

Board of Education Regular Meeting
 March 12, 2019 6:00 PM
 Murfreesboro City Schools Administrative Offices

I. CALL TO ORDER BY BOARD CHAIR Procedural Item	Chair Butch Campbell
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. CONSENT ITEMS Action Item	Chair Butch Campbell
A. Approval of School Fees Action Item	
B. Second Reading of Board Policy 6.405 Medicines Action Item	
IV. ACTION ITEMS Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Dr. Linda Gilbert
i. First Reading of Board Policy 5.106 Application and Employment Action Item	
B. Policy Review for March Action Item	Dr. Linda Gilbert
i. Delete Board Policy 2.801 Petty Cash Accounts Action Item	
ii. Board Policy 5.1061 Job Sharing-Rescinds PER 15 Action Item	
iii. Board Policy 5.400 Personnel Health Examinations/Communicable Diseases Action Item	
iv. Board Policy 5.401 Acquired Immune Deficiency Syndrome (HIV/AIDS) Action Item	
v. Board Policy 5.402 Hepatitis B (HBV) Action Item	
vi. Board Policy 5.501 Complaints and Grievances Action Item	
vii. Board Policy 5.600 Staff Rights and Responsibilities Action Item	
viii. Board Policy 5.601 Conflict of Interest Action Item	
ix. Board Policy 5.602 Staff Time Schedules Action Item	
x. Board Policy 5.603 Staff Meetings Action Item	
xi. Board Policy 5.605 Staff Gifts and Solicitations Action Item	
xii. Board Policy 5.606 Political Activities Action Item	
xiii. Board Policy 5.608 Tutoring for Pay Action Item	
xiv. Board Policy 5.700 Interim Faculty Positions Action Item	
xv. Board Policy 5.701 Substitute Teachers Action Item	

xvi. Board Policy 5.702 Student Teachers Action Item	
xvii. Board Policy 5.800 Director of Schools Action Item	
xviii. Board Policy 5.801 Director of Schools Recruitment and Selection Action Item	
xix. Board Policy 5.802 Qualifications and Duties of the Director of Schools Action Item	
xx. Board Policy 5.803 Evaluation of the Director of Schools Action Item	
xxi. Board Policy 6.4081 Safe Relocation of Students-Rescinds Board Policy STU 62 Action Item	
V. REPORTS AND INFORMATION Action Item	Chair Butch Campbell
VI. OTHER BUSINESS Information Item	Chair Butch Campbell
A. The March 26th Board Meeting has been cancelled Information Item	
VII. ADJOURNMENT Action Item	Chair Butch Campbell

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 01/29/19
		Rescinds: STU 11	Issued: 07/01/10

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

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

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

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

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

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

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

32 The administrator/designee will:

- 33 1. Inform appropriate school personnel of the medication to be self-administered;
- 34 2. Keep written instructions from parent in student's record;
- 35 3. Keep an accurate record of the self-administration of the medication;
- 36 4. Keep all medication in a secure, separate, locked cabinet except emergency medication and
37 medication retained by a student per physician's order.
- 38 5. Keep all emergency medication in an unlocked secure location near the student and readily
39 available for timely, emergency use;
- 40 6. Return unused medication to the parent, guardian and/or parent or guardian's adult designee only.
41 If the medication is not retrieved by the end of the school year, the school nurse will dispose of
42 it. Emergency medication may be sent home with student upon the request of the parent or
43 guardian; and
- 44 7. Ensure that all guidelines developed by the Department of Health and the Department of
45 Education are followed.

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

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

50

51 **BLOOD GLUCOSE SELF-CHECKS**

52

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

59

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

62

63 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
64 Occupational Safety and Health Administration (TOSHA).²

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66

67 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³**

68

69 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage
70 their prescribed medication in a manner directed by a licensed healthcare provider without additional
71 assistance or direction. The Director of Schools shall develop procedures for the development of both

72 an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law
73 for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

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76 **STUDENTS WITH ADRENAL INSUFFICIENCY⁴**

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

80

81

- 82 1. The district shall train school personnel who will be responsible for administering the
83 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
84 medication.

84

85

- 86 2. The district shall maintain a record of all school personnel who have completed this training.

86

87

- 88 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
89 professional may administer the prescribed medication to the student. If a school nurse or other
90 licensed health care professional is not immediately available, trained school personnel may
91 administer the prescribed medication.

91

92

92 The Director of Schools shall develop procedures on the administration of medications that treat
93 adrenal insufficiency and recordkeeping per rules set forth by the State Board of Education.

94

95

96 **STOCKED EPINEPHERINE AUTO-INJECTORS**

97

98 Murfreesboro City Schools will provide at least two (2) doses of auto-injectable epinephrine (also
99 called stock epinephrine) in each school building, to be administered by a school nurse or designated
100 employee of the school who is authorized and trained in the administration of epinephrine to any
101 student believed to be having an anaphylactic reaction on school premises, during the academic day.
102 MCS will obtain a standing order from a licensed physician. Standing orders must be renewed
103 annually and with any change in prescriber.

Legal References

1. TCA 49-50-162
2. TCA 49-5-415(d)(7), Public Acts 2006,
Chapter No. 54
3. Public Acts of 2015, Chapter No. 321
4. TRR/MS 0520-01-12; State Board of Education
Policy 4.205

Cross References

Student Health Services 6.401

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Application and Employment</h2>	Descriptor Code: <h3 style="text-align: center;">5.106</h3>	Reviewed Date: 08/28/2018 01/15/19
		Rescinds: PER 8, PER 11, PER 14	Issued: 09/12/17

1 **APPLICATION**

2 An individual desiring a position shall make application to the Director of Schools on forms developed
 3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
 4 criminal history background checks and fingerprinting of applicants for teaching positions and any
 5 other positions that require proximity to children.¹ If applying for a teaching position, the Director of
 6 Schools shall also check the applicant’s license status in the Tennessee Department of Education’s
 7 database to determine if there is a hold on that applicant’s license, and if so, the reasoning behind the
 8 hold.²

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
 10 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
 11 prosecution.³

12 The Board shall pay any costs incurred to perform these background checks and fingerprinting.

13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along
 15 with references from persons such as previous employers, college professors, and supervisors of
 16 student teachers. Other information shall include whether such applicant has been dismissed for cause
 17 from a school system.⁵ If previously employed by a local board of education, the applicant shall
 18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach from the Tennessee Board of Education;⁶
- 21 2. Who has been identified by the Department of Children’s Services as a perpetrator of child
 22 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
 23 threat to the health, safety, or welfare of children;⁷
- 24 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
 25 of Health;⁷
- 26 4. Who does not present a physician's certificate showing a satisfactory health record or has any
 27 contagious or communicable disease in such form that might endanger the health of school
 28 children;⁸
- 29 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
 30 Tennessee and of the United States of America;⁹
- 31 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
 32 employment for cause; or

