

Board of Education Regular Meeting

May 9, 2023 6:00 PM

Black Fox Elementary Library

I. CALL TO ORDER Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item	Ms. Amanda Moore
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. CONSENT ITEMS Consent Agenda	Chair Butch Campbell
A. Approval of 4-25-23 Work Session and 4-25-23 Regular Board Minutes Consent Item	
B. Minor Change to Board Policy Consent Item	
i. Approval of Board Policy 6.404 Acquired Immune Deficiency Syndrome on First and Final Reading Consent Item	
ii. Approval of Board Policy 6.4081 Safe Relocation of Students on First and Final Reading Consent Item	
C. Second Reading of Board Policies Consent Item	
i. Approval of Board Policy 6.3091 Weapons and Dangerous Instruments on Second Reading Consent Item	
ii. Approval of Board Policy 6.311 Care of School Property on Second Reading Consent Item	
iii. Approval of Board Policy 6.317 Student Disciplinary Hearing Authority on Second Reading Consent Item	
iv. Approval of Board Policy 6.402 Physical Examinations and Immunizations on Second Reading Consent Item	
v. Approval of Board Policy 6.405 Medicines on Second Reading Consent Item	
vi. Approval of Board Policy 6.415 Student Suicide Prevention on Second Reading Consent Item	
IV. ACTION ITEMS Action Item	Chair Butch Campbell
A. Approval of Board Policy 6.409 Child Neglect and Abuse on Second Reading Action Item	Dr. Trey Duke
B. Approval of Board Policy 6.503 Homeless Students on Second Reading	Dr. Trey Duke

Action Item	
C. Approval of Board Policy 6.501 Special Education Behavioral Support on First Reading Action Item	Dr. Trey Duke
D. Approval of a Summer School Budget Amendment Action Item	Dr. Trey Duke
E. Approval of FY23 Con Admin Budget Amendment Action Item	Dr. Trey Duke
F. Approval of ARP Homeless 2.0 Budget Amendment Action Item	Dr. Trey Duke
G. Approval of ELC Grant Budget Amendment Action Item	Dr. Trey Duke
H. Approval of FY23 ARP IDEA Part B Budget Amendment Action Item	Dr. Trey Duke
I. Approval of FY23 ARP IDEA PreK Budget Amendment Action Item	Dr. Trey Duke
J. Approval of FY23 Federal Projects Fund 21st CCLC Grant Revision 2 Budget Amendment Action Item	Dr. Trey Duke
K. Approval of 2023-2024 Board Meeting Schedule Action Item	Dr. Trey Duke
V. REPORTS AND INFORMATION Information Item	Chair Butch Campbell
A. City Schools Foundation Update Information Item	Ms. Lisa Trail
B. Director's Evaluation Information Item	Ms. Elizabeth Taylor
C. Director's Update Information Item	Dr. Trey Duke
VI. OTHER BUSINESS Information Item	Chair Butch Campbell
VII. ADJOURNMENT Action Item	Chair Butch Campbell

MINUTES

Board of Education Work Session

April 25, 2023 5:00 PM

City Hall Council Chambers

<p>I. CALL TO ORDER Procedural Item Present: Mr. Wesley Ballard, Mr. Butch Campbell, Karen Dodd, Barbara Long, Ms. Amanda Moore, Jimmy Richardson III, Mr. David Settles.</p> <p>Staff: Dr. Trey Duke, Kim Fischer, Amanda Adams, Don Bartch, Sara Walker, April Zavisa, Sheri Arnette, Beth Prater, Joe Marlin, Ralph Ringstaff, Angela Fairchild, Lisa Trail, and Kim Williams</p> <p>Assistant City Attorney Elizabeth Taylor. City Liaison Bill Shacklett was absent.</p>	<p>Chair Butch Campbell</p>
<p>II. APPROVAL OF AGENDA Action Item</p> <p>Motion to approve the agenda. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0</p>	<p>Chair Butch Campbell</p>
<p>III. REPORTS AND INFORMATION Information Item</p>	<p>Chair Butch Campbell</p>
<p>A. Final Discussion of 2023-2024 Budgets Information Item</p> <p>Dr. Duke explained to the Board the changes that were made according to their requests at the 4-18 budget work session. Dr. Duke thanked his team for working hard to adjust the budget. He said that the new budget includes 4 behavioral EAs, one at Cason Lane, one at Hobgood, one at Mitchell-Neilson, and one at Reeves Rogers. These locations were suggested by Mr. Marlin and Ms. Adams because after looking at data, they were the ones with the greatest need. He explained that these changes were funded by moving CSH (2 positions) out of GP and into School Nutrition. He also told the board that cafeteria redesigns will be paused until we know more about school nutrition revenues next year. Dr. Duke said that we will continue to pursue grants (up to \$450,000) to fund more positions and will be partnering with Volunteer Behavior Health as the service provider at Black Fox. Dr. Duke shared a chart that showed where the mental health supports are and where the additional supports will go.</p> <p>David Settles said kudos to Dr. Duke and his staff for making this work. He also thanked Amanda Moore and Karen Dodd for suggesting these additional positions be added to the budget.</p> <p>Karen Dodd thanked Dr. Duke and the staff for the sacrifices that were made to get this budget changed. She was very pleased with the changes.</p> <p>Dr. Duke shared the salary scale adjustments with the board that showed an increase in the bachelors/masters level salary for years 17-25.</p> <p>Chair Campbell asked what that would leave in fund balance. Dr. Duke said that it would leave</p>	<p>Dr. Trey Duke</p>

<p>about 11 million, but we plan to add to fund balance this year and should still be at 15 million when it comes to the audit, although the 11 million is still 10% of our total expenditures.</p> <p>David Settles thanked Dr. Duke for his forward-thinking.</p> <p>Ms. Barbara Long stated that she was so pleased that Dr. Duke was able to get the board's top three requests: behavior, raises, and security in the budget. She complimented Dr. Duke and staff on a great budget!</p> <p>Chair Campbell asked how confident he was to take this budget to the city council and Dr. Duke said that he didn't see any problems with the budget. Chair Campbell asked what if the county commission takes more pennies and Dr. Duke said that we budgeted with that in mind and should not have any problems.</p> <p>The board was very pleased with the budget that Dr. Duke presented.</p>	
<p>IV. ADJOURNMENT Action Item</p> <p>Motion to adjourn at 5:20 p.m.. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. Yea: 7, Nay: 0</p>	<p>Chair Butch Campbell</p>

Director of Schools

MINUTES

Board of Education Regular Meeting

April 25, 2023 6:00 PM

City Hall Council Chambers

<p>I. CALL TO ORDER Procedural Item Present: Mr. Wesley Ballard, Mr. Butch Campbell, Karen Dodd, Barbara Long, Ms. Amanda Moore, Jimmy Richardson III, Mr. David Settles.</p> <p>Staff: Dr. Trey Duke, Kim Fischer, Amanda Adams, Don Bartch, Sara Walker, April Zavisa, Sheri Arnette, Beth Prater, Joe Marlin, Ralph Ringstaff, Angela Fairchild, Kim Williams, Chris George, Maria Johnson, Lisa Trail, Sonya Cox, and Natalie Hardiman</p> <p>Assistant City Attorney Elizabeth Taylor. City Liaison Bill Shacklett was absent.</p>	Chair Butch Campbell
<p>A. Pledge of Allegiance Procedural Item</p> <p>The Pledge of Allegiance was led by Jaxon Rueby, a first grade student at Cason Lane Academy and his brother, Maximus Rueby, a third grade student also at Cason Lane Academy, along with Maya Bollinger, a second grade student at Reeves Rogers Elementary.</p>	
<p>B. Moment of Silence Procedural Item</p>	
<p>II. APPROVAL OF AGENDA Action Item</p> <p>Motion to approve the agenda. This motion, made by Jimmy Richardson III and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0</p>	Chair Butch Campbell
<p>III. COMMUNICATIONS Information Item</p>	Mrs. Lisa Trail
<p>A. Spotlight on Education-Art Students</p> <p>Winners: Kindergarten: 1st - Emersyn Elgard, Erma Siegel 2nd - Winnie Shea, Overall Creek 3rd - Christopher Chocoj-Caal , Black Fox</p> <p>First Grade: 1st - Ja'Nelle Rowe, Black Fox 2nd - Anaya Mai, Overall Creek 3rd - Oluwatosin Adeymo, Hobgood</p> <p>Second Grade: 1st - Esther Tran, Overall Creek 2nd - Mary Naran, Erma Siegel 3rd - Journey Smartt, Reeves</p>	Dr. Trey Duke

<p>Third Grade: 1st - Kamelia Alacorn, Reeves 2nd - Christina Umna Gonzalez, John Pittard 3rd - Mariz Morcos, Overall Creek</p> <p>Fourth Grade: 1st - Lilly King, Reeves 2nd - Josiah Shefflied, Hobgood 3rd - Damian Bacapiz Leal, Bradley</p> <p>Fifth Grade: 1st - Julianna Wu, Overall Creek 2nd - Diasey Cjas, Northfield 3rd - Lily Walters, Cason Lane</p> <p>Sixth Grade: 1st - Thida L., John Pittard 2nd - Raynell P., Black Fox 3rd - Jaidyn Sain, Mitchell-Neilson</p> <p>Best of Show: Julianna Wu , Overall Creek</p> <p>Dr. Duke thanked our art teachers for all their hard work and dedication to the students of MCS.</p>	
<p>B. The Best of MCS-Lauren Hill Procedural Item</p>	<p>Dr. Trey Duke</p>
<p>IV. CONSENT ITEMS Consent Agenda</p> <p>Motion to approve consent agenda.. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0</p>	<p>Chair Butch Campbell</p>
<p>A. Approval of 3/14 Regular Board Meeting Minutes and 4/11 and 4/18 Board Budget Meeting Minutes Consent Item</p>	
<p>B. Minor Change to Board Policy Consent Item</p>	
<p>i. Approval of Board Policy 6.308 Bus Safety and Conduct on First and Final Reading Consent Item</p>	
<p>ii. Approval of Board Policy 6.310 Dress Code on First and Final Reading Consent Item</p>	

