

**Board of Education Regular Meeting**

March 13, 2018 6:00 PM

City Hall Council Chambers

<b>I. CALL TO ORDER BY BOARD CHAIR</b> Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by Izabella Bennington, a 5th grade student at Hobgood Elementary and Lucas Grimes, a 3rd grade student at Cason Lane Academy.	Chair Butch Campbell
B. Moment of Silence Procedural Item	Chair Butch Campbell
<b>II. APPROVAL OF AGENDA</b> Action Item	Chair Butch Campbell
<b>III. COMMUNICATIONS</b> Information Item Mitchell-Neilson would like to thank New Vision Baptist Church, not only for their WE LEAD and Lunch Buddies programs that serve our students, but for providing lunch and prayers recently for our cafeteria staff. It was such a blessing to them! Mitchell-Neilson would also like to thank Champy's on Broad Street for donating lunch for their visitors on Leadership Day! Mitchell Neilson Schools would also like to thank Oakland High School Culinary arts class for volunteering their time to serve food at our father daughter dance this month. We are proud to announce that Murfreesboro City Schools had several Music Excellence Award Winners in the Murfreesboro Symphony Orchestra recently. In the Band Student Division and Choir Student Division, they include: Omar Porras-Black Fox Elementary Demetrius Lunsford-Bradley Academy Hannah Bailey-Cason Lane Academy Spencer Cox-Hobgood Elementary Amelie Burlison-Discovery School Ti'ana Uber-Mitchell Neilson La'Nya Tucker-Northfield Elementary Wendy Mendoza-Overall Creek Elementary Hunter Cochran-Reeves Rogers Elementary Brishun Odell-Scales Elementary Aniaya Watson-Erma Siegel Elementary In the Choir Student Division, they include: Jessica Muthui-Black Fox Elementary Neveah Keith-Bradley Academy Charity Crawford-Cason Lane Academy Caitlyn Olsen-Discovery School Kemari Newsome-Hobgood Elementary Claira James-John Pittard Elementary McKibben Barnett-Northfield Elementary Lennon Bradley-Overall Creek Elementary Brisa Barreto-Reeves Rogers Elementary	Mrs. Lisa Trail

A. Read To Succeed/One Book Committee To Present the Book Selection of Year-Ready Player One by Ernest Cline Information Item	Mrs. Lisa Trail
<b>IV. CONSENT ITEMS</b> Action Item	Chair Butch Campbell
A. Approval of School Fees Action Item	Chair Butch Campbell
B. Minutes 2-27-18 Board Meeting Action Item	Chair Butch Campbell
<b>V. ACTION ITEMS</b> Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Chair Butch Campbell
i. Board Policy 3.203 Crisis Management Action Item	Chair Butch Campbell
ii. Board Policy 3.218 Service Animals In District Facilities Action Item	Chair Butch Campbell
iii. Board Policy 3.500 Food Service Management Program Action Item	Chair Butch Campbell
iv. Board Policy 6.415 Student Suicide Prevention Action Item	Chair Butch Campbell
<b>VI. REPORTS AND INFORMATION</b> Information Item	Dr. Linda Gilbert
A. Enrollment (PTR) Report Information Item	Mr. Gary Anderson
<b>VII. OTHER BUSINESS</b> Information Item	Chair Butch Campbell
<b>VIII. ADJOURNMENT</b> Action Item	Chair Butch Campbell



MINUTES

Board of Education Regular Meeting  
February 27, 2018 6:00 PM  
City Hall Council Chambers

In attendance: Chair Butch Campbell, Vice Chair Nancy Rainier, Phil King, Jared Barrett, and Wes Ballard.  
Collier Smith and David Settles were absent.

Staff: Dr. Linda Gilbert, Gary Anderson, Ralph Ringstaff, Angela Fairchild, Joe Marlin, Greg Lyles, Lisa Trail,  
Dr. Kimberly Osborne, and Don Bartch.

Assistant City Attorney Kelley Baker and City Liaison Bill Shacklett

<b>I. CALL TO ORDER BY BOARD CHAIR</b>	Chair Butch Campbell
Procedural Item	

<b>1. Pledge of Allegiance</b>	Chair Butch Campbell
Procedural Item	

The Pledge of Allegiance was led by Johnathan Warner, a 6<sup>th</sup> grade student from Overall Creek Elementary, Mariah Nolan, a 5<sup>th</sup> grade student from Reeves Rogers Elementary and Amonta Cooper, a 3<sup>rd</sup> grade student from Reeves Rogers. Mr. Campbell asked everyone to remember several people during our moment of silence, Collier Smith, a board member whose father passed away this week, David Settles' wife had surgery today, and a long time educator of MCS, Mr. Stan Baskin, passed away today after a long battle with cancer.

