

Germantown Municipal School District Student Handbook



2026-2027

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

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2026-2027

Germantown Municipal Schools District Instructional Calendar

Before School Begins

July 22 - 23

New Teacher Orientation

Monday July 27-
Tuesday August 4

Professional Development Days

First Semester

Date	Day	Event	Students	Teachers
August 5	Wednesday	Students Return 1 st Quarter Begins	In	In
September 4	Friday	Professional Development Day	Out	In
September 7	Monday	Labor Day	Out	Out
September TBD	3 hours beyond school day	Parent-Teacher Conferences <i>Scheduled by School</i>	In	In
October 9	Friday	End of 1 st Quarter	In (½ Day)	In (Full Day)
October 12-16	Monday-Friday	Fall Break	Out	Out
October 19	Monday	2 nd Quarter Begins	In	In
November 2	Monday	District Learning Day	Out	In
November 23-24	Monday-Tuesday	Flex Professional Development Days	Out	Flex
November 25-27	Wednesday-Friday	Thanksgiving Break	Out	Out
December 16-18	Wednesday-Friday	Semester Exams	In	In
December 18	Friday	End of 2 nd Quarter	In (½ Day)	In (Full Day)
December 21-January 1	Monday-Friday	Winter Break	Out	Out

Second Semester

Date	Day	Event	Students	Teachers
January 4	Monday	Administrative Day	Out	In
January 5	Tuesday	3 rd Quarter Begins	In	In
January 18	Monday	Martin Luther King, Jr. Day	Out	Out
February TBD	3 hours beyond school day	Parent-Teacher Conferences <i>Scheduled by School</i>	In	In
February 15	Monday	Presidents' Day/District Learning Day	Out	In
March 12	Friday	3 rd Quarter Ends	In (½ Day)	In (Full Day)
March 15-19	Monday-Friday	Spring Break	Out	Out
March 22	Monday	4 th Quarter Begins	In	In
March 26	Friday	Good Friday	Out	Out
March 29	Monday	Easter Break	Out	Out
May 19-21	Wednesday-Friday	Semester Exams	In	In
May 21	Friday	4 th Quarter Ends	In (½ Day)	In (Full Day)

Instructional Days (175)

In-service Days (5)

Administrative Days (4)

Stockpile PD Days (5)

Parent-Teacher Conferences (1)

1st Semester: 85 days

1st Quarter: 46 days

2nd Quarter: 39 days

2nd Semester: 90 days

3rd Quarter: 47 days

4th Quarter: 43 days

July 28

July 29

July 30

July 31

August 3

July 27

August 4

January 4

Meet-the-Teacher (0.5 day)

Curriculum Night (0.5 day)

September 4

November 2

November 23 – Flex PD

November 24 – Flex PD

February 15

September 8-24 (0.5 day)

February 1-18 (0.5 day)

GMSD students participate in national, state-mandated, and district-selected assessments each year. Some of these assessments include but are not limited to:

- **Advanced Placement (AP) Exams**
- **Benchmark Assessments**
- **Formative Assessments**
- **Summative Assessments**
- **Universal Screeners**

For a complete listing of assessments, dates, and grade-level participants, please visit our **GMSD, 2025-2026 assessment calendar here: **The **GMSD testing calendar** is still under review and will be posted here once it is finalized and approved.****

Additionally, for a detailed listing of AP Courses and Exams, please visit College Board's site here: <https://apcentral.collegeboard.org/courses>

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 logbook 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.

Individuals who come onto school premises are expected to behave respectfully and lawfully. Specifically, actions that are prohibited include, but are not limited to:

1. Cursing and use of obscenities;

2. Disrupting or threatening to disrupt school operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or damage property.

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

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.

The entire Visitors to School policy can be found at https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/ER-jRKchN4RPiI1iW7RzCFsB74KqdrCFSbNgTWE-wdNSfA?rttime=6JtgJkqH3Ug

Admission and Enrollment

Students Eligible to Attend Germantown Municipal Schools

Residence: Students 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, Dr. Ted Fuller, at 901-752-7912.

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 an 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). The legal residence of an individual is their true, fixed and permanent home and place of habitation. It is the place to which, whenever they are absent, they have the intention of returning.

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 or joint 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

For student registration questions, please click [here](#).

IMMUNIZATIONS & STUDENT WELLNESS

- 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.

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.

For specific issues with immunization verification or exemption documentation, notify the Andrew Martin with the Office of Coordinated School Health at 901-752-7900.

For additional information regarding immunization and school admission, please see policy #6.203 located [here](#).

For information regarding the Student Wellness policy, please see policy #6.411 located [here](#).

NUTRITION

Special Dietary Needs PDF direct link:

https://resources.finalsite.net/images/v1767710393/gmsdk12org/atiqepyavfxdaqbfxwv7/SpecialDietaryMeals_001.pdf

Meal Charge Policy PDF direct link:

https://resources.finalsite.net/images/v1767710440/gmsdk12org/hkts3xlif5bmm3qjtdrh/MealChargePolicy_001.pdf

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 Assistant Superintendent 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 student;
- C. Death in the family;
- D. School-Endorsed Activities;
- E. Absence due to the incapacity of parent/guardian;

- F. Special and recognized religious holidays regularly observed by persons of their faith;
- G. Legal court summons, court order, or subpoena when it is not a result of the student's misconduct as provided for by law;
- H. Pregnant Students;
- I. Extenuating circumstances approved by the Principal on a case-by-case basis;
- J. Upon approved request to attend a released time course in religious moral instruction;
- K. School sponsored activities; and
- L. Students participating in an activity or program sponsored by 4-H

***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 *five (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)

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

Tier One

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

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

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

Tier Two

Tier Two of the Progressive Truancy Plan shall include:

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

The contract must include:

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

(3) penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to Juvenile Court.

c) Regularly scheduled follow-up meetings, which may be with the student and the parent, guardian, or other person having control of the student, to discuss the student's progress

d) An individualized assessment by a school employee of the reasons a student has been absent from school; and

e) If necessary, referral of the student to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.

Tier Three

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

a) School-based community services

b) Collaboration with the Whole Student Director to provide appropriate supports for success; or

c) Saturday or after-school courses designed to improve attendance and behavior.

Judicial Intervention Regarding Truancy

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

a) attend conferences as set forth in the GMSD Progressive Truancy Plan,

b) return telephone calls from the GMSD Student Services Supervisor,

c) attend follow-up meetings as set forth in the GMSD Progressive Truancy Plan,

d) enter into an attendance contract as set forth in the GMSD Progressive Truancy Plan, or

e) actively participate in any of the tiers of truancy intervention set forth in the GMSD Progressive Truancy Plan,

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

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

POSTSECONDARY SCHOOL VISITS

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

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

b) By no later than two (2) school days following the postsecondary school visit, the student must present the school attendance secretary with a signed letter or form from a campus official of the postsecondary institution documenting that the student visited the postsecondary institution; and

c) The student must complete all schoolwork missed during the postsecondary school visit.

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

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

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 6th 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.

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:

Be in compliance with the compulsory attendance laws as required in **T.C.A. 49-6-3017**

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.

Participation in Athletic Programs (Policy #4.301)

All middle schools (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 requirements, 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

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, First Grade, Second Grade, and Third Grade:

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

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

Grades 4-5 and Virtual School Grades K-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:

A	90-100
B	80-89
C	70-79
D.....	60-69
F	Below 60

3. Report cards are posted in Skyward at the end of each nine (9) - week session. Parents who request a hard copy report card will be able to pick them up at the school or they will be sent home with the students.
4. In grades 4-5 a minimum of 9 grades are due per nine weeks, with the recommendation of a minimum of one grade per week should be recorded for every student. 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.
5. Semester grades for grade 4-5 are determined by an average of grades for each of the two nine (9) - week terms. Standardized tests should not be used as the sole measure for passing or failing. TCAP scores may count a percentage of the second semester average, as determined in the Testing Programs policy, IP 4.700.

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

6. Final Grades - This grade is determined by averaging the two semester grades.
7. 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.
8. Parents are to be notified within a report card period when a student is not performing at expectation. Parent-teacher conferences should be held for gaining parental support in an effort to improve student performance.

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

Parents must be notified within a report card period when a student is not performing at expectation. 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	90-100
B	80-89

C	70-79
D.....	60-69
F	Below 60

The Tennessee Uniform Grading Scale for Lottery/HOPE Scholarship

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

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

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

- 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. In grades 6-12 a minimum of ten (10) grades are due per nine weeks, with the recommendation of a minimum of one grade per week should be recorded for every student. 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 GMSD Assistant Superintendent of Teaching, Learning, and Assessment and the Superintendent.

