

Board of Education Regular Meeting

April 9, 2019 6:00 PM

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. Board Approval of 2-26-19 Board Minutes Action Item	
B. Second Reading of Board Policy 5.106 Application and Employment Action Item	
IV. ACTION ITEMS Action Item	Chair Butch Campbell
A. First Reading of Board Policies Action Item	Dr. Linda Gilbert
i. Delete Board Policy BO43 Travel Expense- Board Policy 2.804 Expenses and Reimbursements is the one that is similar. Action Item	
ii. Board Policy 3.202 Emergency Preparedness Plan Action Item	
iii. Board Policy 3.206 Community Use of School Facilities Action Item	
iv. Board Policy 5.104 Equal Opportunity Employment Action Item	
v. Board Policy 6.400 Student Wellness Action Item	
vi. Board Policy 6.4031 Perdiculosis Action Item	
vii. Board Policy 6.409 Child Abuse and Neglect-rescinds STU 18 Action Item	
viii. Board Policy 6.503 Homeless Students Action Item	
ix. Board Policy 6.702 Fundraising Activities Action Item	
V. REPORTS AND INFORMATION Action Item	Chair Butch Campbell
VI. OTHER BUSINESS Information Item	Chair Butch Campbell
VII. ADJOURNMENT Action Item	Chair Butch Campbell

MINUTES

Board of Education Regular Meeting
February 26, 2019 6:00 PM
City Hall Council Chambers

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

Staff: Dr. Linda Gilbert, Gary Anderson, Ralph Ringstaff, Joe Marlin, Lisa Trail, Greg Lyles, Cherrye Robertson, Don Bartch, Suzanne St. John, Angela Fairchild, Lea Bartch, Ava Jordan, Trey Duke, and Adam Bryson

Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett

I. CALL TO ORDER BY BOARD CHAIR Chair Butch Campbell

Procedural Item

1. Pledge of Allegiance

Procedural Item

The Pledge of Allegiance was led by Evelyn Riley, a 5th grade student at Overall Creek Elementary.

2. Moment of Silence

Procedural Item

II. APPROVAL OF AGENDA Chair Butch Campbell

Action Item

Roseann Barton made the motion to approve the agenda. Wes Ballard seconded the motion. All approved by saying aye.

III. COMMUNICATIONS Mrs. Lisa Trail

Information Item

Presentation of the Salem Mascot and Logo by Lisa Trail and Trey Duke

District's STEAM (Science, Technology, Engineering, Arts, and Mathematics) Model Presentation by Don Bartch, Beth Duffield with the Chamber of Commerce, Adam Bryson, and Suzanne St. John, along with two 4th grade students from John Pittard, Natalie Bryson and Duncan Chew. Ms. Kristy Honey from Overall Creek and Anna McDonald from Overall Creek and Mallory Riley, a parent from Overall Creek and her daughter Evelyn Riley also presented.

Roseann Barton asked how teachers from other schools will be trained on implementing this program. Ms. Honey explained how she began learning to teach STEAM at Overall Creek and how it is mainly a mind shift. Dr. Gilbert said that when Overall Creek started STEAM, there was not a model. She added that when planning together, you already have elements in place and then you just have to add the real world. It is a pretty fast process. Ms. Barton said that some teachers may feel pushed to do things that they might not be ready to do.

Black History Month Slideshow by Cherrye Robertson from Reeves Rogers.

Thanks to Dee Dee Potter and other art teachers, the artwork of Northfield, Overall Creek, and Hobgood was featured at a recent performance of the

Stones River Chamber Players. We appreciate the ongoing partnership we have with MTSU.

On Friday, February 15th, Sandy Scheele and The Nutrition Department planned a “No Child Eats Alone Day.” This was a tremendously successful event, and we want to thank all of the individuals who joined the children for lunch that day. We want to especially thank members of the Murfreesboro Fire Department, Police Department, district staff, and Board for their volunteer spirit and willingness to give time to our children.

Murfreesboro City Schools would like to thank John & Shannon Reed of L & K Trophy House for their \$300 contribution to the Indigent Care Fund for the purchase of coats and shoes.

Murfreesboro City Schools would like to thank the following sponsors of the African-American Cultural Celebration:

- Publix Supermarkets
- Read To Succeed
- Lighthouse Butcher Shop, Lynnville, TN
- United Grocery Outlet
- McDonalds, S.E. Broad St.
- Cherry Meat Co., Chapel Hill, TN
- Sonic, Mid. TN Blvd., Lascassas Hwy., Memorial Blvd., S. Church St., N.W. Broad St.

Murfreesboro City Schools would like to thank Olive Branch Missionary Baptist Church for their \$200 donation for the purchase of Rover tickets.

Murfreesboro City Schools would like to congratulate Cason Lane Academy for receiving the 2018-2019 National Beta School of Merit Award.

Both Discovery School Lego Robotics teams won awards at The 2018 First Lego League East Tennessee Championship Tournament recently.

- Lego Space Explorers (Team Heckert) won 2nd place for Teamwork
- ExPLOsionary Force (Team Smith) won second in Project Research

The City Schools Foundations presented parity dollars to seven schools totaling \$30,000.00. These funds are provided by the Foundation and can be used at the discretion of the principal to benefit the school.

The schools include:

- Hobgood - \$6900
- MN - \$5700
- Black Fox - \$4200
- Reeves - \$4200
- JPE - \$3300
- NF - \$3000

- Bradley - \$2700

Murfreesboro City Schools' Teacher of the Year Celebration will be held on Tuesday, March 12, at Oaklands Mansion. Reception will begin at 4:00 p.m. and presentations will begin at 4:30 p.m.

Many thanks to Darla Sampson, Sandy Scheele, and Viktoria Einecker for presenting at the Pick Tennessee Conference in Franklin on February 21st. They were asked by Tennessee Department of Education to be part of the Farm To School Panel representing best practices in the state.

Several MCS students brought home awards from the recent Invention Convention at MTSU. (Please see attachment for names and awards)

Upcoming Events:

- March 1 - Read Across America Day - Join us and read to a class at school.
- March 8 - MCS Festival Choir will perform at 6 p.m. at Cason Lane Academy featuring the voices of all twelve schools.
- March 21 - April 7 - MCS Student Art Exhibit at The Frist Center
- March 18-May 3 - MCS Student Art featured at Murfreesboro City Hall Rotunda
- March 16 - Gifted Academy Graduation at Overall Creek

Mr. Campbell asked how the two cheerleading teams did at the National Championship. Mrs. Trail explained that both Cheerleading teams did fabulous! The junior group won 2nd and the youth group won 10th place.

1. CONSENT ITEMS

Chair Butch Campbell

Information Item

1. Approval of School Fees

Consent Item

2. Approval of 1-29-19 Board Meeting Minutes

Consent Item

3. Approval of 2-12-19 Board Meeting Minutes

Consent Item

4. Second Reading of Board Policies

Consent Item

1. Board Policy 5.117 Tenure and Non-Tenure (with corrections)

Consent Item

2. Board Policy 5.200 Separation Practices for Tenured Teachers (with corrections)

Consent Item

3. Board Policy 5.201 Separation Practices for Non-Tenured Teachers (with corrections)

Consent Item

4. Board Policy 5.202 Separation Practices for Non-Certified Employees (with corrections)

Consent Item

5. Board Policy 5.302 Sick Leave (with corrections)

Consent Item

Roseann Barton made the motion to approve the Consent Items. David LaRoche seconded the motion. All approved by saying aye.

IV. ACTION ITEMS

Chair Butch Campbell

Action Item

1. First Reading of Board Policies

Dr. Linda Gilbert

Action Item

1. Board Policy 6.405 Medicines

Dr. Linda Gilbert

Action Item

There was a change in this policy because of a state board policy change that added a section regarding adrenal insufficiency.

