

Board of Education Regular Meeting

June 11, 2019 6:00 PM

City Hall Council Chambers

I. CALL TO ORDER BY BOARD CHAIR Procedural Item	Chair Butch Campbell
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. CONSENT ITEMS Action Item	Chair Butch Campbell
A. Board Approval of 5-28-19 Board Minutes Action Item	
B. Delete Board Policy SS4 Program Contributions-replaced with Board Policy Gifts and Bequests Action Item	
C. Board Policy 1.407 Public Records Action Item	
IV. ACTION ITEMS Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Dr. Linda Gilbert
i. Approval of Board Policy 6.303 Interrogations and Searches-Rescinds STU 1 Action Item	
ii. Approval of Board Policy 6.3091 Weapons and Dangerous Instruments-Rescinds STU 36 Action Item	
iii. Approval of Board Policy 6.317 Student Disciplinary Hearing Authority Rescinds STU 24 Action Item	
iv. Approval of Board Policy 6.318 Admission of Suspended or Expelled Students Rescinds STU 8 Action Item	
v. Approval of Board Policy 6.404 Acquired Immune Deficiency Syndrome (Student/Personnel) Rescinds STU 32 Action Item	
vi. Approval of Board Policy 6.501 Special Education Behavioral Support-Rescinds STU 59 Special Education Behavioral Support Action Item	
B. Differentiated Pay Plan Information Item	Mr. Ralph Ringstaff
V. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
VI. OTHER BUSINESS Information Item	Chair Butch Campbell
VII. ADJOURNMENT Action Item	Chair Butch Campbell

MINUTES

Board of Education Regular Meeting

May 28, 2019 6:00 PM

City Hall Council Chambers

In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Roseann Barton, David LaRoche, Becky Goff, and Amanda Moore

Staff: Dr. Linda Gilbert, Gary Anderson, Ralph Ringstaff, Greg Lyles, Lisa Trail, Scott Campbell, Robin Newell, Brice Reed, Gene Loyd, Beth Prater, Tiffany Strevel, Doug Burks, Ben Biles, and Brian Cathcart, and Angela Bunyi.

Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett

I. CALL TO ORDER BY BOARD CHAIR Chair Butch Campbell

Procedural Item

1. Pledge of Allegiance

Procedural Item

The Pledge of Allegiance was led by Mr. David Settles.

2. Moment of Silence

Procedural Item

II. APPROVAL OF AGENDA Chair Butch Campbell

Action Item

Wes Ballard made the motion to approve the agenda. Becky Goff seconded the motion. All approved by saying aye.

III. COMMUNICATIONS Mrs. Lisa Trail

Information Item

Presentation of New Foundation Board Members. Three new board members were added. They are Amy Hoover, Shawn Hicklin, and David Scott.

Murfreesboro City Schools would like to congratulate the following students who won the Earth Day poster contest:

- Catherine Parkerson, Sydney Jennings, and Cohen Jennings from Discovery School
- Filip Mohmoud from Scales Elementary

MCS would like to congratulate the following staff members that were selected as Foundation Fellows:

- Kimberly Hix from Scales Elementary
- Ashley Herod from Mitchell Neilson
- Emily Petty from Bradley Academy
- Trey Duke from Salem Elementary

MCS has once again secured the student perfect attendance incentive with Go USA Fun Park. Each month a student gets perfect attendance they get a free pass for a game of Mini Golf. We very much appreciate the partnership that we have with Go USA to offer this incentive. This past school year, we had over 33,000 golf trips.

Congratulations to the teachers who wrote and received Business Education Partnership grants for their classrooms:

- Emily Petty from Bradley for “Learning Math Is Larger than Life.”
- Kelley Kleppinger from Discovery for “Music Is Not a Spectator Sport.”
- Michelle Eaton from Erma Siegel for “Computerized Marbles.”
- Debbie Hickerson from John Pittard for “Show What You Grow.”

MNS would like to thank the following community partners:

- Jim Dillon and Sumitomo Electric Wiring Systems for donating \$300 to the Greenhouse Club
- First Baptist Church on Castle St for providing fresh grilled hamburgers and hot dogs for lunch for the entire faculty and staff for Teacher Appreciation Week
- Michael Davis, with WeLead and the Nicholas Foundation, for providing lunch for the teachers
- Boy Scout troop number 711, for spending their service hours cleaning up the flowerbeds at Mitchell Neilson

The works of three Murfreesboro City Schools' students were selected for award in this year's 6th annual **MTSU Winner's Circle!**

- **K-2nd:** Amy Diaz, Erma Siegel Elementary, 2nd Grade **\$25.00 award**
- **3rd-5th:** Leonardo Martinez, Hobgood, 3rd Grade **\$25.00 award**
- **6th-8th:** Zaire Pouncil, Reeves Rogers, 6th Grade **\$50.00 award**

This represents a "clean sweep" for MCS among public and private schools in a nine-school district area. We appreciate the opportunities MTSU provides for showcasing our students' talents.

Many thanks to The Drone Tech Team:

- Doug Burks
- Ben Biles

- Brian Cathcart
- Dustin Patrick
- Jesse Owen
- Ryan Womack
- Scott Campbell

They were responsible for working with our inaugural year of drone racing. Also, congratulations to the Mitchell-Neilson team, and their coach Brice Reed, for coming in 1st place this year. To view the youtube video, click the link below:

<https://youtu.be/FrrYIWjOjb0>

Discovery School is pursuing an active learning area for the space that borders Middle Tennessee Blvd. and Kirkwood. The first step in that process will be the development of a fenced track that will be installed before the end of the calendar year. (See attached). Angela Bunyi presented this project to the Board.

We began our Summer Feeding Program today. They fed 424 children for breakfast and 602 children for lunch. This number normally increases throughout the summer.

IV. CONSENT ITEMS

Chair Butch Campbell

Action Item

1. Second Reading of Board Policies	
Action Item	
1. Board Policy 4.803 Religious Holidays	
Action Item	
2. Board Policy 6.402 Physical Examinations and Immunizations	
Action Item	
3. Board Policy 6.403 Student Communicable Diseases-Replaces STU 31	
Action Item	
4. Board Policy 6.500 Special Education Standards-Replaces STU 52	
Action Item	
5. Board Policy 6.600 Student Records-Replaces STU 13, STU 16, and STU 55	
Action Item	
6. Board Policy 6.602-Student Records Inspection and Correction Procedures-Replaces STU 15	
Action Item	
2. Approval of 5-14-19 Board Minutes	
Action Item	
Roseann Barton made the motion to approve consent items. David Settles seconded the motion. All approved by saying aye.	

V. ACTION ITEMS

Chair Butch Campbell

Action Item	
<p>1. Approval of 2019-2020 Board Meeting Calendar Action Item David LaRoche made the motion to approve the 2019-2020 Board Meeting Calendar. Amanda Moore seconded the motion. All approved by saying aye.</p>	Dr. Linda Gilbert
<p>2. Approval of FY 19 Budget Amendments, FY 20 Federal and State Programs Budget, FY 20 School Debt Service Fund Budget Action Item Each budget amendment group was discussed separately, but approved as a group. Mr. Anderson explained each budget amendment section to the Board.</p> <p>Dr. Gilbert will get Roseann the information about how much money Title I lost. Beth Prater told Dr. Gilbert that she thought the amount was about \$65,000.00. David Settles made the motion to approve the FY19 Budget Amendments, FY20 Federal and State Programs Budget, and the FY20 School Debt Service Fund Budget. Becky Goff seconded the motion. All approved by saying aye.</p>	Mr. Gary Anderson

VI. REPORTS AND INFORMATION Chair Butch Campbell

Information Item	
<p>1. Enrollment (PTR) Report Information Item</p>	Mr. Gary Anderson
<p>2. April Revenue and Expenditure Report Information Item</p>	Mr. Gary Anderson

VII. OTHER BUSINESS Chair Butch Campbell

Information Item	
<p>Roseann Barton mentioned that in the budget, \$150,000 was allocated to spend on science. She asked where that money was going to go. Dr. Gilbert explained that we are looking at on-line science books. Ms. Barton also asked about the part time ELL position and if there were any prospects. Dr. Gilbert explained that she was looking at restructuring some positions at central office. She wants someone that can lead and guide the ELL department in the right direction with instruction. Wes Ballard asked how Salem Elementary School was progressing. Mr. Anderson said that everything was on schedule with no major issues and should be completed on time.</p>	

VIII. ADJOURNMENT Chair Butch Campbell

Action Item	
<p>David Settles made the motion to adjourn. David LaRoche seconded the motion. The meeting adjourned at 6:58 p.m.</p>	

Director of Schools

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Gifts and Bequests</h2>	Descriptor Code: <h3 style="text-align: center;">2.401</h3>	Issued Date: <h3 style="text-align: center;">10/24/17</h3>
		Rescinds: <h3 style="text-align: center;">BO 28</h3>	Issued: <h3 style="text-align: center;">03/01/11</h3>

1 *General*

2 The Director of Schools is authorized to accept gifts to the school system and may designate others to
 3 accept gifts for particular schools on behalf of the Board.¹ The Board will officially express
 4 appreciation to the donor and all major gifts shall be reported to the Board.

5 In instances where the Director of Schools or their designee doubts the appropriateness or usefulness
 6 of an offered gift, the gift may be declined or the matter referred to the Board.

