

Board of Education Regular Meeting

April 10, 2018 6:00 PM

City Hall Council Chambers

I. CALL TO ORDER BY BOARD CHAIR Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by Brycen Louis, a 5th grade student at Discovery School, and Braniyah Edwards-Scott, a 4th grade student at Scales Elementary.	Chair Butch Campbell
B. Moment of Silence Procedural Item	Chair Butch Campbell
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. COMMUNICATIONS Information Item Mitchell-Neilson would like to give a HUGE shout out to Sinking Creek Farms, ScreenArt, MOAB, Fuzzy's Tacos, The Green Dragon, Liquid Smoke, Deep South Growlers, and Champy's for donating \$100 each to help our students go to Land Between the Lakes. Mitchell-Neilson would like to thank Alan Farley, a Mitchell-Neilson alumni, for sponsoring a student at our Land Between the Lakes field trip and Ed and Karen Rogers and Alvin Burns for sponsoring a 6th grader. Mitchell Neilson had more donations for the Land Between the Lakes field trip. A big thank you to Collier Smith and Dr. Andy Brown. Mitchell Neilson Schools would like to thank Ginger and Danny Demombreun And all the members of the Sinking Creek Bike Club for their very generous donation of \$1000 to the MNS field trip fund. A special thanks to Pack Orthodontics for their donation of cases of water and to Zeke Yanez at Pizza Inn for the donation of pizzas to the Ready for Kindergarten spring sessions. Murfreesboro City Schools would like to thank the New Vision Baptist Church D.I.V.A.S. Women's Ministry for their food donation to the Backpack Food Program. The following schools will be competing in the 2018 Elementary Science Olympiad on Saturday, April 28 th , at John Pittard Elementary: Bradley, Discovery, Erma Siegel, John Pittard, Northfield, Reeves-Rogers, and Scales. Many thanks for the teachers who are coaching the teams: Billie Jo Thompson, Suzanne St. John, Shea Payne, Eric Matthews, Angela Pope, Kaycie Jones, Caleb Jones, Luke Dickerson, Stacey Burt, Xan Lasko, and Sondra Smith. The Murfreesboro City Schools Retirement Reception/Employee Recognition will be held at The Grove on Wednesday, May 9 at 6:00 p.m. The MTSU Math Competition will be held Thursday, April 12, with the awards ceremony to be held at 12:45 p.m. Overall Creek, Mitchell Neilson, Hobgood, and Scales will have teams competing in this event. The coaches for these teams are as follows: Overall Creek-Erin Nunley, Mitchell Neilson-Alison Murphy, Hobgood-Chick Knitter, and Scales-Craig Offutt Teacher Appreciation Week will be May 7-11.	Mrs. Lisa Trail

Murfreesboro City Schools would like to congratulate Jonathan Walling for passing his CPSI test for playground inspection. This is a very big step for MCS and the relation with the City's Risk Management Department.	
IV. CONSENT ITEMS Action Item	Chair Butch Campbell
A. Approval of School Fees Action Item	Chair Butch Campbell
B. Minutes 3-13-18 Board Meeting Action Item	Chair Butch Campbell
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Recommendation for Tenure Action Item	Dr. Linda Gilbert
B. Approval of Johnson and Bailey as Architect of the New School Action Item	Mr. Gary Anderson
C. Approval of Advisory Board/Family Resource Center Action Item	Dr. Linda Gilbert
D. Second 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
E. 1st Reading of Board Policies Action Item	Chair Butch Campbell
i. Board Policy 3.205 Security Action Item	Dr. Linda Gilbert
ii. Board Policy 3.400 Student Transportation Management Action Item	Dr. Linda Gilbert
iii. Board Policy 3.401 Scheduling and Routing Action Item	Dr. Linda Gilbert
iv. Board Policy 3.404 Private Vehicles Action Item	Dr. Linda Gilbert
VI. REPORTS AND INFORMATION Information Item	Dr. Linda Gilbert
A. Testing Process Information Item	Dr. Linda Gilbert
B. Enrollment (PTR) Report Information Item	Mr. Gary Anderson
VII. OTHER BUSINESS Information Item	Chair Butch Campbell
VIII. ADJOURNMENT Action Item	Chair Butch Campbell

MINUTES

Board of Education Regular Meeting

March 13, 2018 6:00 PM

City Hall Council Chambers

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

Staff: Dr. Linda Gilbert, Gary Anderson, Angela Fairchild, Joe Marlin, Lisa Trail, Shavon Davis Louis and Tammy Garrett.