- 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. The number of academic points that 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 shall be determined by the teacher and approved by the school's administration.
- 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.
- 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. Only courses completed for credit in grades 9, 10, 11, and 12 shall be counted toward the Grade Point Average (GPA).
- 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.
- 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 (60 or higher).
- 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**), Industry-Aligned Certification, and Dual Enrollment (**DE**) courses at the secondary level, four (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.
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 (90) 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 OR MORE THAN SEVEN (5) EXCUSED ABSENCES PER SEMESTER IN A COURSE WILL DISQUALIFY THE STUDENT FROM BEING EXEMPT FROM THE SEMESTER EXAM FOR THAT PARTICULAR COURSE.** 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 requirements may be exempted for only the second semester exam; however, for courses that are only one semester, underclassmen may also be exempt during the first semester.
13. GMSD will not rack students numerically: a laude system will be used to distinguish three ranges of academically high performing students based on cumulative weighted grade point average, as determined by the GMSD Honor Roll, Awards, and & Laude System Policy.
14. Online courses taken outside of a GMSD high school will not count toward GPA unless approved for credit recovery purposes.
15. One (1) quality point shall be added to the numerical quality point value corresponding to the letter grade received in an early postsecondary course.
16. This weighted grading scale shall be used for all official purposes including report cards and weighted GPA except the Lottery / HOPE Scholarship as described below.

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

*These courses are eligible for additional percentage point weighting and are awarded only to 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. Parents who request hard copy report cards will be able to pick them up at the school or they will be sent home with students. The grading period schedule will be published on the district website and all school websites. Parent involvement is an important variable of student success. Parents are encouraged to discuss the student's progress with school personnel.

TRANSCRIPTS

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

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

Legal References

State Board of Education Rule TRR/MS 0520-01-03-.02
State Board of Education Rule 0520-01-03
State Board of Education Policy 3.301
T.C.A. § 49-2-203
T.C.A. § 49-2-301
T.C.A. § 49-6-407
T.C.A. § 49-50-1101

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. Retention may be made when, in the judgment of the teacher, such retention is 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 deciding 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 the 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.

September 8-24, 2026
February 1-18, 2027

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. You may make this request during registration each year.

Directory Information

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, e-mail address, photograph, date and place of

birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

Parent(s) intending to limit or withhold student directory information should file notice in writing with their student's school principal no later than two weeks after notification to advise GMSD, in writing, of items they designate not to be used as directory information. The records custodian shall mark the student record for which directory information is to be limited, and the designation shall remain in effect until it is modified by the written direction of the student's parent(s)/guardian(s) or the eligible student.

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 901-752-7886.

Student Referral

If a parent or guardian suspects their child has a disability (including intellectual giftedness) that is adversely impacting their child's education they may call, email, or write their child's teacher or school administrator expressing these concerns. The school administrator or school psychologist may explain the student intervention and referral process. Parents may also contact the Office of Exceptional Student Education regarding the referral process. Once a child is referred, a school team will assemble to consider gaining consent for an evaluation. If your child qualifies as a student with an educational disability as defined by TN Department of Education, an Individualized Education Plan (IEP) will be developed to address your students' strengths and deficit areas. Each school within GMSD provides a continuum of service ranging from consultation to pull out services. For more information on TN disability categories and special education, parents may access this link

<https://www.gmsdk12.org/departments/exceptional-student-education/exceptional-programs>

Further requests regarding student referrals may also be forwarded to 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	West Tennessee Regional Resource Center	East Tennessee Resource Center
Division of Special Education	100 Berryhill Drive	2763 Island Home Blvd.
Tennessee Department of Education	Jackson, TN. 38301	Knoxville, TN. 37290
710 James Robertson Parkway	Phone: 731-421-5074	Phone: 865-594-5691
Andrew Johnson Tower, 5 th Floor.	Fax: 731-421-5077	Fax: 865-594-8909
Nashville, TN 37243		
Phone: 615-741-2851		
Fax: 615-253-5567		

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

East Tennessee:

(Knoxville Area)

Phone: 865-609-2490

Fax: 865-609-2543

TN Toll Free: 800-670-9882

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/tdir/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.*

HIGH SCHOOL EDUCATIONAL REQUIREMENTS

Grade Classification for High School Students

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

Less than *five* (5) credits

Earned *five* (5) credits and passed English

9th grade

10th grade

Earned *eleven (11)* credits and passed English 10
Earned *sixteen (16)* credits* and passed English 11

11th grade
12th grade

*In accordance with 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

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
Electives (focused)	3 credits

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 and irrespective of credits earned by exam
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)I(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 Andrew Martin 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 Andrew Martin 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 plan 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 one-month 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 plan 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 Andrew Martin 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.

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. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut or strapless blouses, shirts or tops are prohibited.
3. Head apparel 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, protective masks/face coverings 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, shorts or skirts must be fingertip length.
7. Prohibited items include (1) large, long, and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, pajamas, and blankets.

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 Schools 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 (ages 3-21) 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.

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.
3. 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 exists

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

1. 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.
2. 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.
3. 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.
4. Students should be at the assigned bus stop five (5) minutes before the scheduled pickup time.
5. 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.
6. Students must remain in their seat as the aisle must be clear. Keep head, hands, and feet inside the bus.
7. Parents and unauthorized persons are not allowed to board the school bus.
8. Bus driver is authorized to assign seats and make changes at their discretion.
9. Video surveillance shall be used to promote the order, safety, and security of students, staff, and property.
10. Be courteous and use no profane language.
11. Keep the bus clean, do not eat or drink. The use of aerosol sprays, perfumes, etc. is prohibited.
12. 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.
13. Backpack size is limited to one the student can pick up and hold in their lap.
14. *Large band instruments are not allowed on the school bus (See Addendum).
15. Live animals are not allowed on the school bus.
16. 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 ensure 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 ensure 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
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 regulation

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
- 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
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
4. Threatens mass violence on school property or at a school-related 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
8. Failure to report threat of mass violence;
9. Any hacking or cyberattack of GMSD technology.

PENALTY: STUDENTS FOUND GUILTY OF A CATEGORY (B) OFFENSE MAY BE SUBJECT TO RESTITUTION, RESTORATIVE PRACTICES, REFERRAL TO SCHOOL COUNSELOR/DISTRICT SOCIAL WORKER OR TRANSITION SPECIALIST, DEVELOPMENT OF BEHAVIOR PLAN/DETERMINATION OF ADDITIONAL SUPPORTS, REFERRAL TO OUTSIDE AGENCY. IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION (1-10 DAYS), OR EXPULSION (11-180). WHEN APPROPRIATE, 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. Making a false report of harassment, intimidation, bullying, cyberbullying, or hazing
10. Providing false evidence in a harassment, intimidation, bullying, cyberbullying, or hazing investigation
11. Continuous and/or severe Category D offenses

PENALTY: STUDENTS FOUND GUILTY OF A CATEGORY C OFFENSE MAY BE SUBJECT TO RESTITUTION, RESTORATIVE PRACTICES, REFERRAL TO SCHOOL COUNSELOR/DISTRICT SOCIAL WORKER OR TRANSITION SPECIALIST, DEVELOPMENT OF BEHAVIOR PLAN/DETERMINATION OF ADDITIONAL SUPPORTS, REFERRAL TO OUTSIDE AGENCY. IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION (1-10 DAYS), OR EXPULSION (11-180). 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
12. Violating the GMSD Use of Internet policy (depending on severity)
13. 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, DEVELOPMENT OF BEHAVIOR PLAN/DETERMINATION OF ADDITIONAL SUPPORTS, REFERRAL TO OUTSIDE AGENCY. PREVENTION LIAISON, IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION (1-10 DAYS), OR EXPULSION (11-180). 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
11. Violating the GMSD Use of Internet policy (depending on severity)

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, RESTORATIVE PRACTICES, 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 its 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
 - 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
- 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 Assistant Superintendent 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 at 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.

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 has adopted 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 ensure 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 vapor products.

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 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. 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 an 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

Michael Ruiz

901-752-7900 or micahel.ruiz@gmsdk12.org

Title IX

FRC for students:

Student Services Supervisor

3350 S. Forest Hill Rd.

Germantown, TN 38138

901-752-7900

titleix@gmsdk12.org

Title IX

FRC for employees:

Human Resources Supervisor

3350 S. Forest Hill Irene

Germantown, TN 38138

901-752-7900

titleix@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.

Parent(s) of students and eligible students* may inspect, review and request copies of the student's education records upon written request.

Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the request. If you believe there are corrections that need to be made, please contact the school's administration.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless GMSD receives a copy of a court order to the contrary.

Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students of each student's privacy rights. For students enrolling after the above period, this information shall be given to the student's parent(s) or the eligible student at the time of enrollment. The notice shall include the right of the student's parent(s) or the eligible student to:

1. Request, Inspect, and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of the student's educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information."

Parent(s) of students and eligible students* may inspect, review and request copies of the student's education records upon written request.

Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the request.

The entire Student Records policy can be found at

https://tsbanetmy.sharepoint.com/:w:/g/personal/policy_tsba_net/EYRwAVv_uT1BlIFSpvV_lwAB2gtw95f_8JXFvMcrFv_22UQ?e=FHOsQm

SECTION 504 PARENT OVERVIEW

<https://www.gmsdk12.org/departments/student-services/wellness/section-504>

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 that 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 OCRs Case Processing Manual. A parent/guardian should contact OCR concerning timeframes for filing OCR Complaints.

504 District Coordinator

Karen Dodd

901-752-7889

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

Title IX

DEFINITIONS

1) TITLE IX: Title IX of the Education Amendments Act of 1972 provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance (some exceptions to this prohibition are more fully set forth in federal law).