7 In accepting gifts and donations, the following guidelines shall be followed:

8 1. All property contributed, given, or otherwise placed on school premises shall for all intents and
 9 purposes be a gift and shall become school system property subject to the same controls and
 10 regulations that govern the use of other school-owned property.

11 2. Contributions of equipment or services that may involve major costs for installation,
 12 maintenance, or initial or continuing financial commitments from school funds shall be
 13 presented by the Director of Schools' office for Board consideration and approval.

14 3. Individuals or organizations wanting to contribute supplies or equipment shall consult with
 15 school officials about the feasibility of accepting such contributions.

16 4. A list of supplies and equipment which have been contributed shall be reported to the Board by
 17 the Director of Schools' office.

Legal References

1. TCA 49-6-2006(a)

Cross References

- Staff Conflict of Interest 5.601
 Staff Gifts and Solicitations 5.605
 Student Gifts 6.710

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PROGRAM CONTRIBUTIONS	Descriptor No: SS 4	Date Adopted: 4/79
	Reviewed/Revision Adopted: 3/01; 9/12	

1 The Director of Schools is authorized to accept gifts to the school district and may designate
2 others to accept gifts for particular schools on behalf of the Board if such contributions do not
3 conflict with other board policy provisions and acceptance of the gifts will enhance the
4 educational program of Murfreesboro City Schools. Murfreesboro City Schools shall accept
5 donations of money, property or securities from any source for the benefit of the school system,
6 which shall be disbursed in good faith in accordance with the conditions of such gifts. The
7 Director of Schools will inform the Board of these donations/gifts to the school district by listing
8 them on the Board’s agenda under “Communications”.
9

10 All gifts become the property of the Murfreesboro City Board of Education. When gifts are for a
11 particular program, reasonable evidence should demonstrate that the gifts remain for use with
12 that program.
13

14 In accepting gifts and donations, the following guidelines shall be followed:
15

- 16 1. Equipment contributed to Murfreesboro City Schools and the schools becomes the
17 property of the school district and is subject to the same controls and regulations that
18 govern the use of other school-owned property.
- 19 2. Contributions of equipment or services that may involve major costs for installation or
20 maintenance, or initial or continuing financial commitments from school funds shall be
21 presented to the Director of Schools for consideration and approval prior to their
22 acceptance as a gift.
- 23 3. Before accepting any technical equipment gifted to the district, the district’s Technology
24 Department should be called upon to review the equipment’s actual usefulness and
25 compatibility to the district’s technology system.
- 26 4. Individuals or organizations desiring to contribute supplies or equipment will counsel
27 with school officials regarding the acceptability of such contributions in advance of the
28 solicitation of funds or the making of budgetary appropriations.
- 29 5. When cash contributions are made for a specific program, the donation will in no way
30 supplant the financial efforts made by the Board of Education for that program. In all
31 cases, cash contributions will be revenue in addition to the monies furnished by
32 governmental agencies for the operation of the program.
33

34 Legal Reference:
35 T.C.A. §49-6-2006(a)

Murfreesboro City School Board

Monitoring: Review: Annually, in June	Descriptor Term: PUBLIC RECORDS POLICY FOR THE MURFREESBORO CITY SCHOOLS	Descriptor Code: 1.407	Issued Date: 06/13/17
		Rescinds:	Issued:

Policy Statement

The public records of the Murfreesboro City School District (MCS) are open for inspection by any citizen of Tennessee unless otherwise provided by law.

Personnel of MCS shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records to the degree required by applicable law. No provisions of this policy shall be used to hinder access to open public records. This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of MCS. Questions about this Policy should be addressed to the Public Records Request Coordinator for MCS.

1. Public Records. For purposes of this policy, public records are deemed to be all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by MCS.

2. Definitions.

- a. "Records Custodian" means the office, official or employee lawfully responsible for the direct custody and care of a public record. The records custodian is not necessarily the original preparer or receiver of the record.
- b. "Public Records Request Coordinator" means the individual responsible for routing the records request to the appropriate records custodian. The Public Records Request Coordinator may also be a records custodian.
- c. "Requestor" means a person seeking access to a public record, whether it is for inspection or duplication.

3. Public Record Request Coordinator.

- a. The MCS's designated Public Record Request Coordinator is:
Assistant Superintendent of Instruction or designee.
- b. The Public Records Request Coordinator's contact information is:
Public Records Request Coordinator
Murfreesboro City Schools
2552 South Church Street
Murfreesboro, TN 37127

- 33 c. The Public Records Request Coordinator is responsible for:
34 (1) Determining whether the requestor has provided proof of Tennessee
35 citizenship;
36 (2) Determining if the request has been made on the proper form;
37 (3) Determining if the request describes records with sufficient specificity to
38 identify the requested records.
39 (4) Acknowledging receipt of a public records request within seven (7) days
40 of the proper receipt of the request;
41 (5) Advising the requestor of the fees and labor threshold and waivers, if
42 applicable, that are associated with fulfilling the request;
43 (6) Aggregating multiple or frequent requests;
44 (7) If deemed appropriate, contact the requestor to see if the request can be
45 narrowed;
46 (8) Appropriately denying a request in writing and providing the grounds for
47 such denial; and
48 (9) Forwarding the records request to the appropriate records custodian at
49 MCS.

50 **4. *Requesting Access to Public Records***

- 51 a. All record requests will be made to the Public Records Request Coordinator, or
52 designee, to ensure public record requests are routed to the appropriate records
53 custodian and fulfilled in a timely manner.
54 b. Any record request received by an MCS employee other than the Public Records
55 Request Coordinator will be sent to the Public Records Request Coordinator.
56 c. The requestor's mailing or email address may be requested by MCS at the time of
57 the records request for the purposes of providing any written communication
58 required under the Act.
59 d. Requests for inspection may be made by telephone or by email using the contact
60 information provided on MCS's webpage or may be made in writing and mailing
61 or delivering the request to the Public Records Request Coordinator's address
62 provided herein. Requests not presented in writing may be reduced to writing by
63 the Public Records Request Coordinator and acknowledged by the requestor to
64 assure clarity of the request.
65 e. Requests for copies, or requests for inspection and copies, must be made in writing
66 using the designed form, which is attached hereto and may be modified as
67 necessary to assure efficient responses to requests consistent with the Act.
68 f. Proof of Tennessee citizenship is required to inspect or receive copies of public
69 records. A valid Tennessee driver's license or acceptable alternative form of ID is
70 required.

71 **5. *Records Custodian***

- 72 a. Upon receiving a records request, a records custodian will promptly make
73 available requested public records not protected from disclosure by law.
74 b. Records custodians may consult with the Public Records Request Coordinator or
75 MCS's Legal Department regarding fulfilling the request.
76 c. If not practicable to promptly provide requested records because time is required

77 to determine whether the requested records exist; to search for, retrieve, or
78 otherwise gain access to records; to determine whether the records are available
79 for public disclosure; to redact records; or for other similar reasons, then the
80 records custodian will notify the Public Records Request Coordinator who will
81 communicate with the requestor as required by the Act. Such communication must
82 take place within 7 days of receipt of the request.

- 83 d. If a records custodian is unable to fulfill the request, the records custodian will
84 notify the Public Records Request Coordinator who will communicate the denial
85 to the requestor.
- 86 e. If a records custodian determines production of records must reasonably be
87 segmented because of the volume of requested records or the time required to
88 fulfill the request, the records custodian will notify the Public Records Request
89 Coordinator who will communicate with the requestor that production of the
90 records will be in segments and that a records production schedule will be
91 provided as expeditiously as practicable. The Public Records Request Coordinator
92 may contact the requestor to see if the request can be narrowed.
- 93 f. If a records custodian discovers records responsive to a records request were
94 omitted, the records custodian will inform the Public Records Request
95 Coordinator who will communicate with the requestor concerning the omission
96 and produce the records as quickly as practicable.

97 **6. Redaction**

- 98 a. If a record contains confidential information or information that is not subject to
99 disclosure, the Public Records Request Coordinator will work with the records
100 custodian to prepare a redacted copy prior to providing access to the record. If
101 questions arise concerning redaction, the records custodian should coordinate with
102 the Legal Department regarding review and redaction of records.
- 103 b. Whenever a redacted record is provided, the Public Records Request Coordinator
104 will provide the requestor with the basis for redaction that is general in nature and
105 does not reveal or disclose confidential information.

106 **7. Inspection of Records**

- 107 a. There is no charge for inspection of open public records unless such a charge is
108 allowed by law.
- 109 b. Records may be inspected at the location designated by the Public Records
110 Request Coordinator.
- 111 c. The nature of the records or the location of inspection may require that the
112 inspection be conducted at a time and during periods set by the Public Records
113 Request Coordinator such that a reasonable inspection can be efficiently
114 accomplished.

115 **8. Copies of Records**

- 116 a. A Records Custodian will promptly inform the Public Records Request
117 Coordinator of the most economic and efficient manner practicable to respond to
118 the request.
- 119 b. Copies will be available for pickup at a location specified by the Public Records

- 120 Request Coordinator.
- 121 c. Upon payment for all fees, including postage or shipping costs, copies will be
- 122 delivered to an address designated by the requestor using the US Postal Service
- 123 unless the requestor desires another delivery method.
- 124 d. For efficiency, documents may be provided in electronic format.