33 7. Who does not receive a satisfactory background check.¹⁰

34 *Support Employees*

35 No person shall be employed:

- 36 1. Without the appropriate qualifications listed in the job description and/or stated in law;
- 37 2. Who has any contagious or communicable disease in such form that might endanger the health
38 of the children;⁸
- 39 3. Who has been identified by the Department of Children's Services as a perpetrator of child
40 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
41 threat to the health, safety, or welfare of children;⁷
- 42 4. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
43 of Health;⁷
- 44 5. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 45 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
46 employment for cause; or
- 47 7. Who does not receive a satisfactory background check.¹⁰

48 **EMPLOYMENT**

49 *Professional Employees*

50 After checking references and receiving written recommendations, the Director of Schools shall hire
51 and assign qualified applicants.

52 Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and
53 conditions of employment. Upon receipt of employment notification, such person shall have fourteen
54 (14) days to accept or reject, in writing, the offered employment.¹ From the date of the written
55 acceptance, such person is considered to be under employment with the system and is subject to all
56 rights, privileges, and duties.

57 *Support Employees*

58 After checking references and receiving written recommendations from principals and/or supervisors,
59 the Director of Schools shall hire and assign qualified applicants. The Employment at Will Agreement
60 of each support employee shall contain a statement regarding the required ninety (90) day probationary
61 period.

62 *Anticipation of Advanced Degree or Academic Credentials*

63 The teacher shall be responsible for securing a license or certificate, verifying its accuracy, maintaining
64 its validity, registering it with the Murfreesboro City Schools Human Resources Department, and
65 meeting the requirements of T.C.A. 49-5-101. Initial salary shall reflect the established degree shown
66 on the Tennessee Department of Education certificate presented at the time of employment.

67 For budgetary purposes, all licensed employees who anticipate receiving an advanced degree or
68 additional graduate hours to meet the MA+30 requirement shall report this to the Director of Schools
69 no later than March 1.

70 ~~The licensed employee shall be responsible for filing the necessary application papers and the~~
71 ~~supporting college transcripts with the state certification office once the required course work has been~~
72 ~~completed or degrees have been awarded. The licensed employee shall be responsible for submitting~~
73 ~~an official transcript to the Murfreesboro City Schools Resource Department showing credits earned~~
74 ~~for the new degree and/or hours beyond the degree with an accredited university/college by December~~
75 ~~1st in order to have retroactive pay of the first of the school year. If the official transcripts are submitted~~
76 ~~after December 1st, the new pay rate will be effective at the time the official transcripts are submitted.~~

77 The licensed employee shall be responsible for filing the necessary application papers and the
78 supporting college transcripts with the state certification office once the required coursework has been
79 completed or degrees have been awarded. This requires the licensed employee to complete the Add a
80 Degree transaction in TNCompass and have their school /university send official transcripts directly to
81 the state certification office. Once the state certification office has added the new degree to the license,
82 the employee shall email Murfreesboro City Schools' Human Resources Department, notifying them
83 that a new degree has been added.

84 If the new degree/coursework is earned in May or August, the employee has until December 1st to add
85 the degree to their license and notify Human Resources in order to receive retroactive pay for the first
86 half of the school year. If all documentation is provided on or before December 1st, the new pay rate
87 will be effective the date the degree was earned.

88 If the new degree/coursework is earned in December, the employee has until April 1st to add the degree
89 to their license and notify Human Resources in order to receive retroactive pay for the second half of
90 the school year. If all documentation is provided on or before April 1st, the new pay rate will be
91 effective the date the degree was earned.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501

Cross References

- Orientation and Probation 5.107
Compensation Guides & Contracts 5.110

3. TCA 49-5-406 (a)(2)(A)
4. TCA 49-5-413(c)
5. Public Acts of 2018, Chapter No. 938
6. TCA 49-5-403; TCA 49-5-101
7. TCA 49-5-413(e)
8. TCA 49-5-404; TRR/MS 0520-01-03-.08(2)(f)
9. TCA 49-5-405
10. Public Acts of 2018, Chapter No. 1006
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359

Background Investigations 5.118
Recommendations and File Transfers 5.203
Qualifications and Duties of the Director of Schools 5.802

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Petty Cash Accounts	Descriptor Code: 2.801	Reviewed Date: 11/28/2017 01/15/19
		Rescinds: FM 1	Issued: 01/01/12

1 In order to facilitate refunds and minor purchases, the central office and the individual schools in the
2 system may maintain petty cash funds.¹ These funds will be used for the payment of permissible and
3 properly itemized bills for materials, supplies, or services under conditions calling for immediate
4 payments. The Board shall determine the maximum amount to be available in any fund.

5 The Director of Schools/designee shall be responsible for disbursing and accounting for money from the
6 central office fund. The principal in each school shall have the same responsibility regarding individual
7 school funds.

8 Expenditures against these funds must be itemized and will be charged to the applicable budget code.
9 After a budget item is exhausted, no expenditures against the item may be made from petty cash.

10 Itemized expenditures from the individual school funds shall be maintained and kept on file at each
11 school. Expenditures made from the central office fund shall be itemized and kept on file in the Director
12 of Schools' office. **Disbursement vouchers should be completed and documentation kept.**

13 The ESP district administrator shall be responsible for disbursing and accounting for money from the
14 ESP fund. Expenditures made from the ESP fund shall be itemized and kept on file in the ESP district
15 administrator's office.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Sections 5-16

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: Job Sharing	Descriptor Code: 5.1061	Issued Date:
		Rescinds: PER 15	Issued: 02/01/12

1 The Board of Education believes that job sharing can provide flexibility to professional employees in
2 achieving personal and professional goals. The Board further believes that, in some situations, the
3 school system can accommodate job sharing, but that decisions regarding job sharing must take into
4 consideration the effectiveness of the organization as well as the office/classroom. Therefore, the
5 Board delegates to the Director of Schools the responsibility of developing directives and procedures
6 on the sharing of professional staff positions that will ensure benefits to children and professional
7 employees. Job sharing in professional staff positions shall be limited to special areas only.
8

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: <p style="text-align: center;">Personnel Health Examinations / Communicable Diseases</p>	Descriptor Code: <p style="text-align: center;">5.400</p>	Issued Date: <p style="text-align: center;">10/24/17</p>
		Rescinds: <p style="text-align: center;">PER 12</p>	Issued: <p style="text-align: center;">08/01/01</p>

- 1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.¹
- 2 Employees shall inform the Director of Schools whenever they contract a contagious or communicable
- 3 disease.

