

## AGENDA

MURFREESBORO CITY BOARD OF EDUCATION  
SPECIAL CALLED BOARD MEETING--  
POLICY WORK SESSION  
Tuesday, May 8, 2012  
6:30 p.m.—Central Administration Building

- I. CALL TO ORDER BY BOARD CHAIR
- II. APPROVAL OF SCHOOL FEES
- III. BOARD POLICY REVIEW

***For Further Discussion: (Passed on First Reading)***

PER 39—Suspension/Dismissal of Tenured Teachers (*Revision*)

STU 5—Assignment of Students to Schools and Classes (*Revision*)

***For Discussion:***

PER 22—Personnel Records (*Revision*)

STU 18—Child Abuse and/or Neglect (*Complete Rewrite*)

STU 22—Code of Acceptable Behavior and Discipline (*Revision*)

STU 23—Discipline Procedures (*Revision*)

STU 43—Use of Personal Communication Devices in School (*Complete Rewrite*)

- IV. REVIEW OF May 22, 2012 DRAFT AGENDA
- V. OTHER BUSINESS
- VI. ADJOURNMENT

### ***MISSION STATEMENT***

*To assure academic and personal success  
for each child.*

**LOCAL FIELD TRIPS FOR BOARD CONSIDERATION AND APPROVAL  
MAY 8, 2012**

SCHOOL	GRADE/GROUP	INSTRUCTIONAL VALUE OF THE ACTIVITY	COST PER	STUDENTS	DATE OF	Destination
	PARTICIPATING		STUDENT	PARTICIPATING	TRIP	
BF	1	Become aware of jobs in the community that allow people to earn money	\$0	142	05-07-05-10-12	Publix
BR	1	Observe & learn about different animal species in their environments	\$4.00	45	5/2/12	Nashville Zoo
BR	6	Learn the history of gods/ goddesses and the goddesses Athena	\$12.00	47	5/14/12	Centennial Park/Parthenon
DSRR	2	The value and importance of bees to a farm	\$9.50	58	5/8/12	Lucky Ladd Farms
DSRR	5	Will rehearse and perform a concert with the county-wide honor band	\$14.00	9	5/11/12	Rockvale Middle School
DSRR	6	End of 6th grade celebration following graduation	\$3	23	5/23/12	MTSU Rec Center
HG	4	To identify major events, people, patterns & accomplishments in early TN	\$4	60	5/22/12	James K. Polk Home
JP	3	To identify authors purpose and recognize features of fairy/folk tales	\$5	138	5/16/12	Oakland High School
JP	6	Sixth grade graduation celebration with a focus on healthy living	\$4	90	5/17/12	Patterson Park
JP	4	Understanding contributors to Tennessee	\$6	155	5/21/12	Walking Tour of Nashville
MNE	5	Will apply skills learned to hands on activities	\$6	86	05-18 & 05-22-12	Adventure Science Center
MNP	2	To understand relationships between music and the other arts	\$0	98	5/4/12	Dance Theater of TN-MTSU
NF	4	(TCAP reward) fitness/healthy eating choices	\$0	42	5/2/12	Sonic on Memorial
NF	4th-6th	Celebrate-Demonstrate pride in work and achievement	\$0	35	5/3/12	Dairy Queen
NF	4	Adaptations, habitats	\$9.00	106	5/10/12	Nashville Zoo
SC	3	Use the Dino Trek exhibit to help match organisms with prior existence	\$10.00	164	5/14/12	Grassmere
SC	5	Understand the culture of life during the time of the Civil War	\$8.00	160	5/17/12	Oakland's Mansion
SC	5	Integrating language arts & writing standards with music curriculum	\$7.00	160	5/21/12	Country Music Hall of Fame
SC	5	Integrating language arts & writing standards with music curriculum	\$7.00	160	5/22/12	Country Music Hall of Fame
SC	5&6	To perform at Pinnacle's Customer Appreciation Day	\$0	20	5/4/12	Pinnacle Bank

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term:  <b>SUSPENSION/DISMISSAL OF TENURED TEACHERS</b>	Descriptor No:  <b>PER 39</b>	Date Adopted:  <b>9/01</b>
	Reviewed/Revision Adopted:	

1 SUSPENSION

2  
3 The Director of Schools or designee may suspend a tenured teacher at any time when deemed  
4 necessary, **pending investigation or final disposition of a case before the Board or an appeal.**  
5 **If vindicated or reinstated, the teacher shall be paid the full salary for the period during**  
6 **which the teacher was suspended.** Before a **tenured teacher** is suspended the teacher shall be:  
7 (1) provided with reasons for the suspension; (2) given an opportunity to respond; and (3) given  
8 a written decision of the suspension. The causes for which a **tenured teacher** may be dismissed  
9 are as follows: incompetence, inefficiency, neglect of duty, unprofessional conduct, and  
10 insubordination as defined in T.C.A. §49-5-501.

