFTED

GIFTED intervention is a special education service for students who meet the criteria established by the State of Tennessee for the identification of intellectually gifted students. Gifted intervention emphasizes the development and application of higher level thinking skills in critical thinking, creative thinking, research, communication, leadership, group skills, technology, and problem solving. It is through the application of these processes that a deep understanding and appreciation within varied fields of inquiry result.

State of Tennessee Criteria for Receiving Gifted Intervention through in Individualized Education Plan

1. A child is assessed through a multi-modal identification process, wherein no singular mechanism, criteria or cut-off score is used for determination of eligibility. Areas assessed and evaluated for eligibility determination include:

1. Educational Performance
 2. Creativity/Characteristics of Gifted
 3. Cognition
2. Eligibility for an individual child is based on analysis of this information. The screening and comprehensive assessment data results must meet specific eligibility standards based on criteria and assessment measures and have an adverse impact on student's education.

HIGH SCHOOL EDUCATIONAL REQUIREMENTS

Grade Classification for High School Students

Students in Germantown Municipal high schools are to be classified as follows:

| | |
|---|------------------------|
| Less than <i>five (5)</i> credits | 9 th grade |
| Earned <i>five (5)</i> credits and passed English | 10 th grade |
| Earned <i>eleven (11)</i> credits and passed English 10 | 11 th grade |
| Earned <i>sixteen (16)</i> credits* and passed English 11 | 12 th grade |

*In accordance to Tennessee State Department of Education requirement, a student classified as a 12th grader must be enrolled in a full schedule of credit bearing courses his/her senior year.

Course Recovery

Course Recovery is designed to provide high school students an opportunity to recoup credit needed for graduation. Germantown Municipal Schools provides Course Recovery as self-paced online courses that meet the Tennessee Standards for course credit according to school procedure.

Home School Grades

For information regarding enrollment in Germantown Municipal Schools following home school attendance, please contact the Office of Academic Advancement at 901-752-7900.

Transfer Grades

In order to receive credit when a student transfers to Germantown Municipal Schools from another district, official transcripts must be requested to determine grade level, credits, and GPA. Numeric grades will be accepted as posted on the transcripts. Alpha (letter) grades will be converted to numeric grades based upon the midpoint grade. Credits will be received as indicated on the official transcript.

Dual Enrollment

High School students have the opportunity to earn high school credit and college credit simultaneously in certain courses. Students should see the school counselor for more information concerning dual enrollment courses

Excellence. Always.

Online Courses (Policy # 4.209)

Virtual/On-line Courses

High school students may earn a maximum of three (3) units of academic credit to be applied toward graduation requirements by completing online courses offered through agencies or institutions approved by the Board. Credit from these online or virtual courses may be earned only in the following circumstances:

1. The course is not offered at the high school or although the course is offered at the high school, the student has an unavoidable scheduling conflict;
2. The course will serve as a supplement to extend homebound instruction;
3. The student has been expelled from a regular school setting, but educational services are to be continued; or
4. The principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.

The express approval of the principal/designee shall be obtained before a student enrolls in a virtual course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

Through a supervision plan, the school shall be responsible for providing appropriate supervision and monitoring of students taking virtual courses.

References/Authority

1. TRR/MS 0520-1-3-.03(8)

Graduation Requirements (Policy # 4.605)

Listed below are the Tennessee public high school minimum graduation requirements. Many private colleges, out-of-state colleges, and universities have entrance requirements that may exceed these state requirements. It is the responsibility of the parents and students to contact the college or university that they plan to attend to verify the minimum requirements for admission.

Minimum Requirement for Graduation

| | |
|----------------------------|------------------|
| English/Language Arts | 4 credits |
| Mathematics | 4 credits |
| Social Studies | 3 credits |
| Foreign Language | 2 credits |
| Science | 3 credits |
| Fine Arts | 1 credit |
| Wellness/P.E. | 1.5 credits |
| Personal Finance | 0.5 credits |
| <u>Electives (focused)</u> | <u>3 credits</u> |

Total Requirement for Graduation 22 credits

*** For further information go to the Germantown Municipal School District website or see your assigned school counselor **

In addition to the graduation requirements listed above, students must also:

1. achieve the specified twenty-two (22) units of credit;
2. take the required end-of-course exams;
3. have satisfactory records of attendance and conduct;
4. take the ACT or SAT examination in the 11th grade; and
5. take a United States civics test

Participation in Commencement Exercises (Policy #4.606)

Students who have met all graduation requirements on the day of graduation may participate in graduation activities. If extenuating circumstances exist at any school, the Superintendent may authorize exceptions to this policy.

Students are expected to participate in all graduation activities, and graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student. Any fees required for graduation ceremonies shall be waived for students who are eligible to receive free or reduced price lunches, and in such cases, the school shall assume responsibility for payment of fees.

Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians, and other interested citizens.

Students who do not wish to participate in graduation activities shall notify the school principal in writing at least five (5) days prior to the day of graduation. Non-participating students shall receive their diplomas or certificates from the principal's office within one (1) week of the day of graduation.

The content of any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the school, employees, or Board.

Principals shall ensure that students graduating with distinction and state honors are recognized at graduation. Additionally, principals shall ensure that high school students who voluntarily complete at least (10) hours of community service each semester are recognized during the graduation ceremony.

References/Authority

1. TCA § 49-6-405
2. TCA § 49-2-114
3. 28 CFR § 36.201-2
4. TRR/MS 0520-01-03-.06(2)(c)(2); State Board of Education Policy 2.103

Cross References

- Section 504 \$ ADA Grievances
Procedures 1.802
Students Fees and Fines 6.709

SCHOOL CLOSING PROCEDURES

Emergency Closing (Policy #3.204)

In making the decision to close schools, the superintendent or designee shall consider many factors, including the following principles relative to the fundamental concern for the safety and health of children:

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

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

*** Germantown Municipal Schools has implemented Bright Arrow as the software that will be used to send mass communications to alert parents regarding school closures, emergencies, etc. **Please be sure all contact information is correct and up to date.** ***

HEALTH SERVICES

Hospitalization

If your child has experienced hospitalization related to accident/injury, or chronic illness, please notify Brian Fisher with the Office of Coordinated School Health 901-752-7900 to assist with health accommodations. This will allow for smoother transition and seamless re-entry to school.

Acute and Chronic Health Issues

- **Acute Health Issue** may be defined as an illness, disease, condition that occurs, suddenly, is of short duration and will require accommodation for school attendance.
- **Chronic Health Issue** may be defined as an illness, disease, condition or issue considered stable or unstable that lasts over a long period and will require accommodation for school attendance.

Parents/guardians of students attending Germantown Municipal Schools need to complete a Confidential Student Health Information Form annually. This form will be provided during registration, or during the first few weeks after school starts.

Parents/guardians of students with a disease, illness, condition, or issue of an acute or chronic nature need to contact Brian Fisher with the Office of Coordinated School Health at 901-752-7900 for assistance and referral to a school nurse.

Based on individual student health information, the school nurse will develop an Individualized Health Care Plan, Specific Action Plan or Fact Sheet and communicate with school personnel to implement an appropriate plan.

“Students with Life threatening Food Allergies” and Diabetes are managed in the school setting in accordance with the **T.C.A. §49-5-415** and the State Department of Education and Health “Guidelines for the Use of Health Care Professionals and Health Care Procedures in the School Setting”.

Administering Medicines to Students

Germantown Municipal Schools requires that a parent at home administer all children’s medication. Under exceptional circumstances, school personnel under the appropriate administrative regulations, may administer medication.