<b>2. Moment of Silence</b>	Chair Butch Campbell
Procedural Item	

<b>II. APPROVAL OF AGENDA</b>	Chair Butch Campbell
-------------------------------	----------------------

Action Item  
Jared Barrett made the motion to approve the agenda. Phil King seconded the motion. All approved by saying aye.

<b>III. COMMUNICATIONS</b>	Mrs. Lisa Trail
----------------------------	-----------------

Information Item  
Murfreesboro City Schools would like to congratulate DeeDee Potter, art teacher at Hobgood, who has been appointed to the Cheekwood Teacher Advisory Council.

We would like to congratulate the following students for awards received at the Invention Convention last Thursday at MTSU:

Northfield Elementary:

Judge's Favorite for 5th grade Making Life Easier: On the Go Cleaner-Sara Chavis, Kinsley Kuhns, and Reagan Warren.

Also congratulations to Northfield Elementary for advancing to the Nationals.

Discovery School:

Individual Champion for 4th grade Invention Category-Jana Bahloul

2nd place winner at the regional in the 5th grade Invention Category-Ada Vance and Charlotte Cushingham

Erma Siegel Elementary:

Judge's Favorite-Harrison Zolt, Carson Pack, and Austin Bragg

Group Champion-Seth Nobles and Trence Houston

First Place in 5th Grade Games-Avery Evans, Liana Lewis, and Lane Marlatt

The following groups from Siegel won a spot in the National Invention Convention held this summer in Dearborn, MI at the Henry Ford Museum:

Arabella Black, Kim Gambrell, Grace White, Avery Evans, Liana Lewis, Lane Marlatt, Rese Matthews, Melanie Ordonez, Jack Pencek

Overall Creek:

First Place Making Life Easier for 6th grade-Jonathan Warner

4th Grade Group Award-Odessa Chabot, Savannah Merritt, and Hazel Saupe

Best Presentation for 4th Grade-Ethan Debeb

Hobgood Elementary:

6th Grade Best Presentation-Sophia Boyd

John Pittard:

3rd Place for 6th Grade Games-Matthew Jones, Sa'Veon Sneed, and Blake Brown

**IV. CONSENT ITEMS**

Chair Butch Campbell

Action Item

**1. Approval of School Fees**

Chair Butch Campbell

Action Item

**2. Minutes 2-13-18 Board Meeting**

Chair Butch Campbell

Action Item	
<b>3. Second Reading of Board Policies</b>	Chair Butch Campbell
Action Item	
<b>A. Board Policy 3.100 Business Management Goals</b>	Chair Butch Campbell
Action Item	
<b>B. Board Policy 3.200 Building and Grounds Management</b>	Chair Butch Campbell
Action Item	
<b>C. Board Policy 3.300 Equipment and Supplies Management</b>	Chair Butch Campbell
Action Item	
<b>D. Board Policy 6.100 Student Goals</b>	Chair Butch Campbell
Action Item	
<b>E. Board Policy 6.308 Bus Safety and Conduct</b>	Chair Butch Campbell
Action Item	
<b>F. Board Policy 6.310 Dress Code</b>	Chair Butch Campbell
Action Item	
<b>G. Board Policy 6.314 Corporal Punishment</b>	Chair Butch Campbell
Action Item	
<b>H. Board Policy 6.504 Migrant Students</b>	Chair Butch Campbell
Action Item	
<p>Wes Ballard made the motion to approve the consent items. Phil King seconded the motion. All approved by saying aye.</p> <p>There was some discussion after the motion was made. Ms. Nancy Rainier asked about a particular field trip regarding the concert at Cason Lane for all MCS schools. She said that all schools will be practicing for the concert, but she noticed that the fees vary. Some of the differences was the cost of a t-shirt and she understands this. Ms. Rainier feels that the Board should be paying for travel for these students when the school system has asked them to do this. Mrs. Rainier said that the concert is at Cason Lane and the practice is at Cason Lane, and since we have asked them to attend the practice session, the Board should pay.</p> <p>Mr. Anderson said that it was definitely up to the Board if they wish to pay for those types of activities. He did explain that it is not budgeted because most field trips are paid out of the school funds. Ms. Rainier said that this is not a regular field trip since we have asked them to do this.</p> <p>Mr. Barrett asked if we have paid for it before. Mr. Anderson said no, we have not paid for it before. Mr. Anderson said that he will look back to make sure that we haven't paid in the past.</p> <p>Mr. Ballard asked about meal costs. He wanted to know if the cost is for transportation or a meal. Mr. Anderson said that sometimes they have a pizza party after the practice. On the report it states that MCS is paying for the bus and the parents are paying for the meal.</p>	

Ms. Rainier asked what day the practice is on. Lisa Trail said that the event is next Friday, March 9 at 6:00 p.m. Dr. Gilbert said that typically the students arrive early on the day of the concert to practice.