- 4 No employee who has any communicable disease shall perform his/her duties in any location where such
- 5 might endanger the health of school children. The Board shall require any employee to submit to a
- 6 physical examination by a physician whenever there is reason to believe that the employee has any
- 7 communicable disease.²

- 8 The Director of Schools shall reassign or suspend any employee who is suspected of having a
- 9 communicable disease which might endanger the health of children, pending investigation and final
- 10 disposition of the case before the Board.³

- 11 To assist the Board in making final disposition of the case, the Director of Schools may refer the case to
- 12 the **county Health Department** or other medical experts.

- 13 The Board shall use the written report to determine the employment status of the employee.

Legal References

1. TRR/MS 0520-01-03-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511(a)(3)

Cross References

Section 504 & ADA Grievance Procedures
1.802
Suspension/Dismissal 5.200-202

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Acquired Immune Deficiency Syndrome (HIV/AIDS)	Descriptor Code: 5.401	Issued Date: 09/26/17
		Rescinds: PER 13	Issued: 08/01/01

1 **LIABILITY AND NON-DISCRIMINATION**

2 No employee who is diagnosed **or perceived as being diagnosed** with HIV infection or AIDS shall be
3 prevented from continuing their employment. No disciplinary action **or other adverse personnel action**
4 may be taken against an employee solely on the basis of HIV infection or AIDS.

5 Action may be taken against an employee only if the employee is disabled and the disability interferes
6 with their ability to perform ~~their employment duties~~ **the essential functions of the position.**

7 The Board shall make reasonable accommodation to enable the employee to perform employment duties
8 as may be required by state or federal law.¹²

9 **HIV/AIDS TESTING**

10 No school official can require any employee to undergo an ~~HIV antibody test or other HIV-related test~~
11 **a blood test or medical consultation to determine HIV or AIDS status**³. This does not preclude school
12 officials from requiring an employee to undergo an examination when another communicable illness is
13 suspected.²

14 **CONFIDENTIALITY**

15 **An applicant or employee may choose to report his or her HIV or AIDS status to school personnel, but**
16 **shall not be required to disclose such information.** If information is received regarding an employee's
17 HIV status, the Director of Schools may consult with the school board attorney on the appropriate course
18 of action to pursue, bearing in mind the school system's potential liability for defamation, employment
19 discrimination, and breach of confidentiality requirements.^{3,4}

20 Information about an employee's HIV status is not to be documented in the employee's personnel file. ~~and~~
21 ~~shall not be faxed.~~^{1,3,4}

22 Information obtained is confidential and may not be released to anyone except:^{3 4}

- 23 1. Persons named on an Authorization for Release of Confidential HIV-Related Information Form;
- 24 2. Persons listed on a court order, and
- 25 3. Persons authorized to receive such information without a release or court order according to
26 TCA 68-10-113.

27 **Under no circumstances shall information identifying an employee with AIDS be released to the**
28 **public.**

29 **INFECTION CONTROL**

30 To prevent and manage exposure in the workplace, all school system employees will receive in-service
31 training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard.
32 The Board shall follow the most current Centers for Disease Control and Prevention (CDC) Universal
33 Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and
34 Other Blood-borne Pathogens in Health Care Settings.¹

35 **EDUCATION AND TRAINING**

36 Annually, the Director of Schools shall ensure that all employees, including newly hired staff, receive
37 current HIV training. These programs can utilize the educational/training resources of agencies or private
38 institutions with personnel trained in the areas of HIV/AIDS prevention education.¹

39 The Director of Schools shall be responsible for developing, revising and implementing the
40 administrative guidelines and procedures for this policy. The Director of Schools shall be responsible
41 for enforcing this policy by communicating it to all personnel and by providing necessary instruction
42 to all administrators.

43

Legal References

1. Tennessee State Board of Education Policy 5.300,
*HIV/AIDS Policy for Employees and Students of
Tennessee Public Schools*
2. [42 USCA § 12112\(b\)](#)
3. 29 CFR § 1630.13(b)
4. TCA 68-10-113

Cross References

Section 504 & ADA Grievance Procedures 1.802

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Hepatitis B (HBV)	Descriptor Code: 5.402	Issued Date: 09/26/17
		Rescinds: PER 34	Issued:

1 All schools shall provide a sanitary environment and shall establish routines for handling body fluids
2 that are recommended by appropriate health professionals.¹

3 All school district personnel shall be advised of routine procedures to follow in handling body fluids.
4 These procedures shall provide simple and effective precautions against transmission of diseases to
5 persons potentially exposed to the blood or body fluids of another. These procedures shall be standard
6 health and safety practices. No distinction shall be made between body fluids from individuals with a
7 known disease and individuals without symptoms or with an undiagnosed disease.

8 The administration shall develop, in consultation with medical personnel, a regulation to be distributed
9 to all staff. Training and appropriate supplies shall be available to all personnel including those involved
10 in transportation and custodial services. Such training shall be offered upon initial hiring and at least
11 annually thereafter.

12 In addition to insuring that these health and safety practices are carried out on a district-wide basis,
13 special emphasis shall be placed in those areas of school district operation that potentially present a
14 greater need for these precautions.

15 **CONFIDENTIALITY AND NON-DISCRIMINATION²**

16 In all instances, district personnel shall respect the individual's right to privacy and treat any medical
17 diagnosis as confidential information. The director of schools shall initiate procedures to ensure that all
18 medical information will be held in strict confidence. Any school staff member who violates
19 confidentiality shall be subject to appropriate disciplinary measures.

20 Under no circumstances shall information identifying an employee with HBV be released to the public.

21 **SAFETY**

22 Employees who are at high risk of occupational exposure shall be identified and provided with personal
23 protective equipment, including HBV vaccinations.³ Employees considered to be at high risk shall
24 include custodians, school nurses, comprehensive development teachers, comprehensive development
25 educational assistants, and the primary providers of first aid in each school office.