<p>iii. Approval of Board Policy 6.710 Gifts on First and Final Reading Consent Item</p>	
<p>C. Second Reading of Board Policies Consent Item</p>	
<p>i. Approval of Board Policy 6.200 Attendance on Second Reading Consent Item</p> <p>Motion to approve Board Policy 6.200 Attendance on First Reading. This motion, made by Mr. Wesley Ballard and seconded by Jimmy Richardson III, passed. Yea: 7, Nay: 0</p>	
<p>V. ACTION ITEMS Action Item</p>	Chair Butch Campbell
<p>A. Approval of Updated 2023-2024 School Calendar Action Item</p> <p>Motion to approve the updated 2023-2024 School Calendar. This motion, made by Barbara Long and seconded by Karen Dodd, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>B. Approval of TSBA Volunteer Recognition Award Action Item</p> <p>Motion to approve the TSBA Volunteer Recommendation-Ms. Ca'Tricia Robinson. This motion, made by Ms. Amanda Moore and seconded by Jimmy Richardson III, passed. Yea: 7, Nay: 0 David Settles thanked Ms. Moore for putting this nomination together.</p>	Ms. Amanda Moore
<p>C. Approval of Board Policy 6.3091 Weapons and Dangerous Instruments on First Reading Action Item</p> <p>Motion to approve 6.3091 Weapons and Dangerous Instruments on First Reading. This motion, made by Mr. David Settles and seconded by Karen Dodd, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>D. Approval of Board Policy 6.311 Care of School Property on First Reading Action Item</p> <p>Motion to approve Board Policy 6.311 Care of School Property on First Reading. This motion, made by Mr. David Settles and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>E. Approval of Board Policy 6.317 Student Disciplinary Hearing Authority on First Reading Action Item</p> <p>Motion to approve Board Policy 6.317 Student Disciplinary Hearing Authority on First Reading. This motion, made by Jimmy Richardson III and seconded by Barbara Long, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke

<p>F. Approval of the Recommended Disciplinary Hearing Authority Action Item</p> <p>Motion to approve the Recommended Disciplinary Hearing Authority. This motion, made by Ms. Amanda Moore and seconded by Karen Dodd, passed. Yea: 7, Nay: 0</p>	<p>Dr. Trey Duke</p>
<p>G. Approval of Board Policy 6.402 Physical Examinations and Immunizations on First Reading Action Item</p> <p>Motion to approve Board Policy 6.402. This motion, made by Mr. Wesley Ballard and seconded by Ms. Amanda Moore, passed. Yea: 7, Nay: 0</p>	<p>Dr. Trey Duke</p>
<p>H. Approval of Board Policy 6.405 Medicines on First Reading Action Item</p> <p>Motion to approve Board Policy 6.405. This motion, made by Mr. David Settles and seconded by Barbara Long, passed. Yea: 7, Nay: 0</p>	<p>Dr. Trey Duke</p>
<p>I. Approval of Board Policy 6.409 Child Neglect and Abuse on First Reading Action Item</p> <p>Motion to approve Board Policy 6.409 Child Neglect and Abuse on First Reading with the language proposed by Dr. Duke. This motion, made by Jimmy Richardson III and seconded by Karen Dodd, passed. Yea: 7, Nay: 0</p> <p>After seconding the first motion, Karen Dodd stated that the wording was confusing to her. She said that she would like to change the wording to "the parent would be contacted unless the parent is the abuser."</p> <p>Dr. Duke said that he would like to address two points. He said that the intent of the policy is to make sure that abuse does not continue and not to put the child in a situation where the child is intimidated about a statement for future interviews that would possibly take place.</p> <p>Dr. Duke did inform the board that the system is very diligent in investigating any reporting of cases where a school staff member is suspected of abuse, we will always over report in these cases and would have an outside group come in and do investigations.</p> <p>Dr. Duke told the board that the recommended language that we will propose for second reading would be add the language "due to the possibility that a child may be subjected to further abuse or to possible threats or intimidation" before the revision listed in the packet. This would provide more clarity to the statement. David Settles said that the principal is not required to tell the parent, and Elizabeth Taylor said that is correct, and the principal is not in violation of any law if they don't tell the parent. She said that if DCS comes to a school to talk with a student, the principal has to allow that.</p> <p>Dr. Duke said that we cooperate fully with DCS, and he does not want a principal to be in a</p>	<p>Dr. Trey Duke</p>

<p>situation where they would be impeding an investigation.</p> <p>Amended Motion to approve Board Policy 6.409 Child Neglect and Abuse on First Reading as amended with the language proposed by Dr. Duke. This motion, made by Karen Dodd and seconded by Mr. David Settles, passed. Yea: 7, Nay: 0</p>	
<p>J. Approval of Board Policy 6.415 Student Suicide Prevention on First Reading</p> <p>Action Item</p> <p>Motion to approve Board Policy 6.415 Student Suicide Prevention on First Reading. This motion, made by Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>K. Approval of Board Policy 6.503 Homeless Students on First Reading</p> <p>Action Item</p> <p>Motion to approve Board Policy 6.503 Homeless Students on First Reading. This motion, made by Karen Dodd and seconded by Barbara Long, passed. Yea: 7, Nay: 0</p> <p>David Settles asked if the correct term still homeless or unhoused? Amanda Adams came forward and explained that the correct term is "living in transition."</p> <p>David Settles asked if we could change the policy with that wording. Dr. Duke said that we will look into that and get back with him. He wants to make see what the state policy refers to homelessness before the second reading.</p>	Dr. Trey Duke
<p>L. Approval of ESSER 2.0 Budget Revision</p> <p>Action Item</p> <p>Motion to approve ESSER 2.0 Budget Revision. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>M. Approval of ESSER 3.0 Budget Revision</p> <p>Action Item</p> <p>Motion to approve ESSER 3.0 Budget Revision. This motion, made by Ms. Amanda Moore and seconded by Karen Dodd, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>N. Approval of Best for All Federal Grant Budget Amendment</p> <p>Action Item</p> <p>Motion to approve the Best for All Federal Grant Budget Amendment. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>O. Approval of TNAll Corp Budget Amendment</p> <p>Action Item</p>	Dr. Trey Duke

<p>Motion to approve the TNAll Corp Budget Amendment. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. Yea: 7, Nay: 0</p>	
<p>P. Approval of Safe Schools Grant Budget Amendment Action Item</p> <p>Motion to approve the Safe Schools Grant Budget Amendment. This motion, made by Jimmy Richardson III and seconded by Mr. David Settles, passed. Yea: 7, Nay: 0</p>	<p>Dr. Trey Duke</p>
<p>Q. Approval of Consolidated Admin Budget Amendment Action Item</p> <p>Motion to approve the Consolidated Admin Budget Amendment. This motion, made by Barbara Long and seconded by Ms. Amanda Moore, passed. Yea: 7, Nay: 0</p>	<p>Dr. Trey Duke</p>
<p>R. Approval of ELC Original Grant Budget Amendment Action Item</p> <p>Motion to approve the ELC Original Grant Budget Amendment. This motion, made by Karen Dodd and seconded by Mr. Wesley Ballard, passed. Yea: 7, Nay: 0</p>	<p>Dr. Trey Duke</p>
<p>S. Approval of Revenue and Expenditure Report Information Item</p> <p>Motion to approve the Revenue and Expenditure Report. This motion, made by Jimmy Richardson III and seconded by Barbara Long, passed. Yea: 7, Nay: 0</p> <p>Jimmy Richardson asked Ms. Williams if she recalled over the past three years when sales tax had gone down by maybe 15%, and then jumped up? Ms. Williams said that she would need to go back and do some trend research on that.</p>	<p>Ms. Kim Williams</p>
<p>T. Approval of the 2023-2024 General Purpose Budget Action Item</p> <p>Motion to approve the 2023-2024 General Purpose Budget. This motion, made by Mr. David Settles and seconded by Jimmy Richardson III, passed. Yea: 7, Nay: 0</p> <p>Dr. Duke shared his presentation as an overview with the viewing public regarding information on the General Purpose budget. He thanked the board and staff for their hard work on this budget. He said that this is something that we have worked on for four months and the board has spent close to nine hours reviewing this budget.</p> <p>Dr Duke discussed goals with the board, he reviewed the budget priorities and revenue and expenditure highlights. He said that we are budgeting with no increase in property or sales tax.</p> <p>Dr. Duke stated that he feels that we have touched all priorities in the budget. He also went over salary increases and adjustments and the proposed 4% raise and the alternate compensation changes.</p>	<p>Dr. Trey Duke</p>