Mr. King asked if being in the choral is a choice for the student. If they chose to do it, that's probably why we don't pay for it. Dr. Gilbert said that she has no problem with the Board paying, but she was concerned about other trips that the Board would need to pay for that are similar to this. Dr. Gilbert asked Mr. Anderson if there are other trips like this. Mr. Anderson said that there are some trips that the system does pay for like the House Build and the MTSU basketball game. He would have to check about others.

Mr. Campbell said that the Board would need to determine if they are going to start a precedent by paying for this trip. That was Mr. Barrett's concern as well.

Dr. Gilbert said that she and Mr. Anderson could gather a list of trips, and the Board could discuss them during budget discussion. She just feels that we need to be consistent.

Mr. Campbell would like to look at this during budget time to get an idea of the trips instead of doing something mid-stream.

Mr. King said that for this trip, the Board would be looking at the cost of around \$788.00. He also mentioned the cost of other trips.

Wes Ballard said he thinks it's reasonable for the Board to pay for the trip, but this probably should be brought up in the budget process. Maybe if it's a school-wide event, the Board should probably be paying for those trips.

Mr. Campbell asked if schools receive money that they can use for this type of activity. Mr. Anderson said no, not from the budget. It has to be based on school funds, PTO funds, funds raised, or grants.

Mr. Campbell said that the Board will look at this during budget time for next year. The Board will leave it as is this year. (Subsequent to the meeting, it was learned that the district did pay for transportation to the concert last year, and has planned to pay for it this year).

There was discussion of the board policies. Dr. Gilbert explained the changes that were made after the first reading.

Mr. Campbell asked about Board Policy 3.200, line 10. He wanted to know if the word "and" needs to be there. Dr. Gilbert said it is leading into the next statement.

Mr. Campbell also asked about Board Policy 6.308, line 8 and 9, he asked when would the principal not be able to assist with discipline on the bus. Mr. Anderson explained that the intent of this part of the policy is if something is going on on the bus, and the bus pulls up to the school and they ask the principal to come out. If that is not the case, a form is filled out by the bus driver that would, in turn, go to transportation supervisor and then to the principal.

Mr. Campbell asked about Board Policy 6.310 regarding dress code. He asked if every school has their own dress code. Dr. Gilbert said yes, but will work on consistency on that in the future.

Ms. Rainier asked about Board Policy 3.200, line 13 and 14, it says the building would be left in a clean, healthy, and pleasant condition. She asked if there is another word other than pleasant that could be used. Mr. Campbell said that he would fine with the word “pleasant.”

Ms. Rainier also said that Board Policy 3.300 lines 3-6 long seem like a long sentence. She also felt that it was saying that the staff was responsible even when they weren’t present. Mr. Campbell said it says employees of the system, and that does not designate the teacher. Dr. Gilbert added that there is an understanding that if an employee sees a child doing something even though there may not be a teacher around, that that employee could correct the student. No changes were made to that sentence.

## V. ACTION ITEMS

Chair Butch Campbell

### Action Item

#### 1. Open and Closed Zone School Recommendations for 2018-2019

Mr. Gary Anderson

##### Action Item

Mr. Anderson explained that the Board had the open and closed zone schools in their packet. He said that we are asking for a vote to approve the zoned schools as designated for the 2018-2019 school year. He told them that these are the same schools as last year. When the new school is built, this list will change.

Wesley Ballard asked if we get any pushback on this. Mr. Anderson said no, not really. Mr. Anderson explained that some are not happy at times when they don’t get to send their children to the schools they want them to attend, but we just don’t have the room at some schools. A lot of our schools are at capacity. Mr. Ballard said that this would be good discussion for the meeting with the city council. Mr. Anderson also discussed growth that he is seeing in certain areas of the city.

Nancy Rainier made the motion to approve the Open and Closed Zone School Recommendations. Jared Barrett seconded the motion. All approved by saying aye.

**VI. REPORTS AND INFORMATION**

Dr. Linda Gilbert

## Information Item

**1. Personnel Report**

Dr. Linda Gilbert

## Information Item

Dr. Gilbert said that if anyone had any questions about the personnel report to please see Mr. Ringstaff.

**2. Revenue and Expenditure Report**

Mr. Gary Anderson

## Information Item

Mr. Anderson explained that we are in the black since property taxes are beginning to flow in. He said that property taxes are up \$300,000 from last year and sales tax is up \$200,000 from last year. He said that we will receive additional growth money in June. There was more discussion regarding these reports.

