

Board of Education Regular Meeting

November 13, 2018 6:00 PM

MCS Administrative Offices

I. CALL TO ORDER BY BOARD CHAIR Procedural Item	Chair Butch Campbell
A. Pledge of Allegiance Procedural Item The Pledge of Allegiance will be led by Mr. Campbell.	
B. Moment of Silence Procedural Item	
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. ACTION ITEMS Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Dr. Linda Gilbert
B. Delete Board Policy STU10 Student Safety-Board Policy 3.201 Replaces Action Item	
C. Delete Board Policy BO21-Director's Administrative Staff Action Item	
D. Delete Board Policy IS16-Relations with Accrediting Agencies Action Item	
E. Delete Board Policy FM13-Additions, Changes, Alterations on Buildings and/or Grounds- Board Policies 3.200 and 2.401 cover this Action Item	
F. Delete Board Policy FM16-Purchase Requisitions and Purchase Orders. Board Policies 2.807 and 2.808 cover this. Action Item	
G. Delete Board Policy PER24-Substitute Teachers-Board Policy 5.701 covers this. Action Item	
H. Delete Board Policy PER40-Suspension/Dismissal of Non-Licensed Employees-Board Policy 5.202 covers this. Action Item	
I. Delete Board Policy PER44-Employee Use of Internet/Electronic Mail. Board Policy 1.805 covers this. Action Item	
J. Board Policy 4.302 Field Trips, Competitions, and Excursions-Rescinds Board Policy IS9 Action Item	
K. Board Policy 4.501 Volunteers Rescinds Board Policy IS10 Action Item	
L. Board Policy 4.502 Parental and Family Involvement-Rescinds Board Policy IS6 Action Item	
M. Board Policy 4.503 Relations with Education Research and Service Centers-Rescinds Board Policy IS17 Action Item	
N. Board Policy 4.600 Grading System Action Item	
O. Board Policy 4.407 School and School System Websites-Rescinds Board Policy PER45 Action Item	

P. Board Policy 4.603 Promotion and Retention-Rescinds Board Policy IS14 Action Item	
Q. Board Policy 4.700 Testing Programs-Rescinds Board Policy IS11 Action Item	
R. Board Policy 4.701 Maintaining Test Security-Rescinds Board Policy IS20 Action Item	
S. Board Policy 4.804 Religious Content of Courses Action Item	
T. Board Policy 5.1101 Benefits for Full-Time Employees-Rescinds Board Policy PER2 and PER9 Action Item	
IV. INFORMATION ITEMS Information Item	Chair Butch Campbell
A. Testing Information Item	Dr. Linda Gilbert
B. Curriculum Information Item	Dr. Linda Gilbert
V. ADJOURNMENT Action Item	Chair Butch Campbell

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT SAFETY	Descriptor No: STU 10	Date Adopted: 4/79
Reviewed/Revision Adopted: 8/96; 7/07; 6/12		

1 The principals, with assistance from central office staff, shall assume leadership in developing
2 procedures for keeping school facilities safe and free from hazards to the life and safety of
3 children and teachers.

4
5 All staff members shall report current and potential hazards to their immediate supervisors.
6 Supervisors are expected to promptly and effectively follow up on these reports.

7
8 The safety of students shall be assured through close supervision of students in all school
9 buildings and grounds and through special attention to the following:

- 10
11 1. Maintaining a safe school environment (the City Safety Director, State Fire Marshal and
12 Department of Health periodically inspect the physical condition of all buildings and
13 grounds);
14 2. Observation of safe practices on the part of school personnel and students both inside the
15 school and on the school grounds;
16 3. Offering safety education to students¹;
17 4. Maintaining an up-to-date comprehensive system/school safety plan (Administrative
18 Directive 40); and
19 5. Providing first aid care for students in case of accident or sudden illness.

20
21 In addition to the above safety measures, school personnel shall be constantly on the lookout for
22 suspicious strangers loitering in or near school buildings or seated in parked automobiles nearby.
23 The principal shall notify the police if indicated by the circumstances.²

24
25 Teachers shall instruct students not to accept gifts or automobile rides from strangers, and the
26 students will also be instructed to tell the teachers, their parents, police, or school patrols of any
27 suspicious strangers.