Medication in Schools

If, under exceptional circumstances, a child is required to receive medication during school hours and the parents cannot be at school to administer the medication, only the school nurse or the principal’s designee will administer the medication in compliance with the regulations that follow:

1. The **Medication** (only if absolutely necessary) – Only medicines, which must be given during school hours, should be brought by parent or guardian to the school for dispensing at school. Please make arrangements for all other medicines to be given at home. Most medicines which need to be given one, two, or three times a day, can be given during the hours outside of school. Your child’s health care provider can give you guidance about whether or not a dosage schedule can be changed. All medication will be brought to school by the parent or guardian, unless the school principal has approved other arrangements. Under no circumstance shall a student bring medication to school by himself/herself. All medication must be brought in its original container whether it is prescription or non-prescription medication.
2. **Bring only enough medication to school for a TWO-WEEK period.** This is particularly important for medications that might be stolen or have a street value, such as Ritalin.
3. **Over-the-counter medicines are typically not given at school.** Parents must make arrangements with the principal or school nurse.
4. **Original Containers** – All medicines must be in the original container and correctly labeled. Prescription medicines must have a pharmacy label or a label from the doctor’s office or health care facility which includes the child’s name, name of the medicine, strength of each unit of medicine, dosage amount and time, as well as the doctor’s name. Over-the-counter medicines must be labeled with the child’s name in a manner, which does not cover up the original container label.
5. **Parent Authorization** – All medicines must have a Parent Authorization form completed, and the medicine container information must match the Parent Authorization. The Parent Authorization forms are available at the school.

WRITTEN Parent Permission Required

1. Written instruction signed by the parent or legal guardian (Authorization for Administering Medicine at School) will be required and will include:
 - a. Student’s name;
 - b. Name of medication;
 - c. Purpose of medication;
 - d. Time to be administered;
 - e. Dosage;
 - f. Possible side effects;
 - g. Termination date for administering medicine; and
 - h. Name and phone number of prescribing physician.
2. The signed instruction form will be kept on file at the school.
3. All medication will be brought to the school by the parent or guardian, unless the school principal has approved other arrangements. Under no circumstances shall a student bring the medication to school by himself/herself. All medication must be brought in its original container, whether it is prescription or non-prescription.

4. The principal or designee will:
 - a. Inform appropriate school personnel of the medication being taken;
 - b. Keep a record of the administration of medication on designated forms and will keep the record on file at school;
 - c. Keep medication in a locked area (**Exception: Students with Asthma who have inhalers at school may keep inhalers in their possession or with a teacher in the classroom provided the parent has completed an Asthma Action Plan, obtained the prescribing physician's signature, and completed a Parent Authorization Form. The forms are available in the school office.**)
 - d. Return unused medication to the parent only or discard appropriately. If discarded at school the following procedure will be followed.
 - i. Medication will be disposed of in a manner so that no student will be able to get the medication.
 - ii. The method used, the date the medication is discarded, and the person or people involved will be documented.
5. The parents of the student must assume responsibility for informing the school principal of any change in the child's health or change in medication.
 - a. If the dosage of your child's medication is variable, please call Brian Fisher with the Office of Coordinated School Health at 901-752-7900 for referral to a school nurse or the school principal, who will work with you to get the appropriate Physician's Orders, Parent Authorization Forms, and container labeling. The dosage of a medication or the time of administration **CANNOT** be changed by a phone call from a parent/guardian.
6. Should medication of an invasive nature (i.e., intramuscular, intravenous, suppository) be required to given by school personnel for emergency action, proper Physician Orders and instructions will be obtained and proper training will be given to appropriate personnel.
7. The school system retains the discretion to reject request for administration of medicine.
8. A copy of this procedure will be provided to parents upon their requests for administration of medication in the schools.

T.C.A. §49-5-415

Tennessee State Board of Education Policy No. 4.20

Communicable Diseases (Policy #6.403)

The Board recognizes its responsibility to protect the health of its students as well as to uphold their individual rights.

Communicable Diseases Requiring Exclusion From School

Students may be excluded from school to prevent the spread of contagious disease. The principal or designee may exclude a student, but no child shall be sent home from school without first informing the parents. The student must be isolated until he/she goes home. A student suspected of having, or being able to transmit, a contagious disease shall be excluded from school, and a report made to the State Department of Public Health for those diseases requiring mandatory reporting. The Board will follow guidelines and recommendations from Memphis-Shelby County Health Department regarding communicable disease handling.

Contagious diseases include, but are not limited to: red measles, German measles, chicken pox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, pediculosis (head lice), or other disease diagnosed as contagious.

Readmission

If the suspected condition is found not to exist, the principal or designee may readmit the student.

In the case of communicable disease, the student may be readmitted on presentation of a written statement from the family physician, and/or completion of the period of exclusion required by the State Department of Health.

In the case of ringworm, impetigo, or scabies, the student may be readmitted once treatment has begun and proof of treatment is presented to the principal or designee.

In the case of pediculosis (head lice), a student may be readmitted after inspection following treatment. If proof of treatment is presented to the principal or designee and no nits are present, the student may return to class.

Acquired Immune Deficiency System (Students) Policy #6.404

Mandatory screening for communicable diseases not spread by casual, everyday contact, such as HIV infection, will not be a condition for school entry or attendance. For detailed information regarding this policy, please visit the GMSD Policy Manual located on the GMSD website at www.gmsdk12.org.

STUDENT DRESS

Standardized Dress by School

Currently, the only school that has adopted an individual standardized dress policy is Farmington Elementary. Please review the school's web site for information regarding the school's standardized requirements.

Student Dress Code (Policy #6.301)

The standards for Germantown Municipal Schools dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance that tends to draw attention to an individual, rather than to a learning situation, must be avoided.

Germantown Municipal School District Dress Code

Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.

To help create the best learning environment for students, the following standards for student dress must be observed in all Germantown Municipal Schools:

1. Pants must be worn at the waist, must be appropriately sized, and at a safe length.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts or tops, extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops must be no longer than wrist-length.
3. Head apparel (such as hoods, hats, etc.), except for religious or medical reasons, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive images; nor should they promote products which students may not legally buy, such as alcohol, tobacco, and illegal drugs.
6. For students in Grades 3-12, "short shorts", mini-skirts, and skin-tight outer material, such as spandex, are inappropriate attire. No shorts or skirts shorter than 4 inches above the knee are allowed.
7. Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn inside school for warmth.
8. Prohibited items include (1) large, long, and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, pajamas, blankets (5) skin-tight outer materials such as spandex or leggings; and (6) facial jewelry (including tongue piercing).

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The principal may allow exceptions in special circumstances or occasions such as holidays, school-wide programs, or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

Any student whose appearance or attire is not in accordance with the policy shall be subject to the consequences as defined by the school administration.

This policy does not preclude individual schools from piloting alternative dress policies or standards with permission from the Superintendent after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy

must be submitted in writing to the Superintendent/designee for review following Germantown Municipal School's Policies and Procedures for Voluntary by School Standardized Dress Guidelines.

TRANSPORTATION SERVICES FOR STUDENTS

Transportation services, although not required for students other than Special Education as determined by the IEP (Individual Education Plan) Team, are provided as a service to the general population based on Tennessee State Law and Germantown Municipal School District **Policy #3.400**. A summary of these policies is stated below.

Eligibility

Elementary students who **reside one and one-half (1½) miles or more** from their assigned schools and middle/high school students who **reside 2 miles or more** are provided transportation by school bus to and from school. Transportation may also be provided for academic field trips in direct support of the curriculum and for support of the co-curricular programs (athletics, music, drama, etc.).