Amanda Moore made the motion to approve Board Policy 6.405 on first reading. Wes Ballard seconded the motion. All approved by saying aye.

2. Approval of City Schools Foundation Change of By-laws

Mrs. Lisa Trail

Action Item

Mr. Dustin Burrus, treasurer for the City Schools Foundation explained the change in the by-laws to the Board.

Wes Ballard made the motion to approve the change to the City Schools Foundation By Laws. Becky Goff seconded the motion. All approved by saying aye.

3. Approval of the Purchase of New School Buses for Salem Elementary

Mr. Gary Anderson

Action Item

Mr. Gary Anderson explained that the request is for three new buses.

Mid-South Bus was the only bid that we received. If the buses are purchased in time, they should arrive in July. The quote was for \$98,000.00 for each bus. Mr. Ballard asked how companies were invited to bid. Mrs. Ava Jordan said that it was sent out in the newspaper and on the website. Bluebird did not wish to bid. Mid-South was the only company that wanted to bid and attended the bid opening. She explained that we now have an attendant on every bus. We will add the cameras to the new buses. She said that Zonar, a new routing system, will be included in the new buses. Mrs. Jordan told the Board that if we order the buses on time, they will add the luggage racks at no cost.

David LaRoche made the motion to approve the purchase of three new school buses for Salem Elementary. Roseann Barton seconded the motion. All approved by saying aye.

4. Approval of Joint Resolution with Rutherford County Opposing School Vouchers and Education Savings Accounts

Dr. Linda Gilbert

Action Item

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

Lisa VanCleave will forward the resolution to the Board once the resolution has been signed.

V. REPORTS AND INFORMATION

Chair Butch Campbell

Information Item

1. Personnel Report	Mr. Ralph Ringstaff
Information Item	

2. Enrollment (PTR) Report

Mr. Gary Anderson

Information Item

Mr. Anderson said that we are at 9002 students. We grew 13 students this month. We had a 94% attendance rate this period. Scales Elementary grew the most during this period, and this is where some of the students will come from to fill Salem Elementary. Mr. Anderson also gave an update on the new school.

Mr. Anderson added that we are ahead of schedule at this point on the new school. There is so much under cover now that they will never have no one working because of weather.

3. Revenue and Expenditure Report

Mr. Gary Anderson

Information Item

Mr. Anderson said that we will be receiving growth monies this year.

VI. OTHER BUSINESS

Chair Butch Campbell

Information Item

Mr. Campbell said that he was honored to go to Discovery School and meet the new Commissioner when she visited. Mr. Campbell was very impressed with her and her interaction with students.

VII. ADJOURNMENT

Chair Butch Campbell

Action Item

Amanda Moore made the motion to adjourn. Wes Ballard seconded the motion.

The meeting adjourned at 7:30 p.m.

 Director of Schools

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	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 at 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 POLICY

Descriptor Term: TRAVEL EXPENSE POLICY	Descriptor No: BO 43	Date Adopted: 2/11
Reviewed/Revision Adopted: 03/15		

1 (a) **POLICY:** MCS will reimburse its employees for actual expenses incurred while
2 traveling on official business. Reimbursement will be based on the actual cost or a per diem rate
3 depending on the type of expense as is set forth in this policy. All such expenses must be
4 reasonable. The employee should be conservative in expenditures and request the government rate
5 and/or take advantage of other discounts or special rates to which the employee may be entitled
6 whenever feasible.

7
8 The employee shall make arrangements for travel as far in advance as feasible in order to
9 take advantage of all reduced rates for early registration, airfare, and lodging. Failure to do so may
10 require the employee to pay the difference.

11
12 (b) **ADVANCE APPROVAL:** All employee travel involving an overnight stay, or
13 mileage in excess of fifty (50) miles one way, must be approved in advance by the Director of
14 Schools. In the event an employee has any question about whether an expense will or will not be
15 reimbursable, the employee should consult, in advance, with the Director of Schools. If the Director
16 of Schools is not available, the employee should consult with Finance/Administrative Services
17 Director. This is particularly true when the question involves the availability of reimbursement for
18 an expense incurred when the employee is traveling with other persons who are not employees of
19 MCS. Employee travel that is less than fifty (50) miles one way does not require prior approval by
20 the Director.

21
22 (c) **PROCEDURE:** Reimbursement for travel expenses will be made only if the Travel
23 Expense Form is completed and submitted within fourteen (14) calendar days of the last day of
24 travel unless exceptional circumstances exist and the employee requests an extension of such
25 deadline. The Travel Expense Form must be signed by the individual claiming reimbursement for
26 the expenses and must be signed in ink. The form should be accompanied by itemized receipts for
27 the expenditures not covered by the per diem rate. If information other than the actual receipt is
28 necessary to establish the reimbursable amount, or if the reimbursement requested or to which the
29 employee is entitled is less than the actual amount on the receipt, this explanatory information
30 should also be filed with Travel Expense Form. Failure to provide such documentation may lead to
31 denial of the request in whole or in part. All reimbursements must be approved by the Director of
32 Schools and the Finance/Administrative Services Director or designee.

33
34 (d) **COVERED EXPENSES:** MCS will reimburse the employee for actual incurred
35 expenses on an approved trip for official business for:

- 36
- 37 · Transportation;
- 38 · Lodging;
- 39 · Meals;
- 40 · Taxis;
- 41 · Registration fees;
- 42 · Car rental, collision and liability insurance;
- 43 · Baggage handling;
- 44 · Reasonable tips; and
- 45 · Telephone charges related to MCS business.
- 46

47 No expense will be paid for portions of a trip taken for personal convenience or pleasure.

48

49 (e) TRANSPORTATION: Transportation shall be by the most economical and practical
50 method. If travel by automobile is proposed, a comparison between the cost of transportation by air
51 and transportation by automobile (personal or rented) shall be made before out of state travel is
52 undertaken by automobile and shall be submitted with the travel request. The comparison shall
53 include the cost of additional meals, lodging, and time missed from work. If two or more employees
54 travel together by automobile, the cost comparison should reflect the reduction in expenses. An
55 employee shall be required to take leave for any additional time spent in travel beyond the day
56 before and the day after the meeting dates. Reimbursement will be limited to the lesser of the two
57 amounts.

58

59 (1) Air - Travel by air shall occur when it results in a savings relative to
60 transportation by other means. Air travel shall be by the most direct route available for the least
61 cost. No reimbursement will be made for an airfare which exceeds that available to a member of the
62 general public traveling coach, tourist, or economy class with seven (7) days notice, without the
63 prior authorization of the Director of Schools. No reimbursement will be made for any additional
64 expenses incurred to accumulate additional mileage for employees in frequent flyer programs, e.g.,
65 extending stays or layovers to schedule a particular carrier or taking a circuitous route. The
66 employee shall retain appropriate documentation as proof of flight to serve as a receipt for
67 reimbursement purposes.

68

69 If it will be less expensive for MCS to pay for a dinner meal and Saturday night's lodging
70 than for the employee to purchase an airfare which does not require a Saturday night stay, the
71 employee may do so, even if the official business does not commence until Sunday or was
72 completed on Friday or Saturday. Hours required for travel shall be treated as on duty working
73 time. Hours spent after travel and prior to or after the commencement of the official business and
74 hours spent after the conclusion of official business and prior to travel shall not constitute on duty
75 working time.

76

77 (2) Personal Automobile - Use of a personally owned automobile by an
78 employee will be reimbursable for actual mileage incurred at the rate used by the Internal Revenue
79 Service. The employee will not be reimbursed for maintenance or repairs required while on the trip
80 or in preparation for the trip.