**VII. OTHER BUSINESS**

Chair Butch Campbell

## Information Item

Jared Barrett said that he will not be here for the joint meeting with the city council next week. He wanted to say that he was looking at the community report map and sees the land that we need for our new school would need to be east of Veterans Parkway and south of Hwy 99. He said that if we put it anywhere else, he has heard somewhere near Rockvale, he just won't be able to support that as a board member. He is in favor of trying to get it as close to Fire Station 10 as possible.

Phil King said that he won't be here for the city council meeting next week either.

Mr. Shacklett said that the city council needs to hear from the Board.

The city council meeting is scheduled for March 8 at 5:30 p.m.

Nancy Rainier said that we may get to the point of having to use portables.

Dr. Gilbert said that with safety issues, she does not want to use portables.

**VIII. ADJOURNMENT**

Chair Butch Campbell

## Action Item

Jared Barrett made the motion to adjourn. Wes Ballard seconded the motion. The meeting adjourned at 6:52 p.m.

---

 Director of Schools

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Crisis Management</b>	Descriptor Code: <b>3.203</b>	Issued Date:
		Rescinds:	Issued:

- 1 The principal shall develop a Crisis Management plan for use in times of crisis, including suicides,
- 2 shootings, and death of a student or faculty member. Within the development of such plan, the principal
- 3 shall appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate
- 4 information in the event of a crisis. Members of the Team shall consist of the principal, school counselor,
- 5 and at least two other staff members designated by the principal.
  
- 6 In the event of a crisis, the principal shall notify the Crisis Team and the Director of Schools. If necessary,
- 7 the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).
  
- 8 All media attention shall be directed to the Director of Schools' office.

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Service Animals in District Facilities</b>	Descriptor Code: <b>3.218</b>	Issued Date:
		Rescinds: <b>SS 13</b>	Issued: <b>09/01/11</b>

1 In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained  
2 miniature horses<sup>1</sup> (hereinafter referred to as service animals) are permitted for use by individuals with  
3 disabilities on district property and in district facilities provided the individuals and their animals meet  
4 the requirements and responsibilities covered in this policy.

5 When an individual with a disability seeks to bring a service animal into a district facility, the district is  
6 entitled to ask the individual if the animal is required because of a disability and what work or task the  
7 animal has been trained to perform.<sup>2</sup> The district is not entitled to ask for documentation that the animal  
8 has been properly trained, but the individual bringing the animal into a district facility will be held  
9 accountable for the animal's behavior.

10 Any service animal brought into a district facility by an individual with a disability must have been  
11 trained to do work or perform tasks for the individual. The work or tasks performed by the service animal  
12 must be directly related to the handler's disability. Examples of work or tasks include, but are not limited  
13 to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting  
14 individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent  
15 protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the  
16 presence of allergens, retrieving items such as medicine, providing physical support and assistance with  
17 balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and  
18 neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

19 The crime deterrent effects of an animal's presence and the provision of emotional support, well-being,  
20 comfort, or companionship do not constitute work or tasks for the purposes of this policy.

21 Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of  
22 a public entity's facilities where members of the public, participants in services, programs or activities,  
23 or invitees, as relevant, are allowed to go.

24 A service animal shall be under the control of its handler. A service animal shall have a harness, leash,  
25 or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other  
26 tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe,  
27 effective performance of work or tasks, in which case the service animal must be otherwise under the  
28 handler's control by means of voice control, signals, or other effective means.

29 District staff may ask an individual with a disability to remove a service animal from the premises if:

30 (1) The animal is out of control and the animal's handler does not take effective action to control it; or

31 (2) The animal is not housebroken.

32 (3) The animal's presence would fundamentally alter the nature of the service, program or activity.<sup>3</sup>

33 If the district excludes a service animal due to the reasons listed above, the district shall give the  
34 individual with a disability the opportunity to participate in the service, program, or activity without  
35 having the service animal on the premises.

36 The District and its staff are not responsible for the care or supervision of a service animal brought onto  
37 district property or into district facilities by an individual with a disability.

38 The District shall not ask or require an individual with a disability to pay a surcharge, even if people  
39 accompanied by pets are required to pay fees, or to comply with other requirements generally not  
40 applicable to people without pets.

---

Legal References

1. 28 CFR § 35.104
2. 28 CFR § 35.136
3. 28 CFR § 35.130

Cross References

1. AD ---

**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>SERVICE ANIMALS IN DISTRICT FACILITIES AND VEHICLES</b>	<b>Descriptor No:</b> <b>AD SS 13</b>	<b>Effective Date:</b>  <b>9/11</b>
	<b>Revised:</b>	

1 a) It is the policy of the Murfreesboro City Schools (“MCS”) to comply with provisions of  
2 the Americans with Disabilities Act (“ADA”) and its implementing regulations by ensuring that  
3 individuals with disabilities are able to participate in and benefit from the district’s  
4 programs, activities, and services.

