

Board of Education Regular Meeting

August 13, 2019 6:00 PM

City Hall Council Chambers

<p>I. CALL TO ORDER Procedural Item</p>	<p>Chair Butch Campbell</p>
<p>II. APPROVAL OF AGENDA Action Item</p>	<p>Chair Butch Campbell</p>
<p>III. COMMUNICATIONS</p> <p>Information Item The Foundation would like to invite everyone to the Back to School Dash on September 14 at 7:00 a.m. at Overall Creek.</p> <p>Thanks to Murph's Fun Run for 12 great years of partnership.</p> <p>Salem is proud to announce the Saint Bernard now has an official name.</p> <p>MCS would like to thank the following businesses for their school supply donations:</p> <ul style="list-style-type: none">• eAllen Boutique• Newcomers Club• Hwy 231 Church of Christ• Murfreesboro Muslim Youth• Nissan• United Way of Rutherford and Cannon Counties (Stuff the Bus) <p>MNS would like to thank Third Baptist Church for their generous donation of money for their uniform and school supply closet as well as the 15th annual Back to School lunch for all staff.</p> <p>MCS would like to thank Higher Ground Worship Center for their donation of 35 back packs full of school supplies over the summer.</p> <p>View Safety PSA's-Lisa Trail thanked the Murfreesboro Police Department and City TV for helping with the PSA's.</p> <p>Dr. Gilbert informed the Board that the embargo had been lifted on some very important information. She told of all of the accomplishments of MCS and the big announcement was 9 of our schools were recognized as Reward Schools, we received a 5 for growth in Math and ELA.</p> <p>Roseann Barton thanked all teachers and staff for their hard work. Mr. Campbell echoed what Roseann said. Mr. Campbell asked principals to please let teachers and staff know how proud the Board is of them. Becky Goff said that our staff and students have been doing this all along and that future testing will continue to show that we are an exemplary district.</p> <p>Mr. Shacklett said that on thing that is really special about our school system is the daily effort that everyone puts in to our students. These students are being prepared today for tomorrow. Principals and staff are finally getting the recognition that they deserve.</p>	<p>Mrs. Lisa Trail</p>

IV. CONSENT ITEMS Consent Agenda	Chair Butch Campbell
A. Approval of 6-25-19 Board Minutes Consent Item	
B. Approval of Board Policy 5.1141 Teacher Effect Data (annual review-no ch Consent Item	
C. Approval of Board Policy 5.500 Discrimination/Harassment of Employees (two minor changes) Consent Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Chair Butch Campbell
B. Approval of Board Policy 1.2021 Boardsmanship Code of Conduct replaces Board Policy 1.1061 Action Item	Dr. Linda Gilbert
C. Approval of Board Policy 2.403 Surplus Property Sales Action Item	Dr. Linda Gilbert
D. Approval of Board Policy 4.400 Instructional Materials rescinds Board Policy IS 5 and Board Policy STU 41 Action Item	Dr. Linda Gilbert
E. Approval of Board Policy 6.303 Interrogations and Searches replaces Board Policy STU 21 Action Item	Dr. Linda Gilbert
F. Approval of Board Policy 6.312 Use of Personal Communication Devices in School-rescinds Board Policy STU 43 Action Item	Dr. Linda Gilbert
G. Approval of Board Policy 6.3131 Discipline Foundation Policy School-wide Positive Behavior of Intervention and Support replaces Board Policy STU 22 Action Item	Dr. Linda Gilbert
H. Approval of Board Policy 6.3132 Intervention Supports and Alternatives to Suspension-replaces Board Policy STU 23 Action Item	Dr. Linda Gilbert
I. Approval of Board Policy 6.709 Student Fees and Fines Action Item	Dr. Linda Gilbert
J. Approval of Board Policy 6.710 Gifts-replaces Board Policy STU 19 Action Item	Dr. Linda Gilbert
K. Approval of ESP Tuition Increase Action Item	Mr. Ralph Ringstaff
L. Approval of Revised Pre-K Partnership Agreement Between Mid-Cumberland Head Start and MCS Action Item Dr. Gilbert will bring another contract before the Board when the new comp takes over the Head Start program. This contract will end on October 31, 20	Dr. Linda Gilbert
VI. REPORTS AND INFORMATION Information Item Mr. Anderson informed the Board that enrollment is up 189 students as of today. He, Dr. Gilbert, Mr. Ringstaff, and Mrs. Arnette are looking at numb daily.	Chair Butch Campbell
VII. OTHER BUSINESS Information Item Sgt. Newberg was in the audience. Dr. Gilbert asked him to come forward to recognized for the tremendous job that he and his SSEO's do for our school	Chair Butch Campbell

<p>Dr. Gilbert said that Sgt. Newberg is stellar. He trains all of our schools in S Plans and is supervisor to all SSEO's.</p> <p>Roseann Barton said that she had met with Dr. Gilbert and other Instructional Administrative staff this week and received a lot of great information regarding curriculum. She also mentioned that K-2 did not receive Expeditionary Learning and asked what curriculum they were using. Dr. Dodson came forward and explained the process for K-2.</p>	
<p>VIII. ADJOURNMENT Action Item Meeting adjourned at 7:19 p.m.</p>	<p>Chair Butch Campbell</p>

MINUTES

Board of Education Regular Meeting

June 25, 2019 6:00 PM

City Hall Council Chambers

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

Staff: Dr. Linda Gilbert, Gary Anderson, Ralph Ringstaff, Lisa Trail, Joe Marlin, Shiloh Siegel, Tamara Cosby, Jason Page, and Kristy Mall.

Assistant City Attorney Elizabeth Taylor. City Liaison Bill Shacklett was absent.

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 Roseann Barton.

2. Moment of Silence

Procedural Item

II. APPROVAL OF AGENDA	Chair Butch Campbell
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Action Item

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

III. COMMUNICATIONS	Mrs. Lisa Trail
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Information Item

Mitchell Neilson would like to give a gigantic shout out to Parks Realty. Every year they hold an essay contest at the school and award first, second, third, and fourth place prizes for each grade level. Fourth place gets a \$10 McDonald's gift certificate. Third place gets \$25 Walmart gift card. Second-place gets \$50 Walmart gift card in first place gets a brand new bicycle and helmet.

Congratulations! Sarah Chumney, a teacher at Cason Lane Academy, has been selected as a Teacher of the Year state finalist for the Mid-Cumberland region. Ms. Chumney is one of nine finalists from across the state who will move to the final step in the Teacher of the Year selection process.

Congratulations to Gary Anderson who has been selected by Lieutenant Governor Randy McNally to be a member of the Energy Efficient Schools Initiative Council as the representative for local school systems.

Congratulations to Dr. Kristy Mall and Mr. Jason Page, the coaches of the Discovery School Beta Club competition teams and to the following students:

- Jack Gray, Alicia Moreno, Grayson Lin, and John Thomas Parkerson for earning first place in the National Quiz Bowl.
- Keegan Sparks, Matthew Smith, Luca Guevart, Bryce Holman, and Andrew Smith for receiving 7th place nationally in the Engineering portion of the National Beta Club Engineering competition.
- Griffin Minter for placing 7th nationally in 6th grade science.
- Rachel Swicord for being 1st in the 5th grade science division.
- Grayson Lin for placing 2nd in the 5th grade math
- Ellie Gardner for placing 5th in 5th grade social studies
- Eli Bauer for achieving 2nd place in 4th grade math
- Truitt Surbaugh for placing 2nd in 4th grade social studies
- Allison Lewis for placing 8th in 5th grade poetry.