11  
12 **DEFINITIONS**

13  
14 Pursuant to T.C.A. §49-5-501(5), “incompetence” means being incapable, lacking adequate  
15 power, capacity or ability to carry out the duties and responsibilities of the position. This  
16 may apply to physical, mental, educational, emotional or other personal conditions. It may  
17 include lack of training or experience, evident unfitness for service, a physical, mental or  
18 emotional condition making the teacher unfit to instruct or associate with children or the  
19 inability to command respect from subordinates or to secure cooperation of those with  
20 whom the teacher must work.

21  
22 Pursuant to T.C.A. §49-5-501(6), “inefficiency” means being below the standards of  
23 efficiency maintained by others currently employed by the Board for similar work, or  
24 habitually tardy, inaccurate or wanting in effective performance of duties. The definition  
25 of inefficiency includes, but is not limited to, having evaluations demonstrating an overall  
26 performance effectiveness level that is “below expectations” or “significantly below  
27 expectations” as provided in the evaluation guidelines adopted by the State Board of  
28 Education pursuant to T.C.A. §49-1-302.

29  
30 Pursuant to T.C.A. §49-5-501(8), “neglect of duty” means gross or repeated failure to  
31 perform duties and responsibilities that reasonably can be expected of one in such capacity  
32 or continued unexcused or unnecessary absence from duty.  
33

34 Pursuant to T.C.A. §49-5-501(3), “unprofessional conduct” or “conduct unbecoming a  
35 member of the teaching profession” may consist of, but not be limited to, one (1) or more of  
36 the following:

- 37
- 38 a. **Immorality;**
- 39 b. **Conviction of a felony or a crime involving moral turpitude;**
- 40 c. **Dishonesty, unreliability, continued willful failure or refusal to pay one’s just**  
41 **and honest debts;**
- 42 d. **Disregard of the teacher code of ethics in T.C.A. §§49-5-1001 through 49-5-1005**  
43 **(see attached), in such manner as to make one obnoxious as a member of the**  
44 **profession or**
- 45 e. **Improper use of narcotics or intoxicants.**
- 46
- 47

48 Pursuant to T.C.A. §49-5-501(7), “insubordination” may consist of:

- 49
- 50 a. **Refusal or continued failure to obey the school laws of this state, to comply with**  
51 **the rules and regulations of the Board or to carry out specific assignments made**  
52 **by the Board, the Director of Schools or the principal, each acting within its own**  
53 **jurisdiction, when the rules, regulations and assignments are reasonable and not**  
54 **discriminatory;**
- 55 b. **Failure to participate in an in-service training program as set up by the local**  
56 **Board of Education and approved by the State Board of Education;**
- 57 c. **Treason, or any effort to sabotage or overthrow the government of the United**  
58 **States; or**
- 59 d. **Refusal by the teacher to disclose to the Board whether or not the teacher is, or**  
60 **has been, a member of the communist or any other party that advocates the**  
61 **overthrow of the government.**
- 62

### 63 DISMISSAL

64

65 When charges are made **to the Board** against a tenured teacher, charging the teacher with  
66 offenses which may justify dismissal, the charges shall be made in writing, specifically stating  
67 the offenses which are charged and shall be signed by the party or parties making the charges.

68

69 **If, in the opinion of the Board, charges are of such a nature as to warrant the dismissal of**  
70 **the teacher, the Director shall give the teacher a written notice of the Board’s decision,**  
71 **together with a copy of the charges and a copy of a form provided by the Commissioner of**  
72 **the Tennessee Department of Education, advising the teacher as to the teacher’s legal**  
73 **duties, rights and recourse under the terms of T.C.A. §49-5-501 – 49-5-515.**

74

75 A tenured teacher who receives notification of charges pursuant to 49-5-511 may, within thirty  
76 (30) days after receipt of the notice, demand a hearing on the charges before an impartial hearing  
77 officer selected by the Board as follows:

- 78
- 79 1. The teacher shall give written notice to the Director of Schools of the teacher’s request  
80 for a hearing.
- 81 2. The Director of Schools shall, within five (5) days after receipt of the request, name an  
82 impartial hearing officer who shall be responsible for notifying the parties of the hearing  
83 officer’s assignment. **The hearing officer shall direct the parties or the attorneys for**  
84 **the parties, or both, to appear before the hearing officer for simplification of issues**

85 **and the scheduling of the hearing, which in no event shall be set later than thirty (30)**  
86 **days following receipt of notice demanding a hearing. In the discretion of the hearing**  
87 **officer, all or part of any prehearing conference may be conducted by telephone if**  
88 **each participant has an opportunity to participate, to be heard and to address proof**  
89 **and evidentiary concerns. The hearing officer is empowered to issue appropriate**  
90 **orders and to regulate the conduct of the proceedings.**

