

Board of Education Regular Meeting

October 9, 2018 6:00 PM

Administrative Offices

I. CALL TO ORDER BY BOARD CHAIR Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. CONSENT ITEMS Action Item	Chair Butch Campbell
A. Second Reading of Board Policies Action Item	Chair Butch Campbell
i. Board Policy BO 13-Board-Staff Communications-TO BE DELETED Action Item	Dr. Linda Gilbert
ii. Board Policy BO 22-Development of Administrative Rules-TO BE DELETED Action Item	Dr. Linda Gilbert
iii. Board Policy STU 56-Defining Student Race and Ethnicity Data-TO BE DELETED Action Item	Dr. Linda Gilbert
iv. Board Policy 1.502 News Releases, Interviews, Board Meetings Coverage Rescinds BO 25 Action Item	Dr. Linda Gilbert
v. Board Policy 1.6011 Administration in Absence of Policy Rescinds BO 23 Action Item	Dr. Linda Gilbert
vi. Board Policy 4.502 Parent and Family Involvement Rescinds IS 6, BO 27 Action Item	Dr. Linda Gilbert
vii. Board Policy 5.8021 Director's Compensation Rescinds BO 18 Action Item	Dr. Linda Gilbert
viii. Board Policy 6.4001 Student Surveys, Analyses, and Evaluations Rescind 49 Action Item	Dr. Linda Gilbert
ix. Board Policy 6.4002 Use of Personal Information Rescinds BO 36 Action Item	Dr. Linda Gilbert
IV. ACTION ITEMS Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Chair Butch Campbell
i. Board Policy 1.108 Nepotism-Rescinds PER 42 Action Item	Dr. Linda Gilbert
ii. Board Policy 1.8012 Extended School Program-Rescinds SS2 and SS3 Action Item	Dr. Linda Gilbert
iii. Board Policy 1.802-Section 504 and ADA Grievance Procedures-Rescinds Action Item	Dr. Linda Gilbert
iv. Board Policy 1.804-Drug Free Workplace Action Item	Dr. Linda Gilbert

v. Board Policy 3.210-Naming a School Action Item	Dr. Linda Gilbert
vi. Board Policy 3.212 District Water Testing Action Item	Dr. Linda Gilbert
vii. Board Policy 3.600 Insurance Management-Rescinds PER2 Action Item	Dr. Linda Gilbert
viii. Board Policy 3.602-Workers' Compensation Action Item	Dr. Linda Gilbert
ix. Board Policy 4.200 Curriculum Development-Rescinds IS2 Action Item	Dr. Linda Gilbert
x. Board Policy 4.406-Use of the Internet-Rescinds BO45 Action Item	Dr. Linda Gilbert
xi. Board Policy 5.1081-Supervision of Students-Rescinds STU45 Action Item	Dr. Linda Gilbert
xii. Board Policy 5.403-Drug and Alcohol Testing for Employees-Rescinds PE Action Item	Dr. Linda Gilbert
xiii. Board Policy 6.307-Drug-Free Schools-Rescinds STU34 Action Item	Dr. Linda Gilbert
xiv. Board Policy 6.701 Student Solicitations/Promotional Activities Rescinds 46, BO 32 Action Item	Dr. Linda Gilbert
xv. Board Policy FM10-Travel Regulations-TO BE DELETED Action Item	Dr. Linda Gilbert
xvi. Board Policy IS13-A Statement of Homework Policy-TO BE DELETED Action Item	Dr. Linda Gilbert
xvii. Board Policy IS22-Adopt A School Program-TO BE DELETED Action Item	Dr. Linda Gilbert
V. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
VI. OTHER BUSINESS Information Item	Chair Butch Campbell
VII. ADJOURNMENT Action Item	Chair Butch Campbell

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: BOARD/STAFF COMMUNICATIONS	Descriptor No: BO 13	Date Adopted: 4/79
	Reviewed/Revision Adopted: 2/01; 4/10; 3/11	

1 The Board desires to maintain open channels of communications between itself and the staff.
2 The basic line of communication will, however, be through the Director of Schools.

3 4 Staff Communication to the Board

5
6 All communications or reports to the Board or any Board committee from principals,
7 supervisors, teachers, or other staff members shall be submitted through the Director of Schools.
8 This necessary procedure shall not be construed as denying the right of any employee to appeal
9 to the Board from administrative decisions on important matters, providing that the Director of
10 Schools shall have been notified of the forthcoming appeal and that it is processed in accordance
11 with the Board's policy on complaints and grievances. Staff members are also reminded that
12 Board meetings are public meetings. As such, they provide an excellent opportunity to observe
13 first hand the Board's deliberations on problems of staff concern.

14 15 Board Communication to Staff

16
17 All official communications, policies, and directives of staff interest and concern will be
18 communicated to staff members through the Director of Schools, and the Director of Schools
19 shall employ all such media as is appropriate to keep staff fully informed of the Board's
20 problems, concerns, and actions.

21 22 Visits to Schools

23
24 Board members are encouraged to visit schools. Such visits shall be regarded as informal
25 expressions of interest in school affairs and not as "inspections" or visits for supervisory or
26 administrative purposes. Official visits by Board members which would include but not be
27 limited to staff meetings and any other business meetings of the school system will be carried on
28 only under Board authorization and with the full knowledge of staff including the Director of
29 Schools, principal, and other supervisors.

30 31 Social Interaction

32
33 Staff and Board members share a keen interest in the schools and in education generally, and it is
34 to be expected that when they meet at social affairs and other functions, they will informally
35 discuss matters as educational trends, issues, innovations, and general school problems.