81

82 (3) Parking - MCS will reimburse an employee for parking expenses incurred at
83 a transportation departure point (e.g., airport, train station, bus depot) which do not exceed the
84 amounts charged for long term parking for the amount of time that the employee was traveling on
85 official business. That is, if an employee combines an official trip with personal time, the employee

86 shall be reimbursed only for the parking expense associated with the official business travel on a
87 prorated basis.

88
89 MCS will reimburse an employee for parking expenses incurred at the travel destination
90 (hotel, parking garage, etc.) only if the employee qualifies for use of a rental car or personal
91 automobile under this policy and only for the parking expense associated with the official business
92 travel.

93
94 (4) Rental Car - If taxi service is a reasonably available alternate, an employee
95 shall be reimbursed for car rental only if the cost of such car rental is equal to or less than the cost of
96 utilizing taxis for transportation for official business during the trip. An employee shall purchase
97 and be reimbursed for the cost of any additional collision or liability insurance available from the
98 car rental agency at additional cost. The employee shall not be reimbursed for any insurance
99 purchased from the car rental agency above and beyond the collision or liability insurance required
100 above under this policy. The employee shall be reimbursed for the cost of a large or specialty
101 vehicle only when such a vehicle is necessary to accommodate the number in MCS delegation on
102 the trip. The employee shall request a government or weekend rate.

103
104 (5) MCS Provided Transportation – If MCS provides transportation for a group
105 of employees to travel together to attend a conference or seminar through a van or bus and an
106 employee chooses to travel separately, the employee shall not be reimbursed for their mileage.

107
108 (6) Shuttle Service - If reasonably convenient and expeditious shuttle service is
109 available from the airport to the employee's destination, such shuttle service shall be used when its
110 costs is less than that of individual taxi service.

111
112 (7) Taxis - Upon the presentation of an original receipt, the actual cost of taxi
113 service directly to and from a transportation departure point, place of lodging, restaurant, or business
114 meeting place, will be reimbursable when other transportation alternatives, as described above, are
115 not appropriate. Taxi service to and from shopping, entertainment, or other personal trips is not
116 reimbursable.

117
118 (8) Auto insurance - Employees who use their vehicles on MCS business or
119 drive out of state to a conference or seminar must maintain a minimum of \$300,000.00 single limits
120 liability coverage. An employee who does not maintain these or higher limits may not drive a
121 privately owned vehicle out of state to a conference or seminar.

122
123 (f) LODGING: An employee shall be reimbursed for lodging expenses incurred
124 during official business travel requiring an overnight stay not to exceed the conference or
125 convention rate. If the employee incurs no such expenses because the employee has stayed with
126 family or friends, the employee shall not be entitled to a payment for the expenditure thus avoided.
127 Should an employee share lodging with another employee, each employee shall report the expense
128 on a pro-rated basis. No employee shall be reimbursed for personal expenses unrelated to the
129 official purpose of the trip, e.g., "in room" movies, personal telephone calls, or laundry/dry cleaning
130 expenses.

131
132 (g) MEALS: An employee shall be reimbursed for meals consumed while on
133 official travel on a per diem basis. The per diem rate shall be the sole method of reimbursement
134 whether less than or more than the actual cost incurred, including tip. The per diem rate and
135 meal schedule shall be that used by federal employees; the CONUS rate which can be found at:

136 <http://www.gsa.gov/portal/content/104877> . If an employee's meal is included as a part of the
137 conference or seminar charge, the employee shall not seek reimbursement for that meal. Should
138 an employee pay for the total cost of a meal shared with other employees or MCS officials who
139 would have been entitled to receive a per diem payment for that meal, the employee paying for
140 the meal shall be entitled to request the per diem payment for each employee or official
141 identified on the reimbursement request form.

142
143 (h) COMMUNICATION: The employee shall be reimbursed for MCS work-related
144 telephone charges incurred while on official travel if the person to whom the call is made and the
145 purpose of the call is reported on the travel expense form. This applies for long distance and local
146 telephone calls. It applies whether the calls are charged to the individual's home phone, credit card,
147 or hotel room. The same rules apply to charges for faxing or overnight mail. The employee shall
148 also be reimbursed for charges for internet or Wi-Fi access while on official travel if such access
149 was necessary to conduct MCS business. Employees shall not incur such charges if alternative,
150 sufficiently secure, access is available (e.g., MCS provided "smart phone") or if the access is for
151 personal use and convenience.

152
153 (i) TIPS: An employee will be reimbursed for actual expenses incurred in providing
154 reasonable tips for service, including baggage handling, but exclusive of meals, on a per diem rate.
155 Tips for meals are to be covered by the per diem rate for meals.

156
157 (j) PERSONAL AND RELATED EXPENSES: In addition to the personal expenses
158 already mentioned for which reimbursement is not available, MCS will not reimburse an employee
159 for additional flight or trip insurance purchased, nor will MCS reimburse an employee for parking
160 fines or traffic violations.

161
162 Should the employee incur expenses not directly related to the travel, the employee shall
163 submit a separate request for reimbursement. For example, should photocopying be required while
164 an employee is on a trip, that reimbursement request shall be made separately.

165
166 (k) TRAVEL WITH OTHERS: (1) Non-employee expenses: MCS will not
167 reimburse employees for the costs of persons traveling with the employee who are not MCS
168 employees. This includes, but is not limited to, spouses, children, and other family members. For
169 example, MCS will not reimburse an employee for the cost of a spouse's participation in a "Spouse
170 Program" during a conference. An employee will not be entitled to any reimbursement for expenses
171 incurred solely for a non-employee, spouse, or child e.g., meals, airfare, shuttle service, etc.

172
173 (2) Increased employee travel expenses: MCS will not reimburse an employee
174 for costs which are greater than the costs which would have been incurred if the employee had
175 traveled without the other individual(s) who was not a MCS employee or official. For example, if
176 the employee is entitled to rent a vehicle and chooses to rent a van because of the presence of family
177 members, the employee will only be entitled to reimbursement for an amount equal to that of a
178 standard sized car rental.

179
180 (3) Non-increased employee travel expenses: The employee will be reimbursed,
181 in full, for costs incurred which are not increased by the presence of other individual(s). For
182 example, if the cost of a hotel room is the same regardless of the number of occupants, an employee
183 traveling with a non-employee will be entitled to full reimbursement of such lodging expense.
184 Similarly, if rental of a standard sized car is justified under this policy, the employee will be entitled

185 to full reimbursement for such expense even though the automobile was also used to transport a
186 non-employee.

187

188 (4) For purposes of this travel policy, if the spouse of MCS official or employee
189 is a MCS employee, the spouse shall not be considered an employee for the purpose of this travel
190 reimbursement policy unless the spouse has official business on the trip and the spouse's travel
191 plans are approved in advance by Director of Schools.

192

193 (l) ADVANCES: Under unusual circumstances or for good justification, an advance of
194 funds for travel related expenses may be made. Any request for an advance must describe the items
195 to be covered by the advance and their estimated cost. No advance is to be made without the
196 approval of the Director of Schools, whose decision is final. A Travel Expense Form with receipts
197 and the return of any excess funds must be filed within fourteen (14) days of travel as provided in
198 Subsection (c) above, and any remaining cash advance must be returned. Any person failing to
199 return or account for a cash advance within the fourteen (14) days as aforementioned, will not be
200 eligible for consideration of another cash advance for at least one (1) year.

201

202 (m) DIRECT PAYMENTS: MCS may, on its own initiative or at the employee's
203 request, pay a provider directly for travel expenses, including meals and lodging, and registration
204 fees for conferences, conventions, seminars, and other education programs.

205

206 (n) BOARD MEMBERS: All provisions of this Travel Expense Policy shall also apply
207 to the Murfreesboro City School Board and members traveling on MCS business with the exception
208 that travel reimbursement requests shall be sent to the Finance/Administrative Services Director for
209 approval rather than the Director of Schools. The Finance/Administrative Services Director shall
210 review the request to ensure compliance with Board policies and that adequate funds exist in the
211 Board budget for the requested amount. See also BO44, Reimbursement of Expenses Policy for
212 Murfreesboro City School Board.