- 91 3. The definition of “impartial” means that the selected hearing officer shall have no history  
92 of employment with the Board or Director of Schools, no relationship with any Board  
93 member and no relationship with the teacher or representatives of the teacher.
- 94 4. **All parties shall have the right to be represented by counsel, the opportunity to call**  
95 **and subpoena witnesses, the opportunity to examine all witnesses, the right to**  
96 **require that all testimony be given under oath and the right to have evidence**  
97 **deemed relevant by the submitting party included in the record of the hearing, even**  
98 **if objected to by the opposing party.**
- 99 5. **All witnesses shall be entitled to the witness fees and mileage provided by law, which**  
100 **fees and mileage shall be paid by the party issuing a subpoena or calling the**  
101 **witnesses to testify.**
- 102 6. **The impartial hearing officer shall administer oaths to witnesses, who testify under**  
103 **oath.**
- 104 7. **A record of the hearing, either by transcript, recording or as is otherwise agreed by**  
105 **the parties shall be prepared if the decision of the hearing officer is appealed, and**  
106 **all decisions of the hearing officer shall be reduced to writing and included in the**  
107 **record, together with all evidence otherwise submitted.**
- 108 8. **On request of either party to the hearing, witnesses may be barred from the hearing**  
109 **except as they are called to testify. The hearing may be private at the request of the**  
110 **teacher or in the discretion of the hearing officer.**
- 111 9. The hearing shall be conducted according to all of the provisions set forth in 49-5-512.
- 112 10. **At appropriate states of the hearing, the hearing officer may give the parties the full**  
113 **opportunity to file briefs, proposed findings of fact and conclusions of law and**  
114 **proposed initial or final orders. The hearing officer shall, within ten (10) days of**  
115 **closing the hearing, decide what disposition to make of the case and shall**  
116 **immediately thereafter give the Board and the teacher written findings of fact,**  
117 **conclusions of law and a concise and explicit statement of the outcome of the**  
118 **decision.**
- 119 11. The teacher has a right to appeal the hearing officer’s decision to the Board within ten  
120 (10) working days of the hearing officer’s delivery of the written findings **of fact,**  
121 **conclusions and decision to the affected employee.**
- 122 12. **Upon written notice of appeal, the Director shall prepare a copy of the proceedings,**  
123 **transcript, documentary and other evidence presented and transmit the copy to the**  
124 **Board within twenty (20) working days of receipt of notice of appeal.**
- 125 13. The Board shall hear the appeal on the record and no new evidence shall be introduced.  
126 **The affected employee may appear in person or by counsel and argue why the**  
127 **decision should be modified or reversed.** The Board may sustain the decision, send the  
128 record back if additional evidence is necessary, revise the decision penalty or reverse the  
129 decision. **Before any findings and decision are sustained or punishment inflicted, a**

130 majority of the membership of the Board shall concur in sustaining the charges and  
131 decision. The Board shall render its decision on the appeal within ten (10) working days  
132 after the conclusion of the hearing.

133 14. Any party dissatisfied with the decision rendered by the Board shall have the right to  
134 appeal to the Rutherford County Chancery Court within thirty (30) days after receipt  
135 of the dated notice of the decision of the Board. It shall be the duty of the Board to  
136 cause the entire record and other evidence in the case to be transmitted to the court.  
137 The review of the court shall be de novo on the record of the hearing held by the  
138 hearing officer and reviewed by the Board.

139 15. The Director of Schools shall also have the right to appeal any adverse ruling by the  
140 hearing officer to the Board under the same conditions as set forth above.

141  
142 Notwithstanding T.C.A. §49-5-511(a), but subject to appeal and review provisions of T.C.A.  
143 §49-5-512 and 49-5-513, any teacher convicted of a felony listed in T.C.A. §40-35-501(i)(2)  
144 or convicted of an offense listed in T.C.A. §39-17-417 shall be immediately suspended, and  
145 dismissed. If the dismissal of the teacher is upheld by the Board and court  
146 review, the Director shall notify in writing the Commissioner of the Tennessee Department  
147 of Education as required by T.C.A. §49-5-511(c)(2).

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152 **Legal References:**

153 T.C.A. §49-5-501

154 T.C.A. §§49-5-511 through 49-5-513

155 T.C.A. §§49-5-1001 through 49-5-1005, "Teacher Code of Ethics"

156 T.C.A. §40-35-501(i)(2)

157 T.C.A. §39-17-417

MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  ASSIGNMENT OF STUDENTS TO SCHOOLS AND CLASS	<b>Descriptor No:</b>  STU 5	<b>Date Adopted:</b>  4/79
	<b>Reviewed/Revision Adopted:</b>  7/01	

1 Pupils entering the Murfreesboro City Schools will be assigned to the school which serves their  
2 respective school zone unless they have been accepted for attendance at a "controlled choice"  
3 school. The boundaries of these zones may be adjusted from year to year. An exception made to  
4 the above is: Students living outside the city limits may be assigned to schools where there is  
5 available space.