All of these represent wins against 20,000 students from across the country.

Youth Leadership Academy-Tamara Cosby and Shiloh Siegle

MCS would like to thank the following sponsors of the Youth Leadership Academy that was held June 10-14:

- Jennings and Rebecca Jones Foundation
- Embassy Suites
- Tennessee College of Applied Technology
- St. Thomas Hospital Rutherford
- Murfreesboro Water Resource Recovery Facility
- City of Murfreesboro Offices
- Vanderbilt LifeFlight 5
- Murfreesboro Electric Department
- Murfreesboro Police Department
- Murfreesboro Fire and Rescue
- The Alley on Main
- Sabaidee Cafe
- Al Rayan Restaurant and Market
- Marina's on the Square

IV. CONSENT ITEMS

Chair Butch Campbell

Action Item

1. Approval of 6-11-19 Board Minutes	
Action Item	
2. Minor Change to Board Policy 1.407 Public Records Policy	
Action Item	
3. Minor Change to Board Policy 6.311 Care of School Property - Rescinds STU 44	
Action Item	
4. Second Reading of Board Policies	
Action Item	

1. Approval of Board Policy 6.3091 Weapons and Dangerous Instruments-Rescinds STU 36 Action Item	
2. Approval of Board Policy 6.317 Student Disciplinary Hearing Authority Rescinds STU 24 Action Item	
3. Approval of Board Policy 6.318 Admission of Suspended or Expelled Students-Rescinds STU 8 Action Item	
4. Approval of Board Policy 6.404 Acquired Immune Deficiency Syndrome (Student/Personnel) Rescinds STU 32 Action Item	
5. Approval of Board Policy 6.501 Special Education Behavioral Support-Rescinds STU 59 Action Item	

5. Approval of Pre-K Partnership Agreement Between Mid-Cumberland Head Start and MCS

Action Item

Roseann Barton made the motion to approve consent items. Becky Goff seconded the motion. All approved by saying aye.

V. ACTION ITEMS	Chair Butch Campbell
Action Item	

1. Approval of Surety Bond for Finance Director

Dr. Linda Gilbert

Action Item

David Settles made the motion to approve the surety bond for the finance director. Becky Goff seconded the motion. All approved by saying aye.

VI. REPORTS AND INFORMATION	Chair Butch Campbell
Information Item	

1. Annual Agenda

Dr. Linda Gilbert

Information Item

The annual agenda has the Board self-evaluation every-other-year in the spring. Dr. Gilbert informed the Board that we will get with TSBA and plan that self-evaluation.

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

2. May Revenue and Expenditure Report

Mr. Gary Anderson

Information Item

VII. OTHER BUSINESS	Chair Butch Campbell
Information Item	

Mr. Settles congratulated Mr. Anderson for his appointment as a member of the Energy Efficient Schools Initiative Council as the representative for local school systems. He said that this is a highly commendable appointment.

Mr. Ballard asked about the partnership between MCS and Head Start. Dr. Gilbert explained that there is an expectation that we will partner with Head Start, not only in our school system, but across the state.

Roseann Barton thanked Mr. Ringstaff for the report of teacher resignations and staff changes. She mentioned that there is still no curriculum in ELA, Science and Social Studies. She asked what kind of training is taking place this summer so that everyone is on the same page. Dr. Gilbert explained that a lot of the staff changes are per teacher request and we are having grade level trainings and planning as well as the Learning Extravaganza. Ms. Barton asked if the trainings were mandatory and Dr. Gilbert told her no, they are not. Dr. Gilbert explained that since it is not mandatory, the first few days back are very important. Dr. Gilbert also explained that we are holding on everything right now with the budget until we find out what is going to happen with technology and we should find out about that this week.

Ms. Barton again asked how we are sure that everyone is prepared. She said that she is very concerned about professional development and making sure that teachers have what they need to begin. Dr. Gilbert told Ms. Barton that she would be happy to talk with her about that and listen to any suggestions. Dr. Gilbert explained that there is no ELA curriculum that meets state standards at this point and even with the content areas that do have textbooks, they are not going to meet the state standards exactly.

Ms. Barton asked if coaches are doing training and Dr. Gilbert said that they are. Ms. Barton asked if they are being compensated and Dr. Gilbert explained that the training that coaches are doing is not mandatory.

Dr. Gilbert suggested that the Board plan a retreat for September to cover budget and curriculum. She also stated that if the Board has any questions regarding those things, they are welcome to call and discuss that with her.

Becky Goff asked about the policy regarding interrogations and searches that was tabled. Elizabeth Taylor told her that that policy should be ready to discuss at the August meeting.

Mr. Campbell reminded the Board that the Summer Law conference was coming up in July.

VIII. ADJOURNMENT

Chair Butch Campbell

Action Item

Becky Goff made the motion to adjourn. David Settles seconded the motion. The meeting adjourned at 6:43 p.m.

Director of Schools

Murfreesboro City School Board

Monitoring: Review: Annually, in July	Descriptor Term: Teacher Effect Data (TVAAS)	Descriptor Code: 5.1141	Issued Date: 9/17
		Rescinds: PER 3	Issued: 10/96; 9/01; 3/13;

1 Pursuant to T.C.A. §49-1-606(b):

2 Annually, data from the Tennessee comprehensive assessment program (TCAP) tests, or their
3 future replacements, will be used to provide an estimate of the statistical distribution of teacher
4 effects on the educational process of students within school districts for grades three through eight
5 (3-8).

6 The estimates of specific teacher effects on the educational progress of students will not be a public
7 record, and will be made available only to the specific teacher and the teacher's appropriate
8 administrators as designated by the local Board of Education.

9 The estimates of specific teacher effects may also be made available to the State Board-approved
10 teacher preparation programs of individual teachers. The estimates made available to the
11 preparation programs shall not be personally identifiable with a particular teacher.

12 Murfreesboro City Schools believes that the measurable impact that an individual teacher has on
13 student learning is important and essential to making sound educational decisions for students and
14 teachers. The district believes that teacher effect data should be one of multiple inputs used in
15 identifying effective teachers. Analysis of aggregate teacher effect data as part of a larger definition
16 of effectiveness will allow the district to identify district trends in teacher performance; engage in
17 comprehensive district planning; chronicle a teacher's performance over the teacher's years of
18 service with the district; target support to schools and teachers; and address district-wide teacher
19 performance issues that arise in certain subjects and content areas.

20 The Murfreesboro Board of Education designates the following as the appropriate administrators
21 to receive and be responsible for teacher effect data:

- 22 1. Building Principals, including Assistant Principals, of employees within the principal's
23 school;
- 24 2. Director of Schools; and
- 25 3. The Director of Schools' designees. The Director of Schools' designees may include but
26 are not limited to staff members involved in the teacher evaluation and/or professional
27 development process who have been identified and approved by the Director of Schools;
28 and the heads of the following departments and their designees who have a legitimate
29 employment purpose for accessing and using an individual employee's teacher effect data:
 - 30 a. Department of Instruction
 - 31 b. Department of Human Resources

32 Teacher effect data should be accessed and used only by those with a legitimate employment
33 purpose for accessing and using the data (e.g., evaluation process, employee hiring/placement
34 process, professional development process). The district shall monitor and track the access and use
35 of teacher effect data. Additionally, reproduction of teacher effect data by any means and in any
36 form is strictly prohibited. Violations of this provision and any unauthorized or inappropriate

37 access or use of teacher effect data could result in disciplinary action up to and including
38 termination of employment.