26 When any employee is known to have been exposed to HBV on the job site, the employee will be notified
27 immediately by a supervisor, and the Board shall provide vaccinations.⁴

28 The principal will ensure that an accident report is filed for all accidents. The report will include the
29 employee's name, date of the accident, an explanation of the accident and the care used in treating the
30 individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.

31 **EDUCATION AND UNIVERSAL PRECAUTIONS**

32 HBV education, including universal precautions on handling blood and other body fluids, will be
33 provided to all school personnel and volunteers and may include members of the Board.
34

Legal References

1. 29 CFR Part 1910.1030(c)
2. TCA 68-10-113
3. 20 CFR Part 1910-1030 (d)(3)(i)
4. 20 CFR Part 1910-1030 (f)

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Complaints and Grievances	Descriptor Code: 5.501	Issued Date: 09/26/17
		Rescinds: PER 28 PER 4	Issued: 02/01/12

1 EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

2 The Board believes that ~~differences of opinions~~ **conflicts** arising in the course of employment should be
3 resolved as quickly as possible and at the lowest supervisory level.

4 In instances of questions by an individual staff member concerning the interpretation of policies and
5 procedures to that staff member, administrative practices within the staff member's particular school,
6 and relationships with other employees, the staff member concerned must consult the administrative or
7 supervisory personnel to whom they are responsible. If a satisfactory resolution of the problem cannot
8 be reached after ample opportunity for consideration of the matter, the staff member concerned may
9 discuss the matter with the next level of supervision up to and including the Director of Schools.

10 In instances where an individual staff member feels, for personal reasons, that they cannot discuss a
11 problem with their immediate superior, the staff member may take the problem directly to the Director
12 of Schools. After review of the case, the Director of Schools shall take action as they deem appropriate
13 and within a prompt, reasonable time shall notify all parties concerned of their decision.

14 APPOINTING COMPLAINT MANAGERS

15 The Director of Schools shall appoint at least two complaint managers, one of each gender. Annually,
16 employees shall be notified of the names of the complaint managers during training and in the
17 employee handbook.

18 HARASSMENT/DISCRIMINATION GRIEVANCES

19 Employees should notify any district complaint manager, in a timely manner, if they believe the Board,
20 its employees or agents have violated their rights guaranteed by the state or federal constitution, state or
21 federal statute or board policy including, **but not limited to:** ^{1,3,4}

- 22 1. Title II of the Americans with Disabilities Act ²
- 23 2. Title IX of the Education Amendments of 1972 ⁷
- 24 3. Section 504 of the Rehabilitation Act of 1973 ⁵
- 25 4. Claims ~~of sexual harassment~~ under Title VII of the Civil Rights Act of 1964 and Title IX of the
26 Education Amendments of 1972 ^{6,7}

27 The complaint manager will endeavor to respond and resolve complaints without resorting to this
28 grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The
29 right of a person to prompt and equitable resolution of the complaint shall not be impaired by the person's
30 pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other

31 remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit
32 of other remedies.

33 1. Filing a Complaint — An employee who wishes to avail themselves to this grievance procedure
34 may do so by filing a complaint with any district complaint manager. The employee may request
35 a complaint manager of the same sex. The complaint manager may assist the employee in filing
36 a grievance.

37 2. Investigation — The complaint manager will investigate the complaint or appoint a qualified
38 person to undertake the investigation on their behalf. The complaint and identity of the
39 complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary
40 to fully investigate the complaint; or (3) as authorized by the complainant. The complaint
41 manager shall file a written report within five (5) days of the filing of the grievance, of his or her
42 findings with the Director of Schools. If a complaint of sexual harassment contains allegations
43 involving the Director of Schools, the written report shall be filed with the Board Chair.

44 3. Decision and Appeal — After receipt of the complaint manager's report, the Director of Schools
45 shall render a written decision within five (5) days of the receipt of the report; and that report
46 shall be provided to the employee. If the employee is not satisfied with the decision, the employee
47 may appeal the decision to the Board by making a written request to the complaint manager. The
48 complaint manager shall be responsible for promptly forwarding all materials relative to the
49 complaint and appeal to the Board. Thereafter, the Board shall ~~render~~ within thirty (30) days
50 from the date the appeal was received, review the report and affirm, overrule or modify the
51 decision and render a written finding that shall be provided to the complainant. This grievance
52 procedure shall not be construed to create an independent right to a Board hearing.

Legal References

1. Age Discrimination Employment Act, 29 U.S.C. § 621 et seq.
2. Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.
3. Equal Pay Act, 29 U.S.C. § 206(d)
4. Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
5. Rehabilitation Act, 29 U.S.C. § 791 et seq.
6. Title VII of Civil Rights Act, 42 U.S.C. § 2000e et seq.
7. Title IX of the Education Amendments, 20 U.S.C. § 1681 et seq.

Cross References

- Section 504 & ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: 09/26/17
		Rescinds: PER 6	Issued: 04/01/12

1 Each employee serves as a representative of the school district. The district is judged by its
2 employees. All employees should strive to maintain standards of ethical behavior which will not
3 detract from the educational process.

4 Employees are expected to have the ability to abide by the following minimum standards of ethical
5 behavior:

- 6 1. To maintain a two-way communication with pupils, parents, staff members, and community.
- 7 2. To solve problems which arise in a just and equitable manner.
- 8 3. To grow in skill and understanding in the job assigned.
- 9 4. To interpret the system's goals and operations to the public.
- 10 5. To refrain from any activities or dealings which would personally enhance the employee to the
11 detriment of the system.
- 12 6. To abide by established procedures for airing complaints and grievances.

13 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the
14 educational welfare of students and ensure that no conflict exists with their actual duties.

15 Each staff member has the right to:

- 16 1. A work environment free from sexual, racial, ethnic and religious discrimination/harassment.¹
- 17 2. Academic freedom within the confines of state law and board policy in order to create an
18 atmosphere of freedom in the classroom.

19 Each staff member has the responsibility to:

- 20 1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the
21 policies of the Board and the procedures designed to implement them.²
- 22 2. To adhere to the Teacher Code of Ethics.³
- 23 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
24 students and the students' right to know.
- 25 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the
26 public.
- 27 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
28 state board regulations, board policy and administrative procedures.

- 29 6. Wear appropriate dress for work according to board guidelines and local school rules.