<p>David Settles said that he thinks this is a beautiful budget.</p> <p>Chair Campbell agreed and said that he appreciates Dr. Duke, Ms. Williams, and all staff for their work on this budget. He feels very comfortable presenting this to city council.</p> <p>Dr. Duke said that he would like to thank Kim Williams and Beth Prater for all the hours spent on this budget. He also thanked the department heads that had some tough decisions to make in this budget process.</p>	
<p>U. Approval of the 2023-2024 Federal Consolidated Budget Action Item</p> <p>Motion to approve the 2023-2024 Federal Consolidated Budget. This motion, made by Jimmy Richardson III and seconded by Ms. Amanda Moore, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>V. Approval of the 2023-2024 ESP Budget Action Item</p> <p>Motion to approve the 2023-2024 ESP Budget. This motion, made by Mr. David Settles and seconded by Karen Dodd, passed. Yea: 7, Nay: 0</p> <p>David Settles asked if we still need more workers in ESP. Mr. Ringstaff came forward and told the board that we are still short about 25-30 workers. Mr. Ringstaff did explain that we offer tuition reimbursement for staff majoring in education which is 500 dollars each semester as long as they pass their courses.</p> <p>Ralph Ringstaff thanked the board for their support in that reimbursement program.</p> <p>David Settles thanked Mr. Ringstaff for leading the ESP program and Chair Campbell concurred.</p>	Dr. Trey Duke
<p>W. Approval of the 2023-2024 School Nutrition Budget Action Item</p> <p>Motion to approve the 2023-2024 School Nutrition Budget. This motion, made by Mr. David Settles and seconded by Karen Dodd, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>X. Approval of the 2023-2024 Debt Services Budget Action Item</p> <p>Motion to approve the 2023-2024 Debt Services Budget. This motion, made by Mr. Wesley Ballard and seconded by Barbara Long, passed. Yea: 7, Nay: 0</p>	Dr. Trey Duke
<p>VI. REPORTS AND INFORMATION Information Item</p>	Chair Butch Campbell
<p>A. Enrollment (PTR) Report Information Item</p>	Mr. Joe Marlin
<p>B. Personnel Report</p>	Mr. Ralph Ringstaff

Information Item	
<p data-bbox="147 262 367 317">C. Director's Update Information Item</p> <p data-bbox="175 352 1185 443">Dr. Duke shared that we have closed on the new Cason Lane PreK building. We will be transferring 8 of our PreK classrooms to that building. Dr. Duke thanked Mr. Sam Huddleston for spearheading that project.</p> <p data-bbox="175 474 963 506">Dr. Duke told the board that Thursday is the last day for TNReady testing.</p> <p data-bbox="175 537 1154 592">Dr. Duke thanked our local reps, including Senator Shane Reeves for helping bring Summer School allocations back up to where they were last year.</p> <p data-bbox="175 627 1125 682">Dr. Duke reminded the board that tomorrow night is the Employee Celebration at Copper Ridge.</p> <p data-bbox="175 718 1198 808">He reminded the board that the next board meeting will be May 9 and will be held at Black Fox. He told the board that this would be Ms. Taylor's last night with us at a board meeting that was aired by city tv.</p> <p data-bbox="175 842 1174 932">The board thanked Ms. Taylor for her contribution and congratulated her on her new endeavor. Chair Campbell said that he appreciated the work that she has done for MCS. Ms. Taylor said that they have been a wonderful board to work with, as well as central office staff.</p>	<p data-bbox="1344 262 1498 289">Dr. Trey Duke</p>
<p data-bbox="147 1060 431 1115">VII. OTHER BUSINESS Information Item</p>	<p data-bbox="1256 1060 1498 1087">Chair Butch Campbell</p>
<p data-bbox="147 1155 418 1209">VIII. ADJOURNMENT Action Item</p> <p data-bbox="175 1245 1190 1335">Motion to adjourn at 7:36. This motion, made by Jimmy Richardson III and seconded by Karen Dodd, passed. Yea: 7, Nay: 0</p>	<p data-bbox="1256 1155 1498 1182">Chair Butch Campbell</p>

Director of Schools

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Acquired immune Deficiency Syndrome	Descriptor Code: 6.404	Issued Date: Reviewed 05/11/21 05/26/20 06/25/19
		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
3 HIV infected student from participating in the continuation of his/her education on the sole basis of
4 HIV infection. To the extent practical with medical and educational needs, the student shall be subject
5 to the same rules for class assignment, privileges and participation in any school-sponsored activities
6 as all other students.¹ The Board shall strive to maintain a respectful school climate for HIV infected
7 students.

8 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV
9 infection, shall not be a condition for school entry or attendance.²¹

10 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

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

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

17 **CONFIDENTIALITY**

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

24 Under no circumstances shall information identifying a student with AIDS be released to the
25 public.^{1,22,3}

26 APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS¹

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

31 HIV PREVENTION EDUCATION/CURRICULUM^{1,4}

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

37 The state AIDS curriculum and related instructional objectives shall be used in grades K-12.³ Parents
38 and guardians shall have convenient opportunities to preview all HIV prevention curricula and
39 materials in accordance with the provisions of the Family Life Curriculum.

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

42 INFECTION CONTROL

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

51 The Director of Schools shall develop procedures to implement this policy as well as the State Board
52 of Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.¹

Legal References

1. Tennessee State Board of Education Policy 5.300,
*HIV/AIDS Policy for Employees and Students of
Tennessee Public Schools*
2. TCA 68-10-113
3. [20 USCA 1232g; 34 CFR § 300.622, .623](#)
4. TRR/MS 0520-01-13-.02
5. [Dept. of Labor OSHA Bloodborne Pathogens
Standards 29 CFR 1910.1030\(c\)\(1\)\(i\) 20 USCA
1232g; 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

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Safe Relocation of Students</h2>	Descriptor Code: 6.4081	Issued Date: Reviewed 05/11/21 05/26/20 03/12/19
		Rescinds: STU 62	Issued: 06/01/13

1 Employees who are directly responsible for a student’s education or who otherwise interact within the
 2 scope of their assigned duties may relocate a student from the student’s present location to another
 3 location when such relocation is necessary for the student’s safety or the safety of others.¹ Such
 4 employees may also intervene in a physical altercation between two or more students or between a
 5 student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a
 6 conflict if a student is unwilling to cooperate.^{1,2} If an employee is unable to resolve the matter with the
 7 use of reasonable or justifiable force as required, the student shall be allowed to remain in place until
 8 such a time as local law enforcement officers can be summoned to relocate the student or take the
 9 student into custody until such a time as a parent or guardian can retrieve the student.

10 In the event that physical relocation was necessary, the teacher shall immediately file a brief report of
 11 the incident with the building principal. If the student's behavior constitutes a violation of the Board's
 12 zero tolerance policy, then the report shall be placed in the student's permanent record. Otherwise, the
 13 report shall be kept in the student's discipline record, and not become a part of that student's permanent
 14 record. The principal or the principal’s designee shall notify the teacher involved of the actions taken
 15 to address the behavior of the relocated student.

16 The Director of Schools shall create procedures to implement this policy consistent with State law.
 17 Each building principal shall fully support the employees' authority under this policy and fully
 18 implement the policy and procedures of the system.

19 Relocation, restraint, or isolation of students receiving special education services shall be in
 20 compliance with the student’s IEP and the Special education Behavioral Supports Act and Tennessee
 21 Department of Education rules and regulations.³

Legal References

1. ~~TCA 49-6-2802~~ ~~Public Acts of 2021, Chapter No. 77~~
2. ~~Public Acts of 2021, Chapter No. 77~~; TCA 39-11-603, 609–614, 621–622
3. TCA 49-10-1301 *et seq.*

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Weapons and Dangerous Instruments	Descriptor Code: 6.3091	Issued Date: 06/25/19; 04/28/20
		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 ~~fire~~
5 ~~arm~~ firearm or anything manifestly designated, made, or adapted for the purpose of inflicting death or
6 serious bodily injury or anything that in the manner of its use or intended use is capable of causing
7 death or serious 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 law~~
11 A principal who has reasonable suspicion to believe, either as a result of a search or otherwise, that a
12 student has violated this policy shall report the reasonable suspicion to the appropriate law enforcement
13 officer.³ Any employee who has a reasonable suspicion that a student has violated this policy shall report
14 it to the principal, or the principal's designee if the principal is not available. If neither the principal nor
15 the designee is available, the employee may report the reasonable suspicion to the appropriate law
16 enforcement officials.⁴

Legal References

1. TCA 39-17-1309
2. TCA 39-11-106(a)(6)
- ~~3.~~ 3. TCA 49-6-4209;
- ~~3.4.~~ 3.4. TCA 39-17-1312

Cross References

- Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="margin: 0;">Care of School Property</h2>	Descriptor Code: 6.311	Issued Date: 04/28/20 06/25/19 04/26/22
		Rescinds: STU 44	Issued: 01/01/13

1 Students shall help maintain the school environment, preserve school property and exercise care while
 2 using school facilities.

3 All district employees and system contracted employees shall report all damage or loss of school
 4 property to the principal or designee immediately after such damage or loss is discovered. The
 5 principal or designee shall notify the Maintenance Department and Safety ~~Director~~ Coordinator for
 6 assistance in determining the extent of any damages and securing the area in question. The
 7 ~~Technology Department~~ Safety Coordinator shall also be notified to be made aware of any security
 8 camera reviews that need to be made. In addition, the principal or designee shall make a full and
 9 complete investigation of any instance of damage or loss of school property. The investigation shall be
 10 carried out in cooperation with law enforcement officials when appropriate.

11 School property is defined as buildings, buses, books, equipment, records, instructional materials,
 12 musical instruments, or any other item under the jurisdiction of the District and/or Board.

13 When the person causing damage or loss has been identified and the costs of repair or replacement
 14 have been determined by the Maintenance Department or other appropriate entity knowledgeable about
 15 the item damaged or lost, the district shall take steps to recover these costs. This may include
 16 recommending the filing of a civil complaint in court to recover damages. If the responsible person is
 17 a minor, recovery will be sought from the minor's parent or guardian.¹

18 In addition, the district may withhold the grades, ~~diploma~~, and/or transcript of the student responsible
 19 for vandalism or theft or otherwise incurring any debt to a school until the student or the
 20 student's parent/ guardian has paid for the damages.

21 When the minor and parent are unable to pay for the damages, the system will provide a program of
 22 voluntary work for the minor. Voluntary work will not exceed light duty physical labor; i.e., pulling
 23 weeds, washing windows at a site where an event occurred. ~~d~~Director of schools may meet with the
 24 parent in an attempt to reach an agreement. Upon completion of the work, the student's grades,
 25 ~~diploma~~, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not
 26 at fault.