Murfreesboro City School Board

Monitoring: Review: Annually, in January	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Reviewed Date: 11/28-2017 01/15/19
		Rescinds: BO 44	Issued: 03/01/15; 11/28/17

1 *Central Office*

2 The Board shall review expense allowances and reimbursement guidelines on an annual basis.

3 Requests for reimbursements shall be submitted to the Director of Schools' office within thirty (30) days
4 of the date of the completion of such travel.

5 The Director of Schools shall develop procedures and forms to ensure consistency and transparency with
6 the implementation of this policy.

7 **SCHOOL PERSONNEL**

8 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
9 submission of an approved voucher and supporting receipts.

10 Expenses for travel will be reimbursed when the travel has the advance authorization of the Director of
11 Schools. The Director of Schools may grant this authorization without prior board action when the travel
12 expense has been anticipated and incorporated into the operational budget of the particular program
13 involved.

14 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
15 shall not be used for this purpose.¹

16 **BOARD MEMBERS**

17 The members of the Board shall be paid for transportation, lodging, meals and other pertinent expenses
18 when traveling on business for the Board. No expense will be reimbursed if the individual is entitled
19 to reimbursement from any other source. Attendance at conventions or other educational meetings or
20 travel for other school purposes shall be authorized in advance by the Board.

21 *Reimbursements*

22 In the budget, each Board member will be allocated equally a set amount of funds for reimbursement of
23 Board related expenses each fiscal year. The designated reimbursement amount shall be determined by
24 the Board annually during the budget review process. These designated funds shall be utilized for
25 reimbursement of any Board related expenses incurred by a Board member including, but not limited to,
26 travel, meals, parking, seminar fees, lodging fees. Additionally, the Board shall allocate a pool of funds

27 which may be utilized by any Board member for reimbursement of Board related expenses relative to
28 attendance at a national conference regarding educational issues.

29 In order for a Board member to be eligible to utilize the “pooled expense funds,” the Board member
30 must have exhausted their individual expense funds and have been selected by the Board to attend the
31 national conference in accordance with the process set forth in below.

32 *Pooled Fund Selection Process*

33 At least thirty (30) days prior to the deadline for early or discounted registration for a national conference
34 related to education, all Board members interested in attending shall inform the Board Secretary of their
35 interest in writing. At the next regularly scheduled board meeting, the Board Chair shall randomly select
36 an agreed upon number of Board members who meet the budgeted amount for attending the national
37 conference; however, a member who has attended the national conference the prior year shall not be
38 eligible to attend unless no other members are interested and sufficient funds exist in the budget.

39 *Meals*

40 No official shall be entitled to reimbursement for food and/or beverage expenses incurred as part of a
41 benefit or fundraising event or an event when the primary purpose is social. An official may be entitled
42 to be reimbursed for expenses for meals while attending a function of an organization to which MCS
43 belongs (e.g. Tennessee School Board Association, etc.).² An official may be reimbursed for food and
44 beverage expenses incurred while attending conferences, seminars, and official meetings held during
45 meal hours which do not take place more than fifty (50) miles from the city of Murfreesboro. Meetings
46 held more than fifty (50) miles from the city of Murfreesboro are covered by the Travel Expense Policy.
47 An official may be reimbursed for expenses arising from meals with other officials/MCS employees, if:
48 (i) MCS business is the primary purpose of the meal, (ii) MCS business is conducted during the meal,
49 and (iii) MCS business cannot conveniently be scheduled during non-meal hours.

50 *Entertainment*

51 An official is not entitled to reimbursement of any expense incurred in entertaining another person.

52 *Resource Materials*

53 An official may be entitled to reimbursement for the cost of acquiring a book, video tape, DVD, or other
54 resource or research material if it relates to a matter within the official's present jurisdiction on the Board
55 or to the official's general responsibilities as a member of the Board, provided (i) said resource material
56 will be of benefit and interest to persons other than the one individual, (ii) the materials are placed in the
57 permanent possession of the most relevant department head, and (iii) the purchase is within the budget.

58 *Approval of Board Member Expense Requests*

59 The Assistant Superintendent for Administration and Support Services shall be responsible for review
60 and approval of all Board Member expense requests. The Assistant Superintendent for Administration
61 and Support Services shall review the request to ensure sufficient funds exist in the budget to pay the
62 request and that the request is otherwise in compliance with Board Policy. Board member expenses shall
63 be listed on the communications section of the agenda for information purposes only.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-2001(c)

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date:
		Rescinds: BO 24	Issued: 02/01/11, 01/23/18

1 The Director of Schools shall be responsible for developing, maintaining, and acquiring Board
2 approval of the district Emergency Preparedness Plan,¹ which shall include procedures for nuclear or
3 bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather,
4 and medical emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall
6 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,
8 students, and parents.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school
11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.² These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
17 each school's office.²

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
19 shall give all school personnel instructions on how to properly use fire extinguishers.

20 **ARMED INTRUDER DRILLS**

21 The Director of Schools or designee shall ensure that each school safety team conducts at least one (1)
22 armed intruder drill within the first thirty (30) days of school in coordination with local law
23 enforcement.³

24 **AED DRILLS**

25 Any school with an AED shall conduct a CPR and AED drill for school personnel to practice the use
26 of these life saving devices and to evaluate the school's preparedness in the event of a medical
27 emergency. The principal shall be responsible for ensuring the drill occurs.⁵

28 Any school with an AED shall schedule annual AED training for all school personnel. The AED
29 training shall:

- 30 • Teach the use of AEDs;
- 31 • Inform school personnel of the location of AEDs;
- 32 • Inform school personnel of the school's response plan; and
- 33 • Inform school personnel of the members of the school response team.⁴

34 **MEDICAL EMERGENCIES/PANDEMIC FLU**

35 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
36 and consult with the local and state health departments and other local emergency or healthcare
37 providers in protecting students and the community from further infection. The Director of Schools
38 shall develop procedures for health emergencies in accordance with state law and regulations.⁵

Legal References

1. TRR/MS 0520-01-03-.03(18)
2. TCA. § 68-102-137 (b), (f)
3. TCA § 49-6-807
4. TCA §§ 49-2-122(b). 68-140-404 Tennessee Department of Health Pandemic Influenza Response Plan, http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf

Cross References

Emergency Closings 1.8011
Community Use of School Facilities 3.206

Murfreesboro City School Board

Monitoring: Review: Annually, in October	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Revised Date:
		Rescinds: BO 30	Issued: 4/79; 7/01, 6/07, 9/07, 5/08, 3/11

1
2 Public school buildings, playgrounds, and other facilities (collectively “facilities”) of the Murfreesboro
3 City School System have been constructed for the purpose of housing the educational programs of the
4 school system.

5
6 School facilities may also be used for the limited purpose of conducting educational, recreational or
7 governmental activities involving or benefiting the students enrolled in the Murfreesboro City Schools
8 provided that any such use shall not interfere or conflict with the regular educational programs of the
9 school system, including the ESP program.

10
11 School facilities will only be made available to residents or organizations operating within the City of
12 Murfreesboro for this limited educational, recreational or governmental purpose.

13
14 **School facilities may not be used for private profit, except that unused facilities may be leased for private**
15 **day-care centers which provide educational and child care services to the community.¹**

16
17 Kitchen facilities are only available for school-related activities including fundraising activities that
18 benefit the school or the school system. **When school kitchens are used, at least one member of the**
19 **cafeteria staff must be present to supervise the use of equipment.**

20 21 **FUNDRAISING USAGE**

22
23 School facilities will not be made available to any such business or organization for the purpose of
24 conducting revenue generating activities unless such activities are for the primary purpose of raising
25 funds to benefit the Murfreesboro City Schools, the City Schools Foundation, the Family Resource
26 Center, the Indigent Children’s Fund, Parent Teacher Organizations or Parent Teacher Associations of
27 Murfreesboro City Schools, or are fundraising drives approved by the principal for the benefit of students
28 at a particular Murfreesboro City school.