5  
6 b) Title II (Public Services) of the ADA, 42 U.S.C. § 12131 *et seq.*, provides that, subject to  
7 the provisions set forth in title II itself, “no qualified individual with a disability shall, by reason  
8 of such disability, be excluded from participation in or be denied the benefits of services,  
9 programs, or activities of a public entity, or be subjected to discrimination by any such  
10 entity.” 42 U.S.C. § 12132. To effectuate this policy, the U.S. Department of Justice has  
11 promulgated a regulatory requirement that a public entity “generally...modify its policies,  
12 practices, or procedures to permit the use of a service animal by an individual with a disability.”  
13 28 C.F.R. § 35.136.

14  
15 c) It is the policy of the Murfreesboro City Schools to permit individuals with disabilities to  
16 be accompanied by a “service animal” in MCS buildings, including classrooms, on MCS  
17 property, on vehicles owned, leased or controlled by MCS, and at MCS school functions,  
18 as required by the ADA and subject to the following requirements and limitations:

19  
20 *1. Service animal defined:* A service animal is any dog, or miniature horse if deemed  
21 appropriate in accordance with section (c)(12) of this policy, that is individually trained to  
22 perform specific tasks for the benefit of an individual with a disability, including  
23 physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals,  
24 whether wild or domestic, trained or untrained, are not service animals for purposes of this  
25 policy.

26  
27 The work or tasks include but are not limited to, assisting individuals who are blind or have  
28 low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing  
29 to the presence of people or sounds, providing non-violent protection or rescue work,  
30 pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the  
31 presence of allergens, retrieving items such as medicine or the telephone, providing physical  
32 support and assistance with balance and stability to individuals with mobility disabilities, and  
33 helping persons with psychiatric and neurological disabilities by preventing or interrupting  
34 impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the

35 provision of emotional support, well-being, comfort, or companionship do not constitute work  
36 or tasks for the purposes of this definition.  
37

38 2. *Access:* Subject to the other provisions of this policy, an individual with a disability shall  
39 generally be permitted to utilize a service animal that is required because of the individual's  
40 disability and that has been individually trained to do work or a task for the individual.

41 Individuals with disabilities can be accompanied by their service animals in all areas of  
42 MCS's facilities where members of the public, participants in services, programs, or activities,  
43 or invitees, as relevant, are allowed to go.  
44

45 3. *Inquiry into individual's need for and training of a service animal:* As provided by law,  
46 no MCS official or employee shall ask an individual using or wishing to use a service  
47 animal about the nature or extent of a person's disability. MCS officials may nevertheless  
48 make two inquiries to determine whether an animal qualifies as a service animal: (i) is the  
49 animal required because of a disability; and (ii) what work or task has the animal been  
50 trained to perform? MCS shall not require, nor shall any MCS official request that an  
51 individual provide documentation indicating that the animal has been certified, trained, or  
52 licensed as a service animal. In addition, MCS officials shall not make these inquiries about a  
53 service animal when it is readily apparent that an animal is trained to do work or perform tasks  
54 for an individual with a disability (e.g., the dog is observed guiding an individual who is blind  
55 or visually impaired).  
56

57 4. *Regular and continued use of service animals by MCS students and employees:* Students  
58 and employees seeking to be accompanied by a service animal on an ongoing basis in  
59 MCS buildings and/or vehicles, shall make a written request to the Director of Schools (or  
60 the Director's designee) at 2552 South Church Street, Murfreesboro, TN 37127. This written  
61 request must be delivered to the Director or the Director's Designee at least five (5) business  
62 days before the student or employee uses the service animal on MCS property, and must  
63 include proof of current vaccinations for the service animal as required by section (c)(6) of  
64 this policy. In addition, students and employees using a service animal on an ongoing basis  
65 must submit to the Director or the Director's designee before the beginning of each academic  
66 year written proof that the service animal's vaccinations are current and up to date.  
67

68 5. *Use of service animals by visitors to MCS facilities and events:* Visitors (e.g., parents and  
69 other family members of MCS students and employees) need not submit a written request  
70 before using a service animal at MCS facilities and events, but are nevertheless required to  
71 comply with all other requirements of this policy, copies of which are available at each facility's  
72 main office.  
73

74 6. *Vaccination of service animals:* All service animals must be vaccinated in accordance  
75 with applicable federal, state, and local laws. All required vaccinations must be current and up to  
76 date.  
77

78 7. *Hygiene:* All service animals must be:

- 79 a. Treated for, and kept free of, fleas and ticks; and
  - 80 b. Kept clean and groomed to avoid shedding and dander.
- 81

82 8. *Housebroken:* All service animals must be housebroken.  
83

84 9. *Service animal under handler's control:* A service animal shall remain under the control  
85 of its handler. In addition, a service animal must have a harness, leash, or other tether, unless  
86 either the handler is unable because of a disability to use a harness, leash, or other tether or the

87 use of a harness, leash, or other tether would interfere with the service animal's safe,  
88 effective performance of work or tasks, in which case the service animal must be otherwise  
89 under the handler's control (e.g., voice control, signals, or other effective means). When on  
90 vehicles owned, leased, or controlled by MCS, service animals must be kept near the individual  
91 they are accompanying and out of any aisle, and must not disturb other passengers.