6  
7 Applications for waivers on school zone requirements must be submitted in writing to the  
8 Director of Schools. The Director of Schools may, in hardship cases, grant waivers on school  
9 zone requirements. **Students on zone waivers cannot be sent back to their zoned school**  
10 **without approval of the Director of Schools or the Director’s designee.**

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12 **Principals have the sole authority and responsibility for assigning students to the individual**  
13 **classrooms.**

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32 Legal References:

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34 T.C.A. 49-6-3102 through 3103  
35 T.C.A. 49-6-3201

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>PERSONNEL RECORDS</b>	<b>Descriptor No:</b>  <b>PER 22</b>	<b>Date Adopted:</b>  <b>4/79</b>
<b>Reviewed/Revision Adopted:</b>  <b>6/00; 8/01; 10/02</b>		

1    ***Records Requirement Upon Employment***

2  
3    Various documents are required to be submitted in order to complete an employment file. Any  
4    employee who fails to submit the required document(s) within the specified time may be  
5    terminated, held off duty or otherwise appropriately counseled or disciplined. These documents  
6    include:

7  
8    ***Before Beginning Work:***

- 9        1) Documents, as defined by the Department of Homeland Security, needed to complete the  
10        I-9 form and establish identity and employment eligibility;  
11        2) A receipt verifying completion of fingerprinting by a TBI selected vendor.

12  
13    ***By the first pay period:***

- 14        1) Direct Deposit slip from Bank;  
15        2) Tennessee Consolidated Retirement form and W-4 form.

16  
17    ***Within 30 days:***

- 18        1) Copy of teacher's license;  
19        2) Licenses required for position;  
20        3) Transcripts, if required for position.

21  
22    Certificated Personnel entering the service of Murfreesboro City Schools are required to file  
23    affidavits of all public schools teaching experience (outside of Murfreesboro City Schools) up to  
24    the year they began employment with the Murfreesboro City School Board of Education. It is  
25    the responsibility of the employee to file this documentation with Murfreesboro City Schools and  
26    with the Tennessee Department of Education. Experience credit will be given only if proper  
27    documentation is filed by November 1 of each year.

28  
29    Employees who fail to complete the Sick bank enrollment form and Insurance forms within  
30    thirty (30) days may not enroll until the next established open enrollment period.

31  
32    Applications and related documents shall be maintained for at least five (5) years after an  
33    applicant applies for a position.

34  
35



36 College transcripts, and previous employment verification provided within 30 days of  
37 employment are used as means for establishing salary for classified employees. Failure to  
38 provide this information may result in placement in a lower hiring step.

39  
40 An official transcript of all college credits must be placed on file for all new Certificated  
41 Personnel entering the system.

### 42 43 44 *Personnel File*

45  
46 Complete personnel records will be maintained for all employees. The Director of Schools or  
47 designee(s) shall be authorized to maintain personnel files for all employees and to permit the  
48 inspection of the same. Except for matters deemed confidential by law. The following personnel  
49 records shall be maintained for all employees as appropriate:

- 50  
51 1. Employee applications and contracts;
- 52 2. Professional certifications and other documents required by state federal laws and  
53 regulations;<sup>1</sup>
- 54 3. Evaluations; and
- 55 4. INS Form I-9.<sup>2</sup>

56  
57 The following guidelines shall be followed:

- 58  
59 1. Information contained in personnel records shall be limited to job-related matters;
- 60 2. The Director of Schools shall be responsible for notifying all employees of the types of  
61 records kept and uses made of such records;
- 62 3. Employees shall be granted an opportunity to respond in writing to material placed in  
63 records;
- 64 4. Anonymous material and medical information will not be placed in the employee's  
65 personnel file. Medical information shall be maintained in a confidential medical file.  
66 Personnel records will be open for inspection during business hours. The name of the  
67 person inspecting a record and the date of inspection must be recorded. Fees for copies  
68 provided under this policy shall be in accordance with the Tennessee Office of Open  
69 Records Counsel Schedule of Reasonable Charges for Copies of Public Records. When  
70 records are maintained at multiple sites, the public shall be informed of the various  
71 locations when the request to review documents is made. Members of the public may not  
72 obtain an employee's home telephone and personal cell phone numbers; bank account  
73 and individual health savings account, retirement account and pension account  
74 information; provided, that nothing shall limit access to financial records of a  
75 governmental employer that show the amounts and sources of contributions to the  
76 accounts or the amount of pension or retirement benefits provided to the employee or  
77 former employee by the governmental employer; social security number; residential  
78 street address; driver license information except where driving or operating a vehicle is  
79 part of the employee's job description or job duties or incidental to the performance of  
80 the employee's job; and the information listed above of immediate family members or  
81 household members. The information made confidential by T.C.A. 10-7-504(f) shall  
82 be redacted wherever possible.<sup>3</sup>
- 83 5. In accordance with federal law, the system shall release information regarding the  
84 professional qualifications and degrees of teachers and the qualifications of  
85 paraprofessionals to parents upon request for any teacher or paraprofessional who is  
86 employed by a school receiving Title I funds and who provides instruction to their child