29
30 Any fundraising activity conducted in one location to benefit students at more than one school or that is
31 conducted at multiple schools must be preapproved in writing by the Director of Schools.

32 33 **III. ~~DIRECTOR~~-APPROVAL OF USE**

34
35 The use of a school facility while that school is not in session must be approved in writing by the **principal**
36 **and the** Director of Schools.

37 38 **IV. COSTS INCURRED**

39

40 In opening school facilities to use for the limited purpose of conducting educational, recreational and
41 governmental activities involving or benefiting the students enrolled in the Murfreesboro City Schools,
42 the Board incurs certain expenses but shall not impose a fee for the organizations set forth below unless
43 unusual costs are incurred with such usage. The Board has the right to bill any organization for its basic
44 operational costs and for any extraordinary costs that may be incurred as the result of the organization's
45 use of facilities. Such fees may be established in an administrative directive. Such administrative
46 directive may also establish the days and hours that school facilities will be available for use pursuant to
47 this policy. The Director has the right to change such days and hours.

48

49 **V. WEEKLY/MONTHLY USAGE**

50

51 The following organizations may be preapproved to use school facilities on a weekly or monthly basis
52 during the school year upon approval of the school principal:

53

- 54 1. Parent-teacher organizations/associations
- 55 2. Murfreesboro Education Association
- 56 3. City Schools Foundation
- 57 4. City of Murfreesboro Governmental Entities
- 58 5. ELL Parent Meetings

59

60 **Use of school facilities by not-for-profit organizations**, whose exclusive purpose is to involve students
61 enrolled at the school where the meeting is being held or to involve students from other schools within
62 the system, **require approval by the Director of Schools or designee**. A minimum of five students must
63 participate in the event and must be supervised by an adult. The organization must perform criminal
64 background screenings on all adults supervising the children during its program that at a minimum
65 determines whether such individual has been convicted of, pled guilty to, or pled nolo contendere to any
66 sexual offense regardless of the amount of time since the offense, any violent felony regardless of the
67 amount of time since the offense, or any felony offense other than violence or sex within the past ten
68 (10) years.

69

70 Such organizations must sign an annual usage agreement which requires the organization to indemnify
71 and hold harmless the school system to the extent permitted by law and to follow all laws and all rules
72 and regulations established by the Board, the Director of Schools and the principal.

73

74 **Groups receiving permission for building use are restricted to the dates and hours approved and to the**
75 **building area and facilities indicated, unless requested changes are approved by the principal and/or**
76 **Director of Schools.**

77

78 **VI. OCCASIONAL USAGE**

79

80 The following organizations may be approved to use school facilities (even if such usage is not for the
81 direct and immediate benefit of the students) on a per event, per request basis due to the benefits that
82 such organizations provide the Murfreesboro City Schools upon approval by the principal of that school
83 and the Director of Schools and upon signing of a use agreement:

84

- 85 1. Higher Education Institutions located in Rutherford County
86 2. County, State and Federal Agencies

87

88 Such organizations must sign a usage agreement which requires the organization to indemnify and hold
89 harmless the school system to the extent permitted by law and to follow all laws and all rules and
90 regulations established by the Board, the Director of Schools and the principal.

91

92 During emergencies or disasters, the Board will cooperate with recognized agencies, such as the Red
93 Cross, National Guard, and Civil Defense to make suitable facilities available without charge.

94

95 ~~VII. ONE TIME ANNUAL USAGE~~

96

97 ~~The building principal may approve a use of their school building or grounds for an event no more than~~
98 ~~once a year not to span more than three consecutive days by a local organization within the immediate~~
99 ~~school neighborhood that serves as an evacuation site for the school's emergency preparedness plan even~~
100 ~~though the facility usage is not for the direct and immediate benefit of the students, provided that, such~~
101 ~~use by such organization shall not interfere or conflict with the regular educational programs of the~~
102 ~~school system, including the ESP program. Such organization must sign a Usage Agreement which~~
103 ~~requires the organization to indemnify and hold harmless the school system to the extent permitted by~~
104 ~~law and to follow all laws and all rules and regulations established by the Board, the Director of Schools~~
105 ~~and the principal.~~

106

107 VIII. SUPERVISION

108

109 ~~All groups or organizations that use school facilities shall be held responsible for supervision of all~~
110 ~~attending their event and~~ All activities must be under adult supervision and approved by the building
111 principal and/or Director of Schools. If deemed necessary, the principal may assign a school employee
112 to be present. The group using the facilities shall be liable for any damage incurred as a result of their
113 use.

114

115 IX. SMOKING AND ALCOHOLIC BEVERAGES PROHIBITED

116

117 ~~Regulations prohibiting smoking in the school buildings and the sale or use of alcoholic beverages on~~
118 ~~school premises shall be observed at all times.~~ The use of alcoholic beverages, drugs or tobacco, profane
119 language, or gambling in any form is not permitted in school buildings or on school grounds.

120

121 X. ADHERENCE TO FIRE AND SAFETY CODES

122

123 Any group using school facilities must adhere to all rules, regulations, and safety codes as set forth by
124 law and the various regulatory agencies of local, state and federal governments. This includes, but is
125 not limited to, meeting exit requirements, ~~and~~ announcements regarding building evacuation in case of
126 an emergency, ~~not parking in fire lanes, and safety precautions to prevent intruders.~~

127

128 When the projected attendance will require a greater number of exits than normally available, the
129 organization must employ needed personnel (usually one of the school custodians) to assure that an

130 ample number of exits are unlocked and at the same time maintain adequate security for the entire school
131 facility.

132

133 The school principal will supply all organizations using that principal's facilities a copy of this policy
134 plus any other information related to meeting fire and safety codes.

Legal References

1. TCA49-2-203 (b)(4)(B)

Cross References

Tobacco-Free Schools 1.803
Drug-Free Workplace 1.804

Murfreesboro City School Board

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Equal Opportunity Employment</h2>	Descriptor Code: 5.104	Issued Date: 09/12/17
		Rescinds: PER 5; PER 43	Issued: 08/08; 04/12

- 1 Opportunity for employment, as well as continuation and advancement in employment, shall be
- 2 afforded equally to members of all races, creeds, colors, genders, religions, ages, national origins, and
- 3 individuals with disabilities or veteran status with regard only for qualifications for the positions
- 4 involved.

- 5 Murfreesboro City Schools shall comply with all state and federal regulations in providing employment.

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; and 42 USC § 12101-12213

Cross References

Section 504 & ADA Grievance Procedures 1.802

Murfreesboro City School Board			
Monitoring: Review: Annually, in May	Descriptor Term: Promoting Student Wellness	Descriptor Code: 6.400	Issued Date: 06/05/17
		Rescinds: SS 11 STU 30	Issued: 01/06; 09/12; 11/16

1 This policy reflects the commitment of the Murfreesboro City School Board to providing school
2 environments that promote and protect the health and welfare of students. The Board recognizes
3 the impact of proper nutrition, physical activity, emotional wellness, and other health conscious
4 practices on student learning.

5
6 **Fostering Lifelong Habits**
7 Schools will provide nutrition education, physical education/activities, and health education to
8 foster lifelong habits of healthy eating and physical activity. Schools will establish linkages
9 between health education, school meal programs, and related community services.