36 However, staff members are reminded that individual Board members have no special authority
37 except when they are convened at a legal meeting of the Board vested with special authority by
38 Board action.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: DEVELOPMENT OF ADMINISTRATIVE RULES	Descriptor No: BO 22	Date Adopted: 4/79
	Reviewed/Revision Adopted: 9/93; 2/01; 2/11	

1 The Board shall, whenever practicable, delegate to the Director of Schools the function of
2 specifying required actions and designing the detailed arrangements under which the schools will
3 be operated. These detailed arrangements shall constitute the administrative regulations
4 governing the schools. They shall be defined in written form and organized by subject or date
5 with adequate indexing for easy use. Makeup and distribution will facilitate easy filing and
6 proper use and copies will be distributed to the members of the Board upon request.
7 Administrative Directives will be accessible via the school system's intranet. The administrative
8 regulations must in every respect be consistent with the policies of the Board. *The Murfreesboro*
9 *City Schools Handbook* and the *Administrative Directives Notebook*, revised annually, may serve
10 as the instruments incorporating said rules and regulations.

11
12 The Board itself shall strive to formulate and adopt administrative regulations only when specific
13 state laws require Board adoption.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: DEFINING STUDENT RACE AND ETHNICITY DATA	Descriptor No: STU 56	Date Adopted: 6/10
<i>Reviewed/Revision Adopted:</i>		

1 The collection of student data is associated with the disbursement of Federal funds.
2 Murfreesboro City Schools will follow U.S. Department of Education guidelines on the use of a
3 format to collect data on ethnicity and race. There are two different parts to the question,
4 requiring two distinct responses. The ethnicity question must come first, followed by the
5 question on race. The race question must ask respondents to select one or more of five racial
6 groups.

7
8 The ethnicity question is:
9 What is the student’s ethnicity?
10 Hispanic or Latino
11 Not Hispanic or Latino

12
13 The race question is:
14 What is the student’s race? Mark one or more races to indicate what this person considers
15 himself or herself to be.
16 American Indian or Alaska Native
17 Asian
18 Black or African American
19 Native Hawaiian or Other Pacific Islander
20 White

21
22 If a respondent does not respond to the question, Murfreesboro City Schools’ policy is to use
23 observer identification. If only one part of the two-part question is unanswered, Murfreesboro
24 City Schools will take steps to ensure that the respondent has intentionally refused to complete
25 both parts of the question, before using observer identification.

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: News Releases, Interviews, Board Meetings Coverage	Descriptor Code: 1.502	Issued Date:
		Rescinds: BO 25	Issued: 4/79; 7/01; 3/11

- 1 A copy of the agenda and agenda materials will be sent in advance to members of the news media who
- 2 request it. Additionally, all reports approved by the Board shall be made available to the media.
- 3 The Board Chair will be the official spokesman for the Board.
- 4 News releases which are of a district-wide nature or pertain to established district policy are the
- 5 responsibility of the Director of Schools or a designated member of the administrative staff.
- 6 When individual Board members or the Director of Schools express their views on any issue which is
- 7 in opposition to a view expressed in Board policy, they have the duty to make clear that the view
- 8 expressed is not the official view of the Board or school district.
- 9

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Administration In Absence of Policy	Descriptor Code: 1.6011	Issued Date:
		Rescinds: BO 23	Issued: 4/79; 9/93; 2/01; 2/11

- 1 The Director of Schools shall have the power to take action if an emergency situation should develop
- 2 for which the Board has not established a policy. It is the Director of School's duty to inform the
- 3 Board of any such action and the need for an official policy.

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Parent and Family Involvement	Descriptor Code: 4.502	Issued Date:
		Rescinds: IS 6, BO 27	Issued: 09/01/10

1 GENERAL EXPECTATIONS

2 The Board is committed to increasing and ensuring the involvement of parents and other family members in the
3 education of students.

4 The district shall put into operation programs, activities, and procedures for the involvement of parents in all
5 schools¹ to increase the educational opportunities of children both in school and at home and to improve parent-
6 school cooperation and communication. Those programs, activities, and procedures will be planned and
7 operated through meaningful consultation with parents.

8 The district shall implement the following as required by federal or state laws or regulations:²

- 9 • Necessary supports to assist individual schools with planning and implementing parental involvement
10 activities.
- 11 • Parent engagement with the development of required educational or improvement plans.
- 12 • A state-required district plan and individual school plans that shall include strategies for parent-school
13 cooperation and sharing the course of study.
- 14 • Processes to ensure that all Title I schools are in compliance with federal laws.

15 The Director of Schools shall develop and implement any procedures necessary to accomplish the goals of this
16 policy.

Legal References

1. TCA 49-6-7001
2. No Child Left Behind Act of 2001, Title 1, Part A,
Sect. 1118; TCA 49-6-7001; State Board of
Education - Tennessee Parent/Family Involvement
Policy 4.207; TCA 49-2-305

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Director's Compensation and Benefits	Descriptor Code: 5.8021	Issued Date:
		Rescinds: BO 18	Issued: 4/79; 2/01; 2/11

- 1 The salary of the Director of Schools, additional benefits, vacation entitlement, and other leave shall be
- 2 determined at the time of the Director's appointment and re-evaluated annually.

- 3 Additional benefits such as health and other forms of insurance, annual vacation, holidays, and
- 4 temporary extended leaves and absences shall be at least equal to those granted other professional staff
- 5 members.