39 Legal Reference:

40

41 T.C.A. §49-1-606(b)

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)	Descriptor Code: 5.500	Issued Date: 09/26/17
		Rescinds: PER 35	Issued: 04/01/12

1 Employees shall be provided a work environment free from sexual, racial, ethnic and religious
2 discrimination/harassment. It shall be a violation of this policy for any employee or any student to
3 discriminate against or harass an employee through disparaging conduct or communication that is sexual,
4 racial, ethnic or religious in nature. The following guidelines are set forth to protect employees from
5 discrimination/ harassment.

6 Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as
7 conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious
8 nature that:

- 9 1. Unreasonably interfere with the individual's work or performance; or
- 10 2. Create an intimidating, hostile or offensive work environment; or
- 11 3. Imply that submission to such conduct is made an explicit or implicit term of employment;
- 12 4. Imply that submission to or rejection of such conduct will be used as a basis for an employment
13 decision affecting the harassed employee.

14 Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these
15 incidents immediately.² This report should be made to the immediate supervisor, except when the
16 immediate supervisor is the alleged offending party. If the immediate supervisor is the alleged offending
17 party, the report may be made to the Federal Rights Coordinator or the Assistant Superintendent for
18 Human Resources. Allegations of discrimination/harassment shall be fully investigated (as set forth in
19 *Complaints and Grievances* 5.501). An oral complaint may be submitted; however, such complaint must
20 be reduced to writing to ensure a more complete investigation. The complaint should include the
21 following information:

- 22 1. Identity of the alleged victim and person accused;
- 23 2. Location, date, time and circumstances surrounding the alleged incident;
- 24 3. Description of what happened;
- 25 4. Identity of witnesses; and
- 26 5. Any other evidence available.

27 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,
28 because an individual's need for confidentiality must be balanced with obligations to cooperate with
29 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough
30 investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may
31 be disclosed in appropriate circumstances to individuals with a need to know.

32 A substantiated charge against an employee shall result in disciplinary action up to and including
33 termination. A substantiated charge against a student may result in corrective or disciplinary action up
34 to and including ~~suspension~~ **expulsion**.

35 There will be no retaliation against any person who reports discrimination/harassment or **who**
36 participates in an investigation. However, any employee who refuses to cooperate or gives false
37 information during the course of any investigation may be subject to disciplinary action. The willful
38 filing of a false report will itself be considered harassment and will be treated as such.

39 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
40 Rights Coordinator or the Director of Schools.

Legal References

1. 29 CFR §1604.11
2. 20 USCS § 1681

Cross References

Complaints and Grievances 5.501

Murfreesboro City School Board

Monitoring: Review: Annually, in July	Descriptor Term: Boardsmanship Code of Conduct	Descriptor Code: 1.2021	Reviewed Date: 01/23/18
		Rescinds: 1.1061; BO 38	Issued: 03/01/2011

1 The Board adopts these standards as recommended by the Tennessee School Boards Association as a
2 guide to its members as they provide educational leadership for the youth of our state.

3 **MY RELATIONS TO THE CHILDREN**

- 4 1. I will at all times think in terms of “children first,” always determining how my actions and
5 decisions will affect the education and training of children.
6
7 2. I will seek to provide equal educational opportunities for all children.

8 **MY RELATIONS TO MY COMMUNITY**

- 9 1. I will endeavor to appraise fairly both the present and future educational needs of the
10 community and to support improvements as finances permit.
11
12 2. I will represent at all times the entire school community and refuse to represent special interests
13 or partisan politics.
14
15 3. I will endeavor to keep the community informed about the progress and needs of the schools.
16
17 4. I will represent the Board and the school district to the public in such a way as to promote both
18 interest and support.
19
20 5. I will refer to other board members, staff, students, and the public with respect when using
social media.

21 **MY RELATIONS TO TEACHERS AND PERSONNEL**

- 22 1. I will support the employment of those best qualified to serve as employees and insist on a
23 regular and impartial evaluation of all staff.
24
25 2. I will support and protect personnel in performance of their duties.
26
27 3. I will not criticize employees publicly but will express any relevant concerns to the Director of
28 Schools for investigation and action if necessary.

29 **MY RELATIONS WITH OTHER BOARD MEMBERS**

- 30 1. I will understand that the Board makes decisions as a team and that individual board members
31 may not commit the Board to any action.
- 32 2. I will accept the will of the majority vote in all cases and give support to the resulting action.
- 33 3. I will work harmoniously with other board members without trying to dominate the Board or
34 neglect my share of the work.
- 35
- 36 4. I will refuse to make promises as to how I will vote on a matter that will come before the
37 Board.
- 38
- 39 5. I will make decisions only after a complete discussion of items at a board meeting.
40

41 **MY RELATIONS WITH THE DIRECTOR OF SCHOOLS**

- 42 1. I will support the full administrative authority as well as responsibility for the Director of
43 Schools to properly discharge all professional duties.
- 44
- 45 2. I will hold the Director of Schools accountable for working with staff and requiring them to
46 work within the framework of policies set up by the Board.
- 47
- 48 3. I will understand that the Board sets the standards for the school district through policy and that
49 board members do not manage the district on a day-to-day basis.
- 50
- 51 4. I will refer all complaints and concerns to the Director of Schools and abstain from individual
52 counsel and action in regard to staff members.

53 **MY RELATIONS TO MYSELF**

- 54 1. I will uphold the integrity and independence of the position.
- 55
- 56 2. I will become familiar with federal and state education laws and school board policies.
- 57
- 58 3. I will educate myself about my duties and responsibilities and current educational issues by
59 individual study and through participation in programs providing needed information.
- 60
- 61 4. I will continually advocate for the goals of the school district.
- 62
- 63 5. I will vote and act impartially for the good of the school district.
- 64
- 65 6. I will avoid conflicts of interest, and I will refrain from using my position on the Board for
66 personal or partisan gain.
- 67 7. I will attend all board meetings and become informed concerning the issues to be considered at
68 those meetings.
69

- 70 8. I will model civility to students, employees, and all elements of the community by encouraging
71 the free expression of opinion by all board members and engaging in respectful dialogue with
72 fellow board members on matters being considered by the Board.

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Reviewed Date :01/15/19
		Rescinds: FM 11	Issued: 10/24/17

1 The Director of Schools/designee shall prepare a list of unusable items for Board approval. The list shall contain
 2 the following information: name of item, **tag number/serial number, value of the item**, date of purchase and reason
 3 for disposal.