All students riding special transportation and students riding a regular bus who have physical/medical needs must have a completed Student Information Form on file at the school and the Transportation Office. The form can be obtained at the student's school office and must be updated twice yearly. A copy of the Student Information Form will be provided to the bus driver.

Students who have a current IEP indicating a need for special transportation services will be provided transportation to school. The student will attend their home school whenever possible. If an appropriate program is not available at the home school, the IEP team will determine school placement. Equipment needs and/or special accommodations, will be determined by the IEP team. Students will be given a copy of the Transportation Procedures for Students with Exceptionalities and Health Care Needs the first day of bus service each school year. A copy is also available by contacting the Office of Exceptional Children.

Students enrolled in Pre-Kindergarten programs will be provided transportation services to their home school on a regular bus route if they **reside one and one-half (1½) miles or more** from their assigned school. Prior to enrollment in the Pre-Kindergarten program, parent(s)/guardian must attend an informational meeting where they will be provided a copy of the Pre-K Program Transportation Procedures.

NOTE: Students attending school due to a transfer request granted by the Office of Student Services are not eligible for transportation services. This includes students attending special education classes.

Bus Stop Supervision

1. Parents/guardians are responsible for the supervision of students until such time as the child boards the bus in the morning and after child leaves the bus at the end of the school day. Once a student boards a bus – and only at that time – does he/she become the responsibility of the school system. Germantown Municipal School's responsibility shall cease when the child is delivered to the regular bus stop at the close of the school day.
2. Students shall be at their assigned bus stop five (5) minutes before scheduled time, stand back approximately ten (10) feet from the bus stop, and wait until the door is open before moving closer to the bus. Students who must cross the street to catch the bus should wait until the driver signals it is safe to cross. The student must be a minimum of twelve (12) feet in front of the bus when crossing.
3. Students who have a current IEP indicating a need for special transportation services will be provided transportation to school. The student will attend their home school whenever possible. If an appropriate program is not available at the home school, the IEP team will determine school placement. Equipment needs and/or special accommodations, will be determined by the IEP team. Students will be given a copy of the Transportation Procedures for Students with Exceptionalities and Health Care Needs the first day of bus service each school year. A copy is also available by contacting the Office of Exceptional Children.

Route Assignments

1. Bus route assignments are based on the student's legal residence.
2. All routing for school buses is computerized. Stop assignments are established at corners whenever possible and stops are located so students should not travel more than .2 of a mile from their residence.

- An Alternative Stop waiver allowing a student to be picked up or delivered to a location other than his/her residence may be made in writing to the principal or designee by the parent/guardian. Waiver requests are for permanent changes on the same bus route and grant permission for a student to get on/off at a different stop on the same bus route. The student's assigned bus route may not be changed. The waiver will remain in effect for the remainder of the current school year as long as qualifying conditions exist

Video Cameras on Buses

Video cameras may be used on all school transportation vehicles. To promote the order, safety, and security of students, staff, and property, video cameras may be installed on transportation vehicles utilized by Germantown Municipal Schools when transporting students to and from school or extracurricular activities. Video images may be reviewed as basis for disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

Bus Conduct

A bus is an extension of the classroom, and on the bus, students must conduct themselves in a manner consistent with established standards for classroom behavior. The rules of conduct have been developed to provide a safe and pleasant environment for students while being transported. A student who violates bus rules which impact the safety of others may have their transportation privileges suspended by the principal. The bus driver is authorized to assign seats on the bus.

Rules for Riding the School Bus

- Observe the same conduct as in the classroom. Bullying behavior will not be tolerated. Fighting, harassment, and any other behaviors creating an unsafe environment are forbidden.
- The use of any tobacco, drug, and/or alcohol products on a school bus or bus stop are prohibited. This includes electronic cigarettes and vaping.
- Students may only ride the bus which serves their home address and may only board or get off the bus at his/her assigned stop.
- Students should be at the assigned bus stop five (5) minutes before the scheduled pickup time.
- Students transported in a school bus shall be under the authority of, and be responsible directly to the driver of the bus. Students will board, depart, and cross the roadway as per instructions from the bus driver.
- Students must remain in their seat as the aisle must be clear. Keep head, hands, and feet inside the bus.
- Parents and unauthorized persons are not allowed to board the school bus.
- Bus driver is authorized to assign seats and make changes at their discretion.
- Video surveillance shall be used to promote the order, safety, and security of students, staff, and property.
- Be courteous and use no profane language.
- Keep the bus clean, do not eat or drink. The use of aerosol sprays, perfumes, etc. is prohibited.
- Students will not throw any item in or out of the bus. This behavior can lead to serious safety consequences. Parents/students will be charged for repair to damage of the interior/exterior of the school bus; minimum charge is \$65.00.
- Backpack size is limited to one the student can pickup and hold in their lap.
- *Large band instruments are not allowed on the school bus (See Addendum).
- Live animals are not allowed on the school bus.
- Students may not use electronic devices including cell phones, cameras, iPods/MP3 players, CD/DVD players, etc. on the school bus. Cell phones and electronic devices may not be used for phone calls, texting or taking pictures at any time while on the bus.

* In order to provide for the safe transportation of all students, large band instruments should not be transported on the school bus. Large instruments (ex: tuba, baritone horn, baritone sax, marching snare, cello, string bass, guitars, keyboards) can interfere with the driver's vision, block the aisle and emergency exits, and injure student passengers.

** See addendum on student copy of bus rules for complete list of instruments

Transportation Rules

PARENT PERMISSIONS

Student User Agreement and Independent Internet Access (GMSD Policy #4.406)

We are pleased to offer students of the Germantown Municipal Schools access to district electronic resources. Our goal in providing this service is to promote educational excellence in our system by facilitating resource sharing, innovation and communication. Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication.

Our intent is to make Internet access available to further educational goals and objectives. However, parents/guardians should be warned that if students disregard the guidelines of the school and/or system, your child may find ways to access other materials via the Internet that may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Germantown Municipal Schools support and respect each family's right to decide whether or not to approve independent Internet access and communication. To gain independent access to the Internet, all students under the age of eighteen (18) must obtain parental/guardian permission and must sign and return the attached form to the Principal or designee. Students eighteen (18) and over may sign their own forms.

Student Responsibilities

Electronic resources are provided for students to enhance the learning experience. Access to services is given to students who agree to act in a responsible manner. Student use must be consistent with the educational objectives of Germantown Municipal Schools.

Students are responsible for good behavior on school computer networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Network storage areas will be treated like school lockers. Network and/or school administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers to insure the integrity of the electronic media. Privacy is not guaranteed for files stored on school district servers nor will files be maintained indefinitely. Students should also be advised that they should have no expectation of privacy for any information created or communicated using Germantown Municipal Schools electronic resources.

School and Parent Responsibility

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school and with independent access, parents/guardians bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, and other potentially offensive media.

Schools will insure that procedures for access and standards of conduct regarding Internet use are communicated to students. It is presumed that students given access will comply with district standards and will honor the agreements they have signed. The district cannot be responsible for ideas and concepts that a student may gain by his/her inappropriate use of Internet.