125 **9. Fees and Charges and Procedures for Billing and Payment**

- 126 a. Fees and charges for copies of public records are not used to hinder access to
- 127 public records.
- 128 b. The Public Records Request Coordinator will provide the requestor with estimate
- 129 of charges and an itemization of the final charges prior to producing copies of
- 130 records and may require prepayment of all charges before producing requested
- 131 records.
- 132 c. Fees and charges for copies will be assessed in accordance with Schedule of
- 133 Reasonable Fees & Charges adopted by MCS. Fees and charges for copies are as
- 134 follows:
- 135 (1) \$0.15 per page for letter- and legal-size black and white copies.
- 136 (2) \$0.50 per page for letter- and legal-size color copies.
- 137 (3) Other \$1.00 for CD
- 138 (4) Labor when time exceeds one hour
- 139 (5) If an outside vendor is used, the actual costs assessed by the vendor.
- 140 d. Payment must be made in accordance with MCS's policy and practice on receipt
- 141 of fees and costs.
- 142 e. Payment in advance is required unless other arrangements are made with Public
- 143 Records Request Coordinator.
- 144 f. When fees for copies and labor do not exceed \$10, the fees may be waived by the
- 145 Public Records Request Coordinator upon finding good cause to do so.
- 146 g. Parents/Guardians shall be provided access to their child's educational records in
- 147 accordance with the Family Educational Rights and Privacy Act (FERPA) and the
- 148 applicable Board Policy. A maximum of three (3) copies of a student's transcript
- 149 will be provided free of charge to the student's parent/guardian or eligible student.
- 150 If the fee represents an unusual hardship, it may be waived in part or entirely by
- 151 the records custodian.

152 **10. Aggregation of Frequent and Multiple Requests.** MCS may aggregate record requests in

153 accordance with the Frequent and Multiple Request Policy promulgated by the Tennessee

154 Office of Open Records Counsel (OORC) when more than four requests are received

155 within a calendar month either from a single individual or a group of individuals deemed

156 working in concert. The Public Records Request Coordinator is responsible for making

157 the determination that a group of individuals are working in concert. The Public Records

158 Request Coordinator will inform the individuals that they have been deemed to be

159 working in concert and that they have the right to appeal the decision to the OORC.

1. TCA § 10-7-501, et seq.

1. TOORC Records Request Form
2. TOORC Records Response Form
3. TOORC Schedule of Reasonable Charges
4. TOORC Schedule of Charges for Frequent and Multiple Requests
5. STU 15 Student Records Inspection & Correction Procedure

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date:
		Rescinds: STU 21	Issued: 06/01/12

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning must be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering
5 falsely or evasively, or refusing to answer a question may be subject to disciplinary action, including
6 suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
8 principal may interrogate the student without the presence of parent(s)/guardian(s).

9 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

10 If the principal has requested assistance by law enforcement to investigate a crime involving the school,
11 the police may interrogate a student suspect in school during school hours. The principal shall first
12 attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), and the
14 principal or his/her designee shall be present during the interrogation. The use of police women or
15 female staff members is desirable in the interrogation of female students.

16 POLICE-INITIATED INTERROGATIONS

17 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
18 crimes committed outside of school hours, the police department shall first contact the principal
19 regarding the planned interrogation and inform the principal of the probable cause to investigate. The
20 principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless
21 circumstances require otherwise. The interrogation may proceed without attendance of the
22 parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation unless
23 instructed to leave the interrogation by local law enforcement officials.

24 SEARCHES BY SCHOOL PERSONNEL

25 Any principal or principal's designee, having reasonable suspicion may search any student, place, or
26 thing on school property or in the actual or constructive possession of any student during any organized
27 school activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in
28 the school parking lot that vehicles parked on school property by students or visitors are subject to search
29 for drugs, drug paraphernalia, or dangerous weapons), and containers or packages if the principal
30 receives information which would cause a reasonable belief that the search will lead to the discovery of:

- 31 1. Evidence of any violation of the law;

- 32 2. Evidence of any violation of school rules or regulations or proper standards of student or faculty
33 conduct;
34 3. Any object or substance which, because of its presence, presents an immediate danger or harm
35 or illness to any person.

36 A student using a locker that is the property of the school system does not have the right of privacy in
37 that locker or its contents. All lockers or other storage areas provided for student use on school premises
38 remain the property of the school system and are provided for the uses of students subject to inspection,
39 access for maintenance, and search. Notice shall be posted in each school that lockers and other storage
40 areas are school property and are subject to search.

41 A student may be subject to physical search or a student's pocket, purse, or other container may be
42 required to be emptied because of the results of a locker search or because of information received from
43 a teacher, staff member, or other student if such action is reasonable to the principal. All of the following
44 standards of reasonableness shall be met:

- 45 1. A particular student is reasonably believed to have violated policy;
46 2. The search could be expected to yield evidence of the violation of school policy or disclosure of
47 a dangerous weapon or drug;
48 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
49 safety, supervision, and education of students;
50 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
51 5. The search shall be reasonable, related to the objectives of the search, and not excessively
52 intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged
53 to have been committed.

54 School officials may conduct hand-held or walk-through metal detector checks of a student's person or
55 personal effects.

56 Anything found in the course of the search conducted in accordance with this policy which is evidence
57 of a violation of the law or a violation of student conduct standards may be:

- 58 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It
59 should be tagged for identification at the time it is seized and kept in a secure place by the
60 principal or the principal's designee until it is presented at the hearing. At the discretion of the
61 principal, the items seized may be returned to the parent or guardian of a student or, if it has no
62 significant value, the item may be destroyed but only with the express written permission of the
63 Director of Schools.
64 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or
65 drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official
66 after completion of an administrative proceeding at which its presence is reasonably required.

67 If the principal has received reliable information which the principal believes to be true that evidence of
68 a crime or of stolen goods, not involving school property of members of the school staff or student body,
69 is located on school property and that any search for such evidence or goods would be unrelated to school
70 discipline or to the health and safety of a student or the student body, the principal or designee shall
71 request police assistance.

72 Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or designee
73 may request the assistance of a law enforcement officer.

74 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
75 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent
76 with state law and regulations. The Director shall develop additional procedures to ensure compliance
77 with all of the provisions of the School Security Act of 1981.¹

78

Legal References

1. TCA 49-6-4201 to 4218

Cross References

- Procedural Due Process 6.302
Child Abuse and Neglect 6.409

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: INTERROGATIONS AND SEARCHES	Descriptor No: STU 21	Date Adopted: 1/01
	Reviewed/Revision Adopted: 6/12	

INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning should be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively, or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the Code of Acceptable Behavior and Discipline, the principal may interrogate the student without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

INTERROGATIONS BY POLICE (AT ADMINISTRATOR’S REQUEST)

If the principal has requested assistance by the police department to investigate a crime involving the school, the police shall have permission to interrogate the student in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or the principal’s designee shall be present during the interrogation unless instructed to leave the interrogation by law enforcement officials. The use of a female police officer or a female staff member is desirable in the interrogation of female students.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform the principal of the probable cause to investigate within the school. The principal shall make a reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or the principal’s designee shall be present during the interrogation unless instructed to leave the interrogation by local law enforcement officials. If practicable, the use of female staff members or police officers should be considered in any interrogation of female students.

36 **SEARCHES BY SCHOOL PERSONNEL**

37
38 Any principal or principal's designee having reasonable suspicion may search any student, place,
39 or thing on school property, or in the actual or constructive possession of any student during any
40 organized school activity off campus, including buses, vehicles of students or visitors (notice
41 shall be posted in the school parking lot that vehicles parked on school property by students or
42 visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons), and
43 containers or packages if the principal receives information which would cause a reasonable
44 belief that the search will lead to the discovery of:

- 45
46 1. Evidence of any violation of the law;
47 2. Evidence of any violation of school rules or regulations or proper standards of student or
48 faculty conduct;
49 3. Any object or substance which, because of its presence, presents an immediate danger or
50 harm or illness to any person.

51
52 A student using a locker that is the property of the school system does not have the right of
53 privacy in that locker or its contents. All lockers or other storage areas provided for student use
54 on school premises remain the property of the school system and are provided for the use of
55 students subject to inspection, access for maintenance, and search. Notice shall be posted in each
56 school that lockers and other storage areas are school property and are subject to search.

57
58 A student may be subject to physical search or a student's pocket, purse, or other container may
59 be required to be emptied because of the results of a locker search or because of information
60 received from a teacher, staff member, or other student if such action is reasonable to the
61 principal. All of the following standards of reasonableness shall be met:

- 62
63 1. A particular student is reasonably believed to have violated policy;
64 2. The search could be expected to yield evidence of the violation of school policy or
65 disclosure of a dangerous weapon or drug;
66 3. The search is in pursuit of legitimate interests of the school in maintaining order,
67 discipline, safety, supervision, and education of students;
68 4. The primary purpose of the search is not to collect evidence for a criminal prosecution;
69 and
70 5. The search shall be reasonable, related to the objectives of the search, and not excessively
71 intrusive in light of the age and sex of the student, as well as the nature of the infraction
72 alleged to have been committed.

73
74 School officials may conduct hand-held or walk-through metal detector checks of a student's
75 person or personal effects.

76
77 **SEARCHES BY POLICE**

78
79 If public health or safety is involved, upon request of the principal who shall be present, police
80 officers may make a general search of students' lockers and desks, or students' or nonstudents'
81 automobiles for drugs, weapons, or items of an illegal or prohibited nature.