4 All unusable items shall be sold, ~~within 90 days of being declared surplus~~, to the highest bidder after advertising
 5 in a newspaper of general circulation or online at least seven (7) days prior to the sale **and/or can be placed on an**
 6 **internet auction website used by the LEA, the local government, or this state.** ~~internet action website.~~

7 Surplus property which has no value or has a value of less than ~~two hundred fifty dollars (\$250)~~ **five hundred**
 8 **dollars (\$500)** may be disposed of without the necessity of bids. In order for such disposal without bids, the
 9 principal of the school with the surplus property, the Director of Schools, and the Board Chair must all agree in
 10 ~~written form~~**writing** that the property is of no value or is of less value than ~~two hundred fifty dollars (\$250).~~ **five**
 11 **hundred dollars (\$500).**

12 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the Board
 13 shall approve other methods of disposal.¹

14 Surplus equipment will be auctioned off by the district at the end of the school year **or as needed**. The ~~Board~~
 15 **Executive Committee** must approve all surplus equipment prior to the equipment being disposed of at the end of
 16 the school year.

17 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS²**

18 When equipment that was purchased with federal dollars is no longer needed for the original project or program
 19 or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be
 20 made as follows:

21 (1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or
 22 otherwise disposed of with no further obligation to the awarding agency.

23 (2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and
 24 the awarding agency shall have a right to an amount calculated by multiplying the current market value or
 25 proceeds from sale by the awarding agency's share of the equipment.
 26

Legal References

1. TCA 49-6-2007; TCA 49-6-2208; TCA 12-2-403(a)(1)-(4)
2. EDGAR Title 34, Part 80.32(e)(1)-(2)

Cross References

Inventories 2.702

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date:
		Rescinds: STU 41, <u>IS 5</u>	Issued: <u>4/79;</u> <u>4/01; 2/12; 06/16</u>

1 *General*

2 All classrooms and learning centers shall be equipped with the instructional materials needed to provide
3 quality learning experiences for students.

4 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
5 generate critical thinking, and support the educational programs.

6 The Director of Schools shall develop procedures to review and reconsider instructional materials that
7 are allegedly inappropriate.

8 **REVIEW OF MATERIALS**

9 A list of instructional materials shall be revised annually by building administrators under the direction
10 of the Director of Schools.

11 Upon request, parent(s)/guardian(s) shall have the ability to inspect the following items:

- 12 1. Instructional materials;
- 13
- 14 2. Teaching materials/ aids;
- 15
- 16 3. Handouts; and
- 17
- 18 4. Tests that are developed by and graded by their child's teacher.

19 **PROCEDURE FOR FILING AND PROCESSING THE FORM "CITIZENS REQUEST FOR** 20 **RECONSIDERATION OF INSTRUCTIONAL MATERIALS"**

- 21 1. The complainant will file the complaint form with the office of the Director of Schools
- 22 2. The materials in question will be reviewed by a media review committee appointed by the
23 Director of Schools composed of the following:
 - 24 • Coordinator of Curriculum, Chair (responsible for record-keeping)
 - 25 • Principal of school involved
 - 26 • School library media specialist
 - 27 • Teacher representing school and subject area involved
 - 28 • Lay person (example: PTO officer from school where complaint originated)

29

30 3. The Committee will consider the material with specific objections in mind and a report will be
31 filed with the Director of Schools describing the review process and stating the
32 recommendations of the committee.

33 4. If the matter was not resolved through the review committee process, the Director of Schools
34 will submit the report to the Board of Education for final action.

35 The Board of Education will report its decision to the complainant and to each school in the system.

36 Any material that has been through the review process within the past three (3) years will not be
37 reconsidered. The earlier committee action will stand.~~The Director of Schools shall develop procedures~~
38 ~~for the inspection of materials and distribute these procedures to each principal.~~¹

Legal References

1. 20 USCA § 1232h; 34 CFR § 98.3;
TCA 49-6-7003

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 the 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. “In the
20 exercise of the duty to supervise the operation of the school, a principal has discretion in deciding
21 whether to allow the interrogation on school property, unless immediate police access to the student is
22 required by law, court order, warrant, or an exigent circumstance justifying dispensation with the
23 requirement to obtain a warrant.”¹—The principal shall make reasonable effort to notify the
24 parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise.
25 The questioning may proceed without attendance of the parent(s)/guardian(s) or legal custodians if
26 permission to do so has been given by the parent(s)/guardian(s) or legal custodians of the student;
27 however, The interrogation may proceed without attendance of the parent(s)/guardian(s), but_
28 the principal or his/her designee shall be present during the interrogation.

29 unless instructed to leave the interrogation by local law enforcement officials. The use of police women
30 or female staff members is desirable in the interrogation of female students.

31 SEARCHES BY SCHOOL PERSONNEL

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

- 7 1. Evidence of any violation of the law;
- 8 2. Evidence of any violation of school rules or regulations or proper standards of student or faculty
9 conduct;
- 10 3. Any object or substance which, because of its presence, presents an immediate danger or harm
11 or illness to any person.

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

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

- 21 1. A particular student is reasonably believed to have violated policy;
- 22 2. The search could be expected to yield evidence of the violation of school policy or disclosure of
23 a dangerous weapon or drug;
- 24 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
25 safety, supervision, and education of students;
- 26 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
- 27 5. The search shall be reasonable, related to the objectives of the search, and not excessively
28 intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged
29 to have been committed.

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

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

- 34 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It
35 should be tagged for identification at the time it is seized and kept in a secure place by the
36 principal or the principal's designee until it is presented at the hearing. At the discretion of the
37 principal, the items seized may be returned to the parent or guardian of a student or, if it has no
38 significant value, the item may be destroyed but only with the express written permission of the
39 Director of Schools.

1 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or
2 drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official
3 after completion of an administrative proceeding at which its presence is reasonably required.

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

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

11 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
12 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent
13 with state law and regulations. The Director shall develop additional procedures to ensure compliance
14 with all of the provisions of the School Security Act of 1981.⁴²

15

Legal References

1. [Tenn. Op. Att'y Gen. No. 14-21](#)
42. [TCA 49-6-4201 to 4218](#)

Cross References

Procedural Due Process 6.302
Child Abuse and Neglect 6.409

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Use of Personal Communication Devices in School	Descriptor Code: 6.312	Reviewed Date:
		Rescinds: STU 43	Issued: 06/12/19

1 PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES

2 A "personal communication device" (PCD) such as a cell phone, IPOD, IPAD, etc., is a device that
3 emits an audible signal, vibrates, displays a message or otherwise summons or delivers a
4 communication to the possessor.

5
6 A "personal electronic device" (PED) is a device that can be used as a camera, a recorder, a player, or
7 any such item that electronically transmits or receives a signal, image, sound file, data file or message.

8
9 **Such devices also include, but are not limited to, wearable technology such as eye glasses, rings, or
10 watches that have the capability to record, live stream, or interact with wireless technology.**

11
12 PCDs and PEDs including but not limited to CD players, iPods, MP3 players, netbooks, laptop or
13 notebook computers or iPads ~~may~~ shall be stored in backpacks, purses, or personal carry-alls. PCDs
14 and PEDs ~~should~~ shall be silenced or turned off unless permission is granted otherwise as follows.
15 However, the use of the devices is forbidden during the academic day, on a school-sponsored trip, or
16 during ESP unless approved by the principal or the principal's designee or the ESP site director or ESP
17 site director's designee. This is not intended to discourage the use of these devices for instructional
18 purposes, but to establish parameters and appropriate oversight for their use.

19
20 Improper use or storage of PCDs and PEDs may result in confiscation of the device until it can be
21 released directly to a student's parents and/or guardians. A student in violation of this policy is subject
22 to related disciplinary action.