Legal References

1. 42 USCS § 2000e-2(a)—(b); TCA 49-6-8002—8006, **Title VII of the Civil Rights Act of 1964**
2. TCA 49-5-201
3. TCA 49-5-1001—**et.seq**

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Conflict of Interest	Descriptor Code: 5.601	Issued Date: 09/26/17
		Rescinds: PER 7	Issued: 02/01/12

1 ADMINISTRATIVE PERSONNEL

2 Administrative and supervisory personnel, **as well as the Board**, shall have no financial interest, directly
3 or indirectly, in supplying books, maps, school furniture, or apparatus for the schools or to act as agent
4 for any author, publisher, bookseller, or dealer in school furniture or apparatus, however a spouse or
5 family member of a principal, teacher or other school administrative employee may participate in
6 business transactions with the school system where a sealed competitive bid system is used, provided
7 that the employee does not have discretion in the selection of bids or specifications.¹

8 It shall be a misdemeanor for the Director of Schools to take any other contract under the Board to per-
9 form any other service for additional compensation, to act as principal or teacher in any school, or to
10 become the owner of a school warrant other than that allowed for his/her service as Director of Schools
11 or as secretary to the Board.²

12 PROFESSIONAL AND SUPPORT PERSONNEL³

13 Employees of the Board will not engage in, or have financial interest in, any activity that raises a
14 reasonable question of conflict of interest with their duties and responsibilities as members of the school
15 staff. This includes, but is not limited to, the following:

- 16 1. School employees may not purchase for sale to students any goods or equipment or render any
17 service to the school system on a commission basis;⁴
- 18 2. Employees who have patented or copyrighted any device, publication, or other item will not
19 receive royalties for use of such item in the school system;
- 20 3. Employees will not engage in any type of work where the source of information concerning a
21 customer, client, or employer originates from information obtained through the school system;
- 22 4. The Board shall make no purchase of supplies, materials, or equipment from a school system
23 employee; and
- 24 5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and
25 reference books in a territory that includes the parents of the children of the school in which the
26 employee is assigned.

27 If there is a question about conflict of interest, employees should contact the Director of Schools.

Legal References

1. TCA 49-6-2003
2. TCA 49-2-301(c)
3. TCA 49-2-203(a)(2)

Cross References

Purchasing 2.805
Bids and Quotations 2.806
Purchase Orders and Contracts 2.808
Employee-Developed Materials 4.405

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Staff Time Schedules	Descriptor Code: 5.602	Issued Date: 09/26/17
		Rescinds:	Issued:

1 WORK SCHEDULES

2 The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty
3 minutes (450 minutes)¹ and will continue until professional responsibilities to the student and the
4 school are completed. Administrative meetings, curriculum development, student supervision,
5 assigned duties, parent conferences, group or individual planning and extra-curricular activities may
6 require hours beyond the stated minimum. When a school has activities beyond the school day and
7 teacher participation is needed, these hours will be distributed as equitably as possible among the
8 faculty.

9 Teachers shall be allotted an individual duty-free planning period of two and one-half (2 1/2) hours each
10 week to provide time for planning, preparation for effective teaching and attention to major program
11 improvement.² Work schedules for other employees will be defined by the Director of Schools or their
12 designee, consistent with the Fair Labor Standards Act and provisions of this policy.

13 WORKWEEK DEFINED

14 Working hours for all employees not exempted under the Fair Labor Standards Act,³ including
15 secretaries, bus drivers, cafeteria, custodial and maintenance personnel, will conform to federal and state
16 regulations. The Director of Schools will ensure that job positions are classified as exempt or non-
17 exempt and that employees are made aware of such classifications. Supervisors will make every effort
18 to avoid circumstances which will require non-exempt employees to work more than forty (40) hours
19 each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school
20 district employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

21 OVERTIME AND COMPENSATORY TIME⁴

22 The Board discourages overtime work by non-exempt employees. A non-exempt employee **shall** not
23 work overtime without the express approval of their supervisor. All overtime work **shall** be expressly
24 approved in writing by the Director of Schools or their designee. All supervisory personnel **shall** monitor
25 overtime on a weekly basis and report such time to the Director of Schools/designee. Principals and
26 supervisors **shall** monitor employees' work, ensure that overtime provisions of this policy and the Fair
27 Labor Standards Act are followed, and ensure that all employees are compensated for any overtime
28 worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees
29 from working more than forty (40) hours in a workweek. Accurate and complete time records of actual
30 hours worked during the workweek will be recorded by each employee and submitted to the Assistant
31 Superintendent of Finance and Support Services. The Assistant Superintendent of Finance and Support
32 Services will review work records of employees on a regular basis to make an assessment of overtime
33 use.

34 In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate
 35 of not less than one and one-half (1.5) hours for one hour of overtime worked, if such compensatory time
 36 is: (1) is pursuant to an agreement between the employer and employee reached before overtime work is
 37 performed, and (2) is authorized by the immediate supervisor.

38 Employees will be allowed to use compensatory time within a reasonable period after requesting such
 39 use if the requested use of the compensatory time does not unduly disrupt the operation of the
 40 school ~~division~~ district. Employees may accrue a maximum of sixty (60) compensatory time hours
 41 before they will be provided overtime pay at the rate earned by the employee at the time the employee
 42 receives such payment. In addition, upon leaving the school district, an employee must be paid for any
 43 unused compensatory time at the rate of not less than the higher of (1) the average regular rate received
 44 by the employee during his/her last three (3) years of employment, or (2) the final regular rate received
 45 by the employee.

46 Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of
 47 pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay or
 48 compensatory time as provided for working more than forty (40) hours in a workweek.

49 This policy shall be included in the staff handbook, however, employees will be provided with a copy
 50 of this policy and will be required to sign this policy to acknowledge their understanding of overtime
 51 and compensatory time provisions. Such signed policy shall be placed in the employee's personnel file
 52 and shall constitute the written agreement in this section.

53 ATTENDANCE EXPECTATIONS

54 All employees are expected to be present during all work hours. Absence without prior approval, chronic
 55 absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and
 56 will result in disciplinary action up to and including dismissal.

57 Three consecutive absences without reporting will be considered voluntarily quitting.

Legal References

1. TRR/MS 0520-01-03-.03(1)
2. TRR/MS 0520-01-03-.03(4); TCA 49-1-302 (e)(2)
3. ~~29 CFR 553.20 - 23~~ 29 CFR 541
4. ~~29 CFR 541.100 - .101, .200, .204, .300, .303-29-29~~
 CFR 553.20-28

Cross References

- School Day 1.801
- Curriculum Development 4.200
- Reporting Student Progress 4.601
- In-Service & Staff Development Activities 5.113
- Supervision of Students 6.408

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Staff Meetings	Descriptor Code: 5.603	Issued Date: 09/26/17
		Rescinds: PER 1	Issued: 02/01/12

1 Staff meetings shall be held in each school for the purpose of promoting school improvement and
2 professional growth and may be conducted by the principal, teachers or committees.