Assistant City Attorney Kelley Baker and City Liaison Bill Shacklett

Before the regularly scheduled Board meeting, the Board met in room 218 at City Hall to discuss an overview of the safety procedures of our school district. In attendance for that meeting was Don Bartch, Kelley Baker, Gary Anderson, Dr. Linda Gilbert, Maria Johnson, Murfreesboro City Assistant Chief of Police Eric Cook, Sargent Scott Newburg, Collier Smith, Wes Ballard, Phil King, David Settles, and Chair Butch Campbell.

I. CALL TO ORDER BY BOARD CHAIR	Chair Butch Campbell
Procedural Item	
A. Pledge of Allegiance	Chair Butch Campbell
Procedural Item	
The Pledge of Allegiance was led by Izabella Bennington, a 5th grade student at Hobgood Elementary and Lucas Grimes, a 3 rd grade student at Cason Lane Elementary.	

B. Moment of Silence	Chair Butch Campbell
Procedural Item	

II. APPROVAL OF AGENDA	Chair Butch Campbell
Action Item	
Phil King made the motion to approve the agenda. Wes Ballard seconded the motion. All approved by saying aye.	

III. COMMUNICATIONS	Mrs. Lisa Trail
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!	

We are proud to announce that Murfreesboro City Schools had several Music Excellence Award Winners in the Murfreesboro Symphony Orchestra recently. In the

In the Band 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	
<p>A. Read To Succeed/One Book Committee To Present the Book Selection of the Year-Ready Player One by Ernest Cline Information Item</p> <p>Mrs. Trail introduced Jolene Radnoti with Read to Succeed. Mrs. Radnoti presented the book Ready Player One to the Board as the Book of the Year. Mrs. Smith volunteered to begin reading the book and will then pass it along to the other Board members.</p>	Mrs. Lisa Trail
IV. CONSENT ITEMS	Chair Butch Campbell
Action Item	
<p>A. Approval of School Fees Action Item</p>	Chair Butch Campbell
<p>B. Minutes 2-27-18 Board Meeting Action Item</p> <p>Wes Ballard made the motion to approve the consent items. David Settles seconded the motion. All approved by saying aye.</p>	Chair Butch Campbell
V. ACTION ITEMS	Chair Butch Campbell
Action Item	
<p>A. First Reading of Board Policies Action Item</p>	Chair Butch Campbell
<p>1. Board Policy 3.203 Crisis Management Action Item</p> <p>Dr. Gilbert said that this is a TSBA recommended policy on crisis management.</p> <p>Nancy Rainier made the motion to approve Board Policy 3.203 Crisis Management on first reading. Collier Smith seconded the motion. All approved by saying aye.</p>	Chair Butch Campbell
<p>2. Board Policy 3.218 Service Animals In District Facilities Action Item</p> <p>Dr. Gilbert asked Mrs. Baker to discuss this policy with the Board. Mrs. Baker explained that this policy deals with when a student, an employee, or a visitor needs to bring a service animal into the school. The TSBA version is not as detailed as the current board policy regarding this topic. The details in the current board policy assist administration and staff in implementation of the policy, therefore the current board policy regarding service animals will be made into an Administrative Directive. She explained that the service animals allowed in the school per the Americans with Disabilities Act would be a dog or a trained miniature horse.</p> <p>Mr. Campbell asked about line 7 of the policy. He wanted to know why we would not be allowed to see the paperwork on the</p>	Chair Butch Campbell

animal. Mrs. Baker said that is covered under the Americans with Disabilities Act.