92  
93 *10. Care and supervision of service animal:*

94 a. *Employees and other non-students:* MCS is not responsible for the care or  
95 supervision of a service animal brought onto MCS property by an employee and visitor,  
96 including a student's parent, guardian, or family member.

97 b. *Students:* Students with service animals are generally expected to care and  
98 supervise their animal. In the case of a young child or a student whose disability prevents the  
99 student from providing appropriate care and supervision of the service animal, the student's  
100 parents are expected to provide appropriate care and supervision of the animal.  
101 Accommodations related to the care and supervision of service animals will be addressed on a  
102 case-by-case basis in the discretion of the facility's administrator and should be granted when  
103 such accommodations are reasonable. For example, under most circumstances, it would be  
104 reasonable to have a school staff member accompany a student and the student's service animal  
105 outside when the animal needs to urinate or defecate if the student is unable to do so without  
106 assistance. By comparison, requiring a school staff member to feed, groom, or exercise an animal  
107 would not be considered reasonable.

108  
109 *11. Liability of owners:* Owners of service animals are liable for any harm or injury caused  
110 by an animal to students, staff, visitors, and/or property.

111  
112 *12. Miniature Horses:* Requests to permit a miniature horse to accompany a student or  
113 adult with a disability in school buildings, in classroom, or at school functions, will be handled  
114 on a case-by-case basis, considering:

115 a. The type, size, and weight of the miniature horse and whether the facility can  
116 accommodate these features;

117  
118 b. Whether the handler has sufficient control of the miniature horse;

119  
120 c. Whether the miniature horse is housebroken; and

121  
122 d. Whether the miniature horse's presence in a specific facility compromises  
123 legitimate safety requirements that are necessary for safe operation.

124 All other provisions of this policy apply to miniature horses.

125  
126 *13. Removal of a Service Animal:* A school principal or other MCS administrator may ask  
127 an individual with a disability or a student's parent to remove a service animal from a school  
128 building, a classroom, or from a school function if any one of the following circumstances  
129 occurs:

130  
131 a. The animal is out of control and the animal's handler does not take effective  
132 action to control it;

133  
134 b. The animal poses a significant risk to the health or safety of others (e.g.,  
135 allergic or asthmatic reactions triggered by an individual's proximity to animal) that cannot be  
136 eliminated by modification of policies, practices, or procedures, or by the provision of  
137 auxiliary aids or services;

138  
139 c. The animal is not housebroken; and/or

140 d. The animal's presence would "fundamentally alter" the nature of the service,  
141 program, or activity.  
142

143 An individual whose service animal has been properly excluded in accordance with this  
144 policy shall be given the opportunity to participate without the animal in the service,  
145 program, or activity from which the animal was excluded.  
146

147 *14. Conflicting disabilities:* It is MCS policy to consider the safety, health and well-being  
148 of each and every student and employee when making decisions regarding the introduction of  
149 animals to the classroom. Individuals with conflicting disabilities or health conditions  
150 (e.g., asthma and/or other allergies to dogs and/or horses), or their parent or guardian, should  
151 inform the school's principal in writing of any such conflict. The principal shall be  
152 responsible for resolving the matter in consultation with the affected parties, the school nurse,  
153 and other individuals as the administration deems appropriate. Use of a service animal in a  
154 classroom setting will be disallowed due to another individual's conflicting disability only where  
155 the conflict cannot be eliminated by modification of policies, practices, or procedures, or by  
156 the provision of auxiliary aids or services.  
157

158  
159 **Reference:**

160 ADA Regulations, 28 CFR Part 35 (as amended, 2010)  
161

# Murfreesboro City School Board

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Food Service Management</b>	Descriptor Code: <b>3.500</b>	Issued Date:
		Rescinds: <b>SS 9</b>	Issued: <b>06/01/12</b>

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules  
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service  
3 of foods and will meet all state and federal and local requirements necessary for participation.<sup>1</sup>

4 The system's Supervisor of School Nutrition will oversee the program. All products and services  
5 necessary for the operation of the School Nutrition Department shall be procured using a procurement  
6 plan which must comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit  
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack  
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as  
10 defined by federal regulations.<sup>2</sup>

11 As required for participation in the School Nutrition Programs:

12 1. Meals must be made available to all students in attendance.