Legal References

1. TCA 37-10-101

Cross References

- Visitors to the School 1.501
- Safety 3.201
- Security 3.205
- Community Use of School Facilities 3.206
- Student Fees and Fines 6.709

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Student Disciplinary hearing Authority <u>Student Disciplinary Hearing Authority</u>	Descriptor Code: 6.317	Issued Date: 04/28/20 06/25/19
		Rescinds: STU 24	Issued: 11/01/11

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

6 ~~The Board delegates to the Director of Schools the responsibility to appoint members to a DHA.~~ The
7 ~~Director Board~~ shall appoint no more than seven (7) members to the DHA, which shall include three (3)
8 school system administrators and at least two (2) licensed employees.² ~~The student's principal~~ An
9 administrator from the student's school shall not be a member of the hearing authority. The DHA must
10 include the Special Education Supervisor if the student has been verified as having a ~~disability~~ disabling
11 condition. The Director of Schools ~~or designee~~ shall appoint a chairman of the DHA from the members
12 appointed. serve as the non-voting chairperson of the DHA and The chairman shall be responsible for
13 scheduling the hearing, conducting the hearing, and preparing the written findings of the DHA. DHA
14 members shall be subject to reappointment. Board members shall not serve on the DHA.

15 The DHA chair shall perform the following duties:

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

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

30 The DHA may take the following disciplinary actions:⁵

- 31 1. Affirm the decision of the school principal;

- 32 2. Order removal of the suspension/expulsion unconditionally;
- 33 3. Order removal of the suspension/expulsion upon such terms and conditions as it deems
- 34 reasonable within the policies of the Board and State law; or
- 35 ~~4. Remand the student to alternative placement; or~~
- 36 5.4. Suspend/Expel the student from any school or assign to alternative placement for a specified
- 37 period of time.*

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

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

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

46 If the Board chooses to review the record, it may:

- 47 1. Affirm or overturn the decision of the hearing authority; or
- 48 2. Modify the decision to a lesser penalty*; or
- 49 3. Grant or deny a hearing before the Board.

50 If the Board chooses to grant a hearing, it may:⁶

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

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

64 The action of the Board shall be final.⁶

65 *Note: Notwithstanding anything herein to the contrary, if the student is determined to have knowingly
66 violated the zero-tolerance prohibitions against firearms, drugs, drug paraphernalia, or assault on a
67 school employee and has been given fair due process procedures, only the Director may modify the
68 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

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 04/13/21 04/28/20 05/28/19; Reviewed 08/24/21
		Rescinds:	Issued:

1 **PHYSICAL EXAMINATIONS**

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time;¹ and
- 4 2. Participation as a member of any athletic team or in any other strenuous physical activity
5 program.

6 Cost of the examination shall be borne by the parent or guardian of the student. These records shall be
7 on file in the principal's office.

8 Screening tests for vision, hearing, height, weight, blood pressure, scoliosis, and lice will be
9 conducted. Parents/Guardians will receive written notice of any screening result that indicates a
10 condition that might interfere or tend to interfere with a student's progress.

11 In general, the school district will not conduct physical examinations of a student without parental
12 consent to do so or a court order, unless the health or safety of the student or others is in question.²

13 **IMMUNIZATIONS**

14 No students entering school, including those entering kindergarten or first grade, those from out-of-
15 state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of
16 immunization, as determined by the Commissioner of Public Health. It is the responsibility of the
17 parents or guardians to have their children immunized and to provide such proof to the principal of the
18 school that the student is to attend.³

19 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
20 written statement that such measures conflict with the one of the following:

- 21 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
22 epidemic, except in the event of a COVID-19 or any variant outbreak;⁴ or
23

- 24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her
25 from the immunization.⁵
- 26 The Director of Schools shall ensure that appropriate immunization records are maintained for each
27 student.

Legal References

1. TRR/MS 0520-01-13-.01(1)(a)
2. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/esh/esh_school_health_screening_guidelines.pdf; 20 USCA § 1232h(c)(2)(C)
3. TCA 49-6-5001(a),(c)
4. TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513
5. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 01/19/21 04/26/22
		Rescinds: STU 11	Issued: 07/01/10

1 If under exceptional circumstances a child is required to take non-prescription or prescription
2 medication during school hours and the parent cannot be at school to administer the medication, only
3 the principal or the principal's designee will assist in self-administration of the medication if the
4 student is competent to self-administer medicine with assistance in compliance with the following
5 regulations:¹

6 Prescription medication must be brought to school in the original, pharmacy labeled container that
7 displays:

- 8 1. The child's name;
- 9 2. The prescription number;
- 10 3. Medication name and dosage;
- 11 4. Administration route or other directions;
- 12 5. Date;
- 13 6. Licensed prescriber's name; and
- 14 7. Pharmacy name, address, and phone number.

15 All non-prescription drugs given in school shall be brought to school with the original label listing the
16 ingredients, dose schedule, and child's name affixed to the container; and be accompanied by written
17 instruction, signed by the parent, and will include:

- 18 1. Child's name;
- 19 2. Name, address, and phone number of the parent or legal guardian;
- 20 3. Name of medication;
- 21 4. Name of physician;
- 22 5. Time to be ~~self~~-administered;
- 23 6. Dosage and directions for ~~self~~-administration;
- 24 7. Possible side effects, if known
- 25 8. Reason medication is needed; and,
- 26 9. Termination date for ~~self~~-administration of the medication.

27 The medication must be delivered to the nurse's clinic or front office in person by the parent or
28 guardian of the student. Emergency medication may be kept with the student (i.e. students with
29 asthma), provided a doctor's note indicates the need for the student's immediate access to the
30 medication.

31 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever
32 inhalers if the additional information is provided by a parent/guardian:

- 33 1. Written statement from the prescribing health care practitioner that the student suffers from
34 asthma and has been instructed in self-administration; and
35
- 36 2. Purpose of the medication

37 Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to
38 a student based on that student's Individual Health Plan (IHP). However, if a public-school nurse is
39 available and on site, the nurse shall provide this service to the student.

40 The administrator/designee will:

- 41 1. Inform appropriate school personnel of the medication to be ~~self~~-administered;
42
- 43 2. Keep written instructions from parent in student's record;
44
- 45 3. Keep an accurate record of the ~~self~~-administration of the medication;
46
- 47 4. Keep all medication in a secure, separate, locked drawer or cabinet except emergency
48 medication and medication retained by a student per physician's order.
49
- 50 4.5. Medications requiring refrigeration should be refrigerated in a secure area. If possible, a
51 separate refrigerator should be available for student medications.
52
- 53 5.6. Keep all emergency medication in an unlocked secure location near the student and readily
54 available for timely, emergency use;
55
- 56 6.7. Return unused medication to the parent, guardian and/or parent or guardian's adult designee
57 only. If the medication is not retrieved by the end of the school year, the school nurse will
58 dispose of it. Emergency medication may be sent home with student upon the request of the
59 parent or guardian; and
60
- 61 7.8. Ensure that all guidelines developed by the Department of Health and the Department of
62 Education are followed.

63 The parent or guardian is responsible for informing the designated official of any change in the
64 student's health or change in medication.

65 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term
66 administration of medication.

67 **BLOOD GLUCOSE SELF-CHECKS²**

68 Upon written request of a parent or guardian, and if included in the student's medical management plan
69 and in the IHP, a student with diabetes shall be permitted to perform blood glucose checks or
70 administer insulin, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and
71 management of the student's diabetes in any area of the school or school grounds and at any school-
72 related activity, and shall be permitted to possess on the student's person at all times all necessary
73 diabetes monitoring and treatment supplies.

74 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
75 such sharps is appropriate.

76 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
77 Occupational Safety and Health Administration (TOSHA).³

78 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴**

79 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
80 their prescribed medication in a manner directed by a licensed healthcare provider without additional
81 assistance or direction. The Director of Schools shall develop procedures for the development of both
82 an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law
83 for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

84 **STUDENTS WITH ADRENAL INSUFFICIENCY⁵**

85 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
86 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 87 1. The district shall train school personnel who will be responsible for administering the
88 medication for the treatment of adrenal insufficiency and any who volunteer to administer
89 the medication.
90
- 91 2. The district shall maintain a record of all school personnel who have completed this training.
92
- 93 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health
94 care professional may administer the prescribed medication to the student. If a school nurse or
95 other licensed health care professional is not immediately available, trained school personnel
96 may administer the prescribed medication.

97 The Director of Schools shall develop procedures on the administration of medications that treat
98 adrenal insufficiency and record keeping per rules set forth by the State Board of Education.

99 **STOCKED EPINEPHRINE AUTO-INJECTORS**

100 Murfreesboro City Schools will provide at least two (2) doses of auto-injectable epinephrine (also
101 called stock epinephrine) in each school building, to be administered by a school nurse or
102 designated employee of the school who is authorized and trained in the administration of epinephrine
103 to any student believed to be having an anaphylactic reaction on school premises, during the academic

104 day. MCS will obtain a standing order from a licensed physician. Standing orders must be renewed
105 annually and with any change in prescriber.

Legal References

1. TCA 49-50-1602 *et seq.*; TRR/MS 0520-01-13-.03
2. TCA 49-50-1602(d)(7)
3. State Board of Education Policy 4.205; TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-13-.04; State Board of Education Policy 4.205

Cross References

Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412

Murfreesboro City Schools

Monitoring: Review: Annually, in April	Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415	Issued Date: 04/28/20 04/10/18
		Rescinds:	Issued:

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

6 **PREVENTION¹**

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

11 **INTERVENTION¹**

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

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

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

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

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

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

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

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

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

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

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

49 **POSTVENTION¹**

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

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

56 In addition, the Crisis Response Team shall work with staff impacted by the death to provide
57 assistance and support if needed.

Legal References

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

Cross References

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

To: Board of Education

RE: Policy 6.409

Board Meeting Date: May 9, 2023

Policy 6.409 outlines the district's response to suspected child abuse and reporting, confidentiality, and investigation requirements. This amendment incorporates language approved by the Board on first reading surrounding principals not being in violation of the law for not contacting the parent(s) if a student has been interviewed by DCS and incorporating the rationale for it.