82
83 If the principal has received reliable information which the principal believes to be true that
84 evidence of a crime or of stolen goods, not involving school property of members of the school
85 staff or student body, is located on school property and that any search for such evidence or
86 goods would be unrelated to school discipline or to the health and safety of a student or the

87 student body, the principal shall request police assistance, and procedures to obtain and execute a
88 search warrant shall thereafter be followed unless there are grounds for a warrantless search.

89
90 Anything found in the course of the search conducted in accordance with this policy which is
91 evidence of a violation of the law or a violation of student conduct standards may be:

- 92
93 1. Seized and admitted as evidence in any hearing, trial, suspension, or dismissal
94 proceeding. It should be tagged for identification at the time it is seized and kept in a
95 secure place by the principal or the principal's designee until it is presented at the
96 hearing. At the discretion of the principal, the items seized may be returned to the parent
97 or guardian of a student, or if it has no significant value, the item may be destroyed, but
98 only with the express written permission of the Director of Schools.
- 99 2. Any seized item may be turned over to any law enforcement officer. Any dangerous
100 weapon or drug as defined in T.C.A. §49-6-4202 shall be turned over to an appropriate
101 law enforcement official.

102
103 Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or the
104 principal's designee may request the assistance of a law enforcement officer to:

- 105
106 1. Search any areas of the school premises, any student, or any motor vehicle on the school
107 premises; or
- 108 2. Identify or dispose of anything found in the course of a search conducted in accordance
109 with this policy.

110
111 The involvement of law enforcement officials is encouraged when there is reasonable cause to
112 suspect that criminal evidence is about to be uncovered. If practicable, the use of female staff
113 members or police officers should be considered in any search of female students.

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129 Legal Reference:

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131 T.C.A. §49-6-4202 through T.C.A. §49-6-4212

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Weapons and Dangerous Instruments	Descriptor Code: 6.3091	Issued Date:
		Rescinds: STU 36	Issued: 01/09/01

1 Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school
2 buildings or on school grounds at any time, or in school vehicles and/or buses, or off the school
3 grounds at a school-sponsored activity, function, or event.¹

4 Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or
5 anything manifestly designated, made, or adapted for the purpose of inflicting death or serious bodily
6 injury or anything that in the manner of its use or intended use is capable of causing death or serious
7 bodily injury.²

8 **NOTIFICATION**

9 When it is determined that a student has violated this policy, the principal of the school shall notify the
10 student's parent or guardian and the criminal justice or juvenile delinquency system as required by
11 law.³

Legal References

1. TCA 39-17-1309
2. TCA 39-11-106 (a)(5)
3. TCA 49-6-4209; TCA 39-17-1312

Cross References

- Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: WEAPONS AND DANGEROUS INSTRUMENTS	Descriptor No: STU 36	Date Adopted: 1/01
<i>Reviewed/Revision Adopted:</i>		

1 Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in
2 school buildings or on school grounds at any time, or in school vehicles and /or buses, or off the
3 school grounds at a school-sponsored activity, function, or event.

4
5 Dangerous weapons for the purposes of this policy shall include, but are not limited to “...any
6 firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot,
7 switchblade knife, blackjack, knuckles...”.

8
9 Violators of this section shall be subject to suspension and/or expulsion from school.

10
11 **NOTIFICATION**

12
13 When it is determined that a student has violated this policy, the principal of the school shall
14 notify the student's parent or guardian and the juvenile justice system as required by law.

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32 **Legal Reference:**

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34 T.C.A. 39-17-1309

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date:
		Rescinds: STU 24	Issued: 11/01/11

1 A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been
2 suspended, expelled, or remanded for more than ten (10) school days and who file an appeal of the
3 disciplinary decision, orally or in writing, within five (5) days after receipt of the notice.¹ An
4 appeal may be filed by the parent or guardian, the student or any person holding a teaching license
5 who is employed by the school system if requested by the student.¹

6
7 The Board delegates to the Director of Schools the responsibility to appoint members to a DHA.
8 The Director shall appoint no more than seven (7) members to the DHA, which shall include three
9 school system administrators and at least two (2) licensed employees of the Board.² The student's
10 principal shall not be a member of the hearing authority. The DHA must include the Special
11 Education Supervisor if the student has been verified as having a disabling condition. The Director
12 of Schools or designee shall serve as the non-voting chairperson of the DHA and shall be
13 responsible for scheduling the hearing, conducting the hearing, and preparing the written findings
14 of the DHA. DHA members shall be subject to reappointment. Board members shall not serve on
15 the DHA.

16
17 The chair shall perform the following duties:

- 18
- 19 1. Identify the members of the DHA assigned to hear each individual case;
- 20 2. Prepare and disseminate the minutes of each meeting;
- 21 3. Set the time, place, and date for each hearing;
- 22 4. Notify appropriate persons of each meeting within forty-eight (48) hours of receiving
23 notification of the suspension/expulsion; and
- 24 5. Sign and maintain a copy of the minutes of each meeting.
- 25

26 Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be
27 a licensed employee of the Board. The hearing must be held; a decision must be rendered; and
28 notification of the decision must be provided to the parents and/or student and the principal no
29 later than ten (10) days after the beginning of the suspension/expulsion.³ The DHA shall give
30 written notice of the time and place of the hearing to the parent or guardian, the student, the school
31 official who ordered the suspension, and the MCS licensed employee who filed the request for the
32 hearing if applicable.³ Notification of the decision shall include a statement of the right of either
33 party within five (5) days after receiving the decision to request a review by the Board.⁴

34
35 The DHA may take the following disciplinary actions⁵:

36

- 37 1. Affirm the decision of the school principal;
- 38 2. Order removal of the suspension/expulsion unconditionally;
- 39 3. Order removal of the suspension/expulsion upon such terms and conditions as it deems
- 40 reasonable within the policies of the Board and State law;
- 41 4. Remand the student to alternative placement; or
- 42 5. Suspend/Expel the student from any school or assign to alternative placement for a
- 43 specified period of time.*

44
45 A written record of the proceedings, including a summary of the facts and the reasons supporting
46 the decision, shall be made by the DHA.⁶

47
48 Only after exhausting appeal procedures, the principal, principal-teacher, assistant principal or the
49 student (or the student's parents) may request a review by the Board of Education. The appeal to
50 the Board must be presented to the Director in writing within five (5) days after the date of the
51 Disciplinary Hearing Authority decision.⁶ Absent a timely appeal, the decision shall be final.⁶

52
53 If a review of the hearing is requested by either the student or principal, the Board shall either
54 review the record or grant a second hearing.⁶

55
56 If the Board chooses to review the record, it may:

- 57
- 58 1. Affirm or overturn the decision of the hearing authority; or
- 59 2. Modify the decision to a lesser penalty*; or
- 60 3. Grant or deny a hearing before the Board.

61
62 If the Board chooses to grant a hearing, it may⁶:

- 63
- 64 1. Affirm the decision of the hearing authority; or
- 65 2. Modify the decision in any manner including imposing a lesser or more severe penalty than
- 66 that of the DHA*.

67
68 *If the Board conducts a hearing as a result of a request for review by a student, principal,*
69 *principal-teacher or assistant principal, then, notwithstanding any provision of the open meetings*
70 *laws compiled in title 8, chapter 44, or other law to the contrary, the hearing shall be closed to*
71 *the public, unless the student or student's parent or guardian requests in writing within five (5)*
72 *days after receipt of the written notice of the hearing that the hearing be conducted as an open*
73 *meeting. If the Board conducts a hearing as a result of a request for review by a student, principal,*
74 *principal-teacher, or assistant principal that is closed to the public, then the Board shall not*
75 *conduct any business, discuss any subject or take a vote on any matter other than the appeal to be*
76 *heard. Nothing in this policy or T.C.A. §49-6-3401(c)(6) shall act to exclude the Department of*
77 *Children's Services from the disciplinary hearings when the Department of Children's Services is*
78 *exercising its obligations under T.C.A. §37-1-140.⁶*

79
80 The action of the Board shall be final.⁶

81
82 *Note: Notwithstanding anything herein to the contrary, if the student is determined to have
83 knowingly violated the zero-tolerance prohibitions against firearms, drugs, drug paraphernalia, or
84 assault on a school employee and has been given fair due process procedures, only the Director
85 may modify the one calendar year suspension from school.

Legal References

1. TCA 49-6-3401(c)(4)(B)
2. TCA 49-6-3401(c) (4)(C)
3. TCA 49-6-3401(c)(4)(D)
4. TCA 49-6-3401(c)(6)
5. TCA 49-6-3401(c)(5)
6. TCA 49-6-3401(c)(6)

Cross References

Procedural Due Process 6.302
Suspension/Expulsion/Remand 6.316

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT DISCIPLINARY HEARING AUTHORITY	Descriptor No: STU 24	Date Adopted: 1/01
	Reviewed/Revision Adopted: 11/11	

1 A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been
2 suspended, expelled, or remanded for more than ten (10) school days and who file an appeal of
3 the disciplinary decision, orally or in writing, within five (5) days after receipt of the notice. An
4 appeal may be filed by the parent or guardian, the student or any person holding a teaching
5 license who is employed by the school system if requested by the student.

6
7 The Board delegates to the Director of Schools the responsibility to appoint members to a DHA.
8 The Director shall appoint no more than seven (7) members to the DHA, which shall include
9 three school system administrators and at least two (2) licensed employees of the Board. The
10 student's principal shall not be a member of the hearing authority. The DHA must include the
11 Special Education Supervisor if the student has been verified as having a disabling condition.
12 The Director of Schools or designee shall serve as the non-voting chair person of the DHA and
13 shall be responsible for scheduling the hearing, conducting the hearing, and preparing the written
14 findings of the DHA. DHA members shall be subject to reappointment. Board members shall
15 not serve on the DHA.