10
11 **Community Engagement**
12 The school district will engage students, parents, teachers, food service professionals, health
13 professionals including Coordinated School Health (CSH), and other community members in
14 developing, implementing, monitoring, and reviewing district-wide nutrition and physical
15 activity guidelines; student health services, including the administration of medications; student
16 emotional wellness services; and student social services.

17
18 **Commitment to Coordinated School Health**
19 All schools shall implement the CDC’s Coordinated School Health approach to managing new
20 and existing wellness-related programs and services in schools and in the surrounding
21 community, based on State law and State Board of Education CSH standards and guidelines.
22 The district’s CSH Coordinator shall be responsible for overseeing compliance with State Board
23 of Education CSH standards and guidelines in the school district.

24
25 **School Health Advisory Council**^{1,2}
26 A district School Health Advisory Council shall be established to serve as a resource to school
27 sites for implementing policies and programs and develop an active working relationship with
28 the county health council. The council shall consist of individuals representing the schools and
29 community, including parents, teachers, school administrators, health professionals, school food
30 service representatives, and members of the public.

31
32 The primary responsibilities of the Council include, but are not limited to:
33 • Reviewing and as necessary, making recommendations concerning physical activity and
34 nutrition policies;
35 • Ensuring all schools within the district create and implement an action plan related to all
36 School Health Index modules;

- 37 • Ensuring the results of the action plan are annually reported to the School Health
38 Advisory Council; and
- 39 • Ensuring that school level results include measures of progress on each indicator of the
40 School Health Index.

41
42 The State Board of Education’s Coordinated School Health and Physical Activity Policies shall
43 be used to guide the Council in making recommendations to the Director of Schools and School
44 Board.

45
46 Each school shall have a Healthy School Team consisting of teachers, students, parents, and
47 administrators.¹ The Team shall hold Healthy School Team meetings during the school year to
48 assess needs and oversee planning and implementation of the school health efforts. The Director
49 of Schools/Designee shall ensure compliance with the school wellness policy, to include an
50 assessment of the implementation of the wellness policy and the progress made in attaining this
51 policy goals. The assessment will be available to the public.

52
53 **Nutrition**
54 The district will promote healthy nutrition through various activities, including nutrition related
55 newsletters, informational links on the district website, healthy eating posters in dining areas, and
56 informational booths at various community functions. Nutrition education will be offered as part
57 of a standards-based program designed to provide students with the knowledge and skills needed
58 to promote and protect their health as outlined in the State Board of Education Health Education
59 and Lifetime Wellness Standards. Nutrition education will discourage teachers from using high
60 fat, high sugar, and/or high sodium foods as rewards and encourage students to start each day
61 with a healthy breakfast.

62
63 All schools shall participate in the USDA child nutrition programs, which may include, but not
64 be limited to, the National School Lunch Program, the School Breakfast Program, the Summer
65 Food Service Program, and the After School Snack Program.^{3,4,5}

66
67 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given
68 adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional
69 habits shall be encouraged. All food including vending machines, fundraising items, and
70 concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart
71 Snacks in Schools.^{3,4,5} The school principal/designee and Nutrition Supervisor shall be
72 responsible for overseeing the school district’s compliance with the State Board of Education
73 Rules and Regulations for sale of food items in the school district.^{1,4,5}

74
75 Child nutrition professionals will provide students with access to a variety of affordable,
76 nutritious, and appealing foods that meet the health and nutritional needs of students;
77 accommodate the religious, ethnic, and cultural diversity of students in meal planning when
78 requested.

79
80 To the extent practical, all schools in our district will participate in any and all available federal
81 school meal programs.

82
83 **Nutrition Promotion**
84 Nutrition promotion and education positively influence lifelong eating behaviors by using
85 evidence-based techniques and nutrition messages, and by creating food environments that
86 encourage healthy nutrition choices and encourage participation in school meal programs.
87 Nutrition promotion also includes marketing and advertising nutritious foods and beverages to

88 students and is most effective when implemented consistently through a comprehensive and
89 multi-channel approach by school staff, teachers, parents, students, and the community.

90

91 The District will promote healthy food and beverage choices for all students throughout the
92 school campus, as well as encourage participation in school meal programs. This promotion will
93 occur through at least:

94

- 95 • Implementing at least ten or more evidence-based healthy food promotion techniques
96 through the school meal programs using Smarter Lunchroom techniques; and
- 97 • Ensuring 100% of foods and beverages promoted to students meet the USDA Smart
98 Snacks in school nutrition standards.

99

100 **Food and Beverage Marketing in Schools**

101

102 The district is committed to providing a school environment that ensures opportunities for all
103 students to practice healthy eating and physical activity behaviors throughout the school day
104 while minimizing commercial distractions.

105

106 Food and beverage marketing is defined as advertising and other promotions in schools. Food
107 and beverage marketing include an oral, written, or graphic statement made for the purpose of
108 promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or
109 any other entity with a commercial interest in the product.

110

111 Food and beverages marketed or promoted to students on the school campus during the school
112 day will meet the nutrition recommendations of the US Dietary Guidelines for Americans and all
113 Tennessee State Board of Education minimal nutritional standards.

114

115 **Celebrations and Rewards**

116 During the day, celebrations that involve food must take place outside of scheduled lunch hours.

117

118 All foods offered on the school campus are encouraged to meet or exceed the USDA Smart
119 Snacks in Schools nutrition standards. These include:

120

- 121 • Celebrations and parties. The district encourages promotion of healthy food and nonfood
122 celebrations. Healthy party ideas are available from the Alliance for a Healthier
123 Generation and from the USDA.
- 124 • Classroom snacks are encouraged to be of a healthy nature.
- 125 • Rewards and incentives. The district encourages teachers and other relevant school staff
126 members not to use food, candy, or beverages as rewards. Staff should not withhold
127 food, candy, or beverages as punishment for any reason, such as for performance or
128 behavior.

128

129 **Physical Activity and Physical Education**

130

131 The Board recognizes that physical activity is important to the overall health of children.
132 Schools shall support and promote physical activity. Physical activity may be integrated into any
133 areas of the school program. All students will have opportunities, support, and encouragement to
134 be physically active on a regular basis.

134

135 Physical Education classes shall be offered as part of a standards-based program designed to
136 provide developmentally appropriate moderate to vigorous physical activity as an integral part of
137 the class. All physical education classes shall comply with the State Board of Education's

138 Physical Education Standards. In addition to the district's physical education program, non-
139 structured physical activity periods shall be offered as required by law.⁶

140

141 Physical activity shall not be employed as a form of discipline or punishment.

142

143 **Curriculum**²

144 All applicable courses of study should be based on state-approved curriculum standards.

145

146 **School Health Index**²

147 All schools within the district shall annually administer a baseline assessment on each of the
148 three recommended School Health Index modules. Results shall be submitted to the School
149 Health Advisory Council and reported to the State Department of Education.

150

151 **Record Keeping Compliance**

152 The district's Coordinated School Health Coordinator shall ensure that records demonstrating
153 compliance with community involvement requirements are maintained. The Coordinated School
154 Health Coordinator shall also document that the school wellness policy and triennial assessments
155 are made available to the public.⁷

156

157

158

159 1. State Board of Education Policy 4.204

160 2. State Board of Education Policy 4.206

161 3. 42 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))

162 4. TRR/MS 0520-1-6 Child Nutrition Programs

163 5. 7 C.F.R. 210 and 220

164 6. T.C.A. 49-6-1021

165 7. 7 C.F.R. § 210.31(f)

166

167

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Pediculosis (Head Lice)	Descriptor Code: 6.4031	Issued Date:
		Rescinds:	Issued:

1 No student shall be denied an education solely by reason of head lice infestation and his/her educational
2 program shall be restricted only to the extent necessary to minimize the risk of transmitting the
3 infestation.