13 2. Free and reduced-price meals/snacks must be made available to students who are determined  
14 eligible for these benefits.

15 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a  
16 la carte items at school.

17 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must  
18 be as stringent as the current state and federal regulations concerning competitive foods.<sup>3</sup>

19 Student meals will be served under the USDA School Nutrition Guidelines for "Offer Versus Serve,  
20 Traditional Food-Based Menu Planning Option" for grades K-6. Preschool will not be on the "Offer  
21 Versus Serve" provision.

22 Procedures for implementing guidelines established by the State Department of Education, School  
23 Nutrition Program are on file in the district Food Service Procedures Manual.

---

#### Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11

---

#### Cross References

- Deposit of Funds 2.500  
Financial Reports and Records 2.701

## MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>CHILD NUTRITION MANAGEMENT</b>	<b>Descriptor No:</b>  <b>SS 9</b>	<b>Date Adopted:</b>  <b>4/79</b>
<b>Reviewed/Revision Adopted:</b>  <b>3/01; 1/06; 6/11; 4/12; 6/12</b>		

1 The school system shall operate a nutrition program in each school which shall be under the  
2 direction of the Supervisor of Child Nutrition. The Supervisor of Child Nutrition shall  
3 coordinate the school nutrition program systemwide and provide expertise and leadership in the  
4 provision of lunch and breakfast programs that meet the federal dietary guidelines.

5  
6 The school nutrition program shall include lunch and breakfast through participation in the  
7 National School Lunch and Breakfast Program.

8  
9 As required for participation in the National School Lunch and Breakfast Programs, the Board  
10 agrees to the following regulations:

- 11  
12 1. That nutritious lunch and breakfast meals which meet the federal dietary guidelines be  
13 made available to students.
- 14 2. That free and reduced price lunch and breakfast meals be provided to those students who  
15 cannot afford to pay the price of the lunch or breakfast.
- 16 3. Charges made to a student for the school lunch/breakfast program cannot exceed three  
17 days.

18  
19 Students shall also be permitted to bring their lunches from home.

20  
21 All monies from students for the NSLP/NSBP must be collected daily. These monies are to be  
22 collected and logged in by the teacher in each classroom. The monies and log are then to be sent  
23 to the cafeterias prior to serving lunch to avoid student charges.

24  
25 Sale of competitive foods is disallowed within the school. Machines and other devices used for  
26 food sales shall not be allowed, except in employee lounges for employee use only.

27  
28 School food service will be operated on a nonprofit basis and will comply with all rules and  
29 regulations pertaining to health, sanitation, and internal accounting procedures. Service of foods  
30 will meet all state and federal requirements necessary for participation.

31  
32 The system's Supervisor of Child Nutrition will oversee the program and its employees. All  
33 products and services necessary for the operation of the food service department shall be  
34 procured under the direction of the Supervisor of Child Nutrition.

36 The principal shall correlate the food service program with areas of instruction. The principal  
37 will be responsible for maintenance of discipline in the lunchroom.

#### 38 39 40 MEAL SERVICE PROCEDURES

41  
42 Student meals will be served under the USDA School Nutrition Guidelines for “Offer Versus  
43 Serve, Traditional Food-Based Menu Planning Option” for grades K-6. Lunch service on half  
44 days and field trips will not follow the “Offer versus Serve” option for grades K-6.

- 45
- 46 • During lunch, students will be offered a minimum of five items from five food  
47 component groups, and students must take a minimum of three items (one of the three  
48 must be a fruit or a vegetable), but may take up to five with no price adjustment.
- 49 • During breakfast, students will be offered a minimum of four items from three or four  
50 food component groups and they must take a minimum of three items but may take all  
51 four with no price adjustments.

52  
53 Preschool will not be on the “Offer Versus Serve” provision. They will be served the  
54 appropriate portions and food components; the choice of items served will be determined by the  
55 Supervisor of Nutrition and/or the Cafeteria Manager.

56  
57 According to State/Federal guidelines, meal substitutions will only be made to children with  
58 special needs requiring an IEP or 504.

#### 59 60 61 FREE OR REDUCED PRICE MEALS

62  
63 The criteria and procedures for determining a student's need and steps in securing for students  
64 no-cost or reduced-cost lunches as established at the state/federal level will be outlined and made  
65 known by the principal/Supervisor of Child Nutrition.

66  
67 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way  
68 from students who pay the regular price. Their names will not be made known to any person  
69 except such staff member(s) as needed to make the special arrangements for them.