District Electronic Access and Internet Rules

The following uses of Germantown Municipal Schools' electronic resources are not permitted and may result in disciplinary action:

1. Violating existing board policy or regulation or local, state, or federal statute;
2. Violating copyright laws;
3. Using electronic resources for non-instructional purposes;
4. Using obscene language;
5. Sending or displaying offensive messages or pictures;
6. Harassing, insulting, or attacking others;
7. Intentionally spreading viruses or malicious software;
8. Sharing personal login information or using another person's login;
9. Publishing personal information (name, address, photograph, etc.) without teacher/parent approval;
10. Using an email account at school other than one provided by the district;
11. Using district provided email for non-instructional purposes;
12. Using personal electronic devices at school without appropriate permission;

13. Attempting to bypass network security to gain unauthorized access to information; and
14. Intentionally wasting limited resources.

Sanctions

The use of Germantown Municipal Schools' electronic resources is a privilege, not a right, and inappropriate use will result in cancellation of privileges. Access entails responsibility. System administrators will deem what is inappropriate use and their decision is final.

Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies or legal action may be involved.

Web Publishing

Web pages have been established for Germantown Municipal Schools as a dynamic forum to educate and inform the public. This communication vehicle serves to publicize the goals, accomplishments, activities, and services of the District and of each school. Intended audiences include: students, parents, prospective parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of the District. Student work and image will not be published or displayed on any Germantown Municipal Schools' web site without the express consent of the parent/guardian of a student under eighteen (18) years of age or from the student if he/she is eighteen (18) years or older.

In order to safeguard students, the following procedures have been established:

1. The name of a student will not be published in conjunction with a picture or video of that student on any Germantown Municipal Schools' web site. Likewise, personal information about students will not be published.
2. Contingent upon receiving signed releases from the minor student's parent/guardian or from the student eighteen (18) years or older, student work may be published on a Germantown Municipal School's web site under the following guidelines:
 - Grades K-8 authors of electronically published work may be identified by first name only. Schools may choose to let students adopt "net names".
 - Grades 9-12 authors of electronically published work may be identified by first and last name.
 - All student work published must pertain to a class project, course, other school-related activity.

Media Coverage

Germantown Municipal Schools periodically distributes press releases to the media that highlight the achievements of students and schools, as well as interesting educational and extracurricular programs happening throughout the school system. GMSD press releases are designed to offer newspapers and TV media an opportunity to cover these positive stories in schools and classrooms.

Additionally, to recognize outstanding student/school achievements and promote the overall success of the school system, GMSD may publicize press release information (including students' names, photographs, and student/school accomplishments) on the district web site. ***In accordance with FERPA, no student's personal information is shared with the media or published on a GMSD schools' web site.***

Permission to allow a student to be included in positive media coverage (including the GMSD district web site) may be indicated on the Student User Agreement form, which will be available at each school.

SAFE SCHOOL ENVIRONMENT – STUDENT BEHAVIOR AND DISCIPLINE

Acceptable behavior is essential to the development of responsible and self-disciplined citizens of the community and to the provision of an effective school program.

Germantown Municipal Schools is committed to providing each student a safe school environment.

Under §9532 of the No Child Left Behind Act of 2001 (NCLB), students attending a "persistently dangerous" school may transfer to another school. The Germantown Municipal School District does not have a school identified under the NCLB definition of "persistently dangerous". Germantown Municipal Schools must provide written notification of transfer options to parents of students attending a "persistently dangerous" school. Under Tennessee Law (T.C.A. §40-38-111) and GMSD policy

#6.2062, a student who becomes victim of a violent crime at school may transfer to another school in the Germantown Municipal School District, when applicable.

Rules of Conduct

1. **Student Vehicles** – Parking – Students driving motorized vehicles to school must park them in the student parking lot. **Students must leave their cars immediately after arriving at school.** Students may not enter the parking lot during the school day unless permission is obtained from the office. Sitting in cars during the school day is not permitted. School rules may be enforced in areas designated by the school for student parking. Speed limit on campus is 5 mph. Any student who drives recklessly in the parking lot will be denied the privilege of parking on campus.
2. **Students are not to enter any school building** after school hours or on weekends unless accompanied by a teacher or some adult authorized by the principal or to attend a school-sponsored activity.
3. **Textbooks** are issued to students with the understanding that the textbooks will be properly maintained and returned at the appointed time. Sanctions will be invoked in the event that a student refuses to pay for a lost or damaged textbook at the replacement cost less reasonable depreciation. These sanctions are intended to prohibit lost or damaged textbooks through willful intent or neglect and include:
 - a. Not allowing the student to earn course/subject credit until restitution is made;
 - b. Withholding of all grades, cards, diplomas, certificates of progress, or transcripts until restitution is made;
 - c. Refusal to issue any additional textbooks until restitution is made.
4. **Debts/Property** – Local education agencies are authorized to withhold all grades, cards, diplomas, certificates of progress or transcripts of a student who has taken property which belongs to a local education agency, or has incurred a debt to a school, until such student makes restitution in full.
5. **NOTE OF CAUTION: HOLDING PROHIBITED ITEMS OR SUBSTANCES** – In instances dealing with drugs, alcohol, tobacco, weapons, and or any other items or substances prohibited by board policy or state law, students who **HOLD** these items or substances for other students are considered to have possession and are subject to disciplinary action. **DO NOT HOLD PROHIBITED ITEMS OR SUBSTANCES FOR OTHER STUDENTS ON THE SCHOOL CAMPUS OR AT SCHOOL-SPONSORED ACTIVITIES.**

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Statement of Development and Origin

This Code of Acceptable Behavior and Discipline was compiled pursuant to T.C.A. §49-6-4013. It is a compilation of Germantown Municipal Schools' policies passed by the Germantown Municipal School District Board of Education that deal with student safety and discipline.

Purpose

This Code of Acceptable Behavior and Discipline is intended to inform students and parents of Germantown Municipal Schools' policies devoted to student safety and behavior. It does not include all Germantown Municipal Schools' policies. Please refer to the GMSD Policy Manual for a complete listing of Germantown Municipal School District's policies.

Expected Behaviors

Each student has the right:

- To have the opportunity for a free education in the most appropriate learning environment;
- To have the opportunity for freedom of speech, expression of ideas, and of the press;
- To be secure in his/her person, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law;
- To expect that the school will be a safe place with no fear of bodily harm;
- To expect an appropriate environment conducive to learning;
- To be free from discrimination on the basis of sex, race, religion, national origin, or disability; and
- To expect to be fully informed of school rules and regulations.

Each Student has the Responsibility:

- To know and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers;
- To respect the human dignity and worth of every individual;
- To refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- To study diligently and maintain the best possible level of academic achievement;
- To be punctual and present in the regular school program;
- To dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
- To help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities;
- To refrain from disobedience, misconduct or behavior, which would lead to any physical harm or that disrupts the educational process;
- To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities;
- To obey the laws and rules so as not be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances; and
- To carry only those materials that are acceptable under the law and accept the consequences for the articles stored in one's locker.

Searches (Policy #6.303)

It is the policy of the GMSD to interdict the introduction of weapons or contraband on school premises by conducting limited searches of students and visitors. Such searches are necessary to maintain the safest environment possible for students, staff and visitors on campuses throughout the GMSD.

Physical searches of students and searches of vehicles and containers or packages brought onto school grounds by students and visitors may be conducted if the principal has a reasonable suspicion that a student or school visitor has in his/her possession a prohibited item or substance (including but not limited to drugs, drug paraphernalia, dangerous weapons and other property not properly in their possession).