Mr. King asked if a service animal is the same as an emotional support animal. Mrs. Baker said no, that is different.

Mrs. Baker said that line 20 of the AD will explain what a service animal is under the law. She explained that the AD will help staff and the public to understand the process when a service animal is brought to a school facility.

Mr. Campbell asked who is responsible if the animals cause problems. Mrs. Baker said that the owner is responsible.

Nancy Rainier made the motion to approve Board Policy 3.218 Service Animals in District Facilities on first reading. David Settles seconded the motion. All approved by saying aye.

Wes Ballard asked if this policy pertains to service animals on buses. Mrs. Baker said yes, it pertains to service animals on any school property or vehicle.

Collier Smith asked about limitations on the size of the animal and Mrs. Baker said there is no limitation.

3. Board Policy 3.500 Food Service Management Program Action Item

Chair Butch Campbell

Dr. Gilbert explained that this is the TSBA recommended policy and also the current policy SS9. She said that SS9 will go into an AD which will be written. She said that Mr. Anderson would entertain any questions regarding this policy.

Wes Ballard asked about line 4 where it states the Supervisor of School Nutrition. He asked who that was. Dr. Gilbert told him that was Mrs. Sandy Scheele.

Nancy Rainier said that she spoke with Mrs. Scheele about free lunches and whether or not that will continue. She said that Mrs. Scheele did not know for sure whether we would continue offering free lunch and breakfast.

David Settles asked if we still operate under all students eat free and Dr. Gilbert said yes.

Collier Smith asked if this is something that the Board needs to talk to members of Congress about. Mr. Anderson said that they haven't passed the act yet. Dr. Gilbert said that she would get that

information to the Board and she would appreciate them contacting their representatives regarding this issue. Mrs. Smith said that the feedback from teachers has been great regarding free breakfast and lunch. She said that teachers say that students get breakfast that would not normally get it.

Nancy Rainier mentioned that there was a grammatical error on line 3 of the policy. She said to take the first “and” out.

David Settles said that he feels that the Board needs to speak to their state representatives and let them know that this money has been coming from a grant and would have to come out of the regular nutrition budget.

Dr. Gilbert said that the food program is a stand-alone program and she would think that the representatives would know that.

Dr. Gilbert added that a hungry child is not going to learn. She thinks that we require students to attend school, lunch should be provided.

David Settles made the motion to approve Board Policy 3.500 Food Service Management on first reading. Phil King seconded the motion. All approved by saying aye.

<p>4. Board Policy 6.415 Student Suicide Prevention</p>	<p>Chair Butch Campbell</p>
<p>Action Item Dr. Gilbert said that this is a new policy recommended by TSBA that we are required to have in place. She explained that we have protocols if there is any threat or indication of suicide. She added that we very much follow this policy. Phil King made the motion to approve Board Policy 6.415 Suicide Prevention on first reading. Wes Ballard seconded the motion. All approved by saying aye.</p>	

VI. REPORTS AND INFORMATION

Dr. Linda Gilbert

Information Item

<p>A. Enrollment (PTR) Report</p>	<p>Mr. Gary Anderson</p>
<p>Information Item Mr. Anderson explained that we have grown 9 students since the last enrollment report. He said that there is one more period that counts on our growth for this year. We are at a total of 8837 students.</p>	

VII. OTHER BUSINESS

Chair Butch Campbell

Information Item

Wes Ballard asked if we are in the TNReady testing period. Dr. Gilbert said that we are doing a field test and WIDA tests right now, but TNReady actually starts on April 16. Mr. Ballard mentioned that we will not receive the results back until the middle of June. Dr. Gilbert said that we will receive the results at some point.

Mr. Ballard also asked about the employee satisfaction surveys. Dr. Gilbert stated that the AdvancEd surveys are being done now and the TN Educators Survey opened March 5.