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date:
		Rescinds: STU 49, STU 56	Issued: 10/01/02; 6/10

1 Surveys, **analyses, and evaluations** for research purposes shall be allowed by the Board when the project
2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does
3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The
4 Director of Schools shall develop administrative procedures for approving requests for conducting
5 surveys, **analyses, or evaluations** by agencies, organizations or individuals. The requests shall outline
6 what is to be done, who is to be involved and how the results will be used and distributed.¹

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be
8 notified of their ability to review the materials. **Such notification shall include information indicating**
9 **the purpose of the survey, analysis, or evaluation as well as who will have access to the results.**
10 **Following such notification and prior to the administration of the survey, analysis, or evaluation,**
11 **parents/guardians may opt their child out of participation.**

12 **The Director of Schools shall develop procedures for granting such parental requests and to implement**
13 **the other provisions of this policy.**⁵

14 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that
15 reveals information concerning:^{2,5}

- 16 1. mental or psychological problems of the student or the student's family;
- 17 2. sexual behavior or attitudes;
- 18 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 19 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 20 5. legally privileged relationships;
- 21 6. **income; or the collection of student biometric data involving the analysis of facial expressions,**
22 **EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse,**
23 **blood volume, posture, and eye-tracking**⁶

24 **without the prior consent of the student (if the student is an adult or emancipated minor), or in the case**
25 **of an unemancipated minor, without the prior written consent of the parent.**⁵

26 The collection of the following student data is strictly prohibited:⁷

- 27 1. political affiliation or voting history;
- 28 2. religious practices; and
- 29 3. **firearm ownership.**

30 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING**³

31 In general, the district will not collect, disclose or use personal student information for the purpose of
 32 marketing or selling that information or otherwise providing that information to others for that purpose.

33 If any collected information is to be marketed or sold, parents will be directly notified at least annually
 34 at the beginning of the school year of the specific or approximate dates when such information will be
 35 collected. Parents, upon request, may inspect any instrument used to collect personal information for the
 36 purpose of marketing or selling that information before the instrument is administered or distributed to
 37 the student. All parents and students of appropriate age may decline to provide the information requested.

38 This portion of the policy does not apply to the collection, disclosure or use of personal information
 39 collected from students for the exclusive purpose of developing, evaluating or providing educational
 40 products or services for or to students or educational institutions to the extent allowed by law, such as
 41 the following:⁴

- 42 1. College or other postsecondary education recruitment or military recruitment.
- 43 2. Book clubs, magazines and programs providing access to low-cost literary products.
- 44 3. Tests and assessments used by elementary schools and secondary schools to provide
 45 cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about
 46 students (or to generate other statistically useful data for the purpose of securing such tests
 47 and assessments) and the subsequent analysis and public release of the aggregate data from
 48 such tests and assessments.
- 49 4. The sale by students of products or services to raise funds for school-related or education
 50 related activities.
- 51 5. Student recognition programs.

 Legal References

1. TCA 49-2-211
2. 20 USCS § 1232h
3. 20 USCS § 1232h(c)(4); No Child Left Behind, Part F § 1061(1)(E)—(F), (2)
4. 20 USCS § 1232h(c)(4); No Child Left Behind, Part F § 1061(4)(A)
5. TCA 49-2-211
6. TCA 49-1-706
7. TCA 49-1-705

 Cross References

Testing Programs 4.700

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Use of Personal Information	Descriptor Code: 6.4002	Issued Date:
		Rescinds: BO 36	Issued: 7/02

- 1 The names of parents or custodial parents of the children of Murfreesboro City Schools, the names of
- 2 any employees or board members in their official capacities shall not be used in any connection with a
- 3 commercial concern, with any partisan interest, or for any personal benefits by a school, community
- 4 organization, employee, student or any other person without prior approval of the Director of Schools.

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Nepotism</h2>	Descriptor Code: 1.108	Issued Date:
		Rescinds: PER 42	Issued: 9/02, 2/12

1 The Director of Schools has sole authority to make hiring decisions. This policy does not alter or
 2 modify that authority.

3 Whenever feasible, the Director shall notify the Board in writing prior to hiring the person for initial
 4 employment in the system if that person is related to a member of the Board, the Director of Schools,
 5 an administrator in the system, a City Council member, or any appointed or elected City official.¹

6 If a member of the Board has a relative who is an employee in the system, prior to voting on any
 7 matter of business that may have an effect upon the employment of the relative, the member shall
 8 declare such relationship. In making such a declaration, the member shall certify that their vote on the
 9 pending matter will be in the best interest of the school system.¹

10 Two members of the same family may be assigned to the same building in cases where one relative
 11 does not directly supervise the other. However, no person shall supervise or be supervised by an
 12 employee if they are related to the employee.

13 For purposes of this policy, the terms “related to” and "relative" include the following relationships:
 14 spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother,
 15 sister, uncle, aunt, nephew, niece, or any person who resides in the same household.

Legal References

1. TCA 49-2-202(a)(3)

Cross References

Assignment/Transfer of Personnel 5.115

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Extended School Program	Descriptor Code: 1.8012	Issued Date:
		Rescinds: SS 2, SS 3	Issued: 12/97, 04/14

1 The Board authorizes the establishment and operation of Extended School Day/Year Programs in any
2 of its schools to be conducted before and after the regular school day and during summer months and
3 other times when school is not in session.

4 **CONTRACT SERVICES FOR SPECIALIZED ACTIVITIES**

5 The Extended School Program (ESP) is hereby delegated the authority to enter into contracts to
6 provide specialized activities to students who participate in the before and after school program. These
7 activities may include, but are not limited to: arts and humanities, vocational and social sciences,
8 entertainment, communication, and physical education. Contracts for specialized activities must be in
9 writing and must be approved by the Murfreesboro City School Board Attorney, the Director of
10 Schools, and the Supervisor of ESP. Contracts may be for independent contractors but may not exceed
11 one (1) school-year in length. The fees charged for participation in such specialized activities may
12 vary.

13 **MATERIAL SUPPLY FEES**

14 The Board authorizes the Director of Schools to determine the amount of any material/supply fees to
15 be charged for participation in any before or after school program activities. This fee would be applied
16 to the cost of instructional supplies and materials that would be used for the purpose of implementation
17 of the activity. Charges will be established in advance and be made known to the program participants
18 and their parents.