4
5 Response to Pediculosis (head lice) in the school setting is governed by the rules and regulations of the
6 Tennessee Department of Health. The TDOH has updated its rules and regulations, and the TDOH rules
7 require schools, day care centers, and Head Start authorities to follow the U.S. Centers for Disease
8 Control and Prevention (CDC) guidelines for head lice infestations.¹

9
10 To help prevent the spread of head lice, the following steps should be taken:

- 11
12 1. Students will be checked for head lice by the school nurse or designated school staff when
13 demonstrating symptoms of infestation.
- 14
15 2. It shall be the responsibility of the principal or school nurse to notify the parents when lice
16 or nits are found to be present in a child's hair. A letter shall be sent home with the child to
17 explain the condition, how to care for the conditions, requirements for readmission and
18 deadlines for satisfactory completion of the treatment.
- 19
20 3. To begin the treatment process, parents may be asked to pick up students diagnosed with live
21 head lice as soon as possible. However, such students are not required to be sent home early,
22 and they can go home at the end of the day, be treated, and return to school after appropriate
23 treatment has begun.²
- 24
25 4. Prior to readmission, satisfactory evidence must be submitted to school personnel that the
26 student has been treated for pediculosis (head lice). This evidence may include but not be
27 limited to proof of treatment with a pediculicide product (head lice shampoo) or satisfactory
28 examination by a school health official.

29
30 A student shall be expected to have met all requirements for treatment and return to school no later than
31 two (2) days following exclusion for head lice. All days in excess of the allowable period shall be
32 marked as unexcused absences and referred to the attendance supervisor at the proper time.

Legal References

1. TRR/MS 1200-14-01-.24
2. <https://www.cdc.gov/parasites/lice/head/schools.html>

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Child Abuse and Neglect	Descriptor Code: 6.409	Issued Date:
		Rescinds: STU 18	Issued: 06/12, 04/79

1 **REPORTING**

2 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.¹ If personnel
3 know or have reasonable cause to suspect abuse or neglect, a report shall be filed immediately.
4 Reports shall be made to the judge having juvenile jurisdiction, to the county office of the Department
5 of Children's Services (DCS), to the Sheriff of the county where the child resides, or to the office of the
6 chief law-enforcement official where the child resides.²

7 The report shall include, to the extent known by the reporter:³

- 8 1. The name, address, telephone number, and age of the child;
9
- 10 2. The name, telephone number, and address of the parents or persons having custody of the child;
11
- 12 3. The nature and extent of the abuse or neglect; and
13
- 14 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
15 abuse or neglect.

16 The identity of the person reporting shall remain confidential except when the juvenile court
17 determines otherwise.⁴

18 Notice that a report was filed, and any other information relevant to the wellbeing of the child, shall be
19 verbally provided to the parent(s)/guardian(s) within twenty-four (24) hours of filing. This notice shall
20 be made in coordination with DCS. Notice shall not be provided if there is reasonable cause to believe
21 that the parent or legal guardian may be the perpetrator or in any way responsible for abuse.⁵

22 The Director of Schools or designee shall develop reporting procedures, including sample indicators of
23 abuse and neglect, and shall disseminate the procedures to all school personnel.⁶

24 **INVESTIGATIONS**

25 School administrators and employees have a duty to cooperate, provide assistance, and information in
26 child abuse investigations⁷ including permitting child abuse review teams to conduct interviews while
27 the child is at school. The principal may control the time, place, and circumstances of the interview but
28 may not insist that a school employee be present even if the suspected abuser is a school employee or
29 another student. The principal is not in violation of any laws by failing to inform parents that the child
30 is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

31 MANDATORY TRAINING

32 Beginning with the 2019-2020 school year, the district will ensure that teachers complete a child abuse
33 training program identified by the Department of Education or a training program that meets the
34 guidelines established by the Department of Children’s Services. Compliance with the training
35 requirement will be annually reported to the Department of Education.⁰

Legal References

1. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605
2. TCA 37-1-403(a)(2)
3. TCA 37-1-403(b); TCA 49-6-1601(b)
4. TCA 37-1-409(a)(1)
5. TCA 37-1-605(d); TCA 49-6-1601
6. TRR/MS 0520-01-03-.08(2)(e)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)
9. Public Chapter 983, 1(b)

Cross References

Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Homeless Students	Descriptor Code: 6.503	Issued Date:
		Rescinds: STU 50	Issued: 04/01/03

In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply¹:

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

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

Enrollment

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

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

- 39 • Any other document requirements.
- 40 • Unpaid school fees.
- 41 • Lack of uniforms or clothing that conforms to dress codes.
- 42 • Missing application or enrollment deadlines during any period of homelessness.
- 43 • Any factor related to the student’s living situation.

44
45 However, the system may require a parent or guardian of the student to submit contact information.

46
47 **School Selection**

48
49 When determining the best school placement, Murfreesboro City Schools will consider the best interests of the
50 student with parental involvement. To the extent feasible, and in accordance with the student’s best interest, the
51 student should continue his/her education in the school of origin, except when contrary to the wishes of the parent
52 or guardian. “School of origin” is defined as the school that the student attended when permanently housed or the
53 school in which the student was last enrolled. If the student is unaccompanied by a parent or guardian, the homeless
54 coordinator will consider the views of the student in deciding where the student shall be educated. The choice
55 regarding placement shall be made regardless of whether the student lives with the homeless parent(s) or has been
56 temporarily placed elsewhere.

57
58 The system shall provide a written explanation, including a statement regarding the right to appeal, to the homeless
59 student’s parent/guardian, or to the homeless student if unaccompanied, if the system sends the student to a school
60 other than the school of origin) or other than a school requested by the parent or guardian.

61
62 If a dispute arises over school selection or enrollment in a school, the student shall be immediately admitted to the
63 school in which enrollment is sought, pending resolution of the dispute. The student or parent/guardian shall be
64 referred to the system homeless coordinator who will carry out the dispute resolution process as expeditiously as
65 possible.

66
67 **Services**

68
69 Each homeless student shall be provided services comparable to services offered to other students in the system
70 including transportation services, educational services for which the student is eligible such as educational
71 programs for disadvantaged students, students with disabilities, and gifted and talented students, school meals
72 programs, preschool programs, before and after school programs and programs for students with limited English
73 proficiency. Homeless students will not be segregated in a separate school or in a separate program within a
74 school based on the student’s status as homeless.

75
76 **Transportation**

77
78 In the event that it is in the best interest of the homeless student to attend the school of origin, transportation to
79 and from school shall be provided at the request of the parent/guardian or, in the case of an unaccompanied student,
80 the homeless coordinator. If the student’s temporary housing is outside the system of the school of origin, the
81 Murfreesboro City Schools will work with the school of origin to agree on a method to apportion the responsibility

82 and costs of transporting the student. If an agreement cannot be reached, the costs will be shared equally.

83

84 **Records**

85

86 Any records ordinarily kept by the school, including immunization records, academic records, birth certificates,
87 guardianship records and evaluations for special services or programs of each homeless child or youth shall be
88 maintained so that appropriate services may be given the student, so that necessary referrals can be made and so
89 that records may be transferred in a timely fashion when a homeless student enters a new school system. Copies
90 of records shall be made available upon request to students or parents in accordance with the Family Educational
91 Rights and Privacy Act.