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Legal References:

- 31
32 1. T.C.A. §49-6-1003
33 2. T.C.A. §49-6-2008

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: DIRECTOR'S ADMINISTRATIVE STAFF	Descriptor No: BO 21	Date Adopted: 4/79
	<i>Reviewed/Revision Adopted:</i> 2/01; 2/11	

- 1 The Director of Schools' administrative staff shall be any person authorized by the Board as a
- 2 member of that staff.
- 3
- 4 It shall be the duty of the administrative staff to recommend policies to the Director of Schools
- 5 and to formulate the necessary rules and regulations to implement the Board's policies.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: RELATIONS WITH ACCREDITING AGENCIES	Descriptor No: IS 16	Date Adopted: 4/79
	<i>Reviewed/Revision Adopted:</i> 4/01; 3/12	

- 1 The Murfreesboro City Board of Education believes that all of its schools should meet the
- 2 criteria to be fully accredited by AdvancED. This membership is maintained through
- 3 cooperation with the Association's evaluation procedures, adherence to its requirements, and
- 4 responsiveness to its recommendations.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: ADDITIONS, CHANGES ALTERATIONS ON BUILDINGS AND/OR GROUNDS	Descriptor No: FM 13	Date Adopted: 4/79
	<i>Reviewed/Revision Adopted:</i> 3/01; 11/11	

1 Any additions, changes, or alterations made on a school campus, building, or other property of
2 the Murfreesboro City Board of Education will have the approval of the Director of Schools
3 and/or the Board of Education. The Director of Schools shall be informed of and become part of
4 any planning which may result in an addition, change, or alteration. Such additions, changes, or
5 alterations shall include but not be limited to landscaping, playground equipment, signs, parking
6 areas, drives, temporary or permanent shelters, recreation needs, painting, partitions, shelving,
7 appliances, furniture, construction in classrooms, etc.

8
9 Gifts made to the system or a school shall conform to the Board’s policy regarding gifts (BO 34).
10 The Director of Schools shall determine when additions, changes or alterations should be
11 brought before the Board. Any significant addition, change, or alteration which requires money
12 not already budgeted shall be brought to the Board.

13
14 No additions, changes, or alterations to buildings or grounds, including signage, are to be made
15 without confirming that all required permits have been obtained from the City of Murfreesboro.
16 Nor shall such changes be made without appropriate review to ensure their compliance with the
17 Americans with Disabilities Act.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PURCHASE REQUISITIONS AND PURCHASE ORDERS	Descriptor No: FM 16	Date Adopted: 1/12
<i>Reviewed/Revision Adopted:</i>		

- 1 All Purchases shall be made on authorized requisitions and purchase orders prepared by
- 2 appropriate personnel.
- 3
- 4 1. Requisition for Purchase Order Forms are available at all schools and the Central Office,
- 5 School Nutrition, Extended School Program, and the Maintenance and Transportation
- 6 Department.
- 7
- 8
- 9 2. No purchase shall be made, nor payment approved, unless covered by an approved
- 10 purchase order, nor shall bills be submitted to the Board for approval unless purchased by
- 11 approved purchase orders.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SUBSTITUTE TEACHERS	Descriptor No: PER 24	Date Adopted: 4/79
	Reviewed/Revision Adopted: 9/88; 8/01; 10/02; 4/12	

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary
2 vacancies. All substitute teachers shall be employed by the Director of Schools. Substitute
3 teachers shall assume the same responsibilities and have the same authority as the regular
4 teacher.

5 6 Application/Qualifications

7
8 Criminal history record checks and fingerprinting of applicants for substitute teaching are
9 required.

10
11 Applicants whose records with the State Department of Education indicate a license or certificate
12 currently in revoked status shall not be hired.

13
14 The substitute teacher lists will be prepared by the Human Resources Director who will maintain
15 a complete file on all substitute teachers. This file will include transcripts, credentials,
16 recommendations and other pertinent information. A list of all approved substitutes shall be
17 provided to all principals. Only those persons on the approved substitute list shall be employed
18 to substitute teach.

19
20 All substitutes shall be responsible for providing correct and current addresses and phone
21 numbers and for notifying the Murfreesboro City Schools Human Resources Department if they
22 wish to terminate their service as substitutes.

23 24 Certification

25
26 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
27 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be
28 taught. When substituting for a teacher on leave for over twenty days, the substitute shall be
29 certified and paid according to the state salary schedule.

30
31 A substitute, teaching for a regular teacher on extended leave for more than twenty (20)
32 consecutive teaching days holding a license with an endorsement in the area of assignment, shall
33 be designated as an interim substitute.

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36 Retired teachers may substitute one-hundred twenty (120) days per year without loss of
37 retirement benefits, and may work the full school year if the Director of Schools certifies in
38 writing to the State Board of Education that no other qualified personnel are available to perform
39 this work.

40

41 Emergency Needs

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43 All teacher assistants and other support staff are approved substitute teachers for use in
44 emergency situations. Emergency use shall be defined as less than a full day due to the regular
45 or substitute teacher being unable to arrive on time or remain for the full day.

46

47 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers
48 would receive under similar circumstances or their regular salary, if higher; however, they shall
49 not receive pay for both positions at the same time.

50

51 Training and Orientation

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53 The Director of Schools shall be responsible for providing appropriate training and development
54 programs for substitute teachers.