87 Certificated Personnel records shall contain the following information:

88

89 A. Employment data records including:

90 1. full name

91 2. birthdate

92 3. all educational information with addresses

93 4. military service, if applicable

94 5. employment application

95 6. no less than two recommendations including addresses, one of which is from the  
96 previous principal, if applicable

97 7. chronological record of previous teaching and non-teaching positions with dates and  
98 addresses

99 B. Academic records and official transcripts or equivalent

100 C. Copies of any professional license required for the position held and superintendent's copy  
101 of teacher's license, if applicable

102 D. Retirement system election forms,

103 E. Evaluation forms and/or records, including plans of improvements

104 F. Substantiated complaints which are filed and processed in accord with applicable policies

105 G. Commendations

106 H. Sick Bank election forms

107 I. Letters to the employee regarding transfers, renewal, tenure, and other personnel actions

108 J. Disciplinary actions including but not limited to reprimands, demotions, suspensions,  
109 dismissals, and the employees' responses to these actions.

110

111 Classified employee records will contain the same general information insofar as it pertains to  
112 their position.

113

114 Documents contained in an employee's personnel file shall not be removed except by a valid  
115 court order or as otherwise may be required.

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Legal References:

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125 <sup>1</sup>T.C.A §49-2-301(b)(1)(BB)

126 <sup>2</sup>Immigration Reform and Control Act of 1986

127 T.C.A. §49-2-301(b)(1)(CC)

128 RRMS 0520-1-3-.08(4)(c)3

129 <sup>3</sup>T.C.A. §10-7-503-504

130 <sup>4</sup>20 U.S.C. 6311 § 111(6)(A)

131 Tennessee Office of Open Records Counsel Schedule of Reasonable Charges for Copies of  
132 Public Records

133 T.C.A. §10-7-506; §8-5-108



## MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE</b>	<b>Descriptor No:</b>  STU 22	<b>Date Adopted:</b>  4/79
	<b>Reviewed/Revision Adopted:</b>  1/01	

### 1 ADMINISTRATION, IMPLEMENTATION, AND POSTING OF THE CODE

2  
3 The Director of Schools shall be responsible for the overall implementation and supervision of  
4 the Board's Code of Acceptable Behavior and Discipline and shall ensure that students at all  
5 schools are subject to a uniform and fair application of the Code.

6  
7 The principal of each school shall be responsible for implementation and administration in **their**  
8 school and shall apply the Code uniformly and fairly to each student in the school without  
9 partiality or discrimination. **This authority shall extend to all activities of the school,**  
10 **including all games and public performances of athletic or extracurricular teams, trips,**  
11 **excursions, transportation to and from school and other school activities and groups.**

12  
13  
14  
15 In accordance with T.C.A. 49-6-4017, a copy of the Code of Acceptable Behavior and Discipline  
16 shall be posted at each school, and school counselors shall be supplied copies for discussion with  
17 students. The Code shall be referenced in all school handbooks. All teachers, administrative  
18 staff, and parents shall be provided copies annually.

### 19 20 MISSION AND BELIEFS

21  
22 The mission of the Murfreesboro City School System is to assure academic and personal success  
23 for each child.

24  
25 The purpose of the Code of Acceptable Behavior and Discipline of the Murfreesboro City  
26 Schools is to assist students, parents, teachers, and school administrators in the maintenance of  
27 an environment which will enhance the achievement of that mission. To be fully effective, the  
28 Code addresses the roles of the students, the parents, the teachers, and the schools.

### 29 30 WE BELIEVE THE STUDENT SHOULD:

- 31  
32
- 33 • Be punctual and present at school.
  - 34 • Have materials necessary for work;
  - 35 • Respect the property and rights of others;
  - Be responsible for **the student's** own work;

- 36 • Dress and groom in a manner that is not distracting to the classroom atmosphere or to the
- 37 educational process;
- 38 • Adhere to rules and regulations set forth by the school and individual teachers; and
- 39 • Demonstrate respect for all adults on school premises.

40

41 **WE BELIEVE THE PARENT SHOULD:**

42

- 43 • Be responsible for the child attending school on time daily;
- 44 • Ensure that the child has materials necessary for work at school;
- 45 • Encourage the child to conduct himself/herself in a safe and appropriate manner at
- 46 school;
- 47 • Provide for the personal cleanliness, physical well being, and grooming of the child;
- 48 • Keep open communications regarding anything that may affect the child's schoolwork;
- 49 and
- 50 • Support the school's instructional program through supervising homework, attending
- 51 parent conferences, discussing reports from school, etc.