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date:
		Rescinds: BO 48	Issued: 09/01/13

1 The Board is committed to maintaining equitable employment/educational practices, services,
2 programs and activities that are accessible and usable by qualified individuals with disabilities.

3 **DEFINITION**

4 *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with
5 handicaps in the United States...solely by reason of his/her handicap, be excluded from the
6 participation in, be denied the benefits of, or be subjected to discrimination under any program or
7 activity receiving federal financial assistance.¹

8 *Title II of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual
9 with a disability shall be discriminated against in regard to job application procedures, the hiring,
10 advancement, or discharge of employees, employee compensation, job training and other terms,
11 conditions and privileges of employment.²

12 **COORDINATOR**³

13 The Board shall designate at least one employee to coordinate its efforts to comply with and carry out
14 its responsibilities under the Americans with Disabilities Act (ADA) and Section 504 of the
15 Rehabilitation Act of 1973 (Section 504), including any investigation of any complaint alleging non-
16 compliance with the Acts or alleging any actions that would be prohibited by the Acts.

17 **NOTICE**⁴

18 The Board shall make available the name, office address and telephone number of the ADA/Section
19 504 coordinator(s). Methods of initial and continuing notification may include the posting of notices,
20 publication in newspapers and student and employee handbooks and distribution of memoranda or
21 other written communications.

22 **COMPLAINT PROCEDURE**⁵

23 The coordinator(s) will receive ADA/Section 504 complaints. Complaints shall be submitted orally or
24 in writing to the coordinator(s) who will endeavor to accomplish prompt and equitable resolution of
25 complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator(s)
26 will respond in writing to all complaints within twenty (20) days and provide information on further
27 grievance procedures that may be followed if the complaining party is not satisfied with the
28 coordinator(s)' proposed resolution.

29

30 DUE PROCESS HEARING PROCEDURES

31 Section 504 provides the right to an impartial due process hearing if a parent wishes to contest any
32 action of the school system with regard to a child's identification, evaluation, and placement under
33 Section 504. If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to
34 personally participate and to be represented at the hearing by an attorney or advocate at the parent's
35 expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve
36 identification, evaluation, or placement issues involving a child who has or is believed to have a
37 disability.

38 *Request for Hearing*

39 A parent/guardian who wishes to challenge an action or omission with regard to the identification,
40 evaluation, or placement of a student who has or is believed to have a disability as defined by Section
41 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator(s).
42 The request shall be submitted on or reduced to writing on a form provided through the Central Office.

43 *Impartial Hearing Officer*

44 The Director of Schools/designee shall appoint an impartial hearing officer to preside over the hearing
45 and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a
46 request for a due process hearing. The hearing officer will be hired as an independent contractor at no
47 expense to the parent. The hearing officer that is appointed shall not be a current employee of the
48 school system and shall not be related to any member of the Board. The hearing officer need not be an
49 attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under
50 Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at
51 the due process hearing since such an issue would not relate to the identification, evaluation, or
52 placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the
53 appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a
54 court of competent jurisdiction or in a complaint to the Office for Civil Rights.

55 Office for Civil Rights
56 U.S. Department of Education
57 61 Forsyth St. S.W., Suite 19T10
58 Atlanta, GA 30303-8927
59 Telephone: 404-974-9406; TDD: 877-521-2172
60 Email: OCR.Atlanta@ed.gov

61 *Scheduling of Hearing*

62 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of being
63 appointed and provide this information in writing to the parent/guardian and the Section 504
64 coordinator(s). The hearing shall take place at a mutually agreeable time and place.

65

66

67 *Continuances*

68 Upon a showing of good cause, the hearing officer, at their discretion may grant a continuance of the
69 hearing date and set a new hearing date.

70 *Legal Representation at Hearing*

71 If a parent/guardian is represented by a licensed attorney at the due process hearing, the
72 parent/guardian must inform the Section 504 coordinator(s) and the appointed hearing officer of that
73 fact, in writing, at least seven (7)-calendar days prior to the hearing date, or the hearing can be
74 continued upon the coordinator(s)' request.

75 *Pre-Hearing Conference*

76 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or their
77 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing
78 Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the
79 parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via
80 telephone or in person depending on the hearing officer's decision based on the convenience to both
81 parties.

82 *Dismissals*

83 If, after the Pre-Hearing Conference, the hearing officer finds that the parent/guardian, as a matter of
84 law, alleges and/or raises no factual claims or legal issues that come within their jurisdiction as a
85 Section 504 hearing officer, the hearing officer may dismiss the hearing and issue an order to that
86 effect explaining the basis for such finding.

87 *Hearing*

88 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to
89 the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably
90 limit testimony and introduction of exhibits for reasons or relevance.

91 *Recording*

92 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will
93 be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon
94 request. In order for an accurate recording to be made, the parties and witnesses shall introduce
95 themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the
96 hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript
97 of the hearing to be offered to the court as an exhibit.

98 *Witnesses*

99 Witnesses will present their information in narrative form, without the traditional question and answer
100 format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may
101 request that the hearing officer, at their discretion, ask a witness a certain question.

102 *Format of Presentation*

103 Each side will have an equal amount of time to present their positions as determined by the hearing
104 officer. The parent/guardian will present their case first by making an opening statement outlining the
105 issues, calling witnesses, and making a closing argument. The school system will present its side next.

106 At the end of the school system's presentation, the parent/guardian may offer a short response. Each
107 side may present personally or through their representatives.

108 *Submission of Exhibits*

109 As part of their presentations and at the discretion of the hearing officer, the parties may submit any
110 reports, evaluations, correspondence, notes, or any other documents that may support their positions.
111 Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in
112 the exercise of their discretion, reasonably limit the number of documents to be submitted for their
113 review, as well as the number of witnesses and the length and/or scope of their presentations or
114 statements.