16
17 The chair shall perform the following duties:

- 18
- 19 1. Identify the members of the DHA assigned to hear each individual case;
- 20 2. Prepare and disseminate the minutes of each meeting;
- 21 3. Set the time, place, and date for each hearing;
- 22 4. Notify appropriate persons of each meeting within forty-eight (48) hours of receiving
- 23 notification of the suspension/expulsion; and
- 24 5. Sign and maintain a copy of the minutes of each meeting.
- 25

26 Each hearing shall be conducted by at least three (3) members of the DHA, one of which must be
27 a licensed employee of the Board. The hearing must be held; a decision must be rendered; and
28 notification of the decision must be provided to the parents and/or student and the principal no
29 later than ten (10) days after the beginning of the suspension/expulsion. The DHA shall give
30 written notice of the time and place of the hearing to the parent or guardian, the student, the
31 school official who ordered the suspension, and the MCS licensed employee who filed the
32 request for the hearing if applicable. Notification of the decision shall include a statement of the
33 right of either party within five (5) days after receiving the decision to request a review by the
34 Board.

36 The DHA may take the following disciplinary actions:

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1. Affirm the decision of the school principal;
2. Order removal of the suspension/expulsion unconditionally;
3. Order removal of the suspension/expulsion upon such terms and conditions as it deems reasonable within the policies of the Board and State law;
4. Remand the student to alternative placement; or
5. Suspend/Expel the student from any school or assign to alternative placement for a specified period of time.*

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A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the DHA.

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Only after exhausting appeal procedures, the principal, principal-teacher, assistant principal or the student (or the student's parents) may request review by the Board of Education. The appeal to the Board must be presented to the Director in writing within five (5) days after the date of the Disciplinary Hearing Authority decision. Absent a timely appeal, the decision shall be final.

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If a review of the hearing is requested by either the student or principal, the Board shall either review the record or grant a second hearing.

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If the Board chooses to review the record, it shall:

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1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty*; or
3. Grant a hearing before the Board.

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If the Board chooses to grant a hearing, it may:

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1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner including imposing a lesser or more severe penalty than that of the DHA*.

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If the Board conducts a hearing as a result of a request for review by a student, principal, principal-teacher or assistant principal, then, notwithstanding any provision of the open meetings laws compiled in title 8, chapter 44, or other law to the contrary, the hearing shall be closed to the public, unless the student or student's parent or guardian requests in writing within five (5) days after receipt of the written notice of the hearing that the hearing be conducted as an open meeting. If the Board conducts a hearing as a result of a request for review by a student, principal, principal-teacher, or assistant principal that is closed to the public, then the Board shall not conduct any business, discuss any subject or take a vote on any matter other than the appeal to be heard. Nothing in this policy or T.C.A. §49-6-3401(c)(6) shall act to exclude the Department of Children's Services from the disciplinary hearings when the Department of Children's Services is exercising its obligations under T.C.A. §37-1-140.

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The action of the Board shall be final.

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*Note: Notwithstanding anything herein to the contrary, if the student is determined to have knowingly violated the zero-tolerance prohibitions against firearms, drugs, drug paraphernalia, or assault on a school employee and has been given fair due process procedures, only the Director may modify the one calendar year suspension from school.

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 Legal Reference:

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91 T.C.A. 49-6-3401(c)(4)

92 T.C.A. 39-17-1309; 18 U.S.C. 921

93 T.C.A. 49-6-4216 (Zero Tolerance)

94 T.C.A. 49-6-4202 (Definitions of dangerous weapons, drugs, drug paraphernalia, etc.)

95 T.C.A. 49-6-3401 (Suspension of Students)

96 T.C.A. 49-6-4209

97 T.C.A. 49-6-3402

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Admission of Suspended or Expelled Students</h2>	Descriptor Code: <h3 style="text-align: center;">6.318</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">STU 8</h3>	Issued: <h3 style="text-align: center;">05/13/14</h3>

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school system in Tennessee or another state even though the student has
- 3 established residency in the system in which he/she seeks enrollment.

- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension/expulsion from the former school system and make a recommendation to the Board to
- 6 approve or deny the request.

- 7 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

- 8 If the action of the Board is to deny admission, the Director of Schools shall, on behalf of the Board of
- 9 Education, notify the Commissioner of Education of the decision.

- 10 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 11 suspended or expelled from the former school system.¹

Legal References

1. TCA 49-6-3401(f); 20 USCS § 1232G(b)(4), (h)

Cross References

School Admissions 6.203
 Student Records 6.600-604

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: ADMISSION OF SUSPENDED OR EXPELLED STUDENTS	Descriptor No: STU 8	Date Adopted: 1/01
	Reviewed/Revision Adopted: 5/13/14	

1 The Board may deny admission of any student (except those students in state custody) who has
2 been expelled or suspended from another school system in Tennessee or another state even
3 though the student has established residency in the system in which the student seeks enrollment.
4

5 After a request for enrollment is made, the Director of Schools shall investigate the facts
6 surrounding the suspension/expulsion from the former school system and make a
7 recommendation to the Board to approve or deny the request.
8

9 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.
10 If the action of the Board is to deny admission, the Director of Schools shall, on behalf of the
11 Board of Education, notify the Commissioner of Education of the decision.
12

13 Any school system that accepts enrollment of a student from another school system may dismiss
14 the student if it is determined subsequent to the enrollment that the student has been suspended
15 or expelled from the former school system.
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32 Legal Reference:
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34 T.C.A. §49-6-3401(f)
35 20 U.S.C.A §1232B(b)(4)(h)

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Acquired Immune Deficiency Syndrome	Descriptor Code: 6.404	Issued Date:
		Rescinds: STU 32	Issued: 06/01/12

1 **LIABILITY AND NON-DISCRIMINATION**

2 Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV
3 infected student from participating in the continuation of his/her education on the sole basis of HIV
4 infection. To the extent practical with medical and educational needs, the student shall be subject to the
5 same rules for class assignment, privileges and participation in any school-sponsored activities as all
6 other students.¹ The Board shall strive to maintain a respectful school climate for HIV infected students.

7 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV
8 infection, shall not be a condition for school entry or attendance.²

9 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

10 If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that
11 student shall be directed by procedures initiated by the director of schools.

12 The Director of Schools shall be responsible for requesting medical records from the parent/guardian
13 and a statement from the student's physician regarding health status of the student reported to have HIV/
14 AIDS. In addition, the Director of Schools shall gather information regarding the student's cumulative
15 school record.

16 **CONFIDENTIALITY**

17 No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other
18 individual or group without the written consent of the parent/guardian. All medical information and
19 written documentation of discussions, telephone conversations, proceedings and meetings shall be kept
20 by the Director of Schools in a locked file. If the HIV infected student is under the age of eighteen (18),
21 access to this file shall be granted only to those persons who have the written consent of the infected
22 student's parents/guardians.

23 Under no circumstances shall information identifying a student with AIDS be released to the public.^{2,3}

24 **APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS**

25 In determining the educational placement of a student known to be infected with HIV, school authorities
26 shall follow established policies and procedures for students with disabilities. School authorities shall
27 reassess placement if there is a change in the student's need for accommodations or services.

28 **HIV PREVENTION EDUCATION/CURRICULUM**

29 The Director of Schools shall be responsible for developing instructional objectives to address each
30 terminal objective in the state AIDS curriculum framework and provide each teacher responsible for
31 teaching AIDS education with these objectives. Students shall further be taught universal precautions
32 through the K-8 Healthful Living and Lifetime Wellness curricula and through the Board's HIV
33 prevention education program.

34 The state AIDS curriculum and related instructional objectives shall be used in grades K-12.⁴ Parents
35 and guardians shall have convenient opportunities to preview all HIV prevention curricula and materials
36 in accordance with the provisions of the Family Life Curriculum.

37 Students shall have access to voluntary and confidential counseling about matters related to HIV.
38 Administrators shall maintain a list of counseling and testing resources for student use.

39 **INFECTION CONTROL**

40 The Director of Schools shall develop an Occupational Safety and Health Administration (OSHA)-based
41 infection control plan in which each school will provide for: 1) well-maintained and easily accessible
42 materials necessary to follow universal precautions, and 2) designate first responders responsible for
43 implementing infection control guidelines, including investigating, correcting, and reporting on
44 instances of exposure. All schools shall further follow the most current Centers for Disease Control and
45 Prevention (CDC) Universal Precautions for Prevention of Transmission of Human Immunodeficiency
46 Virus, Hepatitis B Virus, and Other Bloodborne Pathogens in Health Care Settings and the OSHA
47 bloodborne pathogens standard.⁵

48 The Director of Schools shall develop procedures to implement this policy as well as the State Board of
49 Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.²

Legal References

1. TRR/MS 0520-01-03-.08(2)(g)
2. Tennessee State Board of Education Policy 5.300,
*HIV/AIDS Policy for Employees and Students of
Tennessee Public Schools*
3. TCA 68-10-113
4. TRR/MS 0520-01-03-.05(1)(c)
5. 20 USCS 1232(g); 34 CFR § 300.622, .623

Cross References

- Section 504 & ADA Grievance Procedures 1.802
Special Education 4.202
Special Programs 4.206

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: ACQUIRED IMMUNE DEFICIENCY SYNDROME STUDENT/PERSONNEL	Descriptor No: STU 32	Date Adopted: 8/88
	Reviewed/Revision Adopted: 7/01; 6/12	

1 **LIABILITY AND NON-DISCRIMINATION**

2
3 Students infected with HIV shall not be denied enrollment in school. The Board shall not
4 prevent an HIV infected student from participating in the continuation of the student's education
5 on the basis of HIV infection. The Murfreesboro City School Board accepts the responsibility for
6 providing public education within the least restrictive environment to students infected with
7 HIV. HIV-infected students will not be prevented from participating in the educational process
8 solely based on the diagnosis, and the student's educational program shall be restricted only to
9 the extent necessary to minimize the risk of disease transmission.