55

56 All substitute teachers shall be required to attend an orientation session to provide instructions
57 regarding reporting, pay schedules, and other pertinent information and to answer questions.

58

59 All substitute teachers will be given a copy of the local school's guidelines on the first day they
60 substitute in the school.

61

62 These guidelines shall contain, but shall not be limited to:

63

- 64 a. Attendance procedures;
- 65 b. Lunchroom schedule and procedures;
- 66 c. Procedures for supervising student behavior;
- 67 d. Names and assignments of regular staff members;
- 68 e. Emergency evacuation procedures; and
- 69 f. Other helpful information particular to the local school.

70

71 Teacher Responsibilities

72

73 For planned absences, a substitute shall be selected from the approved list. Each principal shall
74 be provided names of all approved substitute teachers.

75

76 When a teacher is unable to meet classes for any reason, the teacher shall follow the proper steps
77 to secure a substitute teacher.

78

79 In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher
80 shall make available:

81

- 82 1. Daily schedule (academic and supervisory);
- 83 2. Class rolls; and
- 84 3. Lesson plans and other information for the day's activities. In case of emergency
85 when plans are not provided, the principal shall provide the substitute with directions
86 for the day.

87 Re-employment/Termination

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89 On an annual basis, the Director of Schools, with input from the principals, shall determine
90 which substitute teachers performed at an acceptable level. Substitute teachers who performed
91 below an acceptable level shall not be re-employed.

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Legal References:

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128 TRR/MS 0520-1-2-.04(5)

129 T.C.A. 49-5-709

130 T.C.A. 49-5-413

131 T.C.A. 49-2-203(a)

132 T.C.A. 49-3-312(c); TRR/MS 0520-1-2-.04(5)(b)

133 T.C.A. 8-36-805

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: DISCIPLINE OF NON-LICENSED EMPLOYEES	Descriptor No: PER 40	Date Adopted: 9/01
	Reviewed/Revision Adopted: 9/11	

1 Pursuant to T.C.A. §49-2-301(b)(1)(FF), all persons employed in a position for which no
2 teaching license is required shall be hired at the will of the Director.

3
4 The Director of Schools may impose any level of discipline, up to and including termination, of
5 any non-licensed employee at any time when deemed necessary.

6
7 The Director of Schools shall establish a procedure for discipline, up to and including
8 termination, of a non-licensed employee.

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10 The Director of Schools shall provide written notification of the Director’s decision to the
11 employee.

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33 Legal Reference:

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35 T.C.A. §49-2-301(b)(1)(FF)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: EMPLOYEE USE OF INTERNET/ ELECTRONIC MAIL	Descriptor No: PER 44	Date Adopted: 9/09
<i>Reviewed/Revision Adopted:</i>		

1 **I. POLICY**

- 2
- 3 A. The Board offers employees of the Murfreesboro City School System, who need it,
- 4 access to the Internet and electronic mail (e-mail) as a business tool.
- 5
- 6 B. Access to e-mail and the Internet will enable employees to explore thousands of libraries,
- 7 databases and bulletin boards while exchanging messages with Internet users throughout
- 8 the world. Although there is some degree of risk in offering Internet access, we believe
- 9 that benefits to the school system exceed any disadvantages.

10

11 **II. INTERNET AND E-MAIL POLICY**

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13 The network is provided for authorized employees to conduct research and communicate

14 with others for school related purposes. Access to network services is given to employees

15 who agree to act in a considerate and responsible manner. Internet access and e-mail

16 accounts are issued only after Board approved training has occurred. Access can be

17 revoked at any time if network security or protocol is compromised.

18

19 **III. USE OF ELECTRONIC MAIL (E-MAIL)**

- 20
- 21 A. Electronic mail capability among Board members and district staff exists for the purpose
- 22 of enhancing communication to better perform tasks associated with their positions and
- 23 assignments. Therefore all staff and Board members who have access to the district
- 24 network shall adhere to the following guidelines when sending or receiving messages via
- 25 system-wide-electronic mail (e-mail):
- 26 1. Because all computer hardware and software belong to the school district, all
- 27 data including e-mail communications stored or transmitted on school district
- 28 computers shall be monitored. Employees/Board members have no right to privacy
- 29 with regard to such data. Confidentiality of e-mail communication cannot be assured.
- 30 E-mail correspondence may be a public record under the public records law and may
- 31 be subject to public inspection.¹
- 32 2. Messages shall pertain to legitimate Board/district business; email shall not be used to
- 33 circumvent requirements of the Open Meetings Act.²
- 34 3. Staff/Board members will be asked to sign an application for terms and conditions for
- 35 use of the Internet. Staff/Board members shall not reveal their passwords to others in