2) COMPLAINANT: A person who is alleged to be the victim of conduct that could constitute sexual harassment.

3) RESPONDENT: A person who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

4) SEXUAL HARASSMENT: Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

a) Conduct by an GMSD employee which conditions the provision of an aid, benefit, or GMSD service on an individual's participation in unwelcome sexual conduct.

b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity.

c) “Sexual Assault” as defined in 20 U.S.C. § 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. § 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 27 § 12291(a)(8), or “stalking” as defined in 34 U.S.C. § 12291(a)(30).

5) EDUCATION OR PROGRAM ACTIVITY: Includes any location, event, or circumstance over which GMSD exercises substantial control over both the Respondent and the context in which the harassment occurred.

6) FORMAL COMPLAINT OF SEXUAL HARASSMENT: A document filed by Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that GMSD investigate the allegation of sexual harassment.

7) SUPPORTIVE MEASURES: Means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may include but not be limited to counseling, restrictions on contact between the parties, leaves of absence or modification of class schedule.

8) PREPONDERANCE OF THE EVIDENCE: The standard of evidence to be used to determine responsibility. Under the Preponderance of the Evidence Standard, the burden of proof is met when the fact finder is convinced that there is a greater than fifty percent (50%) chance that the complaint is true.

9) PARTY: Complainant and Respondent.

TITLE IX COORDINATOR

The GMSD Title IX Coordinator shall be responsible for ensuring GMSD’s compliance with Title IX of the Education Amendments Act of 1972, as amended, including investigations of complaints alleging non-compliance with the Act or alleging any actions that would be prohibited by the Act.

Contact information for the GMSD Title IX Coordinator for complaints by GMSD employees is:

GMSD Title IX Coordinator for Employees
Human Resources Supervisor
3350 South Forest Hill Irene Road
Germantown, TN 38138
Phone: 901-752-7888
Fax: 901-757-6479
E-mail: titleix@gmsdk12.org

Contact information for the GMSD Title IX Coordinator for complaints by GMSD students is:

GMSD Title IX Coordinator for Students
Student Services Supervisor
3350 South Forest Hill Irene Road
Germantown, TN 38138
Phone: 901-752-7876

Fax: 901-757-6479

E-mail: titleix@gmsdk12.org

COMPLAINT PROCESS PERTAINING TO TITLE IX GENERALLY

Any person may report complaints of violations of this Policy or Title IX of the Education Amendments Act of 1972, including claims of sexual harassment, regardless of whether the person is the alleged victim of the reported conduct, in-person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's report. Such report may be made at any time, including non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

If any complaints of violations of this Policy or Title IX of the Education Amendments Act of 1972, including claims of sexual harassment, are made to any GMSD employee, said employee shall immediately report the complaint of violation to the GMSD Title IX Coordinator.

The Title IX Coordinator will be the investigator of all complaints of sexual harassment.

GRIEVANCE PROCESS PERTAINING TO SEXUAL HARASSMENT COMPLAINTS

I. Initial Sexual Harassment Complaint

If a complaint is made alleging sexual harassment, the Title IX Coordinator shall within two (2) instructional days after the complaint is made:

- 1) Contact the Complainant and Complainant's parents/guardians if the Complainant is a student, to offer and explain supportive measures to the Complainant, with or without the filing of a formal complaint.
- 2) Consider the Complainant's wishes with respect to supportive measures.
- 3) Explain to the Complainant and the Complainant's parents/guardians, if the Complainant is a student, the process for filing a formal complaint.

If the Title IX Coordinator cannot contact the Complainant and Complainant's parents/guardians, if the Complainant is a student, within two (2) instructional days after the complaint is made, the Title IX Coordinator must document the circumstances preventing him/her from contacting the Complainant and Complainant's parents/guardians if the Complainant is a student, within two (2) instructional days after the Title IX Coordinator received the initial sexual harassment complaint.

II. Formal Complaints of Sexual Harassment

A Complainant may file a formal complaint of sexual harassment with the Title IX Coordinator in-person, by mail or e-mail. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in an GMSD education program or activity. The Title IX Coordinator may also sign a complaint, which does not make the Title IX coordinator a party in the grievance process. A third-party reporter may not file a formal complaint. However, the Title IX Coordinator may sign a complaint, thus triggering an investigation. In some cases, this may entail implementing a formal grievance procedure over the Complainant's objection.

III. Removal of Respondent

A Respondent may be removed from school or school sponsored activities on an emergency basis, if, in the discretion of the Title IX Coordinator and/or the Superintendent, the Respondent poses a threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment. If such a Determination is made, the Respondent and Respondent's parents/guardians, if Respondent is a student, shall be provided notice and an opportunity to challenge the decision to remove immediately following the removal.

IV. Notice of Formal Sexual Harassment Complaints

The Title IX Coordinator will strive to provide written notice to both the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, within five (5) instructional days of receiving the formal complaint of sexual harassment. If the Title IX Coordinator cannot provide notice to both the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, within five (5) instructional days after he/she receives the formal complaint, the Title IX Coordinator must document the circumstances preventing him/her from providing the written notice to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, within five (5) instructional days after having received the formal sexual harassment complaint. The written notice shall include:

- a) Notice of this grievance process, including any informal resolution process.
- b) Notice of allegations, in sufficient detail to allow Respondent to prepare a response (names of known parties, conduct alleged, date and location of conduct, if known).
- c) A statement that Respondent is presumed not responsible, and that responsibility will be determined at the conclusion of the grievance process.
- d) Notice of the parties' rights to have an attorney or non-attorney advisor and to inspect and review evidence.
- e) Notice that GMSD Policy 6.313 prohibits knowingly making a false statement or providing false evidence during the grievance process.
- f) Notice of the range of possible disciplinary sanctions and remedies which include but are not limited to those set forth in GMSD Policy 6.313.

If additional allegations about the Complainant or Respondent that are not included in the notice become known after the initial notice is provided, the Title IX Coordinator shall ensure that the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, are provided notice of the additional allegations.

V. Informal Resolution Process For Formal Sexual Harassment Complaints

Parties may not be required to participate in an informal resolution process. Parties shall not be required to waive the right to an investigation and adjudication of formal complaints of sexual harassment. An informal resolution process may not be offered unless a formal complaint is filed. At any time prior to reaching a Determination regarding responsibility the Title IX Coordinator may

facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that:

a) The Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, are provided a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

b) The parties voluntary, written consent to the informal resolution process is obtained by the Title IX Coordinator.

c) The informal resolution process shall never be offered or facilitated to resolve allegations that an employee sexually harassed a student.

d) The Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, are provided a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

e) The parties voluntary, written consent to the informal resolution process is obtained by the Title IX Coordinator.

a) The informal resolution process shall never be offered or facilitated to resolve allegations that an employee sexually harassed a student.

VI. Dismissals of Formal Sexual Harassment Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this Policy even if proved, did not occur in an GMSD program or activity, or did not occur against a person in the United States, then the Decisionmaker must dismiss the formal complaint with regard to that conduct for purposes of Title IX and this Policy. If the complaint is dismissed, the Decisionmaker must promptly send written notice of dismissal and reasons therefore simultaneously to the parties and the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians if the Respondent is a student.

The Decisionmaker may dismiss the formal complaint or any allegations therein, if at any time during the investigation:

(1) Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein.

(2) the Respondent is no longer enrolled or employed by GMSD; or

(3) specific circumstances prevent GMSD from gathering evidence sufficient to reach a Determination as to the formal complaint or allegations therein.

If the complaint is dismissed, the Decisionmaker must promptly send written notice of dismissal and reasons therefor simultaneously to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student.

VII. Consolidation of Formal Sexual Harassment Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

VIII. Investigation of Formal Sexual Harassment Complaints

The burden of proof and the burden of gathering evidence sufficient to reach a Determination regarding responsibility regarding a sexual harassment complaint rest on GMSD rather than the parties. However, during an investigation of a sexual harassment complaint there may be evidence which cannot be accessed by GMSD, without the consent of the party, such as records made by the party's healthcare professionals. In those instances, the Title IX Coordinator may seek the voluntary written consent of a party to obtain such evidence.

The parties shall be permitted to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The parties shall not be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The parties shall be provided with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by one (1) advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of the advisor for either the Complainant or Respondent in any meeting or grievance proceeding. However, the advisor may not participate during any grievance proceedings, other than to provide advice to the party he/she is advising.

Any Complainant or Respondent whose participation is invited or expected, and them parents/guardians, if the party is a student, shall be provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings or informal resolution process, with sufficient time for the party to prepare to participate.

During the grievance proceedings, questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege shall not be allowed, relied upon or otherwise used, unless the person holding such privilege has waived the privilege.

Both the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, shall be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the Title IX Coordinator and/or Decisionmaker does not intend to rely in reaching a Determination regarding responsibility and evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to the completion of the investigative report, which fairly summarizes relevant evidence, the Title IX Coordinator must send to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, and the party's advisor, if any, evidence subject to inspection and review in an electronic format or hard copy. The parties must have at least ten (10) instructional days to submit a written response, which the Title IX Coordinator will consider prior to completion of the investigative report.