23 INAPPROPRIATE USE OF PCD, PED AND/OR ELECTRONIC DEVICES

24
25 In addition to the parameters established above, use of a PCD or PED to bully, harass or intimidate
26 others will be subject to related disciplinary action. Using a PCD or PED for any illicit activity
27 including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or
28 otherwise illegal images, photographs, or similar material whether by electronic data transfer or
29 otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating,
30 transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate
31 images or photographs of other students or any other under age individual at school, on a school bus or

32 while attending any school event or activity will be subject to the disciplinary procedures of the school
33 district and reported to law enforcement and other appropriate State or Federal agencies.

34 PCDs and PEDs shall not be used to record and/or video school personnel or students without the
35 principal's or principal's designee's permission.

36
37 Any school employee who discovers a student using, accessing, or displaying a PCD, PED, or
38 electronic device in violation of this policy shall report the violation to the principal. The device will
39 be confiscated. Any student who possesses a PCD, PED, or electronic device in violation of this
40 policy is subject to disciplinary action.

41
42 Students may use cell phones while attending after school activities, not including ESP, with
43 permission of staff.

44
45 Cell phones or any other personal communication devices are not to be used, accessed or displayed
46 while on any school bus.

47
48 Possession of a cell phone under the circumstances set forth in this policy is a privilege which may be
49 forfeited by a student who fails to abide by the terms of this policy.

50
51 The Murfreesboro City School Board, its schools, nor its employees assume any responsibility or
52 liability for the loss of or damage to any student's personal communication device, or for the
53 unauthorized use of a student's personal communication device.

54
55 _____

56 Legal References:

57 T.C.A. 49-6-4214

58 T.C.A. 49-6-1014 through 1018

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Discipline Foundation Policy School-wide Positive Behavior of Intervention and Support	Descriptor Code: 6.3131	Issued Date:
		Rescinds: STU 22	Issued: 04/79

1 The mission of the Murfreesboro City School System is to assure academic and personal success for
2 each child.

3 The purpose of the Discipline Foundation Policy of the Murfreesboro City School District is to support
4 that mission by maintaining safe classrooms and healthy environments conducive to learning and free
5 from disruption for all students.

6

7 **ADMINISTRATION, IMPLEMENTATION, AND POSTING OF THE POLICY**

8 The Director of Schools shall be responsible for the overall implementation and supervision of the
9 Board's Discipline Foundation Policy and shall ensure that students at all schools are subject to a
10 uniform and fair application of the policy.

11 The principal of each school shall be responsible for implementation and administration in their school
12 and shall apply the policy uniformly and fairly to each student in the school without partiality or
13 discrimination. This authority shall extend to all activities of the school, including all games and
14 public performances of athletic or extracurricular teams, trips, excursions, transportation to and from
15 school, and other school activities and groups.

16 In accordance with T.C.A. §49-6-4007, a copy of the Discipline Foundation Policy shall be posted at
17 each school, and school counselors shall be supplied copies for discussion with students. The
18 Discipline Foundation Policy shall be referenced in all school handbooks. All teachers, administrative
19 staff, and parents shall be provided copies annually.

20

21 **A CULTURE OF DISCIPLINE**

22 All stakeholders (students, parents, teachers, and school staff) share responsibility for creating a culture
23 of discipline. All students, parents, and staff are expected to model appropriate behaviors necessary
24 for creating and maintaining a positive school climate. Creating a school-wide positive behavior
25 intervention and support system provides the foundation to prevent inappropriate behavior from
26 occurring. It is only through cooperation from students, parents, teachers, and school staff that
27 learning environments can be created that lead to optimum academic achievement for all students.

28 This policy provides guidelines and procedures for a consistent framework for developing,
29 implementing, and maintaining a culture of discipline built on positive behavior support and
30 interventions. Positive behavior support is a systems approach for establishing the social culture and
31 individualized behavioral supports needed for schools to achieve both social and academic success for
32 all. It is based on research that indicates the most effective discipline systems use proactive strategies
33 designed to prevent discipline problems. Before consequences are given, students must first be
34 supported in learning the skills necessary to enhance a positive school climate and avoid inappropriate
35 behavior.

36 In the event of misconduct, there are appropriate consequences. Ongoing monitoring shall be used to
37 ensure that equitable schools-based practices are implemented in a fair, not-discriminatory, and
38 culturally responsive manner.

39

40 **RESPONSIBILITIES**

41 **It shall be the responsibility of all Murfreesboro City Schools to:**

- 42 • Maintain a safe environment for all children and staff;
- 43 • Establish, post, and actively teach clear and positively stated behavioral/social school-wide
44 expectations to all students;
- 45 • Establish and implement a clear system to recognize students for meeting these expectations;
- 46 • Establish and implement a clear system to correct student misconduct;
- 47 • Provide additional behavioral/social support and intervention to students who demonstrate and/or
48 are at risk of developing a pattern of inappropriate behavioral/social development;
- 49 • Communicate with parents concerning the child’s conduct and progress; and
- 50 • Inform students, parents, and staff of the Murfreesboro Discipline Foundation Policy.

51

52 **It shall be the responsibility of all Murfreesboro City School teachers to:**

- 53 • Know and adhere to reasonable rules and regulations established by the Board and administrators;
- 54 • Demonstrate respect for all adults and students on school premises;
- 55 • Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 56 • Dress and groom in a manner that is not distracting to the classroom atmosphere or to the
57 educational process;
- 58 • Maintain an orderly, planned, and varied instructional climate that includes materials and activities
59 of interest to students;
- 60 • Establish, post, and actively teach clear and positively stated class rules that are consistent with the
61 school-wide behavioral/social expectations;
- 62 • Establish and implement a clear system to recognize students for complying with class rules and
63 procedures;
- 64 • Establish and implement a clear system to correct student misconduct;
- 65 • Maintain open communication with parents; and
- 66 • Assist the principal in maintaining school-wide discipline.

67

68 **It shall be the responsibility of all Murfreesboro City School students to:**

- 69 • Learn and follow school-wide expectations and classroom rules;
- 70 • Demonstrate respect for all adults and students on school premises;
- 71 • Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 72 • Maintain the school environment, preserve school and private property, and exercise care while
- 73 using school facilities;
- 74 • Refrain from behavior which would lead to physical or emotional harm or disrupt the educational
- 75 process;
- 76 • Respect the authority of school administrators, teachers, and other authorized personnel in
- 77 maintaining discipline in the school and at school-sponsored activities;
- 78 • Learn and comply with rules regarding the Olweus Bullying Prevention Program; i.e.,
- 79 o We will not bully others
- 80 o We will try to help students who are bullied
- 81 o We will try to include students who are left out
- 82 o If we know that somebody is being bullied, we will tell an adult at school and an adult at
- 83 home;
- 84 • Attend school on time, have necessary materials, and be ready to learn;
- 85 • Possess on school grounds only those materials which are acceptable under the law; and
- 86 • Dress and groom in a manner that is not distracting to the classroom atmosphere or to the
- 87 educational process.
- 88

89 **It shall be the responsibility of all Murfreesboro City School parents to:**

- 90 • Know and adhere to reasonable rules and regulations established by the Board and school officials;
- 91 • Demonstrate respect for all adults and students on school premises;
- 92 • Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 93 • Maintain the school environment, preserve school and private property, and exercise care while
- 94 using school facilities;
- 95 • Refrain from behavior which would lead to physical or emotional harm or disrupt the educational
- 96 process;
- 97 • Dress and groom in a manner that is not distracting to the classroom atmosphere or to the
- 98 educational process;
- 99 • Obey the law and school rules as to the possession or use of alcohol, illegal drugs, and other
- 100 unauthorized materials;
- 101 • Respect the authority of school administrators, teachers, and other authorized personnel in
- 102 maintaining discipline in the school and at school-sponsored activities;
- 103 • Ensure their child attends school every day, on time, and is ready to learn;
- 104 • Encourage their child to comply with all school-wide and classroom behavioral/social expectations
- 105 and rules;
- 106 • Monitor and guide their child’s academic progress by supervising homework, conferencing with
- 107 teachers, and advocating for their child’s education and the school’s well-being.