- 36 the network or to anyone outside of it. If anyone has reason to believe that a password
37 has been lost or stolen or that e-mail has been accessed by someone without
38 authorization, the employee shall contact the technology coordinator immediately.
39 4. It is the responsibility of the sender not to violate copyright laws.
40 5. Messages shall not be sent that contain material that may be defined by a reasonable
41 person as obscene or that are racist, sexist or promote illegal or unethical activity.
42

- 43 B. Users with network access shall not utilize district resources to establish electronic mail
44 accounts through third-party providers or any other nonstandard electronic mail system.
45 All data including e-mail communications stored or transmitted on school system
46 computers may be monitored. Employees have no expectation of privacy with regard to
47 such data. E-mail correspondence may be a public record under the public records law
48 and may be subject to public inspection.³
49
50

51 **IV. INAPPROPRIATE USES AND PRACTICES**

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- 53 A. The following practices are considered unacceptable, and may be subject to
54 disciplinary action including written warnings, revocation of access privileges, and/or up
55 to and including termination.
- 56 1. Visiting Internet sites that contain obscene, racist, sexist, discriminatory or
57 otherwise objectionable materials; sending or receiving any material that is
58 obscene or defamatory, or which is intended to annoy, harass or intimidate
59 another person.
 - 60 2. Sending and receiving unusually large e-mails or attachments; sending or
61 forwarding electronic chain letters.
 - 62 3. Spending time on non-school/non-school system business.
 - 63 4. Soliciting e-mails that are unrelated to school activities, or soliciting non-school
64 business for personal gain or profit.
 - 65 5. Representing personal opinions as those of the Board, school or school system.
 - 66 6. Using the Internet or e-mail for gambling or other illegal activities.
 - 67 7. Making or posting indecent remarks, proposals or materials.
 - 68 8. Uploading, downloading or otherwise transmitting commercial software or
69 copyrighted material in violation of its copyright.
 - 70 9. Intentionally interfering with normal operation of the network, including the
71 propagation of computer viruses, or sustained high volume network traffic which
72 substantially hinders others in their school business related use of the network.
 - 73 10. Revealing or publicizing confidential information regarding students or
74 employees.
 - 75 11. Examining, changing or using another person's files, output, account or user name
76 without explicit authorization from the Murfreesboro City Schools Technology
77 Department.
 - 78 12. Other inappropriate uses of the Internet or network resources that may be
79 identified by the network administrator.
80

- 81 B. The Board reserves the right to report any illegal activities to appropriate authorities.
82

83 **V. USE OF INTERNET**

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- 85 A. Before any employee is allowed use of the district's Internet or intranet access, the
86 employee shall sign an employee acknowledgement form, PER 44 Form A (see attached):

87 Any employee who accesses the district's computer system for any purpose agrees to be
88 bound by the terms of that agreement, even if no signed written agreement is on file.

89
90 B. The director of schools shall develop and implement procedures for appropriate Internet
91 use which shall address the following:

- 92 1. Development of the Network and Internet Use Agreement.
- 93 2. General rules and ethics of Internet access.
- 94 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 95 4. Prohibited and illegal activities, include but are not limited to the following:¹

- 96 •Sending or Displaying offensive messages or pictures
- 97 •Using obscene language
- 98 •Harassing, insulting, defaming or attacking others
- 99 •Damaging computers, computer systems or computer networks
- 100 •Hacking or attempting unauthorized access to any computer
- 101 •Violation of copyright laws
- 102 •Trespassing in another's folders, work or files
- 103 •Intentional misuse of resources
- 104 •Using another's password or other identifier (impersonation)
- 105 •Use of the network for commercial purposes
- 106 •**Personal** buying or selling on the Internet

107 108 109 110 **VI. VIOLATIONS**

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112 Violations of this policy or a procedure promulgated under its authority shall be reported
113 immediately to the director and may result in the suspension and/or revocation of system
114 access or if deemed necessary, appropriate disciplinary action may be taken.

115 116 **VII. IMPLEMENTATION**

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118 Administrative Directive 44 implements this policy.

129 REFERENCES:

- 130
- 131 1. T.C.A. §10-7-512
- 132 2. T.C.A. §8-44-102
- 133 3. T.C.A. §10-7-512

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips / Excursions / Competitions	Descriptor Code: 4.302	Issued Date:
		Rescinds: IS 9	Issued: 04/01/12

- 1 The Board encourages field trips and excursions when the experiences are an integral part of the school
- 2 curriculum and contribute to the Board's desired educational goals.

- 3 The Director of Schools shall develop forms and procedures for submitting, reviewing, and approving
- 4 requests for field trips. Any request for a field trip, excursion, or competition that requires students to
- 5 travel out of state or stay overnight requires prior Board approval.