Regarding TNReady tests, Collier Smith asked if any schools are opting to test on line. Dr. Gilbert said no, we are not doing online testing this year.

Collier Smith said that she got the impression that the online test questions were very challenging and much harder than on paper. Dr. Gilbert said that there were issues with field tests using computers so we would not be using computers for TNReady.

David Settles said that he was sorry that he missed the last Board meeting, but his wife had surgery. He added that Mrs. Settles had recovered from surgery very well. Mr. Settles said that he would be attending the Board/Superintendent Relations class at TSBA Headquarters on Friday.

Mr. Campbell mentioned that the next scheduled Board meeting is March 27, which is during spring break. Mrs. Smith said that she would not be in attendance. Mrs. Rainier added that we normally don't meet during spring break. Mrs. Baker will not be in attendance either and Dr. Gilbert said that the policies that will be coming up will require that Mrs. Baker be here. Dr. Gilbert added that if a Board vote is needed for land for the new school, the Board may need to call a special meeting.

Phil King stated that the Discovery and Bradley plays are this week and the Teacher of the Year reception is Thursday. Dr. Gilbert added that the Gifted Academy Graduation is this Saturday at Overall Creek.

VIII. ADJOURNMENT

Chair Butch Campbell

Action Item

Collier Smith made the motion to adjourn. Phil King seconded the motion. All approved by saying aye.

The meeting adjourned at 6:31 p.m.

Director of Schools

Minutes
Page 6 of 6
March 13, 2018
Recorded by L. VanCleave

April 10, 2018

The following employees, who are in a position for which a teaching license is required, have met all of the requirements to attain tenure under TCA 49-5-503 and board policy 5.117. These employees have completed at least five years with Murfreesboro City Schools and have obtained an overall performance effectiveness level of “above expectations” or “significantly above expectations” for the last two consecutive years.

Elizabeth Shepherd	Discovery
Ginger Hazelbaker	Bradley
Jenifer Scott	Erma Siegel



April 2, 2018

Mr. Gary B. Anderson
Finance/Administrative Services Director
Murfreesboro City Schools
2552 South Church Street
Murfreesboro, TN. 37130

Re: Southwest Elementary School
Murfreesboro City Schools
J+B No. 1611

Dear Mr. Anderson:

In response to your request, Johnson + Bailey Architects is pleased to submit the following proposal for architectural services for the referenced project. This project will be based on the Overall Creek Elementary School design for 1,000 students which will include but not be limited to the changes itemized in the attached letter from Lyle Lynch to you dated January 16, 2018. The estimated construction cost for this project is \$27,722,760. This estimate was derived from a \$195 per square foot cost at 142,168 square feet. This square foot costs is based on recent similar projects and conversations with bidders. This cost does not reflect any potential additional increases relating to the new federal tariff on steel and aluminum.

We propose to provide full architectural services for the recent City of Murfreesboro architectural fee schedule, which is calculated by the formula $35/[(\text{Log } P) - 1.15]$ where P is the construction cost.

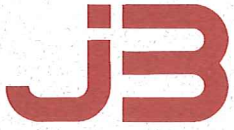
In consideration of the similarity to the Overall Creek project, required modifications, and site adaptation we propose a discount of 30%. This calculates our proposed fee to be 3.94%. (based on a construction cost of \$23,457,720 per the following paragraph).

In addition to this discount, we propose fixing the construction cost for our contract at \$165 per square foot (\$23,457,720) in lieu of the higher anticipated cost of \$195 per square foot (\$27,722,760). If the anticipated square foot cost holds true, the savings in designer fees to the Owner would be around an additional \$150,000.

The \$165 per square foot is based on a more historical rate of increase in construction cost rather than the recent current spike that we have incurred in the mid-state area. Fixing our fee on the \$165 per square foot cost will prevent the Owner from getting hit twice with construction cost increases and designer fee increases.