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Intervention Supports and Alternatives to Suspension	Descriptor Code: 6.3132	Issued Date:
		Rescinds: STU 23	Issued: 01/01/01

1 The Discipline Foundation Policy is based on the Multi-Tiered Systems of Support (MTSS) model and
2 incorporates Tennessee’s Response to Instruction and Intervention for Behavior (RTI2-B) Model.
3 RTI2-B is a research-based, effective approach to promote, teach, and reinforce the social, emotional,
4 and academic learning skills necessary to improve and sustain academic achievement as well as the
5 social/behavioral well-being of students. The Response to Instruction and Intervention for Behavior
6 (RTI2-B) model of intervention aligns school-wide positive behavior support and Response to
7 Intervention (RTI) to create comprehensive and integrated multi-tiered systems of support to address
8 the academic and social/behavioral needs of all students.

9 The most effective alternative to suspension is prevention. The Response to Instruction and
10 Intervention for Behavior (RTI2-B) model provides increasingly intensive and individualized
11 intervention to address academic and social/behavioral skill deficits.

12 **Tier One Social/Behavioral Supports and Interventions**

13 These supports and interventions are built on a strong community and school connection that engages
14 all stakeholders (students, parents/guardians, staff, and community members) in the development of
15 universal behavioral and social expectations and procedures. Tier One interventions are preventative in
16 nature and are taught to ALL students throughout the school year. Tier One interventions include:

- 17 • Explicit teaching and modeling school-wide positive behavior expectations and procedures;
- 18
- 19 • Effective instruction and classroom management;
- 20
- 21 • Effective procedures and supervision in non-classroom areas;
- 22
- 23 • Positive reinforcement and recognition for appropriate behaviors for all students;
- 24
- 25 • Bullying prevention program;
- 26
- 27 • Consistent consequences for inappropriate behaviors; and
- 28
- 29 • Active monitoring and supervision across all school related settings.

30 **Tier Two Supports and Interventions**

31 These supports and interventions provide more focused social/behavioral interventions for students
32 who do not respond to Tier One intervention. The goals of Tier Two supports and interventions are to

33 reverse existing social/behavioral challenges that emerge. Tier Two interventions involve specialized
34 intervention groups or low-intensity individualized supports designed to address students' acquisition,
35 fluency, or performance of appropriate social/behavioral skills. Tier Two interventions include:

- 36 • Small group social skills instruction;
- 37
- 38 • Behavior support plans;
- 39
- 40 • Increased academic support;
- 41
- 42 • Mentoring program;
- 43
- 44 • Behavior contracts;
- 45
- 46 • Check-in/check-out program;
- 47
- 48 • Token economies; and
- 49
- 50 • Self-monitoring plans.

51 **Tier Three Supports and Interventions**

52 These supports and interventions provide specialized, intensive systems of support for students who
53 are at heightened risk for school failure because they have not responded to Tier One or Tier Two
54 intervention efforts. Tier Three supports and interventions include:

- 55 • Functional behavioral assessment;
- 56
- 57 • Function-based behavior intervention plan;
- 58
- 59 • Individual counseling;
- 60
- 61 • Intensive academic support based on child's level of need; and
- 62
- 63 • Multi-agency collaboration.

64 **PLEASE NOTE** that the lists of interventions referenced above are intended to provide guidance and
65 are not inclusive of all possible supports and interventions

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Student Fees and Fines	Descriptor Code: 6.709	Issued Date:
		Rescinds: SS12	Issued:

1 I. FEES

2 School fees are defined as follows:^{1,4,5-3}

- 3 1. Fees for activities that occur during regular school hours, including field trips, any portion of which
4 fall within the school day; or for activities outside regular school hours if required for credit or grade;
- 5 2. Fees for activities and supplies required to participate in all courses offered for credit or grade,
6 including interscholastic athletics and marching band if taken for credit in accordance with local board
7 policies;
- 8 3. Fees or tuition applicable to courses taken for credit or grade during the summer by a student; except
9 that non-resident students regularly enrolled in another school system may be required to pay fees or
10 tuition for such summer courses;
- 11 4. Fees for a copy of the student's records; and
- 12 5. Refundable security deposits collected by a school for use of school property for courses offered for
13 credit or grade, including interscholastic athletics and band if taken for credit in accordance with local
14 board policies.

15 School fees are not:^{1,2,4,5-19}

- 16 1. Fines imposed on all students for late-returned library books; or reasonable charges for lost or
17 destroyed textbooks, library books, workbooks or any other property of the school;
- 18 2. Debts incurred pursuant to Tennessee Department of Education Rule 0520-01-03.03(15), Withholding
19 of Student Grades for Debts Owed to the School;
- 20 3. Refundable security deposits collected by a school for use of school property for participation in
21 extracurricular activities;
- 22 4. Costs for extracurricular activities occurring outside the regular school day including sports, optional
23 trips, clubs or social events; (including but not limited to interscholastic athletics, Science Olympiad,
24 jump rope teams, chorus, band, and Extended School Program fees); and
- 25 5. Non-resident tuition charged of all students attending a school system other than the one serving their
26 place of residence.

27 No fee will be charged any student as a condition of attending school,² but students shall be responsible
28 for supplying their own normal school supplies, as set forth on the school supply list, which may include
29 but not be limited to, pencil, paper, glue, and crayons.

30 School fees shall be waived for students who are eligible to receive free or reduced-price school lunches.¹
31 The application of determining eligibility for free or reduced-price lunches or a form supplied by the
32 State Department of Education shall be used to verify student eligibility for fee waivers.

33 At the beginning of the school year, each principal shall be responsible for providing to all students and
34 their parents or guardians written notice of the required student fees and the process for fee waiver for
35 students who receive free or reduced-price meals. The parent or guardian of an eligible student must sign
36 the appropriate application for free or reduced-price meals and the waiver of school fees but may pay
37 for all or a portion of the school fees. Written notice of approval or denial of request for fee waivers shall
38 be provided to all parents or guardians. Any denial shall contain specific grounds for denial and an
39 opportunity for the parent or guardian to meet with appropriate school personnel.

40 Persons collecting fees shall be provided a list containing only the names of those students eligible for
41 waivers and for whom they are responsible for collecting fees. Any records related to this program which
42 identify particular students shall be maintained in strictest confidence.

43 Prior to the start of each school year, the Board, upon the recommendation of the principals and Director
44 of Schools, shall approve all known student fees for the upcoming school year. Additional fees may be
45 approved during the year as needed. The Director of Schools/Director’s Designee shall be responsible
46 for maintaining copies of all correspondence relating to this program.