The Title IX Coordinator will strive to provide the final investigative report to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, within thirty (30) instructional days after having received the formal complaint. If the Title IX Coordinator cannot provide the investigative report within thirty (30) instructional days after he/she received the formal complaint, the Title IX Coordinator must document the circumstances preventing him/her from providing the final investigative report to both the Complainant and Complainant's parents/guardians if the Complainant is a student, and Respondent and Respondent's parents/guardians if the Respondent is a student, within thirty (30) instructional days after having received the formal complaint.

In order to allow the parties, the opportunity to review and provide a written response to the final investigative report, the Title IX Coordinator shall provide to both the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, and the party's advisors, if any, an electronic or hard copy of the final investigative report ten (10) instructional days prior to the date the Decisionmaker makes a Determination of responsibility.

IX. Determination Regarding Responsibility In Formal Sexual Harassment Complaints

The Decisionmaker for Title IX Sexual Harassment Complaints shall be assigned by the Superintendent.

After the Title IX Coordinator sends the investigative report to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, and before a Determination regarding responsibility is made by the Decisionmaker, the Decisionmaker must afford both the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, the opportunity to submit written, relevant questions that the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party, without a hearing. Questions and evidence about the Complainant's prior sexual behaviors are not relevant, unless such questions and evidence about the Complainant's prior sexual behaviors are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the

Complainant's prior sexual behavior with respect to the Respondent are offered to prove consent. The Decisionmaker must explain to the party proposing the questions any decision to exclude a question as not relevant.

The Decisionmaker will strive to provide his/her written Determination to all complaints to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, within thirty (30) instructional days after he/she receives the final investigative report from the Title IX Coordinator. If the Decisionmaker cannot provide the written Determination to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, within thirty (30) instructional days after he/she receives the final investigative report from the Title IX Coordinator, the Decisionmaker must document the circumstances preventing the written Determination from being provided to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, within the aforementioned thirty (30) instructional days.

The written Determination from the Decisionmaker shall address:

- a) Complaint allegations that potentially constitute sexual harassment.
- b) Procedural steps taken from the receipt of the formal complaint through the Determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.
- c) Decisionmaker's Findings of Fact Supporting the Determination.
- d) Decisionmaker's Conclusions regarding the application of the code of conduct/disciplinary rules to the facts.
- e) Statement of, and rationale for, the result as to each allegation including:
 - 1) Determination of responsibility.
 - 2) Any disciplinary sanctions imposed on the Respondent.
 - 3) Whether remedies to restore or preserve equal access to the education program or activity will be provided to the Complainant.
- f) GMSD's policy regarding appeals and the bases for the Complainant and Respondent to appeal.

The standard of evidence to be used by the Decisionmaker to determine responsibility shall be the preponderance of evidence standard.

The written Determination must be provided simultaneously to the parties and their parents/students if the parties are students. The Determination regarding responsibility shall become final either on the date that the parties are provided with the written Determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

X. Appeals of Determinations in Formal Sexual Harassment Complaints

The parties must be offered an appeal from a Determination regarding responsibility, and from a dismissal of a formal complaint or any allegations contained therein on the following bases only:

- a) Procedural irregularity that affected the outcome of the matter.
- b) New evidence that was not reasonably available at the time the Determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- c) The Title IX Coordinator, or Decisionmaker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Appeals must be received by the Title IX Coordinator within ten (10) instructional days after the Determination or Dismissal is received by the appealing party. All appeals must be sent to GMSD Title IX Coordinator at:

for the GMSD Title IX Coordinator for complaints by GMSD employees;

GMSD Title IX Coordinator for Employees

HR Supervisor

3350 South Forest Hill Irene Road

Germantown, TN 38138

Phone: 901-752-7888

Fax: 901-757-6479

E-mail: titleix@gmsdk12.org

for the GMSD Title IX Coordinator for complaints by GMSD students.

GMSD Title IX Coordinator for Students

Student Services Supervisor

3350 South Forest Hill Irene Road

Germantown, TN 38138

Phone: 901-752-7900

Fax: 901-757-6479

E-mail: titleix@gmsdk12.org

If the appeal is not received by the Title IX Coordinator within ten (10) instructional days after the Determination or dismissal is received by the appealing party, the right to appeal will be deemed to have been waived.

The Title IX Coordinator shall notify the other party and the other party's parents/guardians, if the party is a student, in writing when an appeal is filed.

The Superintendent shall assign a Decisionmaker for the appeal who is not the same person as the Decisionmaker that reached the Determination regarding responsibility or dismissal, or the Title IX Coordinator.

The Superintendent shall ensure that the Decisionmaker for the appeal receives the training set forth below in this Policy.

The Decisionmaker for the appeal shall:

- a) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- b) Issue a written decision describing the result of the appeal and the rationale for the result; and
- c) Provide the written decision simultaneously to both parties and the parties' parents/guardians if the parties are students.

The Decisionmaker of the appeal of the Determination shall strive to provide his/her written decision regarding the appeal of the Determination of the formal complaint of sexual harassment to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, within twenty (20) instructional days after he/she received the appeal. If the Decisionmaker cannot provide the written decision to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, within twenty (20) instructional days after he/she received the appeal, the Decisionmaker must document the circumstances preventing the written decision from being provided to the Complainant and Complainant's parents/guardians, if the Complainant is a student, and Respondent and Respondent's parents/guardians, if the Respondent is a student, within the aforementioned twenty (20) instructional days.

RETALIATION

No person may be intimidated, threatened, coerced, or discriminated against for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX.

Complaints of retaliation shall be handled according to the grievance procedure above for sexual harassment.

TRAINING

Annually, all GMSD employees shall receive training regarding the identification and reporting requirements of this Policy.

The Title IX Coordinator and the Title IX Decisionmaker shall receive training regarding, the definition of sexual harassment, the scope of GMSD's education programs and activities, how to conduct an investigation and grievance process, including appeals and informal resolution process, the requirements of this Policy, the decision-making process for sexual harassment complaints, the investigative process for sexual harassment complaints, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias regarding sexual harassment complaints. Decisionmakers and Title IX Coordinators must also receive training on issues of relevance of questions and evidence in regard to sexual harassment complaints, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

DISSEMINATION OF POLICY

This Policy shall be placed on the GMSD website and in each Student Handbook.

GMSD Clubs (*Please contact the school for the most up to date list of clubs*)

Dogwood Elementary School Clubs

AAA Safety Patrol Program

Open to 4th and 5th grade students

Mission: To provide a safer environment at Dogwood for our students during arrival and dismissal. The Dogwood AAA Safety Patrol assists school staff during arrival and dismissal. Patrollers are expected to be at school from 8:20am to 3:55pm as part of their daily responsibilities. Patrollers will perform their duties and develop leadership skills and individual strengths throughout the year. Patrollers are role models for their peers and are expected to demonstrate good leadership, responsibility, academic progress, character, dependability, and maturity.

Cost: \$45

Sponsors: Angela Martin and Dana Guntharp

Art Stars

Open to 4th and 5th grade students

Mission: To provide an opportunity to try different art media and techniques in a small group. Club members refine their art skills and apply their creativity in individual as well as group art projects.

Cost: \$20

Sponsor: Ashley Luyendyk

If you Give A Kid A Book Club

Open to 1st, 2nd, and 3rd graders

Mission: To read and discuss books and make new friends

Cost: None

Sponsors: Laura Allen, Tasha Britcliffe, and McKenzie Stafford

Principal Advisory Council

Open to 5th graders

Mission: The Dogwood Principal Advisory Council is dedicated to serving our school community by actively participating in the decision-making processes. Through collaboration and thoughtful discussion, we will strive to develop innovative plans to enhance our school environment. Our goal is to represent the voices of our peers and contribute to the continuous improvement of our school.

Financial Cost: \$25 to cover t-shirt and two celebrations per year

Sponsor: Jessica Woody

Journalism Club

Open to 4th and 5th grade students, selected by teacher recommendation and application

Mission: To promote the school and create content for the school website while learning about journalistic integrity and style

Cost: None

Sponsor: Elizabeth Stuart

K-Kids Club (Kiwanis)

Open to 4th and 5th grade students

Mission: To develop competent, capable, caring leaders through the vehicle of service. K-Kids is an international student-led organization providing members with opportunities to perform service, build character, and develop leadership.

Cost: None

Sponsors: Paige Boyce and Dana Anderson

Running (XC and Track)

Open to 3rd, 4th, and 5th grade students

Mission: To learn a new sport and work as a team

Cost: Determined at the start of each season

Sponsor: Madison Lessley

Steel Drum Band

Open to 4th and 5th grade students; Auditions in August or September

Mission: To learn some fun music and perform on Jumbie Jam steel drums

Cost: \$25

Sponsor: Joseph Smith

STEM Club

Open to 4th and 5th graders

Mission: To expose elementary school students to the skills and ways of solving problems important for so many future career paths. Students will jump into real life scenarios and create and test solutions.

Cost: None

Sponsor: Thomas Bozeman

Student Ambassadors

Open to 4th and 5th grade students, selected at the end of the previous year

Mission: To promote leadership and strengthen problem solving skills in order to create a positive school environment. These students assist with school programming and participate in at least one community service activity per year.