Cross References

Attendance 6.200

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">School Volunteers</h2>	Descriptor Code: <h3 style="text-align: center;">4.501</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">IS 10</h3>	Issued: <h3 style="text-align: center;">03/01/12</h3>

- 1 Murfreesboro City Schools encourages citizens to become involved in furthering the educational
- 2 programs in the system and encourages the utilization of community resources for the enhancement of
- 3 the programs.

- 4 All volunteers must be approved by the principal and shall serve under the supervision and direction of
- 5 the professional personnel of the school to which they are assigned.

- 6 All volunteers shall comply with the guidelines and standards set forth by the Board, Director of
- 7 Schools, and principals/supervisors.

- 8 Volunteers shall serve without compensation¹ or benefits accorded to the employees of the district.

- 9 The Director of Schools shall develop procedures to require the appropriate background checks for
- 10 volunteers.

- 11 All volunteers must follow the Murfreesboro City Schools' Volunteer Approval Procedure.
- 12 Depending on the level of volunteerism, a volunteer application and a criminal background and
- 13 fingerprint check may be required. The expense of the background check may be the volunteer's
- 14 responsibility.

- 15 While serving as a volunteer, no individual shall have access to any student's confidential medical or
- 16 educational records, including but not limited to doctors' notes, classroom grades, report cards,
- 17 attendance sheets, discipline records, and cumulative student records.

Legal References

1. TCA 29-20-310(e)

Cross References

- Visitors to the School 1.501

Murfreesboro City School Board

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

1 GENERAL EXPECTATIONS FOR PARENTAL INVOLVEMENT

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

4 The Director of Schools/designee shall:

- 5 • Identify barriers to parental involvement and provide coordination, technical assistance, and other
6 necessary support to assist individual schools with planning and implementing parental involvement
7 activities;
- 8 • Ensure parents are involved with the development of educational or improvement plans as required by
9 state and federal laws; and
- 10 • Ensure those plans include strategies for parental participation in the schools that are designed to
11 improve parent and teacher cooperation.

12 The school district shall ensure Title I schools are in compliance with the *No Child Left Behind Act*.

13 SCHOOL -LEVEL POLICY

14 As required by law,¹ each Title I school shall submit its school parent involvement policy to the Director of
15 Schools to ensure that each school meets state and federal requirements, including a school-parent compact.
16 This school level policy shall be developed jointly with and distributed to parents of participating students.

17 FAMILY-SCHOOL PARTNERSHIPS

18 Families and community members should be engaged in the education of students based on the following
19 standards:

- 20 • Families are welcomed into the school community;
- 21 • Families and school staff should regularly communicate about student learning;
- 22 • Families and school staff should work together to support student learning and development;
- 23 • Families should be informed and encouraged to be advocates for students;
- 24 • Community, civic, and business resources should strengthen school programs, family practices, and
25 student learning.
- 26

Legal References

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

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Relations with Education Research and Service Centers	Descriptor Code: 4.503	Issued Date:
		Rescinds: IS 17	Issued: 09/01/13

- 1 The Director of Schools is authorized to cooperate insofar as possible with colleges, universities, and
2 other recognized research agencies in promoting potentially useful research. Decisions about research
3 involving students, teachers, and other employees should be made using the following guidelines:
- 4 1. The objectives of the research should be clearly stated, and the design should show promise of
5 producing valid and reliable results, which will then be provided to the Murfreesboro City
6 Schools.
 - 7
 - 8 2. The research should contribute to the improvement of education or the general welfare of
9 children.
 - 10
 - 11 3. Parents of students must give their informed consent in writing before the students may be used
12 as subjects in the research project and before data may be obtained from student records.
 - 13
 - 14 4. The proposed research shall be of sufficient scope and depth to justify the time and effort of the
15 Murfreesboro City Schools' students and staff members.
 - 16
 - 17 5. Interruption of normal instructional activities shall be kept to a minimum.
 - 18
 - 19 6. The value of the project for individual schools shall be considered.
 - 20
 - 21 7. Projects involving student researchers must have prior written approval of an advisor of the
22 institution and the Institutional Review Board in which the student is enrolled. This faculty
23 member must have direct responsibility related to the student's research.
 - 24
 - 25 8. The research project shall comply with the relevant provisions of the Family Educational
26 Rights and Privacy Act, including but not limited to 34 CFR §99.31(a)(6).

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="text-align: center;">Grading System and Reporting Progress</h2>	Descriptor Code: <h3 style="text-align: center;">4.600</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">IS 12</h3>	Issued: <h3 style="text-align: center;">06/01/12</h3>

1 The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment
 2 for evaluating and recording student progress and to measure student performance in conjunction with state
 3 content standards for grades **preK-6**.¹ The grading/assessment system shall follow all applicable statutes and rules
 4 and regulations of the State Board of Education.