This fee includes architectural, structural, civil, landscaping, mechanical, plumbing, electrical, and kitchen design disciplines. The scope of services includes Schematic Design, Design Development, Construction Documents, Bidding or Negotiation, and Construction Phase services as described in AIA Document B101 - 2007, Standard Form of Agreement Between Owner and Architect (Agreement).

Your consideration of Johnson + Bailey Architects for this project is sincerely appreciated. If you find the above acceptable, please review the attached, AIA Document B101 - 2007, Standard Form of Agreement Between Owner and Architect.



Mr. Gary Anderson
Southwest Elementary School
J+B No. 1611
April 2, 2018
Page 2

If you have any questions concerning this matter, please do not hesitate to call.

Sincerely,

JOHNSON + BAILEY ARCHITECTS P.C.

A handwritten signature in black ink, appearing to read 'James Richard Pettit', with a long horizontal line extending to the right.

James Richard Pettit AIA

encl: Lyle Lynch's letter dated 01-16-18
AIA B101 - 2007, dated 04-02-18 (2 copies)

Family Resource Center Advisory Board Recommendations

Darla Sampson - MCS Coordinated School Health

Eric Murry - Hobgood

Beverly Johnson - Asst. Principal - Black Fox

LaShan Mathews -Dixon - Rutherford County Health Dept.

Dr. Deborah Sandlin - Olive Branch Church

Rutherford County Schools Homeless Liaison

Jolene Radnoti - Read to Succeed

Candy Joyce - Middle TN Association of Realtors

Cherrye Robertson - Asst. Principal - Bradley

Russell Smith - Supt. Patterson Community Center

MCS Parent Representative - TBD

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Crisis Management	Descriptor Code: 3.203	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 Response Team which shall deal with specific situations, make decisions, and
4 disseminate information in the event of a crisis. Members of the Team shall consist of the principal,
5 school counselor, 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: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Service Animals in District Facilities</h2>	Descriptor Code: 3.218	Issued Date:
		Rescinds: SS 13	Issued: 09/01/11

1 In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained
 2 miniature horses¹ (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.² 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.³

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**



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

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: Review: Annually, in October	Descriptor Term: <h3 style="text-align: center;">Food Service Management</h3>	Descriptor Code: <h3 style="text-align: center;">3.500</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">SS 9</h3>	Issued: <h3 style="text-align: center;">06/01/12</h3>

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, federal, and local requirements necessary for participation.¹

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.²

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.³

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

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

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: Review: Annually, in April	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 **PREVENTION¹**

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 **INTERVENTION¹**

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.²

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.²

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 **POSTVENTION¹**

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

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall establish procedures to protect school property which shall include, but
2 not be limited to:

- 3 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 4 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school
5 facilities or equipment without appropriate supervision;
- 6 3. Controlling the issuance of keys; and
- 7 4. Developing programs that contribute to the proper care and use of school facilities and
8 equipment.

9 Equipment purchased with federal funds shall be managed as directed by federal and state law.¹

10 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

11 The principal shall notify the Director of Schools as soon as practical but no longer than 24 hours after
12 discovering a case of vandalism, theft, building damage and/or illegal entry.

13 The Director of Schools, or designee, is authorized to sign a criminal complaint and to press charges
14 against perpetrators for vandalism of school property.

15 **SCHOOL POLICING**

16 The Board may enter into a memorandum of understanding with the chief of a law enforcement agency
17 to provide school policing. Any memorandum of understanding shall address, at a minimum, the
18 following issues:²

- 19 1. Any School Safety and Education Officer (SSEO) assigned under a memorandum must be in
20 compliance with all laws, regulations and rules of the Peace Officer Standards and Training
21 Commission at the time of assignment and remain compliant throughout the tenure of their
22 assignment;
- 23 2. As a condition of assignment, any SSEO must participate in forty (40) hours of basic training in
24 school policing within twelve (12) months of assignment. Every year thereafter, the SSEO shall
25 participate in a minimum of sixteen (16) hours of training specific to school policing. All training
26 programs shall be approved by the Peace Officers Standards and Training Commission.