115 *Closing Arguments*

116 The hearing officer may allow or request written closing arguments summarizing and characterizing
117 the information presented at the hearing.

118 *Decision*

119 The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under
120 advisement and issue a written opinion. Such decision shall address all of the issues raised by the
121 parent/ guardian as well as any corrective actions, if any, the school system must take. Any issue or
122 claim raised by the parent/guardian that is left unaddressed by the hearing officer in their decision will
123 be deemed to have been denied. The decision must be issued within forty-five (45) days after the date
124 the Request for a Due Process Hearing is received by the district. The hearing officer may not award
125 attorneys' fees as a part of the relief granted to a parent/guardian or the district.

126 *Review Procedure/Appeal*

127 If the parent/guardian is not satisfied by the decision of the hearing officer, the parent/guardian may
128 seek review of the decision in a court of competent jurisdiction.

Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170, .172
6. 34 CFR §104.36

Cross References

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Drug-Free Workplace</h2>	Descriptor Code: <h3 style="text-align: center;">1.804</h3>	Issued Date:
		Rescinds:	Issued:

- 1 No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace
- 2 alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other
- 3 controlled substance, as defined in federal law.¹ “Workplace” shall include any school building or any
- 4 school premise; any school-owned or any other school-approved vehicle used to transport students to
- 5 and from school or school activities; and off-school property during any school-sponsored or school
- 6 approved activity, event or function.

- 7 Any employee who violates the terms of this policy shall be suspended and shall be subject to
- 8 dismissal and referral for prosecution.

- 9 The Director of Schools shall be responsible for providing a copy of this policy to all school system
- 10 employees.

Legal References

1. Subtitle D Drug Free Workplace Act of 1988

Cross References

- Drug and Alcohol Testing, Employees 5.403
 Drug-Free Schools 6.307

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Naming A School	Descriptor Code: 3.210	Issued Date:
		Rescinds: BO 47	Issued: 05/24/13

1 The general procedure for selecting a new name for a new school shall be as follows:

2 The Board Chair and Director of Schools shall jointly appoint a committee composed of school board
3 member(s), city council member, community representative(s) and staff member(s) with the Director of
4 Schools serving as an ex officio member. The committee shall be no smaller than 5 members and no
5 larger than 9 members.

6 **Community Input**

7 Names for consideration by the committee may be submitted by any resident of the City of Murfreesboro,
8 board member, City Council member, or school personnel.

9 Proposed names for consideration should be sent to the Director of Schools via email, regular mail or
10 fax.

11 The committee shall review and consider all proposed names submitted by the community.

12 The school-naming committee shall present a list of not less than two names nor more than four names
13 to the Board.

14 The Board shall then make the final selection of the name and present such name to the City Council
15 for their information.

16 **General Guidelines for Name Selection**

17 Schools shall not be named for living persons, except for those who have rendered exemplary service to
18 public education in Murfreesboro as recognized and approved by a vote of the Board.

19 Two schools in the system shall not be given the same name and care should be taken to avoid similar
20 names.

21 **Schools may be named for:**

22 The area or community in which the school is located, or the street on which the school is located, or a
23 street bordering the school site, if that street is well known in the community, or Presidents, governors
24 or recognized national, state and local leaders who have made an outstanding contribution to the field of
25 education.

26 The committee will submit its recommendations about the name of the school with supporting reasons

27 to the Board.

28 **Naming Additional Buildings**

29 Facilities other than a school should be given names which describe the facility or the geographic
30 location in the city.

31 A single building on a campus with multiple buildings or a specific area on the campus may be named
32 for a living person, provided such person has made an outstanding contribution to that school.

33 The naming of such building or specific area shall not supplant the facility's name.

34 If in the judgment of the Board an existing facility should be renamed, the criteria of this policy will
35 apply.

36 The Director of Schools shall have the authority to recommend the naming of a portion of a facility,
37 such as a section of a building, a single building on a campus, etc., directly to the Board for approval
38 without the committee process.

39

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: District Water Testing	Descriptor Code: 3.212	Issued Date:
		Rescinds:	Issued:

1 *General*

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two
3 (2) years.¹

4 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing
5 and address any necessary corrective action.

6 **RESPONSE TO TESTING RESULTS¹**

7 If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts
8 per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue
9 until tests show that the lead levels are under fifteen parts per billion (15 ppb).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall
11 immediately remove the drinking water source from service. The drinking water source shall not be
12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion
13 (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours
15 of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb).
16 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

Legal References

1. Public Acts of 2018, Chapter No. 977

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Insurance Management</h2>	Descriptor Code: <h3 style="text-align: center;">3.600</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">PER 2</h3>	Issued:

1 The insurance program shall provide coverages in a minimum of the following broad categories:

- 2 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
3 mischief, boiler and machinery explosion; and vehicles;
- 4 2. Liability: Board members, Director of Schools and employees resulting from discharging their
5 duties;
- 6 3. Worker’s compensation; and
- 7 4. Fidelity: Blanket bond and fiscal agent’s bond as required by statute.

8 The Director of Schools shall continually review the insurance program to ensure that adequate
9 protection is being provided at a reasonable price.

10 **GROUP HEALTH**

11 The Board may provide group health insurance for all full-time employees.¹ The Director of Schools,
12 after consultation with personnel, shall recommend carriers of insurance for programs in which the
13 Board makes partial or full payments. The Board shall approve all insurance carriers.