- A. Physical searches of students shall meet all the following standards of reasonableness:
 1. A particular student has violated school policy;
 2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug;
 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
 4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student as well as the nature of the infraction alleged to have been committed.
- B. The lockers are property of Germantown Municipal Schools and, therefore, can be searched at the discretion of the principal. Random searches or searches of all lockers may occur at any time. Individual searches will be conducted based upon reasonable suspicion as described above.
- C. Vehicles parked on school property or areas designated for use by GMSD during school hours or special events, may also be searched by school administrators at the discretion of the school principal, if reasonable suspicion exists to believe a violation of the law or school policy may exist.
- D. Use of Metal Detectors
 1. There may be occasions when school principals feel the need to use hand-held metal detectors to facilitate a search, which is found to be necessary to ensure the safety of the students, faculty, staff and visitors.
 2. When metal detectors are to be used, the following rules must be followed:
 - a. Only Germantown Municipal School administrators will operate the detectors, under the direction of the school principal.
 - b. Screenings may be conducted on an entire group or by random selection. Random screenings must ensure that no bias enters into the selection of the individuals to be screened (for example gender, religion, race, etc.).
 - c. In no instance shall school personnel select a particular person to screen unless school personnel have reasonable suspicion that the person has a weapon.

- d. In cases when there is reasonable suspicion that a weapon may be present, law enforcement officers shall be present at the time of the screening.

DISCIPLINE

Student Code of Conduct

The Germantown Municipal School District accepts the responsibility for establishing and maintaining proper standards of discipline and behavior in the public schools. In order to maintain good order and ensure an environment conducive to learning, the District considers behavior or conduct occurring on school property or any school sponsored activity occurring off school property that interferes with the above to be offenses. Such offenses include but are not limited to the following:

1. Disrespect or insubordination toward teachers, principals, or other school employees;
2. Immoral conduct, indecent language or behavior;
3. Sexual, racial, ethnic, or religious harassment;
4. Theft;
5. Violence, the threat of violence and/or physical or verbal intimidation directed toward other students, teachers, or Germantown Municipal Schools' employees;
6. Persistent disobedience or disorder;
7. Habitual tardiness or unexcused absenteeism, truancy;
8. Vandalism;
9. Sale, possession, or use of alcohol, drugs, substances represented to be drugs or alcohol, substances for huffing, or drug paraphernalia;
10. Smoking and or possession of tobacco products, lighters or matches, this includes electronic cigarettes and vaping paraphernalia;
11. Possession of cell phones or other electronic communication devices during school hours without written permission of the principal;
12. Gang activities;
13. Weapons or weapon look-alike; and explosives, including a knife or any potentially lethal weapon, or Taser;
14. Possession of mace or disabling sprays;
15. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
16. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to person or property or disrupts the educational process;
17. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity; and
18. Inappropriate use of electronic media.

Principals and their designees shall be responsible for enforcing the rules of Student Conduct.

DISCIPLINE

(Offenses and Penalties by Category)

Policy #6.313

The infractions of school discipline in Germantown Municipal Schools listed below are grouped into categories according to the seriousness of the offense. This list not intended to be exclusive or all-inclusive. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

Category A – State Zero Tolerance Offenses – T.C.A. §49-6-4216

1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;
3. Unauthorized possession of a firearm on school property or at a school sponsored activity.

PENALTY: STUDENTS FOUND GUILTY OF A CATEGORY (A) OFFENSE SHALL BE SUSPENDED FOR 180 DAYS. NOTIFICATION WILL BE MADE TO LAW ENFORCEMENT AUTHORITIES. THIS PENALTY CAN ONLY BE MODIFIED BY THE SUPERINTENDENT.

Category B

1. Possession of a knife or any other potentially lethal weapon, taser, or explosive on school property or at a school-sponsored activity;
2. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. Gang Activities- Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebook with pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property; electronic devices with recognized gang text, gang symbols/signs, and language or actions that are threatening and or intimidating;
5. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization;
6. Possession, use, or distribution of counterfeit money on school property or at any school sponsored activity;
7. Assault and/or battery upon any teacher, administrator, school resource officer, or any other employee of the LEA;

PENALTY: STUDENTS FOUND GUILTY OF A CATEGORY B OFFENSE SHALL BE SUSPENDED FOR 180 DAYS, UNLESS MODIFIED BY THE DHA APPEAL PROCESS. NOTIFICATION WILL BE MADE TO LAW ENFORCEMENT AUTHORITIES.

Category C

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
2. Making a threat, including a false report, to use a bomb, dynamite, any other explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;
3. Smoking and or the possession of tobacco products by students while in or on school properties or under the school's jurisdiction during school hours or while participating in a school-sponsored event. This also includes electronic cigarettes and/or vapors;
4. Any gang related activity or action not specified in Category B;
5. Malicious destruction of or damage to school property, including the property of any person attending or assigned to the school;
6. Stealing or misappropriation of school property or personal property (regardless of the intent to return);
7. Immoral disreputable conduct;
8. Insubordination with any teacher, administrator, school resource officer, or any other employee of the LEA;
9. Continuous and/or severe Category D offenses

PENALTY: STUDENTS FOUND GUILTY OF A CATEGORY (C) OFFENSE MAY BE SUBJECT TO RESTITUTION, IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION (1-10 DAYS), OR EXPULSION. WHEN APPROPRIATE, NOTIFICATION WILL BE MADE TO LAW ENFORCEMENT AUTHORITIES.

Category D

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral disreputable, or rude remarks or non-verbal action(s) to a staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property or any area under the school's jurisdiction during school hours unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense, including school bus stops;
6. Possession of mace or other disabling sprays;
7. Gambling
8. Inappropriate use of electronic media, including but not limited to: all calls (land line, cell phone, computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s, or any type of electronic music or entertainment device, cameras, camera phones, and all social media;
9. Sexual, racial, ethnic, or religious harassment/discrimination;

10. Bullying/Intimidation/Harassment;
11. Inciting, advising, or counseling of others to engage in any acts in Categories A, B, or C;
12. Continuous and/or severe Category E offenses.

PENALTY: STUDENTS FOUND GUILTY OF A CATEGORY (D) OFFENSE MAYBE SUBJECT TO PARENT-PRINCIPAL CONFERENCE, OVERNIGHT SUSPENSION, DETENTION, REFERRAL TO GUIDANCE COUNSELOR (GUIDANCE, SOCIAL WORKER, PREVENTION LIAISON, IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION (1-10 DAYS), OR EXPULSION. WHEN APPROPRIATE, NOTIFICATION WILL BE MADE TO LAW ENFORCEMENT AUTHORITIES.

Category E

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

PENALTY: STUDENTS FOUND GUILTY OF A CATEGORY (E) OFFENSE MAYBE SUBJECT TO PARENT-PRINCIPAL COMMUNICATION, VERBAL REPRIMAND, SPECIAL ASSIGNMENT, RESTRICTING ACTIVITIES, ASSIGNING WORK DETAILS, COUNSELING, WITHDRAWAL OF PRIVILEGES, SUPERVISED STUDY, DETENTION, IN-SCHOOL SUSPENSION. WHEN APPROPRIATE, NOTIFICATION WILL BE MADE TO LAW ENFORCEMENT AUTHORITIES. MULTIPLE INFRACTIONS OF ANY ONE OR MORE OF THE OFFENSES IN CATEGORY (E) OVER A PERIOD OF TIME BY A STUDENT MAY RESULT IN AN OUT-OF-SCHOOL SUSPENSION AT THE DISCRETION OF THE SCHOOL ADMINISTRATORS, USING PROGRESSIVE DISCIPLINE.

Cell Phones /Personal Communication Devices - (Policy #6.312)

Students may possess personal communication devices and personal electronic devices, including cell phones, laptops, tablets, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology, and MP3 players on school property as long as the devices are turned off and stored in backpacks, purses, or personal carry-alls. However, with prior approval from the principal or his/her designee, a teacher may grant permission for the use of these devices in his/her classroom. Students should not remove cell phones or any other electronic/communication device for personal usage at any point during the school day, without the appropriate approval.