52

53

54 **WE BELIEVE THE TEACHER SHOULD:**

55

- 56 • Maintain an orderly, planned, and varied instructional climate that includes materials and
- 57 activities of interest to students;
- 58 • Inform the students of rules that are reasonable for school and classroom behavior;
- 59 • Manage the behavior of students in a fair, firm, and consistent manner;
- 60 • Maintain open communication with parents; and
- 61 • Promote a positive relationship and a feeling of respect among staff and students.
- 62 • **Assist the principal in maintaining discipline of the total school.**

63

64 **WE BELIEVE THE SCHOOL SHOULD:**

65

- 66 • Foster a feeling of respect for each child, ~~his/her~~ classmates, and the school staff;
- 67 • Respect and value individual differences among children and staff;
- 68 • Inform the students and parents of the Code of Acceptable Behavior and Discipline of the
- 69 Murfreesboro City School System;
- 70 • Maintain an atmosphere which encourages appropriate behavior;
- 71 • Plan a program which includes a curriculum to meet the needs of all children;
- 72 • Provide citizenship experiences necessary to function in a democratic society;
- 73 • Communicate with parents concerning their child's conduct and progress; and
- 74 • Maintain a safe environment for children.

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 Legal Reference:

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91 T.C.A. §49-6-4011, **et seq.**, Student and Employee Safe Environment Act of 1996

## MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>DISCIPLINE PROCEDURES</b>	<b>Descriptor No:</b>  <b>STU 23</b>	<b>Date Adopted:</b>  <b>1/01</b>
	<b>Reviewed/Revision Adopted:</b>  <b>8/01; 4/06</b>	

1 The following levels of misbehavior and disciplinary procedures and options are designed to  
2 protect all members of the educational community in the exercise of their rights and duties.

### 3 4 **MISBEHAVIOR: Level I**

5  
6 Minor misbehavior on the part of the student which impedes orderly classroom procedures or  
7 interferes with the orderly operation of the school, but which can usually be handled by an  
8 individual staff member.

#### 9 10 **EXAMPLES (not an exclusive listing):**

11  
12 Demonstrated lack of respect for school employees or any authorized individual  
13 Demonstrated lack of respect for fellow students  
14 Classroom disturbances  
15 Classroom tardiness  
16 Cheating and lying  
17 Abusive language  
18 Non-defiant failure to do assignments or carry out directions  
19 Harassment (Sexual, Racial, Ethnic, Religious) See Board Policy STU 42  
20 Bullying (See Board Policy STU 53)

#### 21 22 **DISCIPLINARY PROCEDURES:**

23  
24 Immediate intervention  
25 Determine what offense was committed and its severity  
26 Determine offender and that he/she understands the nature of the offense  
27 Employ appropriate disciplinary options  
28 **Maintain** record of the offense and disciplinary action ~~maintained by staff member~~

#### 29 30 **DISCIPLINARY OPTIONS:**

31  
32 Verbal reprimand  
33 Special assignment  
34 Restricting activities  
35 Assigning work details

- 36 Counseling
- 37 Withdrawal of privileges
- 38 Issuance of demerits which might affect conduct grades
- 39 Strict supervision study
- 40 Detention
- 41 In-school suspension

42

43 **MISBEHAVIOR: Level II**

44

45 Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

46

47 Included in this level are misbehaviors which do not represent a direct threat to the health and  
48 safety of others but whose educational consequences are serious enough to require corrective  
49 action on the part of administrative personnel.

50

51 EXAMPLES (not an exclusive listing):

52

53 Continuation of unmodified Level I behaviors

54 School or class tardiness

55 School or class truancy

56 Use of tobacco

57 Using forged notes or excuses

58 Disruptive classroom behavior

59 Harassment (Sexual, Racial, Ethnic, Religious) See Board Policy STU 42

60 Defiant failure to do assignments or carry out directions

61 Bullying (See Board Policy STU 53)

62

63 DISCIPLINARY PROCEDURES:

64

65 Student is referred to principal for appropriate disciplinary action.

66 Principal meets with student and teacher.

67 Principal hears accusation made by teacher, permits student the opportunity of explaining  
68 his/her conduct, denying it, or explaining any mitigating circumstances.

69 Principal takes appropriate disciplinary action and notifies teacher of action.

70 **Principal maintains a** record of offense and disciplinary action ~~is maintained by~~  
71 ~~principal.~~

72

73 DISCIPLINARY OPTIONS:

74

75 Teacher/schedule change

76 Modified probation

77 Behavior modification

78 Social probation

79 Peer counseling

80 Referral for Functional Behavior Assessment and development of a Behavior

81 Intervention Plan

82 In-school suspension

83 Transfer

84 Detention

85 Suspension from school-sponsored activities or from riding school bus

86 Out-of-school suspension (not to exceed ten (10) days)



87 Citation--See Board Policy STU 35

88

89 **MISBEHAVIOR: Level III**

90

91 Acts directly against persons or property but whose consequences do not seriously endanger the  
92 health or safety of others in the school.