14

Legal References

1. TCA 49-2-209

Cross References

Payroll Procedures 2.802

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Workers' Compensation	Descriptor Code: 3.602	Issued Date:
		Rescinds:	Issued:

- 1 The Board shall maintain adequate workers' compensation coverage according to state laws. A printed
2 notice shall be posted and maintained in a conspicuous place on the business premises regarding workers'
3 compensation as prescribed by the commissioner of labor and workforce development.¹
- 4 The Board shall establish a medical panel consisting of at least three (3) or more reputable physicians or
5 surgeons who are not associated together in practice, if available.
- 6 The names of the physicians or surgeons shall be posted in conspicuous places throughout the
7 maintenance, transportation, clerical, and professional areas of participating schools. Any claimant may
8 select an operating surgeon or attending physician listed on the medical panel for treatment of on-the-
9 job injuries.² Any specialized treatment of injuries must be administered by practitioners or specialists
10 upon referral by the medical panel.

Legal References

1. TCA 50-6-407
2. TCA 50-6-204(a)(3)(A)(i)

Cross References

- Sick Leave 5.302
Physical Assault Leave 5.307

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Curriculum Development</h2>	Descriptor Code: <h3 style="text-align: center;">4.200</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">IS 2</h3>	Issued: <h3 style="text-align: center;">02/01/12</h3>

- 1 Curriculum that addresses the state content standards shall be implemented under the leadership and
- 2 direction of the Instruction Department. In addition, the Instruction Department will insure that each
- 3 teacher has access to the curriculum and will provide professional development concerning the
- 4 curriculum as needed.

- 5 The Board authorizes the Director of Schools/designee to organize committees to participate in
- 6 curriculum development and to revise and update the curriculum.

- 7 Any change to any instructional program shall be approved by the Principal, Assistant Superintendent
- 8 for Instruction, Director of Schools, and, in some cases, the Board, prior to such change.

Legal References

TRR/MS 0520-1-3-.05(1)(a); TRR/MS 0520-01-03-.05(2)

Cross References

Professional Growth and Development 5.113

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date:
		Rescinds: BO 45	Issued: 11/01/12

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate
3 and responsible manner.

4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign
6 a written agreement, developed by the Director/designee that sets out the terms and conditions of such
7 use. Such agreement shall include a provision stating that an employee may not characterize himself or
8 herself as representing Murfreesboro City Schools in any online posting, unless acting pursuant to the
9 system's written policies. Any employee who accesses the district's computer system for any purpose
10 agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

11 The Director of Schools shall develop and implement procedures for appropriate Internet use which shall
12 address the following:

- 13 1. Development of the Network and Internet Use Agreement.
- 14 2. General rules and ethics of Internet access.
- 15 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 16 4. Prohibited and illegal activities, including but not limited to the following:¹
 - 17 • Sending or displaying offensive messages or pictures
 - 18 • Using obscene language
 - 19 • Harassing, insulting, defaming or attacking others
 - 20 • Damaging computers, computer systems or computer networks
 - 21 • Hacking or attempting unauthorized access to any computer
 - 22 • Violation of copyright laws
 - 23 • Trespassing in another's folders, work or files
 - 24 • Intentional misuse of resources
 - 25 • Using another's password or other identifier (impersonation)
 - 26 • Use of the network for commercial purposes
 - 27 • Buying or selling on the Internet

28 **Students**

29 The Director of Schools shall develop and implement procedures for appropriate Internet use by students.
30 Procedures shall address the following:

- 31 1. General rules and ethics of Internet use.
- 32 2. Prohibited or illegal activities, including, but not limited to:¹

- 33 • Sending or displaying offensive messages or pictures
- 34 • Using obscene language
- 35 • Harassing, insulting, cyberbullying, defaming or attacking others
- 36 • Damaging computers, computer systems or computer networks
- 37 • Hacking or attempting unauthorized access
- 38 • Violation of copyright laws
- 39 • Trespassing in another's folders, work or files
- 40 • Intentional misuse of resources
- 41 • Using another's password or other identifier (impersonation)
- 42 • Use of the network for commercial purposes
- 43 • Buying or selling on the Internet

44 **INTERNET SAFETY MEASURES**³

45 Internet safety measures shall be implemented that effectively address the following:

- 46 • Controlling access by students to inappropriate matter on the Internet and World Wide
- 47 Web
- 48 • Safety and security of students when they are using electronic mail, chat rooms, and other
- 49 forms of direct electronic communications
- 50 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 51 students on-line
- 52 • Unauthorized disclosure, use and dissemination of personal information regarding
- 53 students
- 54 • Restricting students' access to materials harmful to them

55 The Director of Schools/designee shall establish a process to ensure the district's education technology
56 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
57 include, but not be limited to:

- 58 • Utilizing technology that blocks or filters Internet access (for both students and adults) to
- 59 material that is obscene, child pornography or harmful to students
- 60 • Maintaining and securing a usage log
- 61 • Monitoring on-line activities of students

62 The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to
63 address and communicate, its Internet safety measures.

64 A written parental consent shall be required prior to the student being granted access to electronic media
65 involving district technological resources. The required permission/agreement form, which shall specify
66 acceptable uses, rules of on-line behavior, access privileges and penalties for policy/ procedural
67 violations, must be signed by the parent/legal guardian and also by the student. This document shall be
68 executed each year and shall be valid only in the school year in which it was signed unless parent(s)
69 provide written notice that consent is withdrawn. In order to rescind the agreement, the student's
70 parent/guardian must provide the Director of Schools with a written request.

71 E-MAIL

72 Users with network access shall not utilize district resources to establish electronic mail accounts

73 through third-party providers or any other nonstandard electronic mail system. All data including e-mail
74 communications stored or transmitted on school system computers shall be monitored.
75 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence
76 may be a public record under the public records law and may be subject to public inspection.²

77 INTERNET SAFETY INSTRUCTION⁴

78 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
79 computer resources. The Director shall provide adequate in-service instruction on internet safety. Parents
80 and students will be provided with material to raise awareness of the dangers posed by the internet and
81 ways in which the internet may be used safely.