3 All staff members are expected to attend all meetings called by the administration and all inservice
4 programs designed to improve the total school, unless excused by the person calling the meeting.

5 Teachers' meetings may include but not be limited to:

- 6 1. Meetings of the entire staff of school;
- 7 2. Meetings of teachers in the same subject area or on the same grade level;
- 8 3. System-wide in-service meetings; and
- 9 4. Committee meetings dealing with specific problems.

10 Faculty meetings may be called by administrators according to the following guidelines:

- 11 • By the end of the first twenty (20) days of school, the principal shall notify teachers of the
12 regular schedule for faculty meetings for the first semester.
- 13 • By the end of the first semester, the principal shall notify teachers of the regular schedule for
14 faculty meetings for the second semester.
- 15 • With the exception of the first and last month of school, faculty meetings shall be limited to
16 two per month, except in the event of an emergency.
- 17 • Faculty meetings shall not be scheduled on Fridays or any day preceding a holiday, except in
18 the event of an emergency.
- 19 • No regularly scheduled faculty meeting shall exceed one and one-half hours (1 ½) in length.

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Staff Gifts and Solicitations	Descriptor Code: 5.605	Issued Date: 09/26/17
		Rescinds: BO 34	Issued:

1 **GIFTS**

2 Employees shall not accept gifts from students unless the gifts are of token value only.

3 Individual employees will refrain from giving gifts to staff members who exercise administrative or
4 supervisory jurisdiction over them, either directly or indirectly. The collection of money for group gifts
5 is discouraged except in special circumstances such as bereavement, serious illness, or for mementos at
6 retirement.

7 Employees are prohibited from accepting things of material value from individuals, companies or
8 organizations doing business with the school system. Exceptions to this policy are the acceptance of
9 minor items which are generally distributed to all by the companies through public relations programs.

10 **SOLICITATIONS**

11 No organization may solicit funds from employees within the schools. Flyers or other materials related
12 to fund drives shall not be distributed through the schools without the written approval of the Director
13 of Schools.

14 Employees will not be responsible for the collection of any money or the distribution of any fundraising
15 materials within the schools unless such activity has the Director of Schools' written approval.

16 This policy shall not apply to legitimate campaign contributions which are properly reported in
17 accordance with the State of Tennessee election laws, when the Murfreesboro City Schools system
18 employee or representative is a candidate for public office.

Cross References

Advertising & Distribution of Materials in Schools 1.806
Vendor Relations 2.809
Staff Conflicts of Interest 5.601
Student Solicitations/Fund-Raising 6.701
Student Gifts 6.710

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Political Activities</h2>	Descriptor Code: <h3 style="text-align: center;">5.606</h3>	Issued Date: <h3 style="text-align: center;">10/10/17</h3>
		Rescinds:	Issued:

1 Employees have a right to express their views on any issue, but must in each case make clear that the
 2 view expressed is not the official view of the Board or school system.

3 Employees may, on their own time, campaign for or against any candidate or referendum, but are
 4 prohibited from using system owned property to engage in political activity. System owned property
 5 includes, but are not limited to: all buildings, signage, message boards, telephonic equipment, electronic
 6 equipment and email accounts. Employees shall not produce audio or video messages to engage in any
 7 political promotion or solicitation during school hours.¹ Employees shall not post political campaign
 8 information on Murfreesboro City Schools’ social media.²

9 This policy does not prohibit employees from displaying a decal or bumper sticker on the employee’s
 10 personal vehicle while that vehicle is parked on school-owned property.²

Legal References

1. TCA 49-6-2009
2. TCA 2-19-206

Cross References

- Board-Community Relations 1.500
 News Releases, News Conferences & Interviews 1.503
 Advertising & Distribution of Materials in Schools 1.806

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Tutoring for Pay</h2>	Descriptor Code: <h3 style="text-align: center;">5.608</h3>	Issued Date: <h3 style="text-align: center;">10/24/17</h3>
		Rescinds:	Issued:

- 1 No employee may charge a pupil a fee for any service rendered to the pupil on the school premises or
- 2 during school hours, or for any teaching service connected with the school system. Tutoring one's own
- 3 pupils for pay is prohibited.¹

- 4 No teacher shall give private lessons to a pupil either on school property or during school hours for
- 5 pay, and no school facility may be used for such purpose.

- 6 No employee may sell to pupils any goods or equipment of any kind, or render any commercial service
- 7 to the school system on a commission basis, nor may any employee receive royalties on books or
- 8 materials which has been written and sold for use in the school system during his tenure of office in the
- 9 organization.

- 10 The Director of Schools may allow enrichment and tutoring activities be offered in school facilities.
- 11 Enrichment programs shall be approved by the Director of Schools or their designee on an individual
- 12 basis.

- 13 The Director of Schools reserves the option to impose facility usage fees/requirements/restrictions as
- 14 deemed appropriate. The fees/requirements/restrictions may be revised at the discretion of the Director
- 15 of Schools/designee.

- 16 The use of facilities policy and procedure will apply to enrichment/tutoring sessions, including the
- 17 liability insurance requirements, except when waived by the Director of Schools or their designee

Legal References

1. TCA 49-5-1003(b)(11)

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Interim Faculty Positions	Descriptor Code: 5.700	Issued Date: 10/24/17
		Rescinds: PER 33	Issued: 02/01/12

1 Employees shall be hired on an interim contract only when a vacancy is created by an employee taking
2 a leave of absence as set forth in TCA 49-5-702.¹ Such interim employees shall be considered as
3 temporary replacements for the remainder of the school year, and the contract term ~~will~~ shall not be
4 considered as initial employment.

5 Said positions ~~will~~ shall be filled at the discretion of the Director of Schools in a manner that is the least
6 disruptive to the educational process of students. Said positions shall be filled as quickly as possible to
7 ensure a continuous function of the specified position.

8 Persons filling any temporary positions shall have no expectation of continued employment, but such
9 persons may be considered for employment in filling vacancies as specified in the section dealing with
10 initial employment. The contract of each temporary employee shall contain the following statement: *I*
11 *understand that in filling a temporary position, I have no expectancy of continued employment, but may*
12 *be considered for initial employment to fill other vacancies.*

Legal References

1. TCA 49-2-203(a)(1)(A); TCA 49-5-702

Murfreesboro City Schools

Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 10/24/17
		Rescinds:	Issued:

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 Substitute teachers may be employed and paid directly by the Board or by a third party public or private
3 employer through an agreement between such third party employer and the Board.