47 No employee may charge a student for any service rendered on the school premises. Tutoring one’s own
48 student for pay is prohibited.

49 **II. FINES**

50 The principal shall be responsible for notifying students of any unpaid fines prior to the end of the school
51 year. Students who destroy, damage, or lose school property, including but not limited to buildings,
52 school buses, books, equipment, computers, band instruments, and records, will be responsible for the
53 actual cost of replacing or repairing such materials, equipment, computers, and band instruments.²³

54 The report card of a student who is responsible for vandalism or theft who has otherwise incurred a debt
55 to a school may be held until the student or the student’s parent/guardian has paid for the damages.⁴ Any
56 and all efforts may be taken to collect a debt owed to MCS. When the student and parent are unable to
57 pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of
58 the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be
59 imposed if the student is not at fault.

60 Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements
61 with the administration for payment may result in the matter being referred to the Board for final
62 disposition. If the student and/or the parent disputes the debt, the amount of the debt, or the application
63 of sanctions, the Board will afford the student and/or the student’s parent the opportunity to appear and
64 be heard.⁵

65 Textbooks are available free to students as a loan. Parents are fully responsible for the proper care,
66 preservation, return, or replacement of textbooks issued to the student(s). The condition of each book
67 and book number shall be recorded by the teacher issuing it.

68 The life of the book is considered to be six (6) years. Charges for lost or severely damaged books will
69 be the replacement cost of the book. For normal wear, there will be no charge.

70 Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the
71 current cost of replacing the book.

72 According to State Department of Education interpretation, an individual with a disability should not be
73 denied a copy of the individual’s educational record, including but not limited to grade cards, diplomas,
74 certificates of progress, transcripts, Individual Educational Plans, progress reports and other records in
75 the student’s file, notwithstanding the fact the student might owe for a lost notebook.

76

77

78

79

80

Legal References

- 1. TCA 49-2-114;
- ~~1-2.~~ TRR/MS 0520-01-03-.03(12)
- 3. TRR/MS 0520-01-03-.03(13)
- 4. TCA 37-10-101, 102
- ~~2-5.~~

Cross References

- Revenues 2.400
- ~~Textbooks 4.401~~
- ~~Graduation Activities 4.606~~
- Care of School Property 6.311

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Gifts	Descriptor Code: 6.710	Issued Date:
		Rescinds: STU 19	Issued: 04/01/79

1 *General*

2 Students who wish to purchase gifts shall not use school funds but may collect funds from teachers or
3 the student body.

4

5 **GIFTS TO EMPLOYEES**

6 The collection of funds from students for the purpose of providing gifts for school employees may be
7 authorized by the principal.

8

9 **GIFTS TO STUDENTS**

10 Students shall be permitted, with the approval of the principal, to exchange gifts on special
11 occasions.

Cross References

Gifts and Bequests 2.401
Fundraising Activities 2.601
Student Activity Funds Management 2.900
Staff Gifts & Solicitations 5.605

August 13, 2019

To: Murfreesboro City School Board Members

Cc: Linda Gilbert

From: Ralph Ringstaff

For the 2018-2019 school year, ESP was able to provide free snacks at all schools except for Erma Siegel. For the 2019-2020 school year, we did not receive approval to provide free snacks at Cason Lane, Scales, Overall Creek and Salem. These four schools have a combined average daily attendance of 900 students. The snacks are approximately \$.85 per student per day. The total cost to provide these snacks will be approximately \$137,000.

ESP cannot absorb this unexpected expense. In order to offset this expense, we are proposing to increase tuition by \$5 a week at these four schools only. This will increase tuition from \$52 a week to \$57 a week. Drop in rate will increase a dollar a day.

In the past, we have provided and will continue to provide tuition assistance (scholarships) to families in need at our non-title schools.

We are asking for your approval to raise the tuition at these four schools.

**Pre-K Partnership Agreement Between
Mid-Cumberland Community Action Head Start Program and
Murfreesboro City Schools**

THIS AGREEMENT is made as of August 13, 2019 between Mid-Cumberland Community Action Agency and Murfreesboro City Schools to outline the scope of services and terms for a partnership serving four-year-old children enrolled in Voluntary PreK and also income-eligible for Head Start.

In the event of a conflict in the provisions of any attachments hereto and the provisions set forth in this Agreement, the provisions of such attachments shall govern. This partnership agreement is dependent upon receipt of federal grant funding and may be terminated for cause and convenience at any time with 30 day written notice.

The services listed in the Scope of Services and executed by Murfreesboro City Schools and Mid-Cumberland Community Action Agency (MCCAA). Such services are hereinafter referred to as "Services."

Murfreesboro City Schools agrees to provide (for):

- Participation in ongoing communication & will attend meetings as needed with Head Start Management to ensure the effectiveness of the partnership and implementation of education services with Head Start children and families according to the Head Start Performance Standards (CFR 1304).
- Participation by a decision-making representative on the Head Start School Readiness Advisory Team.
- Documentation on shared Head Start children selected by the approved criteria to include: child application, birth certificate, immunization record, proof of income and physical.
- Classroom space in school system's facilities and will provide all maintenance and upkeep necessary to ensure safe and handicapped accessible environments appropriate for pre-school age children.
- Classroom and all maintenance and upkeep necessary to ensure safe and handicapped accessible environments appropriate for pre-school age children with appropriate child-sized furniture and equipment;
- Equipment and maintenance for playgrounds with appropriate safety barriers and resilient surfaces.

- Maintenance of facilities and playgrounds to meet the Department of Education's equivalent of Day Care Licensing regulations and compliance with all federal, state and local safety, health, fire regulations and the requirements of the Head Start Performance Standards and, upon request, provide verification documents to Mid Cumberland Community Action Agency Head Start.
- Maintain classroom quality at required levels as measured by the Classroom Assessment Scoring System (minimum average score of 4 in Emotional Support, 3 in Classroom Organization, and 2 in Instructional Support)
- Provide developmentally appropriate early childhood education services to be implemented by state certified ECE teachers and Assistant Teachers who meet the minimum requirements of a CDA or equivalent or show progress towards working on this credential.
- Implement a research-based early childhood curriculum that promotes young children's school readiness in the areas of language and cognitive development, early reading and mathematics skills, social-emotional development, physical development, and approaches to learning; is based on scientifically valid research and has standardized training procedures and curriculum materials to support implementation; is comprehensive and linking to ongoing assessment, with developmental and learning goals and measurable objectives; is focused on improving the learning environment, teaching practices, family involvement, and child outcomes across all areas of development; and is aligned with the Head Start Child Development and Early Learning Framework and TN-ELDS.
- Use research-based assessment tools, including a MyTeachingStrategies Assessment Checklist provided by Head Start or a comparable valid and reliable tool, in order to support the educational instruction and school readiness of children in the program. Information from these assessment tools should be collected at three different intervals throughout the program year (baseline, mid-point, and end). There should be documentation of providing individualized education services to children based on information gathered from this assessment.
- Provide breakfast and lunch at no charge to all participating Head Start eligible children served through the partnership in accordance with the CACFP age-appropriate standards for meals and meet the Head Start guidelines for Nutrition services, which includes family-style dining. Ensure oral health practices, including daily tooth brushing, are taking place.
- Services for at least 10% of children with disabilities.
- Provide copies of documentation of children's developmental screenings, assessment reports completed at three intervals, two parent/teacher

conferences and two education home visits completed by teaching staff; Individual Education Plans for any Head Start child; and classroom attendance rosters for shared Head Start/PreK children. Assessment results on all children will be aggregated to measure progress towards school readiness goals as defined by the Office of Head Start.