School/District administrators may, if they have reasonable suspicion to do so, search any cell phone brought onto any GMSD property, which includes but is not limited to parking areas or any other property the designated for school use. The school is not responsible for any lost, damaged, or stolen devices while on school property.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary actions. A student found to be in violation of this policy shall have the device taken and kept by the school principal or his/her designee until the following school day. The school shall determine a time and place the device may be picked up by the parent/guardian the next school day following the day the device was taken. If the device is not picked up the next day, the parent shall coordinate with the school to determine when the device can be picked up.

For each subsequent violation of this policy, the student shall receive additional consequences in accordance with the district-wide discipline policy.

PENALTIES

Suspension/Expulsion/Remand of Students

1. Any principal, vice principal or assistant principal is authorized to suspend a pupil from attendance at their respective school, including it's sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for suspension include, but are not limited to:
 - a. Willful and persistent violation of the rules of the school or truancy;
 - b. Immoral or disreputable conduct or vulgar or profane language;
 - c. Violence or threatened violence against the person of any personnel attending or assigned to any GMSD school;
 - d. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
 - e. Inciting, advising, or counseling of others to engage in any of the acts enumerated above.
 - f. Marking, defacing, or destroying school property;
 - g. Possession of a pistol, gun, or firearm on school property;
 - h. Possession of any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;
 - i. Possession of a knife and other weapons, as defined in **T.C.A. §39-17-1301** on school property;
 - j. Assaulting a principal or teacher with vulgar, obscene or threatening;
 - k. Unlawful use or possession of barbitol or legend drugs, as defined in **T.C.A. §53-10-101**;
 - l. Two or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
 - m. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school sponsored event;
 - n. Any other conduct prejudicial to good order and discipline in any public school;
 - o. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity; and
 - p. On or off campus criminal behavior that results in the student being legally charged with a felony and the students continued presence in the school poses a danger to person or property or disrupts the educational process.
2. Any principal, vice principal or assistant principal may suspend any pupil from attendance to a specific class, classes or school-sponsored activity without suspending the pupil from attendance at school pursuant to the student discipline policy adopted by the board of education. Good and sufficient reasons for In-School suspension include, but are not limited to, behavior:
 - a. That adversely affects the safety and well being of other pupils;
 - b. That disrupts a class or school sponsored activity; or
 - c. Prejudicial to good order and discipline occurring in class, during school-sponsored activities or on the school campus.
 - i. Students receiving an In-School suspension exceeding (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Students given In-School suspension shall be required to complete academic requirements.
3. Except in an emergency, no principal, vice principal or assistant principal shall suspend any student until that student has been advised of the nature of the student's misconduct, questioned about it and allowed to give an explanation.
 - a. Upon suspension of any student other than for In-School suspension of one (1) day or less, the principal shall, within twenty-four (24) hours, notify the parent or guardian and the of:
 - i. The suspension, which shall be for a period of no more than ten (10) days;
 - ii. The cause for the suspension and;
 - iii. The conditions for readmission, which may include, at the request of either party, a meeting of the parent or guardian, student and principal.
 - b. If the suspension is for more than five (5) days, the principal shall develop and implement a plan for improving the behavior, which shall be made available for review by the Director of Student Services upon request.
 - c. If, at the time of suspension, the principal, vice principal or assistant principal determines that an offense has been committed that would justify a suspension for more than ten (10) days, the person may suspend unconditionally for a specified period of time or upon such terms and conditions are deemed as reasonable.
 - i. The principal or designee shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. **All appeals must be filed, orally, or in writing, within five (5) days after receipt of the notice** and may be filed by the parent, guardian, the student, or any person holding a teaching license who is employed by the school system if requested by the student.

- ii. The appeal from this decision shall be directed to the Office of Student Services **Disciplinary Hearing Authority** appointed by the Board. The Disciplinary Hearing Authority shall consist of a least one (1) licensed employee of GMSD, but no more than seven (7) members.
 - iii. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The Disciplinary Hearing Authority shall give written notice of the time and place of the hearing to the parent or guardian, the student, and the school official who ordered the suspension. Notice shall also be given to the GMSD employee who requests a hearing on behalf of the suspended student.
 - iv. After the hearing, the Disciplinary Hearing Authority may affirm the decision of the principal, order the removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or night school or suspend the student for a specified period of time.
 - v. The Disciplinary Hearing Authority shall make a written record of the proceedings, including a summary of the facts and the reasons supporting the decision. The student, principal, vice principal, or assistant principal may within five (5) days of the decision, request review by the Superintendent. The Superintendent shall review the written record of the Disciplinary Hearing Authority and shall render a decision as soon as practicable. (Absent a timely appeal, the decision shall be final.) Within five (5) days of the Superintendent's decision, the student, principal, vice principal, assistant principal may request a review by the Board of Education. The Board of Education, based upon the review of the record, may grant or deny a request for a board hearing and may affirm to overturn the decision of the hearing authority with or without a hearing before the Board. If the Board conducts a hearing as a result of a request for review, then notwithstanding any provision of the open meetings laws compiled in Title 8, Chapter 44, or other law to the contrary, the hearing shall be closed to the public, unless the student or the student's parent or guardian requests in writing within five (5) days after receipt of written notice of the hearing that the hearing be conducted as an open meeting. If the Board conducts a hearing as a result of a request for review by a student, parent or guardian, principal, vice principal or assistant principal that is closed to the public, then the Board shall not conduct any business, discuss and subject, or take a vote on any matter other than the appeal to be heard. Nothing in this section shall act to exclude the Department of Children's Services from the disciplinary hearings when the department is exercising its obligation under **T.C.A. §37-1-140**. The act of the Board of Education shall be final.
4. In the event the suspension occurs during the last ten (10) days of any term or semester, the pupil may be permitted to take final examinations or submit required work that is necessary to complete the course of instruction for that semester, subject to the action of the principal, or the final action of the Board of Education upon any appeal from an order of a principal continuing a suspension.
 5. Students under In-School suspension shall be recorded as constituting a part of the public school attendance in the same manner as students who attend regular school.
 6. GMSD shall not be required to enroll a student who is under suspension or expelled in a Local Education Agency (LEA) either in Tennessee or another state. The Superintendent shall make a recommendation to the Board of Education to approve or deny the request. The recommendation shall only occur after investigation of the facts surrounding the suspension from the former school system. If the recommendation is to deny admission and the Board approves the Superintendent's recommendation, the Superintendent shall, on behalf of the Board, notify the Commissioner of the decision. Nothing in this subsection shall affect children in state custody or their enrollment in GMSD. If GMSD accepts enrollment of a student from another LEA, GMSD may dismiss the student if it is determined subsequent to enrollment that the student has been suspended or expelled by other LEA.
 7. A pupil determined to have brought to school or to be in unauthorized possession of a firearm on school property as defined in **18 U.S.C. §921**, shall be expelled for a period of not less than one (1) calendar year, except that the Superintendent may modify the expulsion on a case-by-case basis. A student causing serious bodily injury upon any teacher, principal, administrator, any other employee of an LEA or school resource officer, or unlawfully possessing any drug including any controlled substance, as defined in **T.C.A. §39-17-403**, through **T.C.A. §39-17-415**, or legend drug, as defined by **T.C.A. §53-10-101**, shall be expelled for a period of not less than one (1) calendar year, except that the Superintendent may modify this expulsion on a case-by-case basis. For purposes of this subsection, "expelled" means removed from school attendance altogether, as determined by the Superintendent. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school.