Cost: \$20

Sponsors: Brandi Fitchpatrick and Casey Fernandez

Yearbook Club

Open to 4th and 5th grade students, selected by application

Mission: To preserve the history of the school while learning organizational, leadership, and digital design skills.

Cost: None

Sponsors: Brady Boyd and Karen Teel

Farmington Elementary School Clubs

Falcon Footlights

Open to 1st - 5th grade students

Mission: The goal of Falcon Footlights is to bring students together to learn about theatrical performances, the audition process, and what it is like to be a part of a cast and crew. Students will get to learn about being a part of a team and a part of a production, all while getting to practice responsibility and dedication.

Cost: \$165 per cast member

Sponsor: Caryn Daugherty, Taylor Pettie, and Susan Eaton

FarmingTones

Open to 3rd, 4th, and 5th grade students

Mission: The purpose of the FarmingTones is to teach students how to sing and perform in a choir setting, as well as to experience the joy of making music in a group.

Cost: \$25

Sponsor: Mrs. Assad

Guitar Club

Open to 3rd, 4th, and 5th grade students

Mission: The purpose of the Guitar Club is to teach students how to play a guitar and perform in a concert setting.

Cost: \$25

Sponsor: Mr. Brookshire

K-Kids

5th grade students

Mission: The purpose of K-Kids is to provide opportunities for working together in service to school and community.

Cost: None

Sponsors: Mrs. Harrell and Ms. Miller

Running (XC and Track)

Open to 3rd, 4th, and 5th grade students

Mission: To learn a new sport and to work as a team.

Cost: Determined at the start of each season.

Sponsor: Brianna Hopkins

Forest Hill Elementary Clubs

Art

Open to 4th and 5th grade students

Mission: Come and share your creativity! Art is here to help students learn more about the techniques of art, and encourage them to express themselves. Students will also get to learn about using different materials, and they will explore different artists and their own unique techniques. These students will get to learn more about their own artistic endeavors, whether they are advanced or just starting out, all while spending time with their fellow foxes.

Cost: None

Sponsor: Reese Kougher

Battle of the Books

Open to 3rd, 4th, and 5th grade students

Mission: The Battle of the Books Club is an engaging reading incentive program designed for 3rd, 4th, and 5th graders. In this club, young readers immerse themselves in a diverse selection of books and then unite to put their knowledge to the test. Through friendly competitions and discussions, they not only foster a love for reading but also develop critical thinking skills while exploring the worlds created by authors. This exciting club encourages a sense of camaraderie among young readers, inspiring them to become lifelong learners and avid bibliophiles.

Cost: None

Sponsor: Jennifer Mock

Best Buddies

Open to grades 2nd, 3rd, 4th, and 5th

Mission: The Best Buddies Club is a heartwarming initiative dedicated to fostering one-to-one friendships between individuals with and without intellectual and developmental disabilities (IDD). This remarkable club not only promotes meaningful social interactions but also works towards enhancing the overall quality of life and increasing the level of inclusion for a community often marginalized and isolated. By breaking down barriers and promoting understanding, the Best Buddies Club creates a more inclusive and compassionate world where everyone has the opportunity to form genuine connections and thrive together.

Cost: None

Sponsors: Tiece Crawford and Kate Greer

Choir

Open to 4th and 5th grade students

Mission: Forest Hill Foxes can come and showcase their talents in our FHES Choir. Choir is a great tool in educating about tempo, rhythm, music theory, and vocal technique, but there is so much more to it than that. It is a great way to teach students how to be a part of a unified group that are all working towards one goal - a great performance. Most importantly, choir helps students grow their confidence as an individual and as a member of a team. It is a great way to build up friendships and relationships as our Foxes work towards expanding their musical abilities.

Cost: \$35

Sponsor: Peter Simons

Cross Country

Open to 4th and 5th grade students; season is August-October

Mission: Foxes are smart and quick creatures, and that is what we want to show to our Forest Hill Foxes with Cross Country! Cross Country encourages students to persevere. These students will get to learn the fundamentals of short and long distance running, all while spending time with their friends. Students will learn how to be a part of a team and encourage those around them, while also pushing themselves to be the best they can be.

Cost: \$35

Sponsor: Lanie Wood

K-Kids

Open to 4th and 5th grade students

Mission: K-Kids is a service organization comprised of 4th and 5th grade Foxes that serves our school, our community, and the world through projects based here at Forest Hill Elementary.

Cost: None

Sponsor: Becky Spain

Track

Open to 4th and 5th grade students; season is February-April

Mission: Track picks up right where Cross Country left off! Our FHES foxes are quick as can be, and with track, we want them to showcase their skills. This activity will reinforce what students learn in Cross Country, and it will also create a welcoming, team environment for those who are just starting out. Students will learn about the fundamentals of running both short and long distance, as well as field events, and they will learn responsibility, team work, and how to maintain an uplifting attitude.

Cost: \$35

Sponsor: Lanie Wood

Riverdale School Clubs

Best Buddies

Open to 6th, 7th, and 8th grade students

Mission: Best Buddies fosters one-to-one friendships between middle school students with and without intellectual and developmental disabilities. All meetings take place during school hours.

Cost: \$10

Sponsor: Neyle Coppedge

Chess Club

Open to 6th, 7th, and 8th grade students

Mission: Are you an experienced or completely new chess player? We welcome all levels at the Riverdale Chess Club and learn the game of chess. Come make new friends and play some chess.

Cost: \$25

Sponsor: Matt Freeman

Junior Honors Academy

Open to 8th grade students

Mission: The purpose of the Riverdale Junior Honors Academy is to provide field experiences for 8th grade students currently excelling in the middle school setting and to prepare them to succeed in the Houston High School Honors Academy. Applications will be live in April for rising 8th graders.

Cost: \$6

Sponsors: Dana EckenHoff and Perry Pennington

MythMakers Club

Open to 6th, 7th, and 8th grade students

Mission: MythMakers Club provides students with the opportunity to explore ancient mythology and history. Students are also invited to attend and compete in the annual Latin Festival.

Cost: \$30

Sponsors: Abigail Simone and Stacy Stevens

Raider Theatre

Auditions are open to 1st-8th grade students, and crew member positions are open to 5th-8th grade students.

Mission: Raider Theatre produces a community theatre style spring musical each year. This program encourages students to practice a high level of commitment to the production, as well as each other. There are also many volunteer opportunities. Auditions occur in October. Crew members are selected in December. Nightly practices occur January through March.

Cost: \$100

Sponsors: Stacy Stevens, Ally Porter, Bonnie Lee, Collin Pickens, and Mary Margaret Clarke

Student Council

Open to 6th, 7th, and 8th grade students

Mission: The Riverdale Student Council aims:

- To provide democratic school government through representation and participation of the student body in school affairs and to act as a voice for the students

- To establish standards of leadership, citizenship, school spirit, and honor based on school pride
- To create personal, community, and global advocates through service and outreach opportunities

Cost: \$45

Sponsors: Lauren Rickman

Houston Middle School Clubs

6th Grade Gamer Club

Open to 6th grade students

Mission: This club provides students who enjoy playing video games the chance to meet once a week to discuss games and spend time playing games together.

Cost: None

Sponsor: Melissa Haim

7th Grade Gamer Club

Open to 7th grade students

Mission: This club provides students who enjoy playing video games the chance to meet once a week to discuss games and spend time playing games together.

Cost: None

Sponsor: Gillaspie

8th Grade Gamer Club

Open to 8th grade students

Mission: This club provides students who enjoy playing video games the chance to meet once a week to discuss games and spend time playing games together.

Cost: None

Sponsor: Christian

Chess Club

Open to all middle school students

Mission: To teach the game of chess at all levels, and to encourage student friendships through the game of chess

Cost: None

Sponsor: Hamer

Dungeons & Dragons

Open to all middle school students

Mission: To play the game of Dungeons & Dragons and bring students together to learn about action, adventure, storytelling, problem solving, friendship, and elementary-math

Cost: None

Sponsor: Ammons

Fellowship of Christian Athlete (FCA)

Open to all middle school students

Mission: The Fellowship of Christian Athletes is an international club established in 1954 to encourage team building and organizational skills through a faith-based approach. Participants will learn the basics about the gospel message connected to FCA's core values of integrity, serving, teamwork, and excellence. All students (athletes and non-athletes) are welcome to join the club. The Fellowship of Christian Athletes curriculum and materials will be

utilized. Additionally, the club may choose to invite outside guest speakers from local gospel-centered organizations to speak on the FCA core values/curriculum.

Cost: None

Sponsors: Howell, Ogen, and Murray

Golf Club

Open to all middle school students

Mission: The HMS Golf Club is a sports club open to all levels of experience. The HMS Golf Club is affiliated with the Tennessee Middle School Golf Association (TMSGGA) whose mission is dedicated to the promotion of golf and its life-enhancing values to the middle school population across Tennessee. Our club, in connection with the TMSGGA, exists to provide competitive golf events for middle school students. More importantly, the students have an avenue to learn the valuable skills necessary to take their game to the next level.