10
11 Mandatory screening for communicable diseases not spread by casual everyday contact, such as
12 HIV infection, shall not be a condition for school entry or attendance.¹

13
14 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

15
16 If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to
17 that student will be under the supervision of the Director of Schools.

18
19 The Director of Schools shall be responsible for requesting medical records from the
20 parent/guardian and a statement from the student's physician regarding health status of the
21 student reported to have HIV/AIDS. In addition, the Director of Schools will gather information
22 regarding the student's cumulative school record.

23
24 **CONFIDENTIALITY**

25
26 No information concerning an HIV infected student shall be divulged, directly or indirectly, to
27 any other individual or group without the written consent of the parent/guardian. All medical
28 information and written documentation of discussions, telephone conversations, proceedings and
29 meetings shall be kept by the Director of Schools in a locked file. If the HIV infected student is
30 under the age of eighteen (18), access to this file will be granted only to those persons who have
31 the written consent of the infected student's parents/guardians.

32
33 Under no circumstances shall information identifying a student with AIDS be released to the
34 public.^{2,3}

36 APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS

37

38 In determining the educational placement of a student known to be infected with HIV, school
39 authorities shall follow established policies and procedures for students with disabilities.

40

41 An educational program shall be developed for each student infected with HIV-AIDS. If a
42 change in an HIV infected student's educational program becomes necessary (due to a secondary
43 infection that constitutes a medically recognized risk of HIV transmission in the school setting or
44 deteriorating health of the student) the Director of Schools, parent/guardian, and the treating
45 physician will develop an appropriate educational program in the least restrictive environment
46 which is medically, legally and educationally sound. If the HIV infected student is receiving
47 special education services, these services will be in agreement with established policies.

48

49 School authorities shall reassess placement if there is a change in the student's need for
50 accommodations or services.

51

52 HIV PREVENTION EDUCATION/CURRICULUM

53

54 The Director of Schools shall be responsible for developing instructional objectives to address
55 each terminal objective in the state AIDS curriculum framework and provide each teacher
56 responsible for teaching AIDS education with these objectives.

57

58 The state AIDS curriculum and related instructional objectives will be used in grades K-6.

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72 Legal References:

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74 1. TRR/MS 0502-1-3-.08(2)(g)

75 2. T.C.A. §68-10-113

76 3. 20 USC 1232(g); 34 CFR 300.571-2

77 4. TRR/MS 0520-1-3-.05(1)(c)

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Special Education Behavioral Support	Descriptor Code: 6.501	Issued Date:
		Rescinds: STU 59	Issued: 06/01/13

1 The Murfreesboro City school district shall comply with the Tennessee Department of Education
2 restraint and isolation regulations and guidelines pursuant to the Special Education Behavioral Support
3 Act.¹ Maintaining a school environment that is conducive to student learning requires that the
4 environment be orderly and safe. The primary technique used to de-escalate any situation is verbal in
5 nature; however, if the situation warrants physical holding restraint, then physically restraining a
6 student may be necessary. Students in the district are protected by law from the unreasonable, unsafe
7 and unwarranted use of isolation and physical restraint. Murfreesboro City Schools policy has an
8 emphasis on positive behavioral support, prevention and de-escalation, which reduces the risk of injury
9 to both students and program staff. The emphasis is always on the care, safety and wellbeing of our
10 students and staff.

11 **Definitions**

- 12 1. “Behavior intervention training program” means a training program in positive behavioral
13 supports, crisis intervention and the safe use of restraint and isolation;
14
- 15 2. “Chemical restraint” means a medication that is prescribed to restrict a student's freedom of
16 movement for the control of extreme violent physical behavior. Chemical restraints are
17 medications used in addition to, or in replacement of, a student's regular drug regimen to
18 control extreme violent physical behavior. The medications that comprise the student's regular
19 medical regimen, including PRN medications, are not considered chemical restraints, even if
20 their purpose is to treat ongoing behavioral symptoms;
21
- 22 3. “Emergency situation” means that a child's behavior poses a threat to the physical safety of the
23 student or others nearby;
24
- 25 4. “Isolation” or “seclusion” means the confinement of a student alone in a room with or without a
26 door, or other enclosed area or structure pursuant to § 49-10-1305(g) where the student is
27 physically prevented from leaving. Pursuant to T.C.A. §49-10-1305(g), any space used as an
28 isolation room shall be:
29
 - 30 a. Unlocked and incapable of being locked;
 - 31 b. Free of any condition that could be a danger to the student;
 - 32 c. Well ventilated and temperature controlled;
 - 33 d. Sufficiently lighted for the comfort and well-being of the student;
 - 34 e. Where school personnel are in continuous direct visual contact with the student at all
35 times;
 - 36 f. At least forty square feet (40 sq. ft.); and

37 g. In compliance with all applicable state and local fire, health, and safety codes.
38

39 5. Isolation or seclusion does not include time-out, a behavior management procedure in which
40 the opportunity for positive reinforcement is withheld, contingent upon the demonstration of
41 undesired behavior; provided, that time-out may involve the voluntary separation of an
42 individual student from others;
43

44 6. "Isolation room" means any space, structure, or area pursuant to § 49-10-1305(g) used to
45 isolate a student.
46

47 7. "Mechanical restraint" means the application of a mechanical device, material or equipment
48 attached or adjacent to the student's body, including ambulatory restraints, which the student
49 cannot easily remove and that restrict freedom of movement or normal access to the student's
50 body. Mechanical restraint does not include the use of restraints for medical immobilization,
51 adaptive support, or medical protection;
52

53 8. "Noxious substance" means the use of any defense spray or substance as defined by
54 departmental rule;

55 9. "Physical holding restraint" means the use of body contact by school personnel with a student
56 to restrict freedom of movement or normal access to the student's body;

57 10. "Positive behavioral supports" means a systematic approach using evidence-based practices to
58 improve school environments, and to prevent and respond to problem behavior that:

59 a. Is proactive and instructional, rather than reactive and punitive;

60 b. Operates on the following three (3) levels:

61 i. Individual;

62 ii. Group or classroom; and

63 iii. The whole school;

64 c. Includes a system of continual data collection;

65 d. Utilizes data-based decision-making;

66 e. Applies research-validated positive behavioral interventions; and

67 f. Improves academic and social outcomes for all students, including those with the most
68 complex and intensive behavioral needs.
69

70
71 11. "School personnel" means an individual employed on a full-time or part-time basis by a public
72 school.

73 **Implementation of Restraint**

74 Only the principal, or the principal's designee, may authorize the use of isolation or restraint in the
75 case of emergency or by IEP signature. Trained school staff may use physical holding restraint only:
76 (1) when non-physical interventions have been ineffective and the student's behavior poses threat of
77 imminent, serious harm to self and/or others and when the student's behavior is more dangerous than
78 the danger of using physical restraint; or (2) pursuant to a student's IEP or other written plan

79 developed in accordance with state and federal law and approved by the school and parent or guardian.
80 Physical holding restraint will be practiced in strict accordance with all applicable laws.

81 School personnel shall remain in the physical presence of any restrained student and shall continuously
82 observe a student who is in time out, isolation, or being restrained to monitor the health and wellbeing
83 of such student.

84 **Prohibited Forms of Restraint**

85 The following forms of restraint are prohibited:

- 86 1. Administering a chemical restraint to a student receiving special education services is
87 prohibited; provided, that nothing in this policy shall prohibit the administration of a chemical
88 restraint when administered for therapeutic purposes under the direction of a physician and
89 with the child's parent or guardian's consent to administer such chemical restraint.
90
- 91 2. Administering a noxious substance to a student receiving special education services is
92 prohibited.
93
- 94 3. The use of any mechanical restraint on any student receiving special education services is
95 prohibited.
96
- 97 4. Any form of life threatening restraint, including restraint that restricts the flow of air into a
98 person's lungs, whether by chest compression or any other means, to a student receiving special
99 education services is prohibited.
100
- 101 5. The use of isolation or physical holding restraint as a means of coercion, punishment,
102 convenience or retaliation on any student receiving special education services is prohibited.
103
- 104 6. Removing or disabling any equipment or device that a student requires, including, but not
105 limited to, a power wheelchair, brace, augmentative communication device, or walker, as a
106 means of coercion, punishment, convenience, or retaliation on any student receiving special
107 education services is prohibited.
108
- 109 7. The use of a locked door, or any physical structure, mechanism, or device that substantially
110 accomplishes the function of locking a student in a room, structure, or area, is prohibited.