4 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
5 eligibility conditions as substitute teachers employed directly by the Board.²

6 **APPLICATION/QUALIFICATIONS**

7 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

8 Applicants with revoked licenses or certificates according to the Department of Education shall not be
9 hired.⁴

10 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with
11 state laws and regulations.

12 A list of substitute teacher(s) will be prepared by the Assistant Superintendent of Human Resources who
13 will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent
14 information.

15 **COMPENSATION**

16 If employed directly by the Board, the compensation of substitute teachers shall be determined annually
17 by the Board.

18 **CERTIFICATION**

19 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
20 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁶
21 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to
22 the state salary schedule.¹

23 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement ben-
24 efits¹ and may substitute for additional days if the Director of Schools certifies in writing to the Division
25 of Retirement that no other qualified personnel are available to substitute teach.⁷

26 **EMERGENCY NEEDS**

27 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.

28 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
29 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
30 for both positions at the same time.

31 **TRAINING AND ORIENTATION**

32 The Director of Schools shall be responsible for ensuring that there are appropriate training and
33 development programs for substitute teachers.

34 **RESPONSIBILITIES**

35 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not
36 limited to, bus duty and playground supervision.

37 **RE-EMPLOYMENT/TERMINATION**

38 ~~On an annual basis,~~ The Director of Schools, with input from the principals, shall determine which
39 substitute teachers are performing at an acceptable level. Substitute teachers who perform below an
40 acceptable level shall ~~not be re-employed.~~ be terminated. ~~Substitute teachers must substitute teach at~~
41 ~~least four (4) days a month~~ one day per the number of weeks in that month to remain on the active
42 substitute list. ~~To return to the active list, the substitute teacher will need to contact the Human Resources~~
43 ~~Department.~~

44 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
45 the principal and/or third party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Student Teachers	Descriptor Code: 5.702	Issued Date: 10/24/17
		Rescinds: IS 18	Issued: 03/01/12

- 1 In an efficiently administered program of student teaching the students are provided opportunities for
2 laboratory experiences in practical teaching situations under the guidance and supervision of experienced
3 classroom teachers, principals and supervising personnel.
- 4 The local system, in addition to rendering a much needed service to the teaching profession, has the
5 opportunity of observing beginning teachers and evaluating their ability and potential in applying for
6 vacancies when they occur.
- 7 Student teachers may be accepted or refused by either the principal or the cooperating teacher.
- 8 Student teachers ~~will be expected to~~ **shall** observe all rules and regulations established by the Board.
- 9 A student teacher shall be granted the same protection of the laws as a certified teacher and shall comply
10 with all policies and procedures of the Board and observe all duties of teachers as set forth in state
11 statute.¹
- 12 In addition, student teachers shall be required to fulfill all normal local responsibilities, both school and
13 extracurricular, and shall familiarize themselves with the policies of the Board and the school.
- 14 No classroom student shall have more than one (1) student teacher per year in a given subject. Any
15 exception to this policy must have prior approval from the Director of Schools.
- 16 The evaluation of a student teacher shall be based upon a joint agreement between the cooperating
17 teacher and the student's supervising teacher.
- 18 A student teacher may be asked to terminate his or her service upon the mutual consent of the principal,
19 the cooperating teacher and the supervising teacher at any time during the term.

Legal References

1. TCA 49-5-403(c); TCA 49-5-201

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools	Descriptor Code: 5.800	Issued Date: 09/26/17
		Rescinds: BO 17	Issued: 02/01/11

1 The Director of Schools shall be the chief executive officer of the school system and shall have, under
2 the direction of the Board, general supervision of all the public schools, personnel and departments of
3 the school system. The Director of Schools is responsible for the ~~management~~ **supervision** of the
4 schools under the Board's policies and is accountable to the Board.¹

5 The Director of Schools, at their discretion, may delegate any of their duties to other school personnel.²
6 However, that delegation of duties shall not relieve the Director of the responsibility for the action
7 taken under such delegation.
8

Legal References

1. TCA 49-2-301~~(a)~~(b)(1)(G)
2. TCA 49-2-301(b)(1)(HH)

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 10/24/17
		Rescinds: BO 35	Issued: 03/01/11

1 When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.¹ The Board
2 is responsible for finding the person it believes can most effectively translate into action the policies of
3 the Board and the goals of the community and the professional staff.

4 The Board may employ a consultant to advise and assist the Board in the search and selection process.
5 However, the Board, at all times, drives the search process, and the final selection shall rest with the
6 Board after a thorough consideration of qualified applicants. An interim Director of Schools appointed
7 during the time of a search shall not become a candidate unless the Board expressly permits such
8 inclusion in the selection procedures. A Board member may not apply for or in any other way be
9 considered for the position of Director of Schools.²

10 If the Board chooses to conduct a search to fill the position, the Board shall initially develop the
11 following:

- 12 1. A job description
- 13 2. A timeline
- 14 3. A process for accepting and reviewing applications
- 15 4. Selection procedures which shall include, but not be limited to, the following:³
 - 16 a. The Board may invite the community, including employees, to participate in the process
17 of selecting a Director of Schools. Resumes of persons interviewed by the Board shall
18 be available in the Central Office for public inspection.
 - 19 b. The interview process for each finalist shall include meetings with various staff and
20 community groups and may include individual interviews with members of the Board
21 and an interview with the entire Board.
 - 22 c. Finalists shall be interviewed by the Board in an open session. Only Board members
23 will be allowed to ask questions during the interview.
 - 24 d. The Board shall attempt to select a Director by unanimous vote, but a simple majority
25 vote of the membership of the Board shall be required for the appointment of a Director
26 of Schools.
 - 27 e. A Board member must recuse themselves from voting if an immediate family member
28 is an applicant for Director of Schools.
 - 29
 - 30

Legal References

1. TCA 49-2-203(a)(14)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(14)(B)

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 10/24/17
		Rescinds:	Issued:

1 **QUALIFICATIONS:**

- 2 1. A professional educator's license
3 2. A master's degree in education with a preference for a doctorate degree
4 3. Three (3) years of successful experience in school administration
5 4. Such other qualifications as the Board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The ~~management~~-supervisory responsibilities of the Director of
11 Schools shall extend to all activities of the district, to all phases of the educational program, to all aspects
12 of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as
13 may be assigned by the Board. The Director of Schools may delegate these duties together with
14 appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any
15 portion of accountability.