- 27 3. Any SSEO assigned under the memorandum remains an employee of the law enforcement
28 agency, subject to that agency's direction, control, supervision and discipline, though the Board
29 may agree to indemnify and reimburse the law enforcement agency for any part or all of the
30 increased costs incurred by the law enforcement agency as a result of the assignment of the
31 SSEOs.
- 32 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
33 of the Director.
- 34 5. In the event that more than one SSEO is assigned to a school system, the law enforcement agency
35 shall designate one of the SSEOs as the senior SSEO, or such other, appropriate title. The duties
36 of the senior SSEO, however designated, shall include, but not be limited to, the following:
- 37 a. To represent and carry out the policies of the law enforcement agency assigning the
38 SSEOs.
- 39 b. To supervise the SSEOs in the performance of their duties;
- 40 c. To consult with the Director regarding the best use of the available resources for school
41 policing; and
- 42 d. To resolve disputes between the SSEOs and students or faculty members.
- 43 6. The memorandum may be effective for any length of time, including continuing until terminated
44 by the parties, and may contain any reasonable notice requirement for the termination of the
45 memorandum. However, the memorandum shall contain a provision allowing the Director to
46 suspend the active participation of the SSEOs in the event that the Director believes that such
47 suspension is best for the health, safety and/or well-being of the students and/or school staff.

Legal References

1. EDGAR 34 subtitle A Part 80.32
2. TCA 49-6-4217

Cross References

- Visitors to the Schools 1.501
Care of School Property 6.311

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date:
		Rescinds: SS 7	Issued: 10/01/12

1 The safety and welfare of student riders shall be the first consideration in all matters pertaining to
2 transportation. School buses shall be maintained and operated in accordance with state law and State
3 Board Rules and Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.²

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall attempt to
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the Transportation Supervisor,
9 including incidents in which any part of the bus contacts any other object or vehicle. The Transportation
10 Supervisor shall be responsible for submitting all records and required reports to the City of
11 Murfreesboro Risk Management Office and state and local agencies.

12 The Director of Schools shall develop procedures to ensure compliance with the statutory and
13 regulatory requirements for the transportation program.

14 **TRANSPORTATION SUPERVISOR³**

15 The Director of Schools shall appoint a Transportation Supervisor for the district. The Supervisor shall
16 be responsible for monitoring and oversight of transportation services for the district.

17 The Transportation Supervisor shall complete a student transportation management training program
18 upon appointment. Every year, the Transportation Supervisor shall complete a minimum of four (4)
19 hours of training annually.

20 The Director of Schools shall ensure that training is completed and shall provide the State Department
21 of Education with appropriate documentation.

22 **COMPLAINT PROCESS⁴**

23 The following procedure will govern how students, teachers, staff, and community members shall
24 submit bus safety complaints:

- 25 1. All complaints shall be submitted to the Transportation Supervisor on forms designated by the
26 district.
- 27 2. Forms may be submitted in person, via mail or email. The forms designated by the district will
28 be located on the district website.

- 29 3. The Transportation Supervisor shall begin an investigation of all safety complaints within
30 twenty-four (24) hours of receipt.
31 4. Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor
32 shall submit a preliminary report to the Director of Schools. This report shall include:
33 a. The time and date the complaint was received;
34 b. The name of the bus driver;
35 c. A copy or summary of the complaint; and
36 d. Any prior complaints or disciplinary actions taken against the driver.

37 Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall
38 submit a final written report to the Director of Schools that details the investigation’s findings as well
39 as the action taken in response to the complaint.

40 An annual notice of this complaint process shall be provided to parents and students. This information
41 shall be made available in the student handbook.

42 **RECORDKEEPING⁵**

43 The Transportation Supervisor shall be responsible for the collection and maintenance of the following
44 records:

- 45 1. Bus maintenance and inspection forms;
46 2. Bus driver credentials, including required background checks, health records, and performance
47 reviews;
48 3. Driver training records; and
49 4. Complaints received and any records related to the investigation and complaints.