111 **Authorized Forms of Restraint**

112 The use of physical holding restraint in the following circumstances is permitted. The school is not
113 required to notify the student's parent or guardian in any of the circumstances listed below:

- 114 1. The brief holding by an adult in order to calm or comfort;
115
- 116 2. The minimum contact necessary to physically escort a student from one area to another;
117

- 118 3. Assisting a student in completing a task or response if the student does not resist, or resistance
119 is minimal in intensity or duration; or
120
- 121 4. Holding a student for a brief time in order to prevent any impulsive behavior that threatens the
122 student's immediate safety.

123 Actions undertaken by school personnel to break up a fight or to take a weapon from a student are not
124 prohibited; however, these acts shall be reported in accordance with administrative procedures
125 developed by the Director of Schools.

126 **Staff Training**

127 Physical restraint should only be used by faculty and staff who have received specific district approved
128 crisis intervention training in the use of physical restraint procedures and non-violent crisis
129 intervention.

130 Other school personnel may use physical restraint only in rare and clearly unavoidable emergency
131 circumstances when fully trained school personnel are not immediately available. Untrained staff
132 should request assistance from trained staff as soon as possible. The school must identify specific staff
133 to serve as school-wide resources to assist in ensuring proper administration of physical restraint.
134 These individuals must participate in in-depth training with respect to restraint and implementation.

135 **Reporting Requirements and Follow Up**

136 The building administrator or designee must receive a written report documenting the circumstances of
137 the incident. School personnel authorized by MCS shall see and evaluate the student's condition within
138 a reasonable time after the intervention. The student's parent or guardian shall be notified orally and in
139 writing the same day the isolation or restraint was used. School personnel shall be held harmless for
140 failure to notify if reasonable effort has been made to notify the student's parent or guardian.

141 A student receiving special education services may be restrained or isolated only if such restraint or
142 isolation is provided for in the student's IEP, or in emergency situations, if necessary to assure the
143 physical safety of the student or others nearby. If the student's IEP does not provide for the use of
144 isolation or restraint for the behavior precipitating such action or if school personnel are required to use
145 isolation or restraint over an extended period of time, an IEP meeting shall be convened within ten (10)
146 days following the use of such isolation or restraint. If the behavior precipitating such action also
147 warrants a change of placement, the child will have all rights provided under applicable state and
148 federal law.

149 School personnel who have used isolation or restraint shall provide a written report to the school
150 principal or the principal's designee on the form developed by the Tennessee State Department of
151 Education. A copy of the report form must be provided to the Special Education Supervisor who, after
152 review of the report, will maintain statistics related to the student and the school's use of isolation
153 and/or restraint and discuss findings with the Director of Schools and school principals.
154 Documentation of each incident of restraint and/or isolation will be forwarded immediately to the
155 Special Education Department, who will be responsible for completing the Easy IEP portion of
156 documentation.

157 Required Reports

158 Each school shall maintain all records of isolation and restraint. On a semi-annual basis, using existing
159 student-level data collection systems to the extent feasible, each school shall submit a report to the
160 LEA that includes:

- 161 1. The number of incidents involving the use of isolation and restraint since the previous semi-
162 annual report;
- 163 2. The number of instances in which the school personnel imposing physical restraint or isolation
164 were not trained and certified;
- 165 3. Any injuries, deaths, or property damage that occurred;
- 166 4. The timeliness of parental notification;
- 167 5. Demographic information to determine whether disproportionate use of these interventions
168 exists.
- 169
- 170
- 171
- 172

173 The LEA shall use the information obtained from records of isolation and restraint in developing its
174 behavior intervention training program. The LEA shall submit information to the Tennessee
175 Department of Education each year on the use of isolation and restraint in the school district.
176

Legal References

1. TCA 49-10-1301 through 1307

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SPECIAL EDUCATION BEHAVIORAL SUPPORT	Descriptor No: STU 59	Date Adopted: 6/13
	Reviewed/Revision Adopted:	

1 The Murfreesboro City school district shall comply with the Tennessee Department of Education
2 restraint and isolation regulations and guidelines pursuant to the Special Education Behavioral
3 Support Act. Maintaining a school environment that is conducive to student learning requires
4 that the environment be orderly and safe. The primary technique used to de-escalate any
5 situation is verbal in nature; however, if the situation warrants physical holding restraint, then
6 physically restraining a student may be necessary. Students in the district are protected by law
7 from the unreasonable, unsafe and unwarranted use of isolation and physical restraint.
8 Murfreesboro City Schools policy has an emphasis on positive behavioral support, prevention
9 and de-escalation, which reduces the risk of injury to both students and program staff. The
10 emphasis is always on the care, safety and well being of our students and staff.

11 Definitions:

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- 13
- 14 (1) “Behavior intervention training program” means a training program in positive behavioral
15 supports, crisis intervention and the safe use of restraint and isolation;
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- 17 (2) “Chemical restraint” means a medication that is prescribed to restrict a student's freedom of
18 movement for the control of extreme violent physical behavior. Chemical restraints are
19 medications used in addition to, or in replacement of, a student's regular drug regimen to
20 control extreme violent physical behavior. The medications that comprise the student's
21 regular medical regimen, including PRN medications, are not considered chemical restraints,
22 even if their purpose is to treat ongoing behavioral symptoms;
23
- 24 (3) “Emergency situation” means that a child's behavior poses a threat to the physical safety of
25 the student or others nearby;
26
- 27 (4) “Isolation” or “seclusion”:
28
- 29 a. Means the confinement of a student alone in a room with or without a door, or
30 other enclosed area or structure pursuant to § 49-10-1305(g) where the student is
31 physically prevented from leaving. Pursuant to T.C.A. §49-10-1305(g), any space
32 used as an isolation room shall be:
33 i. Unlocked and incapable of being locked;
34 ii. Free of any condition that could be a danger to the student;

- 35 iii. Well ventilated and temperature controlled;
- 36 iv. Sufficiently lighted for the comfort and well-being of the student;
- 37 v. Where school personnel are in continuous direct visual contact with the
- 38 student at all times;
- 39 vi. At least forty square feet (40 sq. ft.); and
- 40 vii. In compliance with all applicable state and local fire, health, and safety
- 41 codes.

- 42 b. Does not include time-out, a behavior management procedure in which the
- 43 opportunity for positive reinforcement is withheld, contingent upon the
- 44 demonstration of undesired behavior; provided, that time-out may involve the
- 45 voluntary separation of an individual student from others;
- 46

47 (5) "Isolation room" means any space, structure, or area pursuant to § 49-10-1305(g) used to
48 isolate a student. Pursuant to T.C.A. §49-10-1305(g), any space used as an isolation room
49 shall be:

- 50 a. Unlocked and incapable of being locked;
- 51 b. Free of any condition that could be a danger to the student;
- 52 c. Well ventilated and temperature controlled;
- 53 d. Sufficiently lighted for the comfort and well-being of the student;
- 54 e. Where school personnel are in continuous direct visual contact with the student at
- 55 all times;
- 56 f. At least forty square feet (40 sq. ft.); and
- 57 g. In compliance with all applicable state and local fire, health, and safety codes.
- 58

59 (6) "Mechanical restraint" means the application of a mechanical device, material or equipment
60 attached or adjacent to the student's body, including ambulatory restraints, which the student
61 cannot easily remove and that restrict freedom of movement or normal access to the student's
62 body. Mechanical restraint does not include the use of restraints for medical immobilization,
63 adaptive support, or medical protection;

64
65 (7) "Noxious substance" means the use of any defense spray or substance as defined by
66 departmental rule;

67
68 (8) "Physical holding restraint" means the use of body contact by school personnel with a
69 student to restrict freedom of movement or normal access to the student's body;

70
71 (9) "Positive behavioral supports" means a systematic approach using evidence-based practices
72 to improve school environments, and to prevent and respond to problem behavior that:

- 73 a. Is proactive and instructional, rather than reactive and punitive;
- 74 b. Operates on the following three (3) levels:
 - 75 i. Individual;
 - 76 ii. Group or classroom; and
 - 77 iii. The whole school;
 - 78 iv. Includes a system of continual data collection;
 - 79 v. Utilizes data-based decision-making;
 - 80 vi. Applies research-validated positive behavioral interventions; and
 - 81 vii. Improves academic and social outcomes for all students, including those
 - 82 with the most complex and intensive behavioral needs.
- 83
- 84
- 85
- 86

87 Implementation of Restraint

88

89 Only the principal, or the principal’s designee, may authorize the use of isolation or restraint.
90 Trained school staff may use physical holding restraint only (1) when non-physical interventions
91 have been ineffective and the student’s behavior poses threat of imminent, serious harm to self
92 and/or others and when the student’s behavior is more dangerous than the danger of using
93 physical restraint or (2) pursuant to a student’s IEP or other written plan developed in accordance
94 with state and federal law and approved by the school and parent or guardian. Physical holding
95 restraint will be practiced in strict accordance with the Rules of Tennessee State Board of
96 Education.

97

98 The use of isolation or physical holding restraint as a means of coercion, punishment,
99 convenience or retaliation on any student is prohibited.

100

101 School personnel shall remain in the physical presence of any restrained student and shall
102 continuously observe a student who is in time out, isolation, or being restrained to monitor the
103 health and well being of such student.