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Child Abuse and Neglect	Descriptor Code: 6.409	Issued Date: 09/13/22
		Rescinds: 6.409	Issued: 12/10/20

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
- 4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
- 5 2. Require that the Coordinator and the Alternate receive appropriate training;
- 6 3. Supply the Coordinator with all necessary resources;
- 7 4. Ensure that all employees working directly with students annually complete the child abuse
- 8 training program required by state law.²

9 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
10 child abuse or child sexual abuse.

11 **REPORTING**

12 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel know
13 or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
14 immediately with the Coordinator, the Department of Children's Services (DCS), and law enforcement.⁴
15 When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated
16 with the school, the report may be made directly to the DCS and law enforcement prior to notifying the
17 Coordinator.⁵

18 The report shall include, to the extent known by the reporter:⁶

- 19 1. The name, address, telephone number, and age of the child;
- 20 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 21 3. The nature and extent of the abuse or neglect; and
- 22 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
- 23 abuse or neglect.

24 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
25 abuse and neglect, and shall disseminate the procedures to all school personnel.

26 CONFIDENTIALITY

27 District employees shall keep all information regarding any child abuse confidential in accordance with
28 state law.

29 School child abuse coordinators, school teachers, school officials, and other school personnel shall not
30 provide any information relevant to the suspected child abuse or child sexual abuse to the child's parent
31 or guardian, and must refer any questions from the child's parent or guardian to the investigating law
32 enforcement agency and the department.⁷

33 INVESTIGATIONS

34 School administrators and employees have a duty to cooperate, provide assistance, and information in
35 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
36 school. The principal may control the time, place, and circumstances of the interview but may not insist
37 that a school employee be present even if the suspected abuser is a school employee or another student.
38 Due to the possibility that a child may be subjected to further abuse or to possible threats or intimidation, the law
39 does not require a principal to inform the parents that the child is to be interviewed.⁸

Legal References

1. TCA 49-6-1601(c)
2. TCA 37-1-409
3. TCA 37-1-401(b)(1); TCA 37-1-403(a)(1);
TCA 37-1-412; TCA 37-1-602; TCA 37-1-
605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601(a)
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 49-6-1601(d)(5)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9,
1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-
Bullying, and Intimidations 6.304
Title IX & Sexual Harassment 6.3041

To: Board of Education

RE: Policy 6.503

Board Meeting Date: May 9, 2023

Policy 6.503 is the district's policy for the education of students who are experiencing homelessness. These amendments update the language of the policy based on feedback from the Board on first reading. Specifically, these amendments replace the adjective "homeless" with the phrase "experiencing homelessness" to better reflect that homelessness is a circumstance rather than an attribute of people. Also, it amends that title "Homeless Coordinator" to "McKinney Vento Coordinator." It also clarifies that an affidavit is required if the family experiencing homelessness is living "doubled up" with another family.

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: <u>Homeless Students</u> <u>Students Experiencing Homelessness</u>	Descriptor Code: 6.503	Issued Date: 04/28/20 04/23/19
		Rescinds: STU 50	Issued: 04/01/03

1 In order to ensure that ~~homeless students~~students experiencing homelessness have equal access to the
2 same free appropriate public education as provided to other students, the following shall apply:¹

3 ~~Homeless students~~Students experiencing homelessness are individuals who lack a fixed, regular, and
4 adequate nighttime residence and include the following:

- 5 1. Students who are sharing the housing of other persons due to loss of housing, economic hardship,
6 or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of
7 alternative adequate accommodations; are living in emergency or transitional shelters; or are
8 abandoned in hospitals.
9
- 10 2. Students who have a primary nighttime residence that is a public or private place not designated
11 for or ordinarily used as a regular sleeping accommodation for human beings.
12
- 13 3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing,
14 bus or train stations or similar settings; and
15
- 16 4. Migratory students who meet one of the above-described circumstances.

17 Enrollment

18 Consistent, uninterrupted education is vital for student success. Due to the realities of homelessness and
19 mobility, ~~homeless students~~students experiencing homelessness may not have school enrollment
20 documents readily available. Nonetheless, the school selected for enrollment must immediately enroll
21 any ~~homeless~~child experiencing homelessness. Enrollment may not be denied or delayed due to the lack
22 of any document normally required for enrollment, including:

- 23 • Proof of residency, including residency affidavit when doubled up.
- 24 • Transcripts/school records. The enrolling school must contact the student's previous school to
25 obtain school records. Initial placement of students whose records are not immediately available
26 can be made based on the student's age and information gathered from the student, parent, and
27 previous schools or teachers.
- 28 • Immunizations or immunization/health/medical/physical records. Health records may often be
29 obtained from previous schools or state registries, and school- or community-based clinics can
30 initiate immunizations when needed. Students coming from areas where natural disasters have
31 occurred may never be able to provide immunization records, but it should be assumed that they
32 had the immunizations necessary to attend public school in their state.

- 33 • Proof of custody or guardianship.
- 34 • Birth certificate.
- 35 • Any other document requirements.
- 36 • Unpaid school fees.
- 37 • Lack of uniforms or clothing that conforms to dress codes.
- 38 • Missing application or enrollment deadlines during any period of homelessness.
- 39 • Any factor related to the student's living situation.

40 However, the system may require a parent or guardian of the student to submit contact information.

41 **School Selection**

42 When determining the best school placement, Murfreesboro City Schools will consider the best interests
43 of the student with parental involvement. To the extent feasible, and in accordance with the student's
44 best interest, the student should continue his/her education in the school of origin, except when contrary
45 to the wishes of the parent or guardian. "School of origin" is defined as the school that the student
46 attended when permanently housed or the school in which the student was last enrolled. If the student is
47 unaccompanied by a parent or guardian, the ~~homeless-McKinney Vento~~ coordinator will consider the
48 views of the student in deciding where the student shall be educated. The choice regarding placement
49 shall be made regardless of whether the student lives with the ~~homeless~~-parent(s) experiencing
50 homelessness or has been temporarily placed elsewhere.

51 The system shall provide a written explanation, including a statement regarding the right to appeal, to
52 the ~~homeless~~-student's parent/guardian, or to the ~~homeless~~-student if unaccompanied, if the system sends
53 the student to a school other than the school of origin, or other than a school requested by the parent or
54 guardian.

55 If a dispute arises over school selection or enrollment in a school, the student shall be immediately
56 admitted to the school in which enrollment is sought, pending resolution of the dispute. The student or
57 parent/guardian shall be referred to the system ~~homeless-McKinney Vento~~ coordinator who will carry
58 out the dispute resolution process as expeditiously as possible.

59 **Services**

60 Each ~~homeless~~-student experiencing homelessness shall be provided services comparable to services
61 offered to other students in the system including transportation services, educational services for which
62 the student is eligible such as educational programs for disadvantaged students, students with disabilities,
63 and gifted and talented students, school meals programs, preschool programs, before and after school
64 programs and programs for students with limited English proficiency. ~~Homeless-students~~Students
65 experiencing homelessness will not be segregated in a separate school or in a separate program within a
66 school based on the student's status ~~as homeless~~.

67 **Transportation**

68 In the event that it is in the best interest of the ~~homeless-student~~students experiencing homelessness to
69 attend the school of origin, transportation to and from school shall be provided at the request of the
70 parent/guardian or, in the case of an unaccompanied student, the ~~homeless-McKinney Vento~~ coordinator.

71 Methods of transportation include, but are not limited to, mileage reimbursement, private or public
72 transportation.

73 If the student's temporary housing is outside the system of the school of origin, the Murfreesboro City
74 Schools will work with the school of origin to agree on a method to apportion the responsibility and
75 costs of transporting the student. If an agreement cannot be reached, the costs will be shared equally.

76

77 Records

78 Any records ordinarily kept by the school, including immunization records, academic records, birth
79 certificates, guardianship records and evaluations for special services or programs of each ~~homeless~~-child
80 or youth experiencing homelessness shall be maintained so that appropriate services may be given the
81 student, so that necessary referrals can be made and so that records may be transferred in a timely fashion
82 when a ~~homeless student~~ student experiencing homelessness enters a new school system. Copies of
83 records shall be made available upon request to students or parents in accordance with the Family
84 Educational Rights and Privacy Act.

85 Coordinator

86 The Board designates the Students in Transition Liaison to act as the system's ~~homeless-McKinney~~
87 Vento coordinator. The system shall inform school personnel, service providers and advocates working
88 with the ~~homeless~~-families experiencing homelessness of the duties of the system ~~homeless-McKinney~~
89 Vento coordinator. The ~~homeless-McKinney Vento~~ coordinator shall ensure that:

- 90 1. ~~Homeless students~~Students experiencing homelessness are identified by school personnel and
91 through coordination activities with other entities and agencies.
- 92
- 93 2. ~~Homeless students~~Students experiencing homelessness enroll in and have a full and equal
94 opportunity to succeed in schools in the system.
- 95
- 96 3. ~~Homeless F~~families and students experiencing homelessness receive educational services for
97 which such families and students are eligible, including Head Start and preschool programs
98 administered by the system and referrals to health care services, dental services, mental health
99 services and other appropriate services.
- 100
- 101 4. The parents and guardians of ~~homeless students~~students experiencing homelessness are informed
102 of the educational and related opportunities available to their children and are provided with
103 meaningful opportunities to participate in the education of their children.
- 104
- 105 5. Public notice of the educational rights of ~~homeless students~~students experiencing homelessness
106 are disseminated where such students receive services such as schools, family shelters and soup
107 kitchens.
- 108
- 109 6. Enrollment disputes are mediated in accordance with the law.
- 110

- 111 7. The parent or guardian of a ~~homeless student~~ student experiencing homelessness and any
112 unaccompanied youth is fully informed of all transportation services, including transportation to
113 the school of origin and is assisted in accessing transportation to the school selected.
114
- 115 8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be
116 considered, and they will be provided notice of the right to appeal.
117
- 118 9. Students who need to obtain immunizations, or immunization or medical records, will receive
119 assistance.