5 The Director of Schools shall submit a copy of the grading, reporting, and assessment systems to the Board before
 6 the system is implemented, and it shall be communicated annually to students and parent(s) or guardian(s).²

7 **Student progress reports shall be provided at least once every nine (9) weeks during the school year.¹**

8 **In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the**
 9 **educational progress of their children. Teachers shall consult with parents of students who are working at an**
 10 **unsatisfactory level or whose performance shows a sudden deterioration. Parents shall be notified by the teacher**
 11 **as early in the school year as possible if the retention of a student is being considered.**

12 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. TCA 49-2-293 (b)(7)

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: School and System Websites	Descriptor Code: 4.407	Issued Date:
		Rescinds: PER 45	Issued:

1 **CONTENT STANDARDS**

2 The Board authorizes the creation of school and/or district web pages on the Internet. Only those web
3 pages maintained in accordance with Board policy and established procedures shall be recognized as
4 official representations of the district or individual schools. All information on a school or district web
5 page must accurately reflect the mission, goals, policies, program, and activities of the school and
6 district. The web page must have a purpose which falls within at least one of three categories:

- 7 1. Support of curriculum and instruction — intended to provide links to Internet resources for
8 students, parents, and staff in the district;
- 9 2. Public information —intended to communicate information about the schools and district to
10 students, staff, parents, community and the world at large; and
- 11 3. District technology support —intended to provide and respond to instructional and administrative
12 technology needs of students and staff.

13 All material on a school website shall be either original to the school, in the public domain, or posted
14 with the express permission of its rightful owner. This includes, but is not limited to, text, graphics,
15 pictures, video, sounds, music, characters, logos, and trademarks. Web page publications shall follow all
16 applicable copyright laws and guidelines.

17 Websites developed under contract for the school district or within the scope of employment by district
18 employees are the property of the school district.

19 **PRIVACY STANDARDS**

- 20 1. Because Internet publications are available to the entire world, special care shall be taken to
21 protect the privacy of students and staff. Web pages may not include personal identifying
22 information regarding a student¹ such as: telephone numbers, addresses, names of other family
23 members, names of friends, e-mail addresses, specific location of a student at any given time,
24 grades or any other academic information. No confidential information shall be published on or
25 linked to the web site.
- 26 2. Student work may be published on web pages or other media with written consent of the student's
27 parent/guardian.
- 28 3. Links to student e-mail accounts are prohibited.

- 29 4. Pictures of students may be included only under the following conditions:²
30 • Individual student pictures may be published on the web site only with written consent of the
31 student's parent/guardian.
32 • Pictures of groups of students involved in a school-related activity may be published without
33 consent; however, the students shall only be identified by the group name.
34 • Students shall not be individually identified in pictures unless there is a special reason for
35 doing so, such as recognition for receiving an award. In such cases, the student's
36 parent/guardian give written consent.

37 **ADVERTISING/SPONSORSHIPS**

38 Any use of advertising or sponsorships that appears on a school web site must be approved by the school
39 web administrator, the principal or the director of schools/designee. Guidelines for approval shall be
40 established by the director of schools/designee and must be consistent with the board's policies and
41 guidelines used in other school and district publications.

42 **ADMINISTRATIVE PROCEDURES**

43 The director of schools shall develop administrative procedures for development of web pages including
44 content, quality and consistency standards and shall designate an individual(s) to be responsible for
45 maintaining the official district web page and monitoring all district web page activity. A building
46 principal shall make such designation for an individual school. Schools or departments that wish to
47 publish a web page must identify the webmaster's name, e-mail address and phone number on the web
48 page.

49 **CONCERNS/COMPLAINTS**

50 As with any instructional materials or publication used by or representing the school or district, the
51 building principal or director of schools, respectively, is ultimately responsible for accuracy and
52 appropriateness of the information made available on the web site. Concern about the content of any
53 page(s) created by students or staff should be directed to the building principal or the director of schools'
54 office when related to the district web site. If the concern is not resolved, persons who wish to file a
55 formal complaint shall submit a written request for reconsideration of instructional material.

Legal References

1. 20 USCS 1232 g(a)(5)(A)-(B)
2. ESEA (20 USCS 7908) Sect. 9528; 10 USCS 503

Cross References

- Reconsideration of Instructional Materials 4.403
Use of Copyrighted Materials 4.404
Employee-Developed Materials 4.405

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date:
		Rescinds: IS 14	Issued: 4/79; 11/98; 4/01; 9/05; 2/12

1 The guiding philosophy for determining promotion or retention will be what is in the best interest of the
2 child.

3 Students shall progress in sequential order from grade to grade. The professional staff shall place
4 students at the grade level best suited for them academically, socially and emotionally.

5 In order to enhance the opportunity for remediation, students with problems shall be identified as early
6 as possible in the school year. Parents shall be notified when problems are identified and shall be
7 informed periodically of remedial efforts and given progress reports.