Cost: Determined at start of the season

Sponsor: Howell

History Exploration

Open to all middle school students

Mission: We will look at and discuss various times and events in history. The topics could include but are not limited to famous battles, famous (or infamous) leaders/rulers/people, contributions to society then and now, the arts, and other topics students would like to explore.

Cost: None

Sponsor: Lieske

Kiwanis Builders Club

Open to all middle school students

Mission: To have fun all while helping the community and those in need.

Cost: None

Sponsor: Provine

Math Counts

Open to all middle school students

Mission: Math Counts is a club that provides students a platform to extend and share their interests in mathematics. Typical activities include math explorations, game instructions, problem sets, and monthly challenges. This national math program is given to US middle school students of all ability levels to build confidence and improve attitudes about math and problem-solving. Students who are accepted into the club must pass a test provided through the program.

Cost: \$30

Sponsor: Shackelford

Minecraft Club

Open to all middle school students

Mission: A club for students to celebrate the game of Minecraft. It will meet monthly on a day to be determined.

Cost: None

Sponsor: Murray

Model UN

Open to all middle school students

Mission: Model United Nations is a fall semester-only club designed to give students an opportunity to have hands-on experience with international issues and policy. They will choose a country, and then research its history and

culture. They will present a resolution to students from around the Memphis area in a one-day conference. The club promotes collaboration and builds students' self-confidence and public speaking skills.

Cost: \$35

Sponsor: Terry

MythMakers Club

Open to all middle school students

Mission: MythMakers are middle school students who are enthusiasts of Greek and Roman Mythology and technology of the classical world. During our meetings we will explore myths and interpret many different aspects of mythology by making objects from the stories. Students will participate in local, state and national mythology competitions including Festivus and the National Pegasus Mythology Exams.

Cost: \$30

Sponsor: Dr. Abigail Simone

Name that Tune

Open to all middle school students

Mission: Do you know music? This club will host monthly competitions in which students will vie to see who can name that tune.

Cost: None

Sponsor: Murray

National Junior Honor Society (NJHS)

Open to all middle school students

Mission: Students are admitted to NJHS by having a 3.8 or higher core class GPA, demonstrated school and/or community involvement, and excellent behavior - no more than one "S" for behavior per semester. During the year, students must complete at least 6 hours of service and participate in at least one of the two service projects. In addition, they must maintain their grades and behavior.

Cost: \$20

Sponsors: Hosea, Fowler, Chandler, Roth, Heim, and Wexler

Robotics Club

Open to all middle school students; max capacity is 24 students

Mission: This club is an intro to robotics competitions. Students will learn how to program the robots to perform tasks. This is an introduction to the First Lego League.

Cost: None

Sponsor: Provine

Science Olympiad

Open to all middle school students

Mission: Founded in 1984, the Science Olympiad is the premier team STEM competition in the nation, providing standards-based challenges to 6,000 teams at 425 tournaments in all 50 states. Science Olympiad competitions are like academic track meets, consisting of a series of 23 team events in each division. Each year, a portion of the events are rotated to reflect the ever-changing nature of genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering, and technology. By combining events from all disciplines, Science Olympiad encourages a wide cross-section of students to get involved. Emphasis is placed on active, hands-on group

participation. Through Science Olympiad, students, teachers, parents, principals, and business leaders bond together and work toward a shared goal.

Cost: \$60

Sponsors: Jordan and Martin

Sneakerz Club

Open to all middle school students

Mission: Students will identify new trends and price points in popular and unpopular sneakers from as far back as 1980! Students will analyze the cost, resell value, and the iconic labeling of certain sneakers over time!

Cost: None

Sponsor: Britt

Theater Club

Open to all middle school students

Mission: The club will come together to learn more about theater and put our knowledge into action with the spring musical "Into the Woods Jr". Auditions will be Oct 3rd and 5th.

Cost: Determined after auditions

Sponsor: Bell and Timmerman

Uno Club

Open to all middle school students

Mission: UNO™ is the classic family card game that's easy to pick up and impossible to put down!

Strategize to defeat your competition with special action cards. This is an opportunity for students to have fun and play a fun game after school.

Cost: None

Sponsor: Breen

YoungLife Wyldlife

Open to all middle school students

Mission: To create friendships among students and to learn from Wyldlife leaders who seek to model and express God's love through sharing stories, fun, adventures, and a desire for a purposeful life.

Cost: None

Sponsor: Harris

Youth in Government

Open to all middle school students

Mission: Youth in Government is a spring semester-only club designed to give students an opportunity to have hands-on experience with local government and policy. They will choose a local issue, and then research it. They will present a resolution to students from around the Memphis area in a one-day conference. The club promotes collaboration and builds students' self-confidence and public speaking skills.

Cost: \$30

Sponsor: Terry

Houston High School Clubs

American Chemistry Society (A, B and After School)

The purpose of the Chem Club at Houston High School is to provide students an opportunity to engage in extracurricular, hands-on experiences with peers and underclassmen as science ambassadors outside of and in addition to chemical education in the classroom.

Sponsor: John Kennon

Cost: \$35

Book Club

The purpose of the Book Club is to provide a space for individuals who enjoy reading and discussing popular novels.

Sponsor: Ruthie Wilder

Cost: \$10

Cartoonist Club

The Cartoonist Club is to provide engaging young artists an opportunity to allow them to gather together to learn and create art, comics, cartoons and more.

Sponsor: Sarah Condra

Cost: \$0

Cosmetology Club

Students will learn a range of skills from hair, nails, skin care, and make-up.

Sponsor: Katrina Wiley

Cost: \$20

Crocheting & Knitting

The Crocheting & Knitting Club focuses on teaching those new to the craft of knitting and crocheting while also raising funds for local non-profits through project sales, as well as donating scarves to those in need.

Sponsor: Sarita Bansal

Cost: \$20

D.R.I.P. (Dear Random Important Person)

To bring a group of wonderful students together, in order to bring positivity to the school through kind notes.

Sponsor: Sarah Condra

Cost: \$25 pending board approval

Dr. Pepper Club

The purpose of the Dr. Pepper Club is to provide students a safe and comfortable community in which they can share their interests and time and brighten someone's day.

Sponsor: Dr. Chris O'Brien

Cost: \$0

Drama Club

The Drama Club's purpose is to explore various theatrical aspects, including improv, audition preparation, and theater trivia.

Sponsor: Kell Christie

Cost: \$35

Facing History and Ourselves

The mission of Facing History and Ourselves is to promote critical thinking and dialogue about historical events and their relevance today. Students gather and complete Facing History and Ourselves assignments on a computer and attend a local conference series.

Sponsor: Courtney Brookshire

Cost: \$0

Fashion Club

The purpose of the Fashion Club is to gather students together and use the subject of fashion as a way to learn and work together through a common medium.

Sponsor: Chad Becker

Cost: \$0

Family, Career and Community Leaders of America (FCCLA)

The purpose of FCCLA is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

Sponsor: Cristy Boggan

Cost: \$40

Future Farmers of America (FFA)

FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future farmers, chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields. FFA is an intracurricular student organization for those interested in agriculture and leadership.

Sponsor: Gretchen Rose

Cost: \$30

Horizons

Horizons club works to build long-term partnerships with students, families, communities, and schools to create experiences that inspire the joy of learning. Students in Horizons get to help foster and encourage these relationships to further the educational growth of those within their community.

Sponsors: Caroline Sadler & Ginny Coltharp

Cost: \$30

HOSA-Future Health Professionals.

The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

Sponsor: Lesley Coleman

Cost: \$40

International Club

The International Club promotes cultural diversity and awareness. Students explore different cultures' traditions, foods, dress and customs. Every year in the Spring, the International Club organizes and produces the International Extravaganza, a lively celebration of cultures through international dance, music, poetry, fashion, food and more.

Sponsors: Doreen Penrod & Sunita Puri

Cost: \$20

Investment Club

The Investment Club would serve as a club where passionate students can discuss economics, finance, and the stock market. The club is also meant to teach students financial literacy. The bulk of the club would be a yearlong competition where members would be paired up and participate in online stock market simulation. The pair with the most gains from the original investment would win the grand prize.

Sponsor: Erin Seboldt

Cost: \$20

Knowledge Bowl (A Day, B Day and After School)

Houston's Knowledge Bowl team works together to prepare for a Jeopardy-style game focused on a mixture of curriculum-based and everyday life (trivia) questions about science, literature, history, math, geography, music, art and current events. The Knowledge Bowl team competes in local Quiz Bowl games throughout the year.

Sponsor: Martha Poole

Cost: \$20

Model United Nations

The Model United Nations aims to build and maintain strong links between the UN and Model UN participants across the globe. It does that through guides and workshops, which teach students how to make their simulations more accurate; by visiting Model UN conferences and sharing firsthand knowledge of what the actual UN is like; and through encouraging Model UN clubs to take real action to support UN values and the Sustainable Development Goals (SDGs).

Sponsor: Nathan Brock

Cost: \$20

National Honors Art Society

The National Art Education Association (NAEA) champions creative growth and innovation by equitably advancing the tools and resources for a high-quality visual arts, design, and media arts education throughout diverse populations and communities of practice.