50 **FIELD TRIPS**

51 School buses are available for use when the trip is directly related to the planned instructional program.
52 However, use of the bus during the school day must not interfere with the regular transportation
53 program.

54 Annually, the Transportation Supervisor will provide information related to costs, procedures in
55 arranging for use of buses, and other pertinent information.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289 (1)(d)(3)
3. Public Acts of 2017, Chapter No. 289 (1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289 (1)(d)(2)
5. Public Acts of 2017, Chapter No. 289 (1)(d)(5)

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date:
		Rescinds:	Issued:

1 The Transportation Supervisor shall be responsible for surveying all bus routes and scheduling bus transportation,
2 including the determination of bus stops and the assignment of students. Deleting or establishing new bus routes
3 is the responsibility of the Transportation Department.¹

4 Appeals of transportation decisions shall be made to the Director of Schools.

5 Students shall not be in transit to and from school more than one and one-half hours each way.²

6 Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given the policies
7 and procedures relative to the transportation program.³

8 Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not
9 to make any non-designated stops, except for emergencies, when transporting students.

10 No student may exit the bus at a destination other than that student's designated bus stop. The Director of Schools
11 shall develop procedures that would allow a student to exit the school bus at an alternative location. Those
12 procedures shall include, at a minimum, the following:⁴

- 13 1. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the
14 student provides the driver with a signed note from the parent or guardian informing the driver of the
15 change in the student's bus stop for the day. The driver shall turn the note over to the principal as soon as
16 practical after the completion of the route.
- 17 2. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's
18 designated stop in order to preserve the safety of other student passengers or the driver, the driver may
19 remove the offending student from the bus provided that the driver secures the safety of the student for
20 the uncompleted trip.
- 21 3. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any
22 student refusing to obey the driver or exiting the bus without the driver's permission at a point other than
23 the student's destination for that trip.⁵

24 Students who ride school buses shall attend the school designated unless the Board designates an alternate
25 school. If a parent chooses to send his/her child to another school in the system, the parent must provide
26 transportation to and from that school.

Legal References

1. TCA 49-6-2106; TCA 49-6-2102(a)-(c)
2. TCA 49-6-2105
3. TCA 49-6-2118(b)
4. TCA 49-6-2118(a)

5. TCA 49-6-2118(c), (d)

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date:
		Rescinds:	Issued:

1 The Board recognizes that certain employees may need to use their private vehicles for school purposes.
2 With the use of private vehicles, the following policy shall be observed:

3 1. To use a private vehicle for school purposes, the employee must have the written permission of the
4 Director of Schools/ designee and proof of vehicle liability insurance coverage in a sufficient amount,
5 as determined by the Director of Schools, as well as a special permit for each trip involving students,
6 including field trips.

7 2. The school system shall assume no responsibility for liability in case of accident, unless the employee
8 has the proper authorization described above.

9 3. The Board specifically forbids any employee to transport students for school purposes without prior
10 authorization by the Director of Schools or designee.

11 4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state
12 Board Rules, Regulations, and Minimum Standards.²

13 5. School employees who provide transportation for students to and from school must have written
14 permission from the student's parent. The permission should be maintained in the student's school
15 record for each school year.

16 The Board recognizes that volunteer parent drivers may be needed to use their private vehicles for
17 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle
18 liability insurance coverage in the form of an insurance certificate in a sufficient amount, as
19 determined by the Director of Schools.¹
20

Legal References

1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
2. TRR/MS 0520-1-5-.01(3)