8 Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of
9 the students. In arriving at a decision for either the promotion or retention of a pupil, the combined
10 views of the teacher, principal, and Director of Schools/designee should be taken into consideration
11 along with those of the parents. However, the final decision rests with school personnel.

12 Before a student is retained, the parents shall be informed in writing and shall have the opportunity to
13 participate in a conference at least six (6) weeks before the end of the school year.

14 Before the decision is finalized, the principal shall make a report to the Director of Schools/designee of
15 each student being considered for retention. The report shall include explicit documentation of student
16 deficiencies and documentation of the differentiated instruction implemented by the teacher/school to
17 support the student being successful.

18 This evidence shall be placed in the student's cumulative record.

19 Educational approaches and techniques for the repeated year shall vary from the prior year in order to
20 provide an appropriate instructional program. Variations may include, but are not limited to assigning
21 the child to a different teacher, using different materials or strategies, or varying lengths of time per
22 subject.

23 For the purpose of determining the effectiveness of retention toward improving student achievement,
24 the progress of retained students shall be monitored for at least three (3) years.

25 The following factors shall be considered in making a decision on promotion and retention:²

26 1. Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the
27 next grade level.

- 1 2. Students who have been identified as having special problems, including high risk students and
2 others with special needs, shall be given special consideration. Placement of students with IEPs
3 shall be determined by the IEP-Team.

- 4 3. Except under unusual circumstances, students may not be retained more than once.

- 5 4. Retention should not be a substitute for special education, counseling, intervention, or social
6 services.

- 7 5. Retention shall not be used as a disciplinary measure. No student enrolled in the third grade shall
8 be promoted unless the student has shown a basic understanding of curriculum and ability to
9 perform the skills required in the subject of reading as demonstrated by the student's grades or
10 standardized test results. This requirement shall not apply to students who are participating in a
11 Board approved research-based intervention prior to the beginning of the next school year or to
12 students who have IEPs pursuant to 20 U.S.C. § 1400 et seq.¹

Legal References

1. TCA 49-6-3115
2. TRR/MS 0520-01-03-.05(3)(b)

Cross References

- Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200

Murfreesboro City School Board

Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 04/25/17
		Rescinds: IS 11	Issued: 05/01/15

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;^{1,2}
- 15
- 16 7. Assist in placing students in remedial programs; and
- 17
- 18 8. Assist in educational research by providing data.

19 In planning testing programs, every effort shall be made to see that testing contributes to the learning
20 process rather than detracts from it. Efforts shall be made to incorporate necessary culture-free or
21 culture-fair tests to assure that measurements are reasonable, unbiased, and accurate.

22 The Director of Schools shall be responsible for planning and implementing the program, which
23 includes:

- 24 1. Determining specific purposes for each test;
- 25
- 26 2. Selecting the appropriate test to be given;
- 27
- 28 3. Establishing procedures for administering the tests;
- 29
- 30 4. Making provisions for interpreting and disseminating the results;
- 31
- 32 5. Maintaining testing information in a consistent and confidential manner; and
- 33

34 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
35 learning program might be necessary.

36 State-mandated student testing programs shall be undertaken in accordance with procedures published
37 by the State Department of Education.³

38 **WEIGHTING OF TCAP SCORES**

39 Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8)
40 shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject
41 areas of mathematics, reading/language arts, science, and social studies.⁴ The Director of Schools may
42 exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are
43 not received by the district at least five (5) instructional days before the end of the school year.⁵

44 **TESTING INFORMATION AND PARENTAL CONSENT**

45 Any test directly concerned with measuring student ability or achievement through individual or group
46 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
47 of the system without first obtaining written consent of the parents or guardians.²

48 Results of all group tests shall be recorded on the students' permanent records and shall be made
49 available to appropriate personnel in accordance with established procedures.⁷

50 No later than July 31st of each year, the Board shall publish on its website information related to state
51 and board mandated tests that will be administered during the school year. The information shall
52 include:⁸

- 53 1. The name of the test;
- 54
- 55 2. The purpose and use of the test;
- 56
- 57 3. The grade or class in which the test will be administered;
- 58
- 59 4. The tentative date or dates that the test will be administered;
- 60
- 61 5. The time and manner in which parents and students will be notified of the results of the test;
- 62 and
- 63
- 64 6. How parents can access the questions and answers on their student's state-required tests.⁸

65 The testing information shall also be placed in student handbooks or other school publications that are
66 provided to parents on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCS 1232(g)
3. TRR/MS 0520-01-03-.03(9)
4. TCA 49-1-617
5. Public Acts of 2015, Chapter No. 256
6. TRR/MS 0520-01-03-.06(1)(c)(2)
7. TCA 10-7-504
8. TCA 49-6-6007; Public Acts of 2016, Chp. No. 844

Cross References

Student Records 6.600

Murfreesboro City School Board

Monitoring: Review: Annually, in December	Descriptor Term: Maintaining Test and Data Security	Descriptor Code: 4.701	Issued Date:
		Rescinds: IS 20	Issued: 4/01; 4/12; 4/93

1 *General*

2 Security procedures shall adhere to guidelines issued by the State Department of Education.¹

3 **TESTING SECURITY**

4 The Director of Schools shall designate a system testing coordinator who shall be responsible for
5 administering, monitoring, and maintaining security of all tests to be administered within the school
6 district. The principal of each school shall serve as or designate a building testing coordinator who
7 shall be responsible for the administrating, monitoring, and maintaining security of all tests given in
8 the school.