82 SOCIAL NETWORKING

83 1. District staff who have a presence on social networking websites are prohibited from posting
84 data, documents, photographs or inappropriate information that is likely to create a material and
85 substantial disruption of classroom activity.

86 2. District staff are prohibited from accessing personal social networking sites on school computers
87 or during school hours except for legitimate instructional purposes.

88 3. The Board discourages district staff from socializing with students on social networking
89 websites. The same relationship, exchange, interaction, information, or behavior that would be
90 unacceptable in a non-technological medium is unacceptable when done through the use of
91 technology.

92 VIOLATIONS

93 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance
94 with the existing disciplinary procedures of Murfreesboro City Schools.

Legal References

1. TCA 39-14-602
2. TCA 10-7-512
3. Children's Internet Protection Act (Public Law 106-554)
4. TCA 49-1-221

Cross References

Use of Electronic Mail (e-mail) 1.805
Web Pages 4.407

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Supervision of Students	Descriptor Code: 5.1081	Issued Date:
		Rescinds: STU 45	Issued: 7/01

- 1 Students will be under the supervision of school personnel, either certificated or non-certificated, at all
- 2 times including recess, play periods, and lunch periods, as well as during the school day, during
- 3 extracurricular activities, and on school buses to and from school.

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date:
		Rescinds: PER 36	Issued: 09/01/01

1 REASONABLE SUSPICION DRUG TESTING

2 Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion
3 and when appropriate, refer the matter to the Director of Schools/designee. It is not the supervisor's
4 responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting
5 this suspicion, should be included in a written report detailing the basis for the suspicion. After the
6 report is filed, the employee should be notified.

7 Any employee may be required to submit to substance screening if the following conditions exist: (list
8 is not inclusive)

- 9 1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol
10 and/or prescription drugs.
- 11 2. Apparent physical state of impairment of motor functions.
- 12 3. Marked changes in personal behavior not attributed to other factors.
- 13 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is
14 reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not
15 they involve actual or potential injury.
- 16 5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs
17 and/or violations of drug statutes.

18 TESTING FOR CDL EMPLOYEES

19 All drivers and applicants for driver positions who are required to hold a Commercial Driver's License
20 (CDL) to perform their job function must adhere to the requirements of this policy and all procedures
21 relating to this policy.¹

22 The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed
23 drugs on school property, while on school business or while operating school vehicles and equipment is
24 prohibited. Drinking alcoholic beverages during working hours, within four (4) or fewer hours before
25 reporting to work or having any measurable amount of alcohol in their system during working hours is
26 prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs
27 and alcohol is prohibited to the extent that it affects the driver's attendance or performance and their
28 ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is
29 grounds for termination as an employee of the Board and possible legal prosecution.

30 The use of any prescription drug that could affect the central nervous system or one that would impair
31 reaction time shall be reported to the Director of Schools/Transportation Supervisor. Notice shall be
32 given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall
33 include the duration of ingestion and the possible side effects.

34 **Pre-employment Drug Screening**

35 Prior to employment, as a condition of any job offer, substance screening will be required for individuals
36 applying for the positions of school bus driver or mechanic. This requirement applies to all CDL
37 (Commercial Driver's License) personnel in compliance with the federal Omnibus Transportation
38 Employee Testing Act of 1991.

39 Applicants will sign an acknowledgment prior to substance screening, permitting the summary result to
40 be sent to the Director of Schools/designee.

41 Refusal to sign the acknowledgment or to submit to substance screening will be considered as withdrawal
42 of the individual's application for employment.

43 If the substance screening shows a confirmed positive result for which there is no current physician's
44 prescription, the applicant is not eligible for employment.

45 All CDL employees are subject to random substance screening.

46 **Procedures**

47 The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct
48 breath testing, and/or search all employee/applicants for alcohol and drug use, including those employees
49 suspected of violating this policy or who are involved in a reportable accident or who are periodically
50 randomly selected. The procedures are designed not only to detect violations of this policy, but also to
51 ensure fairness to each employee. Disciplinary action will be taken as necessary.

52 **Implementation**

53 The Director of Schools/Supervisor of Transportation is authorized to implement this policy and the
54 procedures for the drug testing program, including a periodic review of the program to address any
55 problems, changes and/or revisions of it, maintenance of all records required by the federal regulations,
56 and determination upon Board approval of how the program will be accomplished, whether in-house,
57 contracted or by consortium.

58 **Dissemination**

59 The Director of Schools/Transportation Supervisor shall be responsible for communicating this policy
60 and the procedures to all employees affected by this policy and shall be accountable for its consistent
61 enforcement.² The Director of Schools/Transportation Supervisor is designated to answer questions
62 about this policy, procedures and all other matters involved in alcohol and controlled substance testing
63 of CDL drivers and the reasonable suspicion testing of all other employees.
64

Legal References

1. 49 USCS § 5331; Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991)
2. 49 CFR 382.601

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Drug-Free Schools</h2>	Descriptor Code: <h3 style="text-align: center;">6.307</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">STU 34</h3>	Issued: <h3 style="text-align: center;">06/01/12</h3>

1 In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free”
 2 community, the Board’s plan for dealing with alcohol and drugs¹ shall include the following:

- 3 1. Appropriate ways for handling alcohol/drug-related medical emergencies;
- 4 2. Guidelines for reporting alcohol/drug incidents and illegal activities;
- 5 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high
 6 risk" to agencies and other appropriate sources of assistance;
- 7 4. Effective working relationships with appropriate community agencies, such as alcohol/drug service
 8 providers, law enforcement agencies and judicial officials.

9 Through the use of state guidelines the Director of Schools shall be responsible for:

- 10 1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
- 11 2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
- 12 3. Implementing the relevant portions of the Drug-Free Youth Act² ;
- 13 4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol
 14 and drug situations that may occur at school or school-sponsored events; and
- 15 5. Providing notification to parents and students that compliance with this policy is mandatory.