PTR 180405 End of Seventh Period

SCHOOL	Pre - K			Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total Students		
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	Total w/o Pre-K	Building Total	
DISCOVERY				59	3	19.67	60	3	20.00	60	3	20.00	59	3	19.67	238	12	19.83		66	3	22.00	60	3	20.00	22	1	22.00	148	7	21.14	386	386
BLACK FOX	10	40	2	20	102	6	17.00	109	6	18.17	115	6	19.17	119	6	19.83	445	24	18.54	112	6	18.67	124	6	20.67	97	4	24.25	333	16	20.81	778	876
	25	2	12.5																									23	2	11.50	23	878	
	CDC																																
BRADLEY				46	3	15.33	61	3	20.33	68	4	17.00	62	3	20.67	237	13	18.23		54	3	18.00	63	4	15.75	46	3	15.33	163	10	16.30	400	400
CASON LANE	10	40	2	20	119	7	17.00	104	5	20.80	111	6	18.50	143	7	20.43	477	25	19.08	137	6	22.83	123	6	20.50	62	3	20.67	322	15	21.47	799	892
	19	2	9.5																									24	3	8.00	27	853	
	CDC																																
ERMA SIEGEL	10	26	2	13	100	5	20.00	111	5	22.20	114	6	19.00	116	6	19.33	441	22	20.05	124	6	20.67	142	6	23.67	24	1	24.00	290	13	22.31	731	802
	CDC																																
HOBGOOD	60	3	20	107	6	17.83	98	5	19.60	85	4	21.25	99	5	19.80	389	20	19.45	105	5	21.00	91	4	22.75	75	3	25.00	271	12	22.58	660	720	
MITCHELL-NEILSON	39	2	19.5	121	6	20.17	112	5	22.40	98	6	16.33	83	4	20.75	414	21	19.71	95	5	19.00	121	5	24.20	75	4	18.75	291	14	20.79	705	765	
	15																																
	Best																																
NORTHFIELD	40	2	20	88	5	17.60	78	4	19.50	82	4	20.50	89	4	22.25	337	17	19.82	95	5	19.00	73	4	18.25	40	2	20.00	208	11	18.91	545	676	
	32	3	10.67																									44	5	8.80	44	652	
	CDC																																
OVERALL				149	8	18.63	146	7	20.86	171	9	19.00	179	9	19.89	645	33	19.55	161	7	23.00	149	7	21.29	61	3	20.33	371	17	21.82	1016	1016	
REEVES-ROGERS				55	3	18.33	80	4	20.00	58	3	19.33	52	3	17.33	245	13	18.85	77	4	19.25	69	4	17.25	25	1	25.00	171	9	19.00	416	443	
PITTARD				122	6	20.33	93	5	18.60	115	6	19.17	104	6	17.33	434	23	18.87	133	6	22.17	130	6	21.67	90	5	18.00	353	17	20.76	787	787	
	10																																
SCALES	25	2	12.5	162	8	20.25	159	8	19.88	143	8	17.88	150	7	21.43	614	31	19.81	150	7	21.43	138	6	23.00	83	4	20.75	371	17	21.82	985	1040	
	CDC																																
OFF SITE PRE-K	CDC			KINDERGARTEN			1ST GRADE			2ND GRADE			3RD GRADE			4TH GRADE			5TH GRADE			6TH GRADE			CDC								
Oakland Court	40	2	20	1230	66	18.64	1211	60	20.18	1220	65	18.77	1255	63	19.92	1309	63	20.78	1283	61	21.03	700	34	20.59	REGULAR ED SUB TOTAL			8208					
Mercury Court	40	2	20																						SPED K-6 CDC, BEST, Vision			197					
TOTAL OFF SITE	80	4	20																						SPECIAL ED PRE-K			127					
PRE-K SUBTOTALS																																	
Pre-K Peer Models	55																																
Pre-K Regular Ed	299	15	19.9																														
Pre-K Special Ed	127	11	11.5																														
PRE-K TOTALS	481	26	18.5																														

AVERAGE ATTENDANCE PERCENTAGE

96 %

REGULAR EDUCATION PTR

	Students	Teachers	PTR
Kindergarten thru Third Grade	→ 4916	254	19.35
Fourth Grade thru Sixth Grade	→ 3292	158	20.84
District Totals	→ 8208	412	19.92

GROWTH OVER LAST YEAR

End of 2016-2017 → **8597**

Growth from 16-17 to 17-18 → **289**

DISTRICT TOTAL STUDENTS

8886