Legal References

1. 42 USCA §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001 Part C, § 721

Cross References

Student Transportation 3.400
Parental Involvement 4.502
Promotion and Retention 4.603
School Admissions 6.203
Migrant Students 6.504

To: Board of Education

RE: Policy 6.501

Board Meeting Date: May 9, 2023

Policy 6.501 governs the isolation and restraint of students. This amendment adds language to clarify that the policy applies to all students, including Pre-k.

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Special Education Behavioral Support	Descriptor Code: 6.501	Issued Date: Reviewed 05/26/20 06/25/19 Reviewed 08/24/21
		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 [for all students in grades Pre-K – 6th](#).¹ Maintaining a school environment that is conducive to
 4 student learning requires that the environment be orderly and safe. The primary technique used to de-
 5 escalate any situation is verbal in nature; however, if the situation warrants physical holding restraint,
 6 then 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. Murfreesboro
 8 City Schools policy has an emphasis on positive behavioral support, prevention and de-escalation,
 9 which reduces the risk of injury to both students and program staff. The emphasis is always on the
 10 care, safety and wellbeing of our students and staff.

11 **Definitions**

- 12 1. “Behavior intervention training program” means a training program in evidence-based positive
 13 behavioral supports, evidence-based crisis intervention, and evidence-based techniques for the
 14 safe use of restraint and isolation;

- 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 3. “Emergency situation” means that a child's behavior poses a threat to the physical safety of the
 22 student or others nearby;

- 23 4. “Isolation” or “seclusion” (A) means the confinement of a student alone, with no other
 24 students, staff, or persons present, in a room with or without a door, or other enclosed area or
 25 structure pursuant to § 49-10-1305(g) where the student is physically prevented from leaving
 26 because a door, object, or school personnel is blocking the student’s exit.
 - 27 a. Unlocked and incapable of being locked;
 - 28 b. Free of any condition that could be a danger to the student;

- 29 c. Well ventilated and temperature controlled;
30 d. Sufficiently lighted for the comfort and well-being of the student;
31 e. Where school personnel are in continuous direct visual contact with the student at all
32 times;
33 f. At least forty square feet (40 sq. ft.); and
34 g. In compliance with all applicable state and local fire, health, and safety codes.
- 35 5. Isolation or seclusion does not include time-out, a behavior management procedure in which
36 the opportunity for positive reinforcement is withheld, contingent upon the demonstration of
37 undesired behavior; provided, that time-out may involve the voluntary separation of an
38 individual student from others;
- 39 6. Isolation room” means any space, structure, or area pursuant to § 49-10-1305(g) used to isolate
40 a student.
- 41 7. “Mechanical restraint” means the application of a mechanical device, material or equipment
42 attached or adjacent to the student's body, including ambulatory restraints, which the student
43 cannot easily remove and that restrict freedom of movement or normal access to the student's
44 body. Mechanical restraint does not include the use of restraints for medical immobilization,
45 adaptive support, or medical protection; or the use of a seat belt or other device, including, but
46 not limited to, a belting system or harness, to secure a child with a disability during transit on a
47 bus or vehicle operated by an LEA or a provider contracted to serve the LEA's transportation
48 needs;
- 49 8. “Noxious substance” means the use of any defense spray or substance as defined by
50 departmental rule;
- 51 9. “Physical holding restraint” means the use of body contact by school personnel with a student
52 to restrict freedom of movement or normal access to the student’s body, except for:
- 53 a. The holding of a student by an adult in order to calm or comfort the student in the
54 absence of an emergency;
- 55 b. Contact necessary to physically escort a student from one area to another in the absence
56 of an emergency;
- 57 c. Assisting a student in completing a task or response if the student does not resist or if
58 the resistance is of minimal intensity or duration;
- 59 d. Physically redirecting a student if the student does not resist or if the resistance is of
60 minimal intensity or duration; or
- 61 e. School personnel blocking a student's exit or elopement by physically placing
62 themselves in front of the student;
- 63 10. “Positive behavioral supports” means a systematic approach using evidence-based practices to
64 improve school environments, and to prevent and respond to problem behavior that:
- 65 a. Is proactive and instructional, rather than reactive and punitive;
- 66 b. Operates on the following three (3) levels:

- 67 i. Individual;
68 ii. Group or classroom; and
69 iii. The whole school;
70 c. Includes a system of continual data collection;
71 d. Utilizes data-based decision-making;
72 e. Applies research-validated positive behavioral interventions; and
73 f. Improves academic and social outcomes for all students, including those with the most
74 complex and intensive behavioral needs.

75 11. “Restraint” means a chemical restraint, mechanical restraint, or physical holding restraint;

76 12. “School personnel” means an individual employed on a full-time or part-time basis by a public
77 school

78 **Implementation of Restraint**

79 Only the principal, or the principal’s designee, may authorize the use of isolation or restraint. For a
80 student receiving special education services, as defined in § 49-10-102, isolation or a physical holding
81 restraint may only be used in emergency situations. Individualized education programs that provide for
82 the use of isolation or a physical holding restraint for certain behavior must contain a data driven
83 functional behavior assessment and a plan for modification of the behavior developed and
84 implemented by a qualified team of professionals. Trained school staff may use physical holding
85 restraint only:

- 86 1. When non-physical interventions have been ineffective and the student’s behavior poses threat
87 of imminent, serious harm to self and/or others and when the student’s behavior is more
88 dangerous than the danger of using physical restraint; or
89
90 2. Pursuant to a student’s IEP or other written plan developed in accordance with state and federal
91 law and approved by the school and parent or guardian. Physical holding restraint will be
92 practiced in strict accordance with all applicable laws.

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

96 **Prohibited Forms of Restraint**

97 The following forms of restraint are prohibited:

- 98 1. Administering a chemical restraint to a student receiving special education services is
99 prohibited; provided, that nothing in this policy shall prohibit the administration of a
100 chemical restraint when administered for therapeutic purposes under the direction of a
101 physician and with the child's parent 109 or guardian's consent to administer such chemical
102 restraint.
103

- 104 2. Administering a noxious substance to a student receiving special education services is
105 prohibited.
106
- 107 3. The use of any mechanical restraint on any student receiving special education services is
108 prohibited.
109
- 110 4. Any form of life-threatening restraint, including restraint that restricts the flow of air into a
111 person's lungs, whether by chest compression or any other means, to a student receiving
112 special education services is prohibited.
113
- 114 5. The use of isolation or physical holding restraint as a means of coercion, punishment,
115 convenience or retaliation on any student receiving special education services is prohibited.
116
- 117 6. Removing or disabling any equipment or device that a student requires, including, but not
118 limited to, a power wheelchair, brace, augmentative communication device, or walker, as a
119 means of coercion, punishment, convenience, or retaliation on any student receiving special
120 education services is prohibited.
121
- 122 7. The use of a locked door, or any physical structure, mechanism, or device that substantially
123 accomplishes the function of locking a student in a room, structure, or area, is prohibited.

124 **Authorized Forms of Restraint**

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

- 127 1. The brief holding by an adult in order to calm or comfort;
128 2. The minimum contact necessary to physically escort a student from one area to another;
129 3. Assisting a student in completing a task or response if the student does not resist, or resistance
130 is minimal in intensity or duration; or
131 4. Holding a student for a brief time in order to prevent any impulsive behavior that threatens the
132 student's immediate safety.

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

136 **Staff Training**

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

140 Other school personnel may use physical restraint only in rare and clearly unavoidable emergency
141 circumstances when fully trained school personnel are not immediately available. Untrained staff
142 should request assistance from trained staff as soon as possible. The school must identify specific staff

143 to serve as school-wide resources to assist in ensuring proper administration of physical restraint.
144 These individuals must participate in in-depth training with respect to restraint and implementation.

145 **Reporting Requirements and Follow Up**

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

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

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

167 **Required Reports**

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

- 171 1. The number of incidents involving the use of isolation and restraint since the previous semi-
172 annual report;
- 173 2. The number of instances in which the school personnel imposing physical restraint or isolation
174 were not trained and certified;
- 175 3. Any injuries, deaths, or property damage that occurred;
- 176 4. The timeliness of parental notification;
- 177 5. Demographic information to determine whether disproportionate use of these interventions
178 exists.
- 179
- 180
- 181
- 182

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

Legal References

1. TCA 49-10-1301 through 1307

To: Board of Education

RE: Budget Amendment Summer Learning Grant

Board Meeting Date: May 9, 2023

This amendment budgets the new summer learning grants in the General Purpose Schools fund in the correct line items. These are new revenues and expenditures and will have no effect to the fund balance.

Murfreesboro City Schools has completed the grant for our summer learning camps totaling \$1,704,506.77 (Learning Camp, Bridge Camp, STREAM Camp) as required by the Tennessee Department of Education.

This allocation will provide summer school salaries for teachers and instructional supplies such as, but not limited to, summer school curriculum, student supplies, and technology. This grant provides an opportunity for students to attend a beneficial and effective summer school program through the approval of these funds.

Transportation funding is a vital part of the grant. Students that would not be able to attend summer school due to lack of transportation are able to do so because of this \$309,150.74 allocation. Murfreesboro City Schools' summer school program will take place June 5-30 from 7:30 to 12:30 Monday-Friday at Black Fox, Bradley, Cason Lane, Discovery and John Pittard. These are new revenues and expenditures and will have no effect to the fund balance. Murfreesboro City Schools has completed the grant for our summer learning camps (Learning Camp, Bridge Camp, STREAM Camp) as required by the Tennessee Department of Education.