- Avoid the suspension and/or expulsion of any Head Start child. These exclusionary methods should only be used as a last resort in extraordinary circumstances when there is a determination of serious safety threat that cannot otherwise be reduced or eliminated by the provision of reasonable modifications. Mid-Cumberland CAA Head Start leadership will be included in the decision-making process in any cases involving shared children.
- Inform MCCA Head Start leadership immediately or as soon as reasonably possible when any instances of child abuse occur involving children served through this partnership. Inform MCCA Head Start leadership immediately or as soon as reasonably possible of instances of child abuse/corporal punishment used by teachers/staff who have access to the children served through this partnership.
- Provide MCCA Head Start leadership with copies of incidents reports and abuse reports, including access to video recordings if applicable, of any incidents involving children served through this partnership.
- A work space for Head Start employees, and use space for parent trainings/resources (MCCA to assist with shared costs of utilities).

Murfreesboro City Schools agrees that Mid-Cumberland Community Action Agency or any of its duly authorized representatives, including Head Start monitors, shall have ready access to the School District staff, classrooms, students, and any books, documents and records that are specific to the partnership in order to perform and monitor the required services provided for in this contract.

Murfreesboro City Schools agrees that Mid-Cumberland Community Action Agency will be provided with the following personnel documents for any classroom staff in classrooms with Head Start children, which include:

- Proof of education qualifications (copy of teaching license and/or transcript)
- Fingerprint/Background Check through the Tennessee Bureau of Investigation or other State and/or Federal Bureau of Investigation, or a signed verification that TBI background clearance has been received and is on file with Murfreesboro City Schools and accessible for federal, state or local authorities as required.
- Initial health exam with proof of TB, re-exam documentation (if applicable)
- Standards of Conduct

In addition, as required by Head Start's funding source, Murfreesboro City Schools agrees that Mid-Cumberland Community Action Agency will have access to the following personnel documents for any classroom staff in classrooms with Head Start children, which include: employment application; letters of reference & verification; verified work history of previous five years; job description; proof of pre-employment orientation; initial and ongoing training (evidence of at least 15 hours of classroom focused professional development each year); corporal & child abuse & neglect training; evaluations which should be completed annually.

All personnel information will be kept in confidential locked files and will be reviewed by federal, state or local authorities as required.

The services shall be performed by Murfreesboro City Schools and their staff. Mid-Cumberland Community Action Agency shall not be required to hire, supervise or pay any additional staff or assistants to perform the education services described in this agreement.

Mid-Cumberland CAA Head Start agrees to provide (for):

- Participation in ongoing communication and attendance at monthly meetings or as often as deemed necessary with a School Representative to ensure effectiveness of partnership and implementation of services with the Head Start children and families according to the Federal Performance Standards.
- Health Screenings for all Head Start children enrolled in the system. Mid-Cumberland Community Action Agency Head Start will provide staff to assist with maintaining the following Head Start records:
 1. Dental Screening
 2. Dental Services (including cleaning and fluoride for children who are Head Start eligible)
 3. Height and Weight with BMI
 4. Hearing screen
 5. Vision screen
 6. Blood Pressure
 7. Speech Screening (Joint responsibility)

Non- Head Start children identified with a failed screening will be referred to the designated school system staff member for follow-up action.

A Family Service Associate will be assigned to assist in meeting these objectives.

- Family partnership services for the Head Start families, including the following: goal setting, referrals, family partnership home visits, parent trainings, and leadership opportunities such as serving on the Head Start

Policy Council and parent committees (three full-time family service coordinators will be assigned to assist with these objectives).

- Staff development services provided by a Staff Development Coordinator, including the following: classroom observations and feedback, positive behavior support, training and technical assistance to include CDA trainings/webinars.
- Mental health services, including the following: access to a Mental Health Coordinator and Mental Health Consultant, classroom observations, and individualized support for children with challenging behavior.
- MCCA will provide a Family Service Associate who will assist with record keeping and documentation of other Head Start Services and provide transportation of Head Start children to and from medical/dental appointments if necessary.

Any Head Start staff working in the school will be under the authority of the school's principal while in the school facility and will follow all rules and guidelines established by said principal, as long as said rules and guidelines do not conflict with MCCA policy. Any issues that arise will be resolved between the appropriate Murfreesboro City Schools central office and the Mid-Cumberland CAA Head Start leadership staff.

When parent complaints occur, MCCA staff will direct the parent to the lowest level for resolution (teacher and/or principal) before taking the complaint.

Rate of Payment for Services

Monetary reimbursement for education services will be provided for up to **160** Head Start eligible children. Mid-Cumberland Community Action Agency agrees to pay the Murfreesboro City Schools at a prorated rate of \$111.11 per child per period. Since MCCA is the grantee through October 31, 2019, this contract represents payment of service for 2 of 9 periods. Two payments will be made for services beginning in August 2019 through October 31, 2019. Payments will be paid by the 28th of each month as outlined below when the invoice is submitted timely.

Period #	Service Month	Submit Bill By	Expected Amount
1	August/September Service	10/08/19	\$17,777.78
2	October Service	11/08/19	\$17,777.78

Invoicing

Murfreesboro City Schools will submit a request for payment by the specified dates. With the request, Murfreesboro City Schools will submit a copy of the current attendance roster for each eligible child by classroom and a current classroom staff roster (any changes in classroom staff will require aforementioned required personnel documents). Payment vouchers will be issued by the 28th day of each month when the invoice is submitted timely. An emailed request and associated records will be submitted by the 8th of each month to:

accountspayable@midcumberland.org

Confidentiality

Both parties, Murfreesboro City Schools and MCCA, acknowledge that during the performance of this partnership agreement, they may learn or receive confidential client information and agree all such information relating to both parties client's will be kept confidential, revealed on a need to know basis to the extent that such information is required by law, by either funding source, staff or associates to enable the performance of the contract obligation.

Training

Both parties will share training resources and opportunities for all staff across programs.

Operating Period

The operating period will coincide with the Murfreesboro City School's operational calendar through October 31, 2019.

Liability

- a. Mid-Cumberland CAA Head Start will provide Certificate of Child accident insurance for each of the eligible children enrolled under this agreement if requested.
- b. Murfreesboro City School will provide MCCA with certification of insurance - a certificate of workers compensation coverage for the annual contract audit if requested by insurer or auditor.

Duration

Either party may cancel this contract for cause and convenience with 30 days written notice; otherwise, the contract shall remain in force from August 13, 2019 –October 31, 2019.

Notices

(i). Notices to Mid-Cumberland Community Action Agency may be mailed or e-mailed as follows:

**Mid-Cumberland Community Action Agency
P.O. Box 310
Lebanon, TN 37088**

Phone Number: 615-742-1113
Attention: Debra Holmes, Executive Director
dholmes@midcumberland.org

(ii). Notices to Murfreesboro City Schools should be sent to:

Murfreesboro City Schools

Address: _____

Attention: _____
Name, Title

School System Official Signature

MCCAA Official Signature

School System Official - Title

MCCAA Official - Title

Date

Date