16 **ESSENTIAL FUNCTIONS:¹**

17 **General Administrative**

- 18 1. Provides leadership in identification of Board-established priorities and assures that all activities
19 reflect those priorities.
- 20 2. Prepares and recommends short- and long-range plans for Board approval and implements those
21 plans when approved.
- 22 3. Prepares, in conjunction with the Board Chair, agenda recommendations relative to all matters
23 requiring board action, including all facts, information, options, and reports needed to assure
24 informed decisions. Provides advice and counsel to the Board on matters before it.
- 25 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
26 of the proceedings of all meetings of the Board and of its official acts.
- 27 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
28 Recommends policies or courses of staff action.

- 29 6. Develops administrative ~~procedures~~ **directives** to implement Board policy or for the items
30 deemed necessary for the efficient operation of the schools and disseminates these procedures to
31 appropriate staff.
- 32 7. Keeps the Board informed regarding development in other districts or at state and national levels
33 that would be helpful to the district.
- 34 8. Ensures that all local, state/federal standards for the health and safety of the students and staff
35 are maintained and that required reports are maintained.
- 36 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and
37 the rules and regulations of the State Board.⁴

38 **Financial Management**

- 39 1. Provides direction to and supervision of school business functions. Encourages development and
40 implementation of sound business practices. Continually assesses business practices to achieve
41 efficiency.
- 42 2. Prepares annually, a budget and submits it to the Board for approval. Presents approved budget
43 to the appropriate local funding body for adoption.
- 44 3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the
45 public school funds and submits them to the local funding body.
- 46 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
47 district's financial and physical resources.
- 48 5. Develops and maintains strong communications with the City Manager and Mayor regarding the
49 financial needs of the district.

50 **Personnel Administration**

- 51 1. Establish lines of authority. These shall not restrict the practical working relationships of staff
52 members.
- 53 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
54 recommends to the Board teachers who are eligible for tenure.
- 55 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
56 professional positions.
- 57 4. Assigns and transfers employees as the interest of the district may dictate and reports such action
58 to the Board for information and record.
- 59 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
60 concerning the welfare and improvement of the schools.

61 6. Communicates directly or through delegation all actions of the Board relating to personnel
62 matters to all and receives from employees' communications to be made to the Board.

63 7. Evaluates principals annually.

64 **Instructional Leadership**

65 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
66 educational program designed to meet the needs of the community and to carry out the policies
67 of the Board. Ensures that a system of thorough and efficient education, as defined by state law,
68 is available to all students.

69 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major
70 changes in tests and time schedules to be used in the schools.

71 3. Oversees the timely revisions of all curriculum guides and courses of study.

72 4. Develops guidelines and direction for monitoring the effectiveness of existing and new pro-
73 grams.

74 5. Conducts a periodic audit of the total school program and advises the Board of recommendations
75 or the educational advancement of the schools.

76 6. Seeks out available sources for grant funding to support programs and projects.

77 7. Ensures that the goals of the school system are adequately reflected in its educational program
78 and operations.

79 **Community/Public Relations**

80 1. Promotes community support of the schools. Interprets district programs and services, reports
81 plans, events and activities of interest and solicits community opinions regarding school and
82 educational issues.

83 2. Identifies available community resources and links to social service agencies that support
84 education and healthy child development.

85 3. Develops strategies to promote parental involvement in their children's education and provides
86 opportunities for parent-teacher interaction.

87 4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.

88 5. Ensures that the district's interests will be represented in meetings and activities of municipal
89 and other governmental agencies.

90 6. Represents the school system and its interests in community organizations, activities, and
91 projects.

92 7. Stays aware and knowledgeable about legislative issues and keeps the Board informed.

93 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the board
94 and the Director of Schools. Salary to be determined by the Board.

95 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
96 and the Board's policy on evaluation of the director of schools.

97 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
98 level of work being performed by the person assigned to this position. They are not intended to be a
99 complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301

Murfreesboro City School Board

Monitoring: Review: Annually, in March	Descriptor Term: Evaluation of the Director of Schools	Descriptor Code: 5.803	Issued Date: 10/24/17
		Rescinds: BO 20	Issued: 11/01/12

1 Through an annual evaluation of the Director of Schools,¹ the Board ~~will~~ **shall** strive to accomplish the following:

- 2 1. Clarify the role of the director according to a job description as agreed upon by the Board and the Director;
- 3 2. Develop harmonious working relationships between the Board and the Director; and
- 4 3. Develop improvements in the administrative leadership of the school system.

5 The Board ~~will~~ **shall** develop, with the Director, a set of performance objectives based on the needs of the system.
 6 The performance of the Director will be reviewed in accordance with these specified goals. The performance
 7 objectives ~~will~~ **shall** be memorialized in an evaluation plan that includes, at a minimum, sections regarding job
 8 performance, student achievement, relationships with staff and personnel, relationships with Board members, and
 9 relationships with the community.²

10 At a time agreed to by the Board and the Director, the Board will meet as a body to evaluate the Director's
 11 performance.

12 The following guidelines will be used in the evaluation process:

- 13 1. The Director ~~will~~ **shall** know the standards upon which they will be evaluated and ~~will~~ **shall** be involved
 14 in the development of those standards.
- 15 2. A part of the evaluation may be a composite of the evaluation by individual board members, but the Board,
 16 as a whole, ~~will~~ **shall** meet with the Director to discuss the composite evaluation.
- 17 3. The evaluation shall include a discussion of strengths as well as weaknesses.
- 18 4. Board members ~~will~~ **shall** consider evidence prepared by the Director.
- 19 5. All documentation ~~will~~ **shall** be supported by objective evidence.

Legal References

1. ~~TRR/MS 0520-02-01-01~~ 49-2-203(a)(16)
2. ~~TCA 49-2-203(a)~~

Cross References

Board-Director Relations 1.205

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Safe Relocation of Students	Descriptor Code: 6.4081	Issued Date:
		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.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 student
9 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 to
15 address the behavior of the relocated student.

16 The director of schools shall create procedures to implement this policy consistent with State law. Each
17 building principal shall fully support the employees' authority under this policy and fully implement the
18 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§ 49-6-4008
2. TCA §§ 49-6-4008(a), 39-11-603, 609-614, 621-622
3. TCA § 49-10-1301 et seq.