General Purpose Schools Fund 141
Fiscal Year 2022-23

Exhibit A to Resolution 23-R-10

Summer Learning Grants

Account Number	Account Description	BUDGET AS PASSED OR PREV AMENDED	AMENDED BUDGET	AMENDMENT INCREASE (DECREASE)
<u>Revenues</u>				
141 R 46590	Other State Grants	-	1,521,737	1,521,737
141 R 47590	Other Federal Through State (28.86%)	-	491,921	491,921
Total Increase in Revenues		\$ -	\$ 2,013,658	\$ 2,013,658

Summer Learning Camps Grant

<u>Expenditures</u>				
71100 116	Teachers	35,273,500	35,923,500	650,000
71100 163	Educational Assistants	3,574,735	3,612,235	37,500
71100 189	Other Salaries - Crossing Guards	-	22,000	22,000
71100 201	Social Security	2,440,626	2,487,626	47,000
71100 204	Retirement	3,228,965	3,294,965	66,000
71100 212	Medicare	570,820	583,820	13,000
71100 217	Retirement-Hybrid	275,150	290,150	15,000
71100 429	Instructional Supplies and Materials	387,500	1,149,807	762,307
71100 499	Other Supplies and Materials	190,900	195,900	5,000
72120 131	Medical Personnel - Nurses	200,000	218,000	18,000
72120 201	Social Security	19,035	22,035	3,000
72120 204	Retirement	35,365	37,365	2,000
72120 212	Medicare	4,455	5,055	600
72120 217	Retirement-Hybrid	2,000	2,700	700
72210 189	Other Salaries	40,039	46,039	6,000
72210 201	Social Security	95,222	95,922	700
72210 204	Retirement	155,946	157,246	1,300
72210 212	Medicare	22,270	22,670	400
72210 355	Travel	5,000	6,000	1,000
72410 104	Principals	1,443,820	1,473,820	30,000
72410 162	Clerical Personnel	-	13,000	13,000
72410 201	Social Security	240,065	244,065	4,000
72410 204	Retirement	376,895	381,195	4,300
72410 212	Medicare	56,145	56,845	700
72410 217	Retirement-Hybrid	2,500	3,500	1,000
Total Summer Learning Camps		\$ 48,640,953	\$ 50,345,460	\$ 1,704,507

Summer Transportation Grant

72710 146	Bus Drivers	1,205,000	1,325,000	120,000
72710 189	Other Salaries - Bus Aides	665,000	725,000	60,000
72710 201	Social Security	138,880	150,880	12,000
72710 204	Retirement	272,605	294,605	22,000
72710 212	Medicare	32,480	36,480	4,000
72710 425	Gasoline	275,000	366,151	91,151
Total Summer Transportation Grant		\$ 2,588,965	\$ 2,898,116	\$ 309,151

Total Increase in Expenditures \$ 51,229,918 \$ 53,243,576 \$ 2,013,658

CHANGE IN FUND BALANCE (CASH)

(0)

This amendment budgets new TNDOE summer grants totaling \$2,013,658 in the General Purpose School fund for Summer Learning Camps and Summer Transportation during the month of June. The grant covers salaries for teachers, assistants, nurses, crossing guards, bus drivers and aides, and administrative and clerical staff. The grant also funds instructional supplies, technology, curriculum and gasoline.

There is no change to fund balance since this is a reimbursement grant. No new positions were added.

Kim Harrison

5.1.2023

Reviewed by Finance Director/Finance Manager

Date

Approved	<input checked="" type="checkbox"/>	<i>Bobby W Dulle III</i>	<i>5/1/23</i>
Declined	<input type="checkbox"/>	Director of Schools	Date

To: Board of Education

RE: FY23 School Federal Fund 142-Consolidated Administration and Title IA grant Revision 5

Board Meeting Date: May 9, 2023

Finance staff are presenting a revision in the FY23 Consolidated Administration budget that recognizes an increase of \$5,563. Grant funds will be used for office supplies and to replenish the accounts payable checks.

The budget revision is reasonable, necessary and allowable for the successful completion of the grant requirements.

Schools Federal Projects Fund 142
Fiscal Year 2022-23

Exhibit A to Resolution 23-R-10

Consolidated Administration (CFA)

Account Number	Account Description	BUDGET AS PASSED OR	AMENDED	AMENDMENT INCREASE
		PREV AMENDED	BUDGET	(DECREASE)
<u>Revenues</u>				
47590	Consolidated Administration	98,538	104,101	5,563
Total Increase in Revenues		\$ 98,538	\$ 104,101	\$ 5,563
<u>Expenditures</u>				
72210 499	Other Supplies and Materials	-	5,563	5,563
Total Increase in Expenditures		\$ -	\$ 5,563	\$ 5,563

CHANGE IN FUND BALANCE (CASH) -

The FY23 Consolidated Administration amendment budgets an additional award of \$5,563 for a total allocation of \$104,101. These funds will be used to purchase administrative materials and supplies.

There are no major programmatic changes and no change to fund balance.

Jim Sullivan 5-4-2023
Reviewed by Finance Director/Finance Manager Date

Approved	<input checked="" type="checkbox"/>	<u>Bobby W. Duke III</u>	<u>5/4/2023</u>
Declined	<input type="checkbox"/>	Director of Schools	Date

To: Board of Education

RE: FY23 ARP Homeless 2.0

Board Meeting Date: May 9, 2023

Finance and Federal Programs staff present a revision in the ARP 2.0 Homeless grant for approval.

The FY23 ARP 2.0 Homeless grant amendment of \$18,500 is to re-budget a portion of unused funds previously approved for emergency housing.

Funding reallocation will be used to fund salaries for one fulltime van driver for McKinney Vento students.

There are no new revenues or major programmatic changes to fund balance. The budget revision is reasonable, necessary and allowable for the successful completion of the grant requirements.

FY23 ARP 2.0 Homeless grant must be spent or encumbered by June 30, 2024. This budget amendment will allow us to expend all funds by required deadline.

Murfreesboro

City Schools

INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year FY23 Federal Projects Fund 142 - ARP Homeless 2.0 Grant Revision 1
 BOE Meeting Date May 9, 2023

Account	Description	Increase	Decrease
	ARP Homeless 2.0		
142 E 72130 599	Other Charges		9,500
142 E 72710 146	Bus Drivers	15,000	
142 E 72710 201	Social Security	1,000	
142 E 72710 204	Retirement	2,000	
142 E 72710 212	Medicare	500	
142 E 73100 422	Food Supplies		9,000
Total		\$ 18,500	\$ 18,500

Explanation: The FY23 ARP Homeless 2.0 grant amendment of \$18,500 is to rebudget savings in food supplies and housing to fund a partial salary for one full time van driver for McKinney Vento students. The balance of the salary and benefits for this driver will be funded in the Transportation GP budget
FY23 ARP Homeless 2.0 grant must be spent or encumbered by June 30, 2024.
The budget revision is reasonable, necessary, and allowable.

Kim Lewis
 Reviewed by Finance Director/Finance Manager

5-1-2023
 Date

Approved	<input checked="" type="checkbox"/>	<u>Bobby W. Duggett</u> Director of Schools	<u>5/1/23</u> Date
Declined	<input type="checkbox"/>		

To: Board of Education

RE: FY23 School Federal Fund 142-ELC grant Revision 3

Board Meeting Date: May 9, 2023

The FY23 ELC amendment of \$34,000 is to re-budget funds from savings in Drugs & Medical Supplies to the Health Equipment line item. Equipment includes replacement computers for outdated devices, a portable washing machine, eye faucet attachments and screen/monitors to use as electronic bulletin boards and for student/employee training. Supplies for the new PreK building such as band aids, gauze, pill trays and cleaning supplies will also be purchased.

The budget revision is reasonable, necessary and allowable for the successful completion of the grant requirements.

The FY23 ELC grant must be spent or encumbered by June 30, 2023. This budget amendment will allow us to expend all funds by required deadline.

Murfreesboro

City Schools

INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year FY23 Federal Projects Fund 142 - ELC Grant Revision 3
 BOE Meeting Date May 9, 2023

Account	Description	Increase	Decrease
	Epidemiology & Laboratory Capacity (ELC)		
142 E 72120 413	Drugs & Medical Supplies		34,000
142 E 72120 735	Health Equipment	34,000	
Total		\$ 34,000	\$ 34,000

Explanation: To rebudget funds from savings within previously approved ELC/Nursing grant line item Drugs and Medical Supplies to Health Equipment.
Additional equipment such as replacement computers for nurses, portable washing machine, under desk walking pad for physical activity for nurses, eye faucet attachments and screen/monitors to use as electronic bulletin boards and student/employee training may be purchased.
The budget revision is reasonable, necessary, and allowable.

Jim Williams
 Reviewed by Finance Director/Finance Manager

5.1.2023
 Date

Approved	<input checked="" type="checkbox"/>	<u>Bobby W. Daulton III</u> Director of Schools	<u>5/1/23</u> Date
Declined	<input type="checkbox"/>		

To: Board of Education

RE: FY23 ARP IDEA Part B

Board Meeting Date: May 9, 2023

Finance and Federal Programs staff present a revision in the ARP IDEA Part B grant for approval.

The FY23 ARP IDEA Part B grant amendment of \$78,299 is to re-budget savings in labor and benefits, contracted services and staff development to fringe benefits, instructional supplies and materials, other supplies and materials, special education materials and travel between schools.

Funding reallocation will be used to purchase three Cleartouch interactive panels with carts, Elmo projection devices, Redcat sound enhancement systems, Chromebooks, storage shelves, math and reading curriculum, headsets, privacy shields and instructional supplies. These items include our required obligation to the private schools proportionate share.

There are no new revenues or major programmatic changes. The budget revision is reasonable, necessary and allowable for the successful completion of the grant requirements.