92

93 **Coordinator**

94

95 **The Board designates the Coordinator of Community Initiatives to act as the system's homeless coordinator.** The
96 system shall inform school personnel, service providers and advocates working with the homeless families of the
97 duties of the system homeless coordinator. The homeless coordinator shall ensure that:

98

- 99 1. Homeless students are identified by school personnel and through coordination activities with
100 other entities and agencies.
- 101
- 102 2. Homeless students enroll in and have a full and equal opportunity to succeed in schools in the
103 system.
- 104
- 105 3. Homeless families and students receive educational services for which such families and students
106 are eligible, including Head Start and preschool programs administered by the system and
107 referrals to health care services, dental services, mental health services and other appropriate
108 services.
- 109
- 110 4. The parents and guardians of homeless students are informed of the educational and related
111 opportunities available to their children and are provided with meaningful opportunities to
112 participate in the education of their children.
- 113
- 114 5. Public notice of the educational rights of homeless students are disseminated where such students
115 receive services such as schools, family shelters and soup kitchens.
- 116
- 117 6. Enrollment disputes are mediated in accordance with the law.
- 118
- 119 7. The parent or guardian of a homeless student and any unaccompanied youth is fully informed of
120 all transportation services, including transportation to the school of origin and is assisted in
121 accessing transportation to the school selected.
- 122
- 123 8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be
124 considered and they will be provided notice of the right to appeal.
- 125

- 126 9. Students who need to obtain immunizations, or immunization or medical records, will receive
127 assistance.

Legal References

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

Cross References

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

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Fundraising Activities	Descriptor Code: 6.702	Issued Date:
		Rescinds: BO 31	Issued: 04/79; 07/01;09/07; 06/11

1 Fundraising shall be kept at an absolute minimum and shall serve only to provide for goods and/or
2 services ~~that which~~ will enhance the educational objectives of the school as determined by the principal.

3 A copy of this policy regarding fundraising activities ~~will shall~~ be included in the parent handbook issued
4 to parents at the beginning of each school year.

5 DEFINITIONS

6 Fundraiser – For the purposes of this policy, a fundraiser is ~~considered to be~~ any activity conducted by
7 the school, ~~which that~~ is intended or designed to generate a profit and provide supplemental revenue for
8 the general fund or an individual club or class account. Fundraising activities ~~could may~~ include vending
9 operations, bookstores, pictures, concessions, carnivals, book sales, or similar activities. Fundraising
10 activities do not include membership dues, fines, and similar fees.

11 In Murfreesboro City Schools, each fundraiser will be designated either as an ACTIVE fundraiser or a
12 PASSIVE fundraiser at the time the event is planned.

13 ACTIVE Fundraiser – An Active Fundraiser involves the children during instructional time in the school
14 day.

15 PASSIVE Fundraiser – A Passive Fundraiser does not involve the children during the instructional time
16 during the school day but is held during a non-instructional period of the day, such as, lunch, recess,
17 class changing time, or outside of school hours.

18 DESIGNATION OF A FUNDRAISER

19 How a school structures the fundraiser determines ~~if whether~~ it is designated as Active or Passive. The
20 principal and the PTO/Booster club ~~should shall~~ work together jointly to set-up the fundraiser. (i.e., ~~to~~
21 determine whether to have an assembly ~~or not~~, to use part of the instructional day, ~~or~~ structure the
22 fundraising event so that it compliments or encompasses a curricular objective, etc.) For example, if an
23 assembly is planned to introduce ~~the fundraiser~~ or ~~to~~ conclude the fundraiser (i.e., a party), even for only
24 a 20-minute period during instructional time, the fundraiser becomes an ACTIVE fundraiser, even if the
25 majority of the fundraiser is done during non-instructional time.

26 Examples of current fundraisers are:

- 27 1. ACTIVE – School pictures (fall and spring pictures will count as one fundraiser), some “fun-
28 runs”, book fairs (maximum of two which will count as one fundraiser), “read-a-thons” and
29 “sausage and cheese sales” if an assembly or celebration party during instructional time is used

- 30 as an incentive, assemblies where children pay to admission to attend (teacher/student basketball
31 games, etc.)
- 32 2. PASSIVE – Restaurant sponsored days, Kroger Cares, vending machines, bookstores, yearbook
33 sales, etc.

34 **GENERAL GUIDELINES**

35 The following general guidelines shall be followed:

- 36 1. Fundraising companies and other salespersons shall obtain permission in writing from the
37 Director of Schools or designee in order to visit the schools.
- 38 2. Any commission payable by companies shall be paid in the form of reduced prices to the students
39 or paid into the activity fund of the school for use by the school. No school employee shall
40 personally benefit from any fundraising activity.
- 41 3. All fundraising activities, including online fundraising activities must have written approval from
42 the principal and Director of Schools (or designee). A fundraiser form will be available in the
43 office and must be completed. The authorization request shall contain the following
44 information:¹
- 45 a. A list of the proposed fundraising activities,
- 46 b. Purpose of the fundraising activity,
- 47 c. Proposed uses of funds raised,
- 48 d. Expected student involvement in fundraising activity (school-wide or individual class or
49 club), and
- 50 e. Margin of profit and how it is to be paid to the school.
- 51 4. Students shall not be excused from a regular class to participate in a fundraising activity unless
52 it is an Active fundraiser approved by the Director of Schools.
- 53 5. No grade in a subject or course shall be affected by a student's participation in a fundraising
54 activity. No points shall be added to or removed from grades because of, or to encourage,
55 fundraising participation.
- 56 6. Children will not be dismissed from school as a reward for fundraising.
- 57 7. Door to door sales are strongly discouraged and not endorsed by the school system.
- 58 8. The awarding of a grand prize to individual students based on a total dollar amount collected is
59 prohibited. However, it is permissible to award prizes when students reach certain levels. Off-
60 campus activities, such as pizza parties shall not be used as rewards to children. If end-of-
61 fundraising celebrations are used to encourage participation, no child shall be excluded from the

- 62 celebration based on the child's fundraising input. For example, if a DJ party or pizza party is
63 planned for the class, all children in the class will be invited to attend.
64
- 65 9. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
66 who do not participate in fundraising activities shall not be punished or discriminated against in
67 any way.
- 68 10. Each school is limited to four (4) ACTIVE fundraisers per school year, inclusive of PTA/PTO
69 fundraisers.
- 70 11. Funds derived from fundraising events to be deposited in the General Fund or the individual
71 school's activity funds can be spent for the following purposes including, but not limited to:
- 72 ~~a. Staff training and travel that benefits the student body;~~
- 73 ~~b. Materials, materials, supplies, and equipment that enhance the instructional programs~~
74 ~~provided by the Board through its operational budget.~~
- 75 12. Funds derived from fundraising events may not be used for:
- 76 a. Memberships of any kind,
77 b. Staff gifts and meals.
78 c. Staff training and travel that benefits the student body.
- 79 13. Funds derived from fundraising events to be deposited into a restricted account of the individual
80 school's activity funds must be spent for the purposes approved. The purpose shall be reduced
81 to written form and on file at each school for audit purposes.
- 82 14. Fundraising events conducted by a school support organization, such as a PTA, PTO, or Booster
83 Club, shall be governed by the same conditions that apply to the school and comply with Board
84 Policy BO 39, School Support Organizations.

85 This policy shall not be construed as preventing a teacher from using instructional or informational
86 materials even though the materials might include reference to a brand, a product, or a service.

87 **LOTTERIES**

88 No fundraising activity shall be conducted ~~which that~~ distributes prizes or makes awards to winners ~~from~~
89 ~~among purchasers of chances by means of tickets through a random selection process based upon the~~
90 ~~purchase of chances and who are chosen through a random selection process.~~²

91 **ONLINE FUNDRAISING**

92 Individual schools may establish school-wide online fundraising accounts. The accounts must meet all
93 fundraising requirements established by the Board and the *Internal School Uniform Accounting Policy*
94 *Manual*. The principal or designee of each school shall have access to the established fundraising account

- 95 to ensure **that** all funds are properly accounted for, and **that** the information is recorded in the school's
96 accounting records by the designated personnel. Online fundraising shall not be used on behalf and for
97 the benefit of an outside party.
- 98 Employees shall not engage in online fundraising for personal gain in their official capacity as district
99 employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that would
100 lead another to believe such activity is an approved school fundraiser.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
2. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)

Cross References

- Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605