Sponsor: Bobby Spillman

Cost: \$30

Rescue Paws (Officers ONLY)

The purpose of Rescue Paws is working to serve the school and community on proper pet ownership and raising awareness of the dog and cat issues in our area.

Sponsor: Candace Plaisance

Cost: \$20-\$35

Skills USA (Officers ONLY)

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders and responsible community members.

Sponsor: Craig Juneau

Cost: \$20

Soccer

The purpose of the Soccer Club is to learn the game of soccer.

Sponsor: Josh Wakefield

Cost: \$0

South Asian Student Association (SASA)

The purpose of the South Asian Student Association (SASA) is to foster a strong sense of cultural identity and understanding among South Asian students, while promoting cross-cultural awareness and inclusivity throughout the entire school community. Through engaging meetings, educational initiatives, and collaborative activities, SASA aims to create a welcoming space that celebrates diversity and fosters unity among the students of Houston High School. SASA's goal is to nurture a haven for every South Asian student, fostering a deep sense of belonging.

Sponsor: Brooke Lubin

Cost: \$0

SWEnext : Society of Women Engineers

Empower students to prepare for careers in engineering and technology.

Provide programming for students to develop leadership skills and self-confidence to succeed in careers in engineering and technology.

Expand the image of the engineering and technology professions as a positive force in improving the quality of life.

Provide programming to empower students to become advocates for peers and younger girls.

Demonstrate the value of diversity, equity, and inclusion.

Provide opportunities to learn and network with peers, role models, and engineering professionals.

Sponsor: Christa Phillips

Cost: \$35

CLUBS OFFERED ON B DAYS

Anime

The anime club provides students the opportunity to study the unique art of hand-drawn or computer-generated animation that originates from Japan. Students will learn about Japanese culture through this art form, and they will also be able to connect with students who have similar interests.

Sponsor: Drew Hamilton

Cost: \$0

Asian American & Pacific Islanders Association

The purpose of this club is to provide a safe space for all Asians and non-Asians to work as a community and educate all members the traditions of the various cultures.

Sponsor: Valerie McKinney

Cost: \$0

Debate & Speech Club

Debate Club is a valuable addition to the extracurriculars at Houston High School, as it allows for students to engage in discourse on topics of interest and stimulate their passion for social issues, all while improving their public speaking skills.

Sponsor: Meredith Steepleton

Cost: \$25

Fellowship of Christian Athletes

FCA focuses on serving local communities by engaging, equipping, and empowering coaches and athletes to come together through Christian fellowship to inspire those around them. Students will have an engaging environment that helps them to pursue their best athletically, academically, and spiritually.

Sponsor: Justin Lewis

Cost: \$15

Family, Career and Community Leaders of America (Officers ONLY)

To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

Sponsor: Cristy Boggan

Cost: \$40

Future Farmers of America

FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education. FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success. Members are future farmers, chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields. FFA is an intracurricular student organization for those interested in agriculture and leadership.

Sponsor: Gretchen Rose

Cost: \$30

French Club

The French club celebrates French culture through food, crafts, and games. This provides students a time to come together and collaborate with each project they do.

Sponsor: Marilyn Johnson

Cost: \$25

German Club

The purpose of German club is to promote the German language and teach students about German culture by introducing students to crafts, food, traditions, and celebrations.

Sponsor: Doreen Penrod

Cost: \$25

Guitar Club

The purpose of the Guitar Club is to bring students together to share their appreciation of music and learn guitar tips from each other.

Sponsor: Jason Middlekauff

Cost: \$

Hispanic and Latino Student Association

The purpose of this student-led club is to offer Hispanic and Latino students and non-Hispanic and Latino students of all backgrounds and cultures at HHS a chance to come together and form a stronger bond.

Sponsor: Erin Seboldt

Cost: \$0

Houston Horsepower Wrestling Club

The Houston Horsepower Wrestling Club was started to cheer on and support the Houston Wrestling Team throughout the wrestling season. All are welcome to join.

Sponsor: Nelson Shirley

Cost: \$

Junior Classical League/Latin

The Junior Classical League's purpose is to encourage an interest in and an appreciation of the language, literature, mythology, and culture of ancient Greece and Rome and to impart an understanding of the debt of our own culture to that of Classical antiquity. Our organization is open to current, future, and former Latin students and all who are interested in the ancient world. We compete and excel in many local, state, and national competitions.

Sponsor: Abigail Simone & Erin Purcell

Cost: \$25

Math Club

The club is a hub for students across all grade levels to come together and interact in their shared appreciation for math. Along with sharing topics and interests, we also are able to offer any help to those that may not completely understand some concepts presented both in class and outside of it. We also will compete in the AMC 12, a national math competition.

Sponsor: Seulah Lee

Cost: \$20

Melanated Student Union (MSU)

The goal of this club is to make connections between a diverse student body. The club can come up with ideas to make the school more inclusive of all ethnicities. Students of color will have the chance to collaborate with other social groups to make the school more well-rounded and inclusive.

Sponsor: Jackie Smith

Cost: \$25, pending board approval

Muslim Student Association

The purpose of MSA is to collaborate with Muslims and non-Muslims at HHS through educational and cultural activities.

Sponsor: TBA

Cost: \$20

Poetry

The purpose of the Poetry Club is to create an environment for poets and poetry readers to learn and read in a safe, non-critical space.

Sponsor: Jason Middlekauff

Cost: \$0

PRIDE

The PRIDE Club's mission is to provide a welcoming and affirming space for LGBTQ+ students and allies, fostering a sense of belonging and support while remaining unaffiliated with any national or local organizations.

Sponsor: Jessica Minton & Miriah Smith

Cost: \$20

SkillsUSA (Officers ONLY)

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders and responsible community members.

Sponsor: Craig Juneau

Cost: \$20

Social Media

The purpose of the club is to create, edit, share, discuss content of social media posts and it's effects on our lives.

Sponsor: Katie Riley

Cost: \$30

Spanish Club

The Spanish club celebrates Spanish culture through field trips, food, and games. The goal of this club is to expose students to not only the Spanish culture and language throughout the world, but in their own community as well.

Sponsor: Alexis Almonte

Cost: \$35

Student Impact Club

The Student Impact is a Christian student group fostering faithful impact through testimonies, prayer groups, and Bible studies.

Sponsor: Tim Boyer & Valerie McKinney

Cost: \$20

Before/After School Clubs

AP Physics with Calculus

The mission of the AP Physics and Calculus Club is to prepare current physics students interested in taking the AP Physics C - Mechanics and AP Physics C - Electricity and Magnetism exams offered by the College Board.

Sponsor: Melissa Ducey

Cost: \$0, outside of fee associated with AP exams

Archery Club

Learn and potentially compete in archery.

Sponsor: Kim Martin & Kendall Kinler

Cost: equipment fees

Aviation

The aviation club aims to teach students about the rules and regulations surrounding air travel and piloting. The goal of this club is also to help instill confidence in students who wish to pursue aviation and give them the

tools they need to further their education in this field.

Sponsor: Bill Houston

Cost: \$0

Badminton Club

The purpose is to create a competitive badminton club that allows students who enjoy playing the sport to come together and enjoy the game. The club will primarily focus on preparing badminton athletes for competitions, but will welcome anyone who wants to play for leisure. Although it is slightly too late to sign up for competitions this year, the goal will still be to get some people in shape for competitions next year.

Sponsor: Jessica Minton & Sarah Condra

Cost: \$25

Beta Club

To promote the ideals of academic achievement, character, service and leadership among elementary and secondary school students. promote the ideals of academic achievement, character, service and leadership among elementary and secondary school students.

The requirements are

-Current Sophomore or Junior

-3.8 Cumulative GPA

-Only one record of a minor discipline problems: Limited to one issue of ISS or OSS and, no current (this year).

*The application must be completed and submitted by the deadline. (The deadline will be stated when applications open.)

Sponsor: Jackie Smith

Cost: \$0

Beautifully Unique

This community service and female empowerment club encourages women to feel powerful and beautiful in their own skin. Speakers come and talk to these students about all different avenues of being confident on your own.

Sponsor: Denise Fisher & Katrina Wiley

Cost: \$20

Board/Table Top Games

This club is a safe place to play games, socialize and learn to set goals and be patient. The goal is to enjoy all different types of games.

Sponsor: Grant Ransom

Cost: \$0

Chess Club (Thursdays)

The Chess Club aims to welcome anyone interested in learning about or playing chess, regardless of skill level.

Sponsor: Clint Underwood & Shawn Horan

Cost: \$0

Computer Science

The Computer Science Club is open to all student who have a passion for or interest in Computer Science and is focus on cultivating interests in technology, covering topics ranging from computing simulations, coding, and cybersecurity.

Sponsor: Beth Alsbrook & Gerry Wartenberg

Cost: \$35

Cyber Patriots

The National Youth Cyber Education Program is STEM program of the Air & Space Forces Association. It was created to inspire K-12 students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future.

Sponsor: Beth Alsbrook

Cost: \$50

DECA

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.

Sponsor: Tim Boyer & Beth Alsbrook

Cost: \$25

Dungeons & Dragons

The purpose of this club is to gather with friends and playing Dungeons & Dragons in multiple small groups.