FY23 ARP IDEA Part B grant must be spent or encumbered by June 30, 2023. This budget amendment will allow us to expend all funds by the required deadline.

Murfreesboro City Schools

INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year FY23 Federal Projects Fund 142 - ARP IDEA Part B Grant Revision 1
 BOE Meeting Date May 9, 2023

Account	Description	Increase	Decrease
ARP IDEA Part B			
142 E 71200 116	Teachers	1,483	
142 E 71200 163	Educational Assistants		27,991
142 E 71200 201	Social Security		1,732
142 E 71200 204	Retirement		3,275
142 E 71200 206	Life Insurance		644
142 E 71200 207	Medical		19,298
142 E 71200 208	Dental		304
142 E 71200 212	Medicare		405
142 E 71200 299	Other Fringe Benefits	2,125	
142 E 71200 322	Evaluation & Testing	2,780	
142 E 71200 399	Other Contracted Services		9,224
142 E 71200 429	Instructional Supplies & Materials	2,740	
142 E 71200 499	Other Supplies & Materials	43,920	
142 E 71200 725	Special Education Equipment	25,046	
142 E 72220 355	Travel	205	
142 E 72220 524	In-Service/Staff Development		14,650
142 E 99100 504	Indirect Cost		776
Total		\$ 78,299	\$ 78,299

Explanation: The FY23 ARP IDEA Part B grant revision of \$78,299 is to re-budget savings in labor and benefits, contracted services, and staff development to fringe benefits, instructional supplies and materials, other supplies and materials, special education materials and travel between schools.
Funding reallocation will be used to purchase 3 Cleartouch interactive panels with carts, Elmo projection devices, Redcat sound enhancement systems, Chromebooks, storage shelves, math and reading curriculum, headsets, privacy shields and instructional supplies.
These items include our required obligation to the private schools proportionate share.
FY23 ARP IDEA Part B grant must be spent or encumbered by June 30, 2023. This budget amendment will allow us to expend all funds by the required deadline. The budget revision is reasonable, necessary and allowable.

Tom Blackburn 5.2.2023
 Reviewed by Finance Director/Finance Manager Date

Approved	<input type="text"/>	_____	_____
Declined	<input type="text"/>	Director of Schools	Date

To: Board of Education

RE: FY23 ARP IDEA PreK

Board Meeting Date: May 9, 2023

Finance and Federal Programs staff present a revision in the ARP IDEA Prek grant for approval.

The FY23 ARP IDEA Prek grant amendment of \$23,046 is to re-budget savings in labor, benefits, and in-service/staff development

Funding will be reallocated to evaluation and testing, instructional supplies and materials, and other equipment. Reallocated funds will be used to purchase one Cleartouch and cart, classroom supplies such as room dividers, cushions, play materials, mats, folding trays, fidget packs and headsets and assessments for SLP and psychological testing. These items include our required obligation to the private schools proportionate share.

There is no new revenues or major programmatic changes to fund balance. The budget revision is reasonable, necessary and allowable for the successful completion of the grant requirements.

FY23 ARP IDEA Prek grant must be spent or encumbered by June 30, 2023. This budget amendment will allow us to expend all funds by required deadline.

Murfreesboro City Schools

INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year FY23 Federal Projects Fund 142 - ARP PreK Grant Revision 1
BOE Meeting Date May 9, 2023

Account	Description	Increase	Decrease
ARP IDEA PreK			
142 E 71200 163	Educational Assistants		9,000
142 E 71200 201	Social Security		560
142 E 71200 212	Medicare		135
142 E 71200 322	Evaluation & Testing	7,510	
142 E 71200 429	Instructional Supplies & Materials	435	
142 E 72220 499	Other Supplies & Materials	9,966	
142 E 72220 524	In-Service/Staff Development		13,147
142 E 72220 790	Other Equipment	5,135	
142 E 99100 504	Indirect Cost		204
Total		\$ 23,046	\$ 23,046

Explanation: The FY23 ARP IDEA Prek grant revision of \$23,046 is to re-budget savings in labor, benefits and inservice/staff development to evaluation and testing, instructional supplies and materials, other supplies and materials and other equipment.
Funding reallocation will be used for 1 Cleartouch interactive panel with cart, classroom supplies such as room dividers, cushions, play materials, mats, folding trays, fidget packs and headsets and assessments for SLP and psychological testing.
These items include our required obligation to the privats schools proportionate share.
FY23 ARP IDEA Prek grant must be spent or encumbered by June 30, 2023.
The budget revision is reasonable, necessary and allowable.

Jim Williams
 Reviewed by Finance Director/Finance Manager

5-4-23
 Date

Approved	<input type="text"/>	_____	_____
		Director of Schools	Date
Declined	<input type="text"/>		



2552 South Church Street, Suite 100
Murfreesboro, TN 37127-6342
615-893-2313 fax 615-893-2352
cityschools.net

To: Board of Education

RE: FY23 21st CCLC ESP Grant Funds

Board Meeting Date: May 9, 2023

Finance and Federal Programs staff present a revision in the 21st CCLC grant for approval.

The FY23 21st CCLC ESP grant amendment of \$70,838 is to re-budget savings from bus drivers, fuel, travel, and benefits to salaries.

Funding reallocation will be used to help fund staff and certified salaries for summer programming for the month of June at Bradley, Black Fox, Cason Lane, Hobgood, John Pittard, Reeves-Rogers, Mitchell-Neilson, and Northfield.

There are no new revenues or major programmatic changes. The budget revision is reasonable, necessary and allowable for the successful completion of the grant requirements.

FY23 21st CCLC grant must be spent or encumbered by June 30, 2023. This budget amendment will allow us to expend all funds by required deadline.

Murfreesboro City Schools

INTER-FUND BUDGET TRANSFER/AMENDMENT REQUEST

Budget Fiscal Year FY23 Federal Projects Fund 142 - 21st CCLC Grant Revision 2
 BOE Meeting Date May 9, 2023

Account	Description	Increase	Decrease
	21st CCLC		
142 E 73300 116	Teachers		50,000
142 E 73300 162	Clerical Personnel	2,136	
142 E 73300 163	Educational Assistants	68,702	
142 E 73300 189	Other Salaries and Wages		11,000
142 E 73300 299	Other Fringe Benefits		330
142 E 73300 355	Travel		900
142 E 73300 599	Other Charges		8,608
Total		<u>\$ 70,838</u>	<u>\$ 70,838</u>

Explanation: The FY23 21st CCLC grant revision of \$70,838 is to re-budget savings from bus drivers, fuel, travel and benefits to increase salaries. Funding allocation will be used to help fund staff and certified salaries for summer programming during June 2023 at Bradley, Black Fox, Cason Lane, Hobgood, John Pittard, Reeves-Rogers, Mitchell Neilson and Northfield Schools.

FY23 21st CCLC grant must be spent or encumbered by June 30, 2023.

The budget revision is reasonable, necessary and allowable.

Kim Williams 5-2-2023
 Reviewed by Finance Director/Finance Manager Date

Approved	<input type="checkbox"/>	<hr/>	<hr/>
		Director of Schools	Date
Declined	<input type="checkbox"/>		

To: Board of Education

RE: Approval of 2023-2024 Board Meeting Calendar

Board Meeting Date: May 9, 2023

Staff is presenting the proposed 2023-2024 board meeting schedule for board approval.

Currently, regular meetings are scheduled for the second and fourth Tuesdays of the month, with both meetings being held in the Council Chambers of City Hall. However, the attached proposed schedule recommends that the first regular board meeting of the month be held at the MCS Administrative offices and the second meeting to be held in the Council Chambers of City Hall.

If there is only one meeting scheduled for the month, that meeting will be held at City Hall.

This schedule includes three pre-determined work sessions (August 8, April 9, and April 16) and a day long board retreat (January 9) for your consideration.

This schedule does not include any special called board meetings or other work sessions that may be deemed necessary for the operation of the school system.

**MURFREESBORO CITY SCHOOL BOARD
2023-2024 MEETING SCHEDULE**

All regularly scheduled Murfreesboro City School Board meetings will be held on the **second and fourth Tuesdays** of each month beginning at **6:00 p.m.** unless otherwise stated.

The first meeting of the month will be held at the Administrative Offices of Murfreesboro City Schools, 2552 S. Church Street, Murfreesboro, Tennessee, and the second meeting of the month will be held in the Council Chambers at City Hall, 111 West Vine Street, Murfreesboro, Tennessee unless otherwise stated.

If circumstances require a change in time, venue, or an additional special meeting, an advertisement with specific information will be placed with the media.

July 25 at City Hall Regular Board Meeting	January 23 at City Hall Regular Board Meeting
August 8 at MCS Administrative Offices Regular Board Meeting 5:00 p.m.-5:30 p.m. Board Work Session 5:30 p.m.-8:00 p.m.	February 13 at MCS Administrative Offices Regular Board Meeting
August 22 at City Hall Regular Board Meeting	February 27 at City Hall Regular Board Meeting
September 12 at MCS Administrative Offices Regular Board Meeting	March 12 at City Hall Regular Board Meeting
September 26 at City Hall Regular Board Meeting	March 26 No meeting scheduled due to spring break
October 10 at MCS Administrative Offices Regular Board Meeting	April 9 (4:00-8:00) and April 16 (noon-5:00) Regular Board Meeting/Budget Work Session at MCS Administrative Offices
October 24 at City Hall Regular Board Meeting	April 30 at City Hall **5th Tuesday due to budget Regular Board Meeting
November 14 at MCS Administrative Offices Regular Board Meeting	May 14 at MCS Administrative Offices Regular Board Meeting
November 28 at City Hall Regular Board Meeting	May 28 at City Hall Regular Board Meeting
December 12 at City Hall Regular Board Meeting	June 11 at MCS Administrative Offices Regular Board Meeting
January 9 Location TBD Board Retreat 8:00-4:00	June 25 at City Hall Regular Board Meeting