9 Any employee found to have not followed security guidelines shall be placed on immediate
10 suspension, and such actions shall be grounds for dismissal. Such actions shall be grounds for
11 revocation of state license.² The Director of Schools shall report a breach of security to the State
12 Department of Education's Office of Accountability and any testing irregularity to the Division of State
13 Testing within twenty-four (24) hours of such events. In any class, grade, and/or school where a
14 security breach is strongly suspected or verified, central office staff shall be present during subsequent
15 tests for a period of two (2) years.

16 **DATA SECURITY**

17 Embargoed data may be shared with personnel as determined by the Director of Schools as set forth in
18 procedure. Personnel shall not share embargoed data with external parties.³

Legal References

1. TRR/MS 0520-01-03-.03(7)(b)
2. TCA 49-1-607
3. State Board of Education Policy 2.600

Murfreesboro City School Board

Monitoring: Review: Annually, in December	Descriptor Term: <h2 style="text-align: center;">Religious Content of Courses</h2>	Descriptor Code: <h3 style="text-align: center;">4.804</h3>	Issued Date: <h3 style="text-align: center;">06/28/16</h3>
		Rescinds:	Issued:

1 Educational content which consists of religious themes shall be presented in a factual, objective, and
 2 respectful manner in accordance with the following guidelines:

- 3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs
 4 provided it is essential to the learning experience in the various fields of study and is presented
 5 objectively;
- 6 2. The inclusion of religion shall be for educational purposes only;¹
- 7 3. The emphasis on religious themes should be only as extensive as necessary for a balanced and
 8 comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish,
 9 foster, or demean any particular religion, religious tenets, or beliefs; and¹
- 10 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-
 11 beliefs about a religious theme shall be accommodated. For example, students are free to express
 12 religious belief in compositions, art forms, music, speech, and debate.

Legal References

1. Public Acts of 2016, Chapter No. 660

Cross References

- Basic Curriculum Program 4.20
 Staff Rights & Responsibilities 5.600

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Benefits for Full-Time Employees	Descriptor Code: 5.1101	Issued Date:
		Rescinds: PER 2, PER 9	Issued: 12/84; 4/90; 8/01; 7/11

1 In addition to salary, the Board recognizes that certain benefits for full-time employees are an integral
2 part of the total compensation. Full-time employees are employees who are scheduled to work a
3 minimum of thirty (30) hours or more per week on a regular basis, meaning more than 26 continuous
4 weeks in a calendar year.

5 **Health Insurance¹**

6 Employees have the option of participating in group health/hospitalization plans. These plans consist of
7 health/hospitalization programs with family or individual coverage available. A dental program with
8 family or individual coverage is also available. The employee shares the cost of family protection if
9 such protection is elected. Full-time employees hired after July 1, 2004, are eligible to receive a \$1,500
10 annual incentive if they choose not to take out the medical insurance coverage offered by the school
11 system.

12 An employee on approved leave of absence may continue health/hospitalization and dental coverage by
13 payment of premium to Murfreesboro City Schools. The insurance may be canceled by the employee at
14 any time in writing to the Board of Education or may be cancelled for non-payment of premiums. The
15 health/hospital plan carries conversion privileges (COBRA) for those leaving service including members
16 who are retiring. The dental plan cannot be continued after the employee terminates their employment.

17 **Life, Accidental Death, and Dismemberment Benefit Insurance**

18 Full-time employees are provided life, accidental death, and dismemberment insurance. The plan carries
19 conversion privileges for those leaving service, including members who are retiring, subject to certain
20 age restrictions.

21 **Other**

22 Other benefits to full-time employees, varying according to job classification, include:

- 23 Worker's Compensation
- 24 Vacation with pay
- 25 Certain legal and other holidays with pay
- 26 Leave provisions (person, professional, annual leave)
- 27 Sick leave
- 28 Retirement program
- 29 Salary distribution plan
- 30 Coverage for liability claims
- 31 Choice of school assignment for children, on a space available basis
- 32 Cafeteria plans (Section 125)

- 33 Social Security
- 34 Medicare
- 35 Employee Assistant Program

Legal References

1. TCA 49-2-209