Sponsor: Chris O'Brien

Cost: \$0

Fine Arts Academy

This is an after-school meeting of previously selected students participating in the Fine Arts Academy.

Sponsor: Kell Christie & Abigail Simone

Cost: \$0

German Folk Dancing (Wednesdays)

The award-winning HHS Folk dance troupe choreographs a new dance each year to showcase their talents to the community. This teaches students teamwork, responsibility, and confidence.

Sponsor: Doreen Penrod

Cost: \$10

GMSD Ambassadors

This is an after-school meeting of previously selected students participating as Ambassadors to promote the school district.

Sponsor: Kate Crowder

Cost: \$0

HHS Community Service

The purpose of HHS Community Service Club is to give back to smaller service based organizations in the Memphis area, especially community service groups overlooked by bigger clubs. We find opportunities in the Memphis area and have people volunteer in a variety of areas.

Sponsor: Jason Middlekauff

Cost: \$0

HHS Interscholastic Climbing League

Rock Climbing and competing in a recreational round robin style competition season running from November to February. Students will learn climbing techniques to compete but more importantly building a sense of community with not just fellow students but others that climb at High Point.

Sponsor: Grant Ransom

Cost: High Point Membership Fee

HEAL for Health Tennessee

Initiate and facilitate service projects and events that spread health awareness within the community to bridge the gap in health equity.

Sponsor: Grant Ransom

Cost \$0

Hindu Student Association (Wednesdays)

The purpose of the Hindu Student Association is to celebrate the Hindu culture and bring students together through educational activities.

Sponsor: Sunita Puri

Cost: \$20

Honors Academy

This is an after-school meeting of previously selected students participating in the Honors Academy.

Sponsor: Abigail Simone & Cristy Boggan

Cost: \$0

Houston Hearts

Houston Hearts will be a club dedicated to assessing and preparing for emergencies, especially cardiac arrest. This club will allow for Houston to become a heart safe school under Project Adam. This club will be made up of trained students that are dedicated to spreading awareness of sudden cardiac arrest (SCA).

Sponsor: Andy Martin

Cost: \$0

International Student Outreach

The purpose of ISO is to assist those across the globe from Germantown, TN who were recently hit by natural disasters, famine, etc. We want our student body to give in whatever ways they can and volunteer; whether it be assembling care kits, or donating.

Sponsor: Kendall Kinler

Cost: \$0

Jewish Student Association

Educating the non-Jewish student body members about Jewish history, culture, and issues; Providing the Jewish student body with meaningful connections and resources; Providing the Jewish student body with a safe space and educational resources pertaining to their culture and/or religion.

Sponsor: Brooke Lubin

Cost: \$0

Key Club (Wednesdays)

All students, freshman through seniors, who have a desire to serve their school and community through donations, volunteering, and leadership.

Sponsor: Kelli O'Brien & Chris O'Brien

Cost \$40

Leadership Academy

This is an after school meeting of previously selected students participating in the Leadership Academy.

Sponsor: Abigail Simone & Amanda Freeman

Cost: \$0

Mahjong (Wednesdays)

The purpose is to educate other students on Chinese culture through playing mahjong, a Chinese board game.

Sponsor: Wayne Harvey

Cost: \$20

Medical Club

The purpose of this club is to unite people with a passion for getting involved in the community by volunteering in healthcare facilities. This club will provide great opportunities for participating with the famous local children's hospital: Lebonheur (and/or other health institutions).

Members will get a chance to interact with young children and plan/participate in fun activities in order to cheer them up. This club provides the opportunity to meet and make friends with other students who share a passion for medicine and volunteering while having fun.

Sponsor: Kendall Kinler

Cost: \$0

Mock Trial Club

Promoting public speaking among the student body and allowing students to explore an interest in law or anything in the legal field.

Sponsor: Valerie McKinney

Cost: \$0

Mu Alpha Theta

Provides a method for schools to recognize and encourage students who enjoy and excel in mathematics. Organizes a national convention for students and teachers to participate in math-related events and interact with others from across the country.

Rewards outstanding extracurricular achievement by offering special awards, scholarships, and grants to students and their faculty advisers.

Provides mathematics competitions to participating members at their own school through the [Rocket City Math League](#) and the [Mathematical Minutes Video Contest](#).

Sponsor: Sarita Bansal

Cost: \$20

National Honor Society

Unveiled over a century ago, the National Honor Society enshrines four pillars at its heart: Scholarship, Service, Leadership, and Character. More than mere badges of honor for NHS members, these principles are transformative keys that unlock potential, enhancing every student's educational journey, and ultimately empowering them to make profound, enduring contributions to our world.

Sponsor: Erin Seboldt
Cost: \$50 plus additional fees for graduation

National Spanish Honor Society

Increases awareness of Spanish culture. If you are passionate about all things Spanish, then being an SNHS member is a rewarding decision. Becoming part of a prestigious society. Gain access to research grants. Builds a better resume and profile. Benefits the local and global community.

Sponsor: Kristin Ferryman
Cost: \$20

National Technical Honor Society

The National Technical Honor Society is an educational non-profit that exists to honor, recognize, and empower students and teachers in Career & Technical Education. As the honor society for Career & Technical Education, NTHS serves over 100,000 active members annually in both secondary and postsecondary chapters across the country.

Sponsor: Lesley Coleman
Cost: \$50

Pickleball

The purpose of the Pickleball call is to organize fun and instructional Pickleball events for Houston High School students.

Sponsor: Kim Martin & Andy Martin
Cost: \$0

Rescue Paws

The purpose of Rescue Paws is working to serve the school and community on proper pet ownership and raising awareness of the dog and cat issues in our area.

Sponsor: Candace Plaisance
Cost: \$35

Rho Kappa

Rho Kappa National Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. Any accredited public or private high school can apply for a local chapter, through which individuals will be inducted into Rho Kappa National Social Studies Honor Society.

Sponsor: Michael Robinson
Cost: \$30

Roller Coaster Enthusiast

Providing a forum to discuss and learn about the past, present, and future of roller coasters and amusement parks in general. We will also learn about and discuss the engineering behind and forces exerted by roller coasters, along with the differences between models and manufacturers.

Sponsor: Kelli O'Brien
Cost: FREE

Science Club

The HHS Science club encourages students to pursue scientific exploration through experimentation and research. Through the science club, students will be able to learn about what aspects of science most interest them.

Sponsor: Tim Perry
Cost: \$15

Students Against Climate Change

The purpose is to advocate for local climate change policy, education and spreading awareness of the seriousness of climate change.

Sponsor: Kelli O'Brien & Ruthie Wilder
Cost: \$0

Student Health Advisory Council

The Student Health Advisory Council plays an important role in strengthening the connection between health and learning. This group of students helps to reinforce the knowledge and skills needed to stay healthy for a lifetime.

Sponsor: Andy Martin
Cost: \$0

Student Government Association (SGA)

The students in the Student Government Association serve as advocates for the student body. By participating in this club, students have the opportunity to help their classmates by helping to create a welcoming environment and receiving feedback from the student body. Through social media, school dances, pep rallies, spirit week themes, SGA also helps to facilitate events for HHS. This teaches students accountability, academic integrity, and leadership skills.

Sponsor: Traci Spain
Cost: \$20

SWEnext/TSA (Officers ONLY)

Empowering students to prepare for careers in engineering and technology. Provide programming for students to develop leadership skills and self-confidence to succeed in careers in engineering and technology. Expand the image of the engineering and technology professions as a positive force in improving the quality of life. Provide programming to empower students to become advocates for peers and younger girls. Demonstrate the value of diversity, equity, and inclusion. Provide opportunities to learn and network with peers, role models, and engineering professionals.

Sponsor: Christa Phillips
Cost: \$25

Technology Student Association (TSA)

The Technology Student Association (TSA) enhances personal development, leadership, and career opportunities in science, technology, engineering, and math (STEM), whereby members apply and integrate these concepts through intracurricular activities, competitions, and related programs.

Sponsor: Christa Phillips
Cost: \$100

TEDxYouth (Fridays)

The diversity of topics discussed during a TEDx event are so broad that they allow for the cultivation of long conversations about difficult topics, such as mental health, cultural stigmas, societal repression, and more. The club would create awareness around these topics and give students a place to channel their energy surrounding these issues into.

Sponsor: Abigail Simone
Cost: \$0

Test Prep Club

The purpose is to help students excel on various standardized tests by allowing them to practice, build communication skills, and correct them where they went wrong, which will help raise test scores.

Sponsor: Jerica Ross

Cost: \$0

Trap Team

Trapshooting is one of the three major disciplines of competitive clay pigeon shooting. Students will practice after school two days a week and compete in at least one tournament a month. The team will also compete in the state tournament and national tournament.

Sponsor: Ashton Collins

Cost: \$1,500

Tri-M Music Honor Society

"In a phrase, perform, lead, and serve. The Tri-M Music Honor Society is for students that have shown themselves to be academically capable and musically gifted. Through performance and community service, they'll develop confidence, creativity, critical thinking, compassion, and a host of other leadership skills sure to serve them well in school and beyond."

Sponsor: Kinsey Healy

Cost: \$35