Out-of-School Suspension 6th – 8th Grade Students

When a student is suspended out-of-school, the student will be required to complete all missed work within a specified time to be determined by the principal at the time of re-admittance. The student's conduct grade for that grading period will be "U" for the class the student was in at the time of the offense.

Out-of-School Suspension 9th – 12th Grade Students

When a student is suspended out-of-school for ten (10) or fewer days, the student shall receive a grade of zero for all class work, daily work, quizzes, etc. for the period of time suspended.

Any single assignment that carries a weight of fifteen percent (15%) or more of the final quarter grade will be considered a major assignment and the student may complete that work and have the grade earned included in the calculation of the quarter grade.

Assignments weighted less than fifteen percent (15%) will be counted as minor assignments and zeros will be recorded during the period of suspension.

Houston High School shall adopt a Restorative Credit Program. By performing pre-approved school or community service, first-time suspended students earn the privilege of completing and receiving credit on make-up work for assignments missed while suspended. This option will be available only to students serving their first suspension of the school year.

1. When the student is readmitted, the administrator will include on the readmit paperwork the above criteria/stipulations.
2. The administrator will keep record of a student's school or community service documentation.
3. The administrator will notify the teachers of the student when the student has completed the school or community service.
4. At that time, the teacher and student will develop a plan for the student to complete and have counted as a grade his/her make-up work. Make-up work will be completed in a timely manner, directed by the teacher, and in accordance with the school's general make-up work procedure.

Alternative Program Referrals

Alternative Program Referrals are made to the Office of Student Services for students that are assigned Out-of-School (OSS) suspensions that are longer than ten (10) days.

Conduct Grades During Suspensions

Conduct grades earned during the grading period (first 9-week period of a Suspension) shall be:

- In-School Suspension = N (for conduct in classroom involved)
- Out-Of School Suspension = U

DUE PROCESS PROCEDURES**Student Rights and Due Process (Policy #6.302)**

Every student has the right to due process guaranteed by the Constitution of the United States of America.

The student is, in all except the most minor disciplinary cases, to be granted a hearing before the principal with every precaution being taken to insure that the rights of the student are protected.

Before any disciplinary action is taken, the principal or the teacher must advise the student of his/her right to a hearing. Students are to be reminded that in exercising their rights, they must not interfere with the rights of others, disrupt the educational process, or violate the laws of the Federal, State, and local government or the policies of the Germantown Municipal Board of Education.

Corporal Punishment

Corporal punishment is not permissible in Germantown Municipal Schools.

WELFARE OF STUDENTS**Leaving School During the School Day**

Teachers, principals, and other school administrators are to exercise extreme caution in releasing students from school. Students should not be released until all excuses are carefully checked.

A student shall not be permitted to leave school during the school day without written request form the parent/guardian and approval of the principal or designee except under exceptional circumstances with specific approval of the principal. Such circumstance shall be noted on the official school sign-out sheet with the signature of the principal.

Tobacco Use or Possession

The Germantown Municipal School District prohibits student smoking or possession of tobacco products, lighters or matches, on school campuses, at school-sponsored activities or on school buses. This includes electronic cigarettes and/or vapors.

Gangs and Non-School Related Social Clubs

The Board prohibits the activities of criminal gangs on school property or at school-sponsored events.

A "criminal gang" means: A formal or informal ongoing organization, association or group consisting of three (3) or more persons that has:

1. As one (1) of its activities the commission of criminal acts; and
2. Two (2) or more members who, individually or collectively, engage in or have engaged in a pattern of criminal gang activity.

In order to discourage and prohibit students from participating in gang activities GMSD prohibits students in all grades from:

1. Wearing, while on school property, any type of clothing, apparel or accessory that denotes the students' membership in or affiliation with any criminal gang;
2. Any activity that encourages participation in a criminal gang or facilitates illegal acts of a criminal gang; and
3. Any conduct that is seriously disruptive to the educational process or endangers persons or property.
4. The local law enforcement agency shall advise the local Board, upon request, of criminal gangs and associated criminal gang activity.

A violation of any portion of this policy is grounds for suspension up to 180 days and/or expulsion from school.

STUDENTS WITH DISABILITIES

Students with disabilities are included in all Germantown Municipal Schools. Schools are expected to initiate actions that enable students with disabilities to become an accepted part of the student body and are treated with the same respect as regular students. Consequences for offenses directed toward students with disabilities should reflect the severity or repetition of the offense.

Students with disabilities have special protections provided through law against unilateral suspension. While certain levels of behavior are expected of special education students, disabling conditions may impact the student's amnesty. It is imperative that school personnel be aware of which students are classified as disabled under either IDEA or Section 504. **A student with a disability shall not be unilaterally removed from school for more than ten (10) days before a Manifestation Determination is convened to determine whether the student's offense was caused by his/her disability.**

At the initial IEP team meeting or annual review, plans are established which address behavior management as well as academic and vocational skills. The student's IEP reflects expected behaviors, objectives to modify behavior, and pre-established consequences when appropriate. A written record is kept of all discussions and disciplinary actions taken. Whenever possible, suspension or expulsion is the last action used. It is recommended that lesser consequences such as time out, detention, supervised study, on-site intervention, etc. be used before resorting to suspensions. It is important that the team includes an instructional component designed to teach the student skills such as anger management, conflict resolution, showing respect to others, and effective communication designed to prevent future misbehavior. When there is no relationship between a child's behavior and his/her disability, the student can be suspended or expelled according to normal school board policy; however, educational services are continued to the extent required.

SUSPENDING STUDENTS WITH DISABILITIES PROTOCOL

- I. Student has demonstrated some type of rule infraction.
- II. Procedural safeguards in regard to due process are followed (*Goss v. Lopez*)
 1. Student must be given oral or written notice of the charges against him/her.
 2. If charges are denied, an explanation of evidence the authorities have must be presented.
 3. Student must be given the opportunity to present his/her side of the story.
 4. Allow no delay between the time "notice" is given and the time of the hearing
 5. Provide notice and hold a hearing prior to the removal of the student from school in most cases.
- III. IEP Team meets and determines if the behavior is a manifestation of the student's disability.
 1. The IEP Team must review all relevant information including evaluation results, observations of the child, other relevant information supplied by the parents of the child, the child's IEP and placement and determine:
 - a. if the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or
 - b. if the conduct in question was the direct result of the local educational agency's failure to implement the IEP.
 2. Is the student a danger to himself and/or others? If "Yes", reach an agreement with parents through IEP Team meeting or seek an injunction from the federal district court.
 3. School personnel may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the child's disability in cases where a child:
 - a. carries or possesses a weapon to or at school, on school premises, or to or at a school function
 - b. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or a school function
 - c. has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. The Department of Exceptional Student Education provides a form for use by the IEP Team when convening to determine if a behavior is manifestation of the student's disability.

IF A DISAGREEMENT ARISES AND A DUE PROCESS HEARING IS REQUESTED, THE "STAY PUT" PROVISION DOES NOT APPLY. THE STUDENT SHALL REMAIN IN THE INTERIM ALTERNATIVE SETTING PENDING THE DECISION OF THE HEARING OFFICER OR UNTIL THE EXPIRATION OF THE SUSPENSION, WHICHEVER COMES FIRST UNLESS THE PARENT AND SCHOOL AGREE OTHERWISE.