104

105 Prohibited Forms of Restraint

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110 prohibited; provided, that nothing in this policy shall prohibit the administration of a
111 chemical restraint when administered for therapeutic purposes under the direction of a
112 physician and with the child's parent or guardian's consent to administer such chemical
113 restraint.
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119 a person's lungs, whether by chest compression or any other means, to a student receiving
120 special education services is prohibited.
- 121 5. The use of isolation or physical holding restraint as a means of coercion, punishment,
122 convenience or retaliation on any student receiving special education services is
123 prohibited.
- 124 6. Removing or disabling any equipment or device that a student requires, including, but not
125 limited to, a power wheelchair, brace, augmentative communication device, or walker, as
126 a means of coercion, punishment, convenience, or retaliation on any student receiving
127 special education services is prohibited.
- 128 7. The use of a locked door, or any physical structure, mechanism, or device that
129 substantially accomplishes the function of locking a student in a room, structure, or area,
130 is prohibited.

131

132 Authorized Forms of Restraint

133

134 The use of physical holding restraint in the following circumstances is **not** prohibited. The
135 school is not required to notify the student's parent or guardian in any of the circumstances listed
136 below:

137

- 138 1. The brief holding by an adult in order to calm or comfort;

- 139 2. The minimum contact necessary to physically escort a student from one area to another;
- 140 3. Assisting a student in completing a task or response if the student does not resist, or
- 141 resistance is minimal in intensity or duration; or
- 142 4. Holding a student for a brief time in order to prevent any impulsive behavior that
- 143 threatens the student's immediate safety.

144
145 Actions undertaken by school personnel to break up a fight or to take a weapon from a student
146 are not prohibited; however, these acts shall be reported in accordance with T.C.A. §49-6-4018.

147 Staff Training

148
149
150 Physical restraint should only be used by faculty and staff who have received specific district
151 approved crisis intervention training in the use of physical restraint procedures and non-violent
152 crisis intervention.

153
154 Other school personnel may use physical restraint only in rare and clearly unavoidable
155 emergency circumstances when fully trained school personnel are not immediately available.
156 Untrained staff should request assistance from trained staff as soon as possible.

157 The school must identify specific staff to serve as school-wide resources to assist in ensuring
158 proper administration of physical restraint. These individuals must participate in in-depth
159 training with respect to restraint and implementation.

160 Reporting Requirements and Follow-up

161
162
163 The building administrator or designee must receive a written report documenting the
164 circumstances of the incident. School personnel authorized by MCS shall see and evaluate the
165 student's condition within a reasonable time after the intervention. The student's parent or
166 guardian shall be notified orally and in writing the same day the isolation or restraint was used.
167 School personnel shall be held harmless for failure to notify if reasonable effort has been made to
168 notify the student's parent or guardian.

169
170 A student receiving special education services may be restrained or isolated only if such restraint
171 or isolation is provided for in the student's IEP, except that such student may be restrained or
172 isolated in emergency situations, if necessary, to assure the physical safety of the student or
173 others nearby. If the student's individualized education program does not provide for the use of
174 isolation or restraint for the behavior precipitating such action or if school personnel are required
175 to use isolation or restraint over an extended period of time, an IEP meeting shall be convened
176 within ten (10) days following the use of such isolation or restraint. If the behavior precipitating
177 such action also warrants a change of placement, the child will have all rights provided under
178 applicable state and federal law.

179
180 School personnel who have used isolation or restraint (as defined in this policy) shall provide a
181 written report to the school principal or the principal's designee on the form developed by the
182 Tennessee State Department of Education. A copy of the report form must be provided to the
183 Special Education Supervisor who, after review of the report, will maintain statistics related to
184 the student and the school's use of isolation and/or restraint and discuss findings with the
185 Director of Schools and school principals. Documentation of each incident of restraint and/or
186 isolation will be forwarded immediately to the assigned school psychologist, who will be
187 responsible for completing the Easy IEP portion of documentation.

190 Required Reports

191
192 Each school shall maintain all records of isolation and restraint. On a semiannual basis, using
193 existing student-level data collection systems to the extent feasible, each school shall submit a
194 report to the Board that includes:

- 195
196 (1) The number of incidents involving the use of isolation and restraint since the previous
197 semiannual report;
198 (2) The number of instances in which the school personnel imposing physical restraint or
199 isolation were not trained and certified;
200 (3) Any injuries, deaths, or property damage that occurred;
201 (4) The timeliness of parental notification; and
202 (5) Demographic information to determine whether disproportionate use of these
203 interventions exists.

204
205 The Board shall use the information obtained from records of isolation and restraint in
206 developing its behavior intervention training program. The Board shall submit information to
207 the Tennessee Department of Education each year on the use of isolation and restraint in the
208 school district.

209
210 Attachment: Sample Crisis Plan

211
212 _____
213 Legal References:

214
215 T.C.A. §49-10-1301 through 1306, “Special Education Behavioral Support Act”
216 TRR/MS 0520-01-09-.23, Isolation and Restraint for Students Receiving Special Education
217 Services

Murfreesboro City Schools
Safety /Crisis Intervention Plan

Student: _____

The following procedural steps will take place if said student behaves in a manner that is harmful to the student and or others:

1. Restraint will be utilized if physically harming self or others
2. Parent(S) or guardian(S) will be contacted
3. If student is unable to be calmed within _____ minutes, parents will be contacted to pick student up from school.
4. If parents, guardians, or emergency contacts have been called with NO response within _____ minutes, the following steps WILL be implemented if child is not able to remain calm without being a physical or verbal threat to self and or others:

1. DCS will be contacted
2. Police will be contacted
3. If suicidal or homicidal ideations are verbalized, a mobile crisis unit will be contacted
4. Ambulance will be contacted if medically necessary

* These steps have been put into place if parents, guardians, or other indicated (by documentation of parents) are unable to be reached in the pre-determined time allotment. It is for the safety of the student and only utilized if the child is unable to remain calm and safe.

I _____
(Parent or guardian)

understand and give my permission for _____ to enforce the
(School)
safety plan written for my child: _____.

Date:

Time:

Signatures~

Administration:

Parent/guardian:

School Psychologist:

Guidance Counselor:

Behavioral Support:

Teacher:

c/c: Central office upon completion: attn: SPED



Murfreesboro City Schools
 Special Education
 2552 South Church St
 Murfreesboro, TN 37127
 Phone: 615-893-2313

RESTRAINT REPORT

To be completed immediately following a restraint

Student information:

Student: _____ School: _____ Date: _____

Birthdate: _____ Disability: _____ Grade: _____

Date of isolation or restraint: _____ Time of incident: _____ Location: _____

Description of Incident:

Antecedent(s) to event:

Specific Behavior addressed:

Length of restraint or isolation: _____

Was staff certified in the restraint technique approved and utilized by Murfreesboro City Schools System? Y N

Was the restraint: _____ as provided for in the student's IEP*
 _____ in an emergency/crisis situation

Post restraint:

Student's demeanor: _____ Return to class: Y N

Sent home: Y N Suspension: Y N

Student evaluation for injury:

Injured: Y N

If student is reported injured, specify: _____



Murfreesboro City Schools
 Special Education
 2552 South Church St
 Murfreesboro, TN 37127
 Phone: 615-893-2313

RESTRAINT REPORT

Staff evaluation for injury:

Injured: Y N

If staff is reported injured, specify:

Did staff file C-20 form: Y N

If Yes, attach documentation.

IF ANY OF THE ABOVE ARE NOT SELECTED AND THE STUDENT WAS INJURED AS A RESULT OF THE RESTRAINT:

The incident is to be self reported to the Department of Children’s Services at 1-877-237-0004.

* If use is not provided for in the IEP, or if the action was employed over an extended period of time as defined in department rules, an IEP meeting must be convened within 10 days of the above date.

Was the staff response employed as defined in department rules? ___Yes ___No

Person authorized and administered the above action: _____

Person designated to report the above action: _____

Isolation:

If Isolation was utilized please attach the following:

- a) A certification that any space used for isolation is at least (40) square feet.
- b) A certification that school personnel are in continuous direct visual contact at all times with said isolated student.



Murfreesboro City Schools
Special Education
2552 South Church St
Murfreesboro, TN 37127
Phone: 615-893-2313

RESTRAINT REPORT

Parent Contact:

Parent/Guardian notified on (date) _____ by _____.

Method of notification to parent/guardian

___ Orally ___ Copy of form Other _____

FAX THIS FORM BY THE END OF THE WORK DAY TO The Special Education Supervisor AT CENTRAL OFFICE.

SIGNATURES:

Building administrator: _____ Date: _____

Staff member(s) involved in incident:

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Witness:

_____ Date: _____

June 11, 2019

Memorandum

To: Murfreesboro City School Board Members

Cc: Linda Gilbert

From: Ralph Ringstaff

2019-2020 Murfreesboro City Schools Differentiated Pay Plan

One of the ways to comply with the Tennessee Differentiated Pay Plan requirement is to pay a signing bonus to attract teachers in areas where a shortage of qualified teachers exists. Each year there will be a determination of the areas which will receive the signing bonus.

For the 2018-2019 school year, Murfreesboro City Schools paid a \$2,000 signing bonus for new ESL teachers. For the 2019-2020 school year, the area identified as the one with the greatest shortage and the highest need of qualified teachers is 6th grade teachers; however, while there has not been difficulty acquiring ESL teachers this year, it remains an area to watch. Therefore, we propose that new 6th grade teachers hired to the school system and teachers who transfer to the position of 6th grade teachers receive the signing bonus. In addition, we propose to continue the practice that new ESL teachers hired to the school system and teachers who transfer to the position of an ESL teacher receive the \$2,000 signing bonus.