16 Students shall not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic
 17 beverages in school buildings, on school grounds, in school vehicles or buses, or at any school- sponsored
 18 activity, function or event whether on or off school grounds.³ This includes but is not limited to abuse of
 19 inhalants and prescription drugs.

20 Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy.
 21 Such sanctions shall be consistent with local, state and federal laws, up to and including suspension/expulsion as
 22 well as referral for prosecution.⁴ Completion of an appropriate rehabilitation program may also be
 23 recommended.

24 Information about drug and alcohol counseling and rehabilitation programs shall be made available through the
 25 school office.
 26

Legal References

- 1. TRR/MS 0520-01-03-.08(2)(d)
- 2. 20 USCS § 7116; 34 CFR § 86.200.
- 3. TCA 39-17-417; TCA 39-17-715
- 4. TCA 49-6-4209; TCA 49-6-3401

Cross References

- Zero Tolerance Offenses 6.309
- Suspension/Expulsion/Remand 6.316

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Student Solicitations / Promotional Activities	Descriptor Code: 6.701	Issued Date:
		Rescinds: STU 46, BO 32	Issued: 07/01/01

1 SOLICITATIONS

2 Solicitations of funds from students may only be for charitable, cultural and civic organizations.

3 Students are not required to be agents for the distribution of solicitation materials or collection of funds.
4 However, schools should inform and assist students to learn about programs, activities, or information
5 which may be of help or service to them.

6 Before a school can participate in a non-profit campaign, it must receive approval from the Director of
7 Schools/designee. Schools are limited to two non-profit campaigns per school year unless written
8 approval is obtained from the Director of Schools/designee.

9 Participation by employees in United Way is not included as one of the two campaigns.

10 Charitable, cultural, and/or civic organizations must be registered with the Tennessee Secretary of State's
11 office as being eligible to solicit and receive monetary funds.

12 Any commission payable by companies shall be paid in the form of reduced prices to the students or
13 paid into the activity fund of the school for use by the school. No school employee shall personally
14 benefit from any fundraising activity.

15 The principal must obtain written approval from the Director of Schools/designee for all fundraising
16 activities that involve the participation of the general student population in the marketing process of the
17 fundraising effort. All other fundraising activities must have written approval from the principal and
18 comply with all administrative procedures issued by the Director of Schools. The authorization request
19 shall contain the following information: ¹

- 20 1. A list of the proposed fundraising activities;
- 21 2. Purpose of the fundraising activity;
- 22 3. Proposed uses of funds raised;
- 23 4. Expected student involvement in fundraising activity (school-wide or individual class or club);
24 and
- 25 5. Margin of profit and how it is to be paid to the school.

26 PROMOTIONAL ACTIVITIES

27 Promotional activities for any external associations or organizations which involve student participation
28 (poster contests, essay contests, art displays, etc.) shall be subject to the following guidelines so that
29 these activities may be incorporated into the appropriate areas of the curriculum:

- 30 1. All requests for student participation in promotional activities will be submitted in writing to the
31 Director of Schools/designee.
32
- 33 2. The Director's approval or non-approval will occur after consultation with the principals and will
34 take into consideration the request in terms of educational value, public relations, time
35 limitations, demand on teacher and student time, and the number of community activities in
36 which a school has already become involved or to which a commitment has been made.
37
- 38 3. The Director of Schools/designee will provide an answer to the requesting party giving
39 appropriate directions, including which schools plan to participate.

40 This policy has no bearing on School Support Organizations or City Schools Foundation activities.
41 School Support Organizations or City Schools Foundation solicitations are regulated by each
42 organization's Board.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32

Cross References

Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: TRAVEL REGULATIONS	Descriptor No: FM 10	Date Adopted: 4/79
	<i>Reviewed/Revision Adopted:</i> <i>3/93; 3/01; 11/11</i>	

- 1 The Director of Schools shall set annual travel allocations for staff development purposes within
- 2 approved budget allowances. Any amendment to annual allocations must be initiated by the
- 3 Director of Schools or designee of the Director of Schools, be approved by the Director of
- 4 Schools, and be within the approved budget allowances.
- 5
- 6 Any travel that may be repeated on an annual basis shall be evaluated periodically in terms of its
- 7 value to the school system.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: A STATEMENT OF HOMEWORK POLICY	Descriptor No: IS 13	Date Adopted: 6/89
	<i>Reviewed/Revision Adopted:</i> 4/01; 2/12	

- 1 Homework shall be assigned to reinforce and strengthen specific areas of instruction and interest.
- 2 It must never be given for punishment. All homework shall be received by the teacher making
- 3 the assignment and academic feedback given for the student's efforts.
- 4
- 5 Homework assignments shall take into consideration individual differences of students such as
- 6 health, home conditions, and educational resources at home. Homework shall not require the use
- 7 of reference materials not readily available in most homes-

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: ADOPT-A-SCHOOL PROGRAM	Descriptor No: IS 22	Date Adopted: 2/84
	<i>Reviewed/Revision Adopted:</i> 7/01	

1 The Board endorses the Adopt-A-School program as promoted by the Tennessee Department of
2 Education’s State Advisory Council for Community Education and encourages principals, in
3 cooperation with their faculties, to explore opportunities to establish an Adopt-A-School
4 relationship.

5
6 The Board views the Adopt-A-School concept as a means of achieving community involvement
7 in the City schools—involvement which shall be a partnership between a particular school and
8 an organization of the community. This partnership shall be based on mutual respect, positive
9 interaction, and shared accountability so that set goals may be achieved.

10
11 Once a school and a community organization believe they would mutually benefit by forming a
12 partnership relation, the school principal shall obtain the approval of the Director of Schools.
13 The Director of Schools will inform the Board of school adoptions.