- IV. If the IEP Team determines that the offense is a manifestation of the student's disability, the student may not be suspended.
 1. The student could be placed in a setting that more appropriately accommodates his/her needs.
 2. The behavior problems should be addressed through the goals and objectives of the IEP and/or behavior plan.
- V. If the IEP Team determines that the offense is not a manifestation of the student's disability, the student may be suspended. The school may suspend, but educational services must continue (Kael in 4th and Turlington in 5th Circuit).
 1. If not a change of placement (i.e. longer than 10 consecutive days), the school authority in conjunction with the special education teacher may decide what services are needed. If a change of placement (longer than 10 days or significant change in IEP placement), the IEP Team must determine what services must be provided.
 2. If continued educational services are based on IEP goals/objectives, they are to be provided by the teacher endorsed in special education.
 - a. Alternative methods of providing services may include home tutoring, alternative school placement, In-School suspension, on-site intervention, or transfer to another school.

HARASSMENT, INTIMIDATION, BULLYING, OR CYBER-BULLYING

Policy #6.304

The Germantown Municipal School District Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or

perceived traits or characteristics, are prohibited. This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

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

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student or students; or
4. Creating a hostile educational environment.

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

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

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate and investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

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

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the

parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 USC § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Superintendent.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. Each year, all school staff will receive bullying prevention training as designed by the district. During an investigation, if the incident is confirmed as a violation of the bullying policy, all involved parties will be offered supportive counseling services through the school counseling program. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Commission or the Office of Civil Rights. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is a physical harm or threat of physical harm to a student or a student's property, the principal/designee of each middle, junior high school, or high school shall report the findings and any disciplinary actions taken to the Superintendent and the chair of the board of education. By July 1 of each year, the Superintendent/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1. The Superintendent shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA § 49-6-1016.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

T.C.A. §49-6-1015

T.C.A. §49-2-120

Please contact the designated individuals listed below to report a concern or for any questions, concerns, or information regarding this policy:

Title VI Coordinator

Dianne Stovall

901-752-7900 or Dianne.stovall@gmsdk12.org

Title IX Coordinator

Karen Dodd

901-752-7900 or Karen.dodd@gmsdk12.org

FRC for students: Chauncey Bland

6685 Poplar Avenue Suite 202

Germantown, TN 38138

901-752-7900 or chauncey.bland@gmsdk12.org

FRC for employees: Elissa Stratton

6685 Poplar Avenue Suite 202

Germantown, TN 38138

901-752-7900 or elissa.stratton@gmsdk12.org

Victims of Violent Crimes GMSD Policy #6.2062

A student (when applicable) has the right to transfer to another school within the district if he/she is the victim of a violent crime at school.

F.E.R.P.A. RIGHTS

In 1974 the Family Educational Rights and Privacy Act (Buckley Amendment) **Public Law 93-380, §438**, was passed to ensure confidentiality of student records.

Parents (custodial and noncustodial) and legal guardians have the right to inspect and review the accumulative and special education records of their child by making a written request to the official having custody of the records. The official shall have a reasonable time, not to exceed forty-five (45) days, to produce the records.

If the parent or guardian objects to the inclusion of any item or document in the record, a written statement identifying the specific item or document objected to and the basis of the objection must be filed with the custodian of the records. The custodian of records in the school is the principal. A conference with the custodian or designated representative may then be scheduled in an attempt to resolve the matter informally. If not satisfied with results of this informal resolution, the parent/guardian may make a written appeal to the Superintendent or his designated representative. A hearing shall be scheduled within thirty (30) days of the receipt of the written appeal. A full and fair opportunity to present relevant evidence will be granted.

SECTION 504 PARENT OVERVIEW

<http://www.gmsdk12.org/StudentServices.aspx>

SECTION 504 DUE PROCESS HEARING PROCEDURES

Section 504 (**34CFR § 104.36**) requires that school systems maintain a procedure for conducting impartial hearings with opportunity for participation by the student's parents/guardian and representation by counsel.

PARENTS REQUESTING A HEARING SHOULD SUBMIT A WRITTEN REQUEST TO THE SECTION 504 COORDINATOR OF THE LOCAL SCHOOL SYSTEM AND INCLUDE THE FOLLOWING INFORMATION:

- The reason for the request;
- A suitable time for the hearing: morning, afternoon, evening;
- Two (2) possible dates for the hearing; and
- A statement as to whether you prefer the hearing to be closed or open to the public;

After the SECTION 504 coordinator receives the Due Process Request, he/she will forward it to one of the impartial Hearing Officers on the approved Hearing Officer List. The impartial Hearing Office will then advise both parties of the date, time and location of the hearing.

The hearing must be held no less than fifteen (15) days and no more than thirty (30) days from the time the request for the hearing is submitted, unless the parent/guardian agrees otherwise, or the Hearing Officer grants a continuance at the request of one of the parties.

Reasons for the Request:

1. Denied identification, evaluation or educational placement of person who, because of disability need or are believed to need special instruction or related services.
2. Placed in a setting that is not the least restrictive environment.
3. Denied appropriate services due to inaccessibility of programs.
4. Denied accommodations and/or modification to regular education program because of identified disability.
5. Denied participation in extracurricular or nonacademic activities because of a disability.

School System's Responsibilities:

1. The school system will provide a location for the hearing.
2. The cost of the impartial Hearing Officer and court reporter will be paid by the school system. The school system will provide the parents with a copy of the hearing transcript at no cost to the parent.

3. The school system must allow the child to remain in his/her present placement until after the hearing, unless the parents agree that a change in placement would be best for the child.
4. The school system must inform the parents of any free or low-cost legal services or other relevant services available in the area.
5. If a licensed attorney at the due process hearing represents the parent/guardian, he/she must inform the District's Section 504 coordinator and the appointed officer of that fact, in writing, at least seven (7) days prior to the hearing date.

Before the Hearing:

1. All exhibits to be presented at the hearing shall be exchanged between the school system and the parents at least five (5) days prior to the hearing.
2. The school system must allow the parents to examine the child's records and make copies if requested.

During the Hearing:

1. Legal counsel may represent parents and the school system.
2. You may present and cross-examine witnesses who know about the child's disability.
3. The child may be present at the hearing.
4. After the impartial Hearing Officer has heard the case, he/she will give a written decision.
5. The impartial Hearing Officer is not any employee of any school system and shall not be related to any member of the Germantown Municipal School District's local board of education.
6. The impartial Hearing Officer understands what the law requires for children with special needs.

After the Hearing:

1. The parents will receive a written record or tape recording of all that was said at the hearing.
2. A copy of the impartial Hearing Officer's decision will be given to both the school system and the parents. The Hearing Officer must render a decision within forty-five (45) days after the 504 Coordinator's receipt of the request for a hearing, unless the parents agree otherwise or the Hearing Officer has granted a continuance at the request of one of the parties.
3. The decision made by the Hearing Officer is final unless the parents or the school system appeals the decision to the appropriate state or federal court.
4. A parent/guardian may file a complaint with the Office of Civil Rights (OCR) if he/she believes that the district has violated any provision or regulation of Section 504. OCR addresses Section 504 complaints separately and independently of the local hearing process, in accordance with the guidelines set forth in OCR's Case Processing Manual. A parent/guardian should contact OCR concerning timeframes for filing OCR Complaints.

504 District Coordinator

Karen Dodd

901-752-7889 or Karen.dodd@gmsdk12.org

The OCR office for Tennessee is:

Atlanta Office
Office of Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927

Telephone: 404-974-9406
Fax: 404-974-9471; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

The OCR National Headquarters is:

U.S. Department of Education
Office of Civil Rights
Lyndon Baines Johnson Department of
Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 877-521-2172
Email: OCR@ed.gov