#### 70 71 72 COMPETITIVE FOODS/VENDING MACHINES

73  
74 Any sale of food and beverages (other than competitive foods) to students during school hours  
75 will be under the supervision of the school food service department and the revenue will be  
76 deposited to the food service account. Individual components of the reimbursable meals will be  
77 sold as separate items during the meal service period. Money received from these sales will  
78 accrue to the school food service fund.

79  
80 Vending machines in the schools will be controlled so that they will not offer competition to the  
81 school lunch program or encourage poor eating habits.

82  
83 Students will be permitted to bring their lunches from home and to purchase beverages and other  
84 food items at school.

85  
86  
87

88 SANITATION

89

90 The Supervisor of Child Nutrition shall be responsible for implementing regulations from the  
91 Department of Health and seeing that school cafeterias meet acceptable standards of cleanliness  
92 at all times.

93

94

95

96

97

98

99

100

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

121

122

123

124

125

126

127

128

129

130

131

132

133

---

134 Legal Reference:

135

136 Child Nutrition & Food Distribution 210.11 Competitive Food Services (1994)

# Murfreesboro City Schools

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Student Suicide Prevention</h2>	Descriptor Code: <h3 style="text-align: center;">6.415</h3>	Issued Date:  
		Rescinds:  	Issued:  

1 The Board is committed to protecting the health and well-being of all students and understands that  
 2 physical, behavioral, and emotional health are integral components of student achievement. Students  
 3 are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students  
 4 will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255  
 5 (TALK).

6 **PREVENTION<sup>1</sup>**

7 All district employees shall attend either the annual in-service training in suicide prevention or  
 8 participate in other equivalent training approved by the Director of Schools. The training shall include,  
 9 but not be limited to, identification of risk factors, warning signs, intervention and response  
 10 procedures, referrals, and postvention.

11 **INTERVENTION<sup>1</sup>**

12 Any employee who has reason to believe that a student is at imminent risk of suicide shall report such  
 13 belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but  
 14 not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a  
 15 student self-referral.

16 Upon notification, the principal or designee shall ensure the student is placed under adult supervision.  
 17 Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The  
 18 principal or designee shall contact the Director of Schools or designee as soon as practicable.

19 Prior to contacting the student’s parent/guardian, the Director of Schools or designee shall determine if  
 20 there could be further risk of harm resulting from parent/guardian notification. If parent/guardian  
 21 notification could result in further risk of harm or endanger the health or well-being of the student, then  
 22 local law enforcement and the Department of Children’s Services shall be contacted.<sup>2</sup>

23 If appropriate, the Director of Schools or designee shall contact the student’s parent/guardian and  
 24 provide the following information:

- 25 1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of  
 26 suicide;
- 27 2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that  
 28 emergency medical services were contacted;
- 29 3. Ask the parent/guardian whether the parent is aware of the student’s mental state;

- 30 4. Ask the parent/guardian whether the parent wishes to obtain or has obtained mental health  
31 counseling for the student; and  
32 5. Provide the names of community mental health counseling resources if appropriate.

33 The Director of Schools or designee will seek parental permission to communicate with outside mental  
34 health care providers regarding a student. If the student is under the age of eighteen (18) and the  
35 parent/guardian refuses to seek appropriate assistance, the Director of Schools or designee shall contact  
36 the Department of Children's Services.<sup>2</sup>

37 The Director of Schools or designee shall document the contact with the parent/guardian by recording:

- 38 1. The time and date of the contact;  
39 2. The individual contacted;  
40 3. The parent/guardian's response; and  
41 4. Anticipated follow-up.

42 The Director of Schools or designee shall ensure the student is under adult supervision until a  
43 parent/guardian or other authorized individual accepts responsibility for the student's safety.

44 Prior to a student returning to school, the Director of Schools or designee and/or principal shall meet  
45 with the student's parent/guardian and student, if appropriate, to develop an individualized safety plan.  
46 The parent/guardian shall provide documentation from a mental health care provider stating that the  
47 student has received care.

#### 48 **POSTVENTION<sup>1</sup>**

49 Immediately following a student suicide death, the Crisis Response Team shall meet and implement  
50 the Crisis Management Plan.

51 The Crisis Response Team shall work with teachers to identify the students most likely to be impacted  
52 by the death in order to provide additional assistance and counseling if needed. Additionally, staff and  
53 faculty will immediately review suicide warning signs and reporting requirements. The Director of  
54 Schools or designee shall be responsible for all media inquiries.

---

#### Legal References

1. TCA 49-6-1901, et seq.
2. TCA 37-1-403

---

#### Cross References

News Releases, News Conferences and Interview 1.503  
Crisis Management 3.203  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying and Intimidation 6.304  
Promoting Student Welfare 6.400  
Student Wellness 6.411