93

94 EXAMPLES (not an exclusive listing):

95

96 Continuation of unmodified Level I and II behaviors

97 Fighting (simple)

98 Hazing

99 Vandalism (minor)

100 Stealing

101 Threats to others

102 Harassment (Sexual, Racial, Ethnic, Religious) See Board Policy STU 42

103 Look-alike drugs

104 Look-alike weapons

105 Bullying (See Board Policy STU 53)

106

107 DISCIPLINARY PROCEDURES:

108

109 Student is referred to principal for appropriate action.

110 Principal meets with student and teacher.

111 Principal hears accusation by accusing party and permits offender the opportunity of  
112 explaining conduct.

113 Principal takes appropriate disciplinary action.

114 Principal may refer incident to Director of Schools and make recommendations for  
115 consequences. If student's school assignment is to be changed, adequate notice shall be  
116 given to the student and his/her parents of the charges against him/her, his/her right to  
117 appear at a hearing and to be represented by a person of his/her choosing.

118 Any change in school assignment is appealable to the Board.

119 A record of offense and disciplinary action is maintained by principal or Director of  
120 Schools.

121

122 DISCIPLINARY OPTIONS:

123

124 In-school suspension

125 Detention

126 Restitution for loss, damage, or stolen property

127 Out-of-school suspension not to exceed ten (10) days

128 Social adjustment classes

129 Transfer

130 Expulsion

131 Referral for Functional Behavior Assessment and development of a Behavior

132 Intervention Plan

133

134 **MISBEHAVIOR: Level IV**

135

136 Acts which result in violence to another's person or property or which pose a threat to the safety  
137 of others in the school. These acts are so serious that they usually require administrative actions

138 which result in the immediate removal of the student from the school, the intervention of law  
139 enforcement authorities, and action by the Board.

140

141 **EXAMPLES:** (not an exclusive listing):

142

143 Unmodified Level I, II, and III behaviors

144 Death threat (hit list)

145 Extortion

146 Bomb threat

147 Possession/transfer of firearm\* (See Board Policy STU 38—Zero Tolerance)

148 Possession/use/transfer of dangerous weapons

149 Assault

150 **Battery of a teacher, principal, administrator, or any other employee of the school\***

151 (See Board Policy STU 38—Zero Tolerance)

152 Hazing

153 Vandalism

154 Theft/possession/sale of stolen property

155 Arson

156 Possession of unauthorized substances\* (See Board Policy STU 38—Zero Tolerance)

157 Use/transfer of unauthorized substances

158 Harassment (Sexual, Racial, Ethnic, Religious) See Board Policy STU 42

159 Bullying (See Board Policy STU 53)

160

161

162 **DISCIPLINARY PROCEDURES:**

163

164 Principal confers with appropriate staff member(s) and with the student.

165 Principal hears accusation by accusing party and permits offender opportunity of  
166 explaining conduct.

167 Parents are notified.

168 Law enforcement officials are contacted.

169 Incident is reported and recommendations are made to the Director of Schools.

170 Complete and accurate reports are submitted to the Director of Schools.

171 Student is given the right to request a hearing before the Disciplinary Hearing Authority.

172

173 **DISCIPLINARY OPTIONS:**

174

175 Out-of-School Suspension

176 Expulsion

177 Alternative schools

178 Other hearing authority or Board action which results in appropriate placement

179 Referral for Functional Behavior Assessment and development of a Behavior

180 Intervention Plan

181

182 \*Expulsion/Remand for a period of not less than one (1) calendar year subject to  
183 modification by the Director of Schools on a case-by-case basis.

184

185 **ADDITIONAL GUIDELINES:**

186

187 1. A student shall not be suspended solely because charges are pending against him/her in  
188 juvenile or other court.

- 189 2. A principal shall not impose multiple consecutive short-term suspensions that  
190 cumulatively exceed ten (10) days for the same offense.  
191 3. A teacher or other school official shall not reduce or authorize the reduction of a  
192 student's grade because of discipline problems except in conduct.  
193 4. A student shall not be denied the passing of a course or grade promotion solely on the  
194 basis of absences.  
195 5. A student shall not be denied the passing of a course or grade solely on the basis of  
196 failure to:  
197  
198 a. pay any activity fee;  
199 b. pay a library or other school fine; or  
200 c. make restitution for lost or damaged school property.  
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235 Legal References:

236  
237 49-6-4001 through 49-6-4105; T.C.A. 49-6-4018  
238 T.C.A. 49-6-3007(1)

## MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL</b>	<b>Descriptor No:</b>  <b>STU 43</b>	<b>Date Adopted:</b>  <b>1/01</b>
	<b>Reviewed/Revision Adopted:</b>	

1 ~~Students shall not possess or use personal communication devices, such as pagers and cellular~~  
2 ~~phones, while on school property or while attending a school sponsored activity on or off school~~  
3 ~~property unless pre-approved by the school principal.~~

4  
5 ~~A “personal communication device” is a device that emits an audible signal, vibrates a message,~~  
6 ~~or otherwise summons or delivers a communication to the possessor.~~

7  
8 ~~A person who discovers a student in possession of a personal communication device shall report~~  
9 ~~the violation to the principal. The device will be confiscated and will be returned only to the~~  
10 ~~parent/guardian of the student.~~

11  
12 ~~Students who possess a personal communication device are in violation of this policy and school~~  
13 ~~rules and are subject to the related disciplinary action.~~

### 14 15 16 **PERSONAL COMMUNICATION AND/OR ELECTRONIC DEVICES**

17  
18 A "personal communication device" (PCD) such as a cell phone, IPOD, IPAD, etc., is a device  
19 that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a  
20 communication to the possessor.

21  
22 A “personal electronic device” (PED) is a device that can be used as a camera, a recorder, a  
23 player, or any such item that electronically transmits or receives a signal, image, sound file, data  
24 file or message.

25  
26 PCDs and personal electronic devices including but not limited to CD players, iPods, MP3  
27 players, netbooks, laptop or notebook computers or iPads may be stored in backpacks, purses, or  
28 personal carry-alls. However, the use of the devices is forbidden during the academic day, on a  
29 school-sponsored trip, or during ESP unless approved by the principal or the principal’s designee  
30 or the ESP site director or ESP site director’s designee. This is not intended to discourage the use  
31 of these devices for instructional purposes, but to establish parameters and appropriate oversight  
32 for their use. Improper use or storage of PCDs and electronic devices may result in confiscation  
33 of the device until it can be released directly to a student’s parents and/or guardians. A student in  
34 violation of this policy is subject to related disciplinary action.

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**Inappropriate use of PCD, PED and/or Electronic Devices**

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other under age individual at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

A person who discovers a student using, accessing, or displaying a PCD, PED, or electronic device in violation of this policy shall report the violation to the principal. The device will be confiscated. Any student who possesses a PCD, PED, or electronic device in violation of this policy is subject to disciplinary action.

Students may use cellular telephones while attending after school activities, not including ESP.

Cellular telephones phones or any other personal communication devices are not to be used, accessed or displayed while on any school bus.

Possession of a cellular telephone under the circumstances set forth in this policy is a privilege which may be forfeited by a student who fails to abide by the terms of this policy.

The Murfreesboro City School Board, its schools, nor its employees assume no responsibility or liability for the loss of or damage to any student’s personal communication device, or for the unauthorized use of a student’s personal communication device.

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Legal Reference:

T.C.A. 49-6-4214

DRAFT AGENDA

MURFREESBORO CITY BOARD OF EDUCATION

May 22, 2012

6:30 p.m.—Council Chambers

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance
- Moment of Silence

*OATH OF OFFICE ADMINISTERED BY MAYOR TOMMY BRAGG  
TO*

*RE-ELECTED BOARD MEMBERS: BUTCH CAMPBELL AND NANCY PHILLIPS  
AND NEWLY-ELECTED BOARD MEMBERS: JARED BARRETT AND ANDY BROWN*

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- Congratulations and best wishes to the retiring employees honored by the Board at Doubletree by the Hilton on May 17.
- Congratulations to the following BEP Mini-Grant Recipients:  
~Julie Caster, Bellwood “Little Leaf Sprout Cooperative”  
~Debbie Hickerson, Cason Lane “Who Doesn’t Like Algebra” and  
“Who Needs Dirt?”
- The Mitchell-Neilson Schools would like to thank the following for their generous donations to our Land Between the Lakes field trip fund. Together they raised over \$900 for students who might not otherwise have been able afford to attend. Advantage Mini-Storage, Gas World, Arenovation, Haynes Brothers Lumber, Avery Smith, Carl and Suzanne Eubanks, Scott and Gayle Porterfield, Sleep Centers of Middle TN, James and Barbara Jean

IV. CONSENT ITEMS (Tab 1)

- Approval of the Minutes of the April 24, 2012 Board Meeting and the May 8, 2012 Special Called Meeting
- Approval of Federal Projects Application and Budget: NCLB, IDEA, and Preschool with Director of Schools Authorizations
- School Fees

- D. Approval of Board Policies – Second Reading  
PER 39 –Suspension/Dismissal of Tenured Teachers (Revision)  
STU 5— Assignment of Students to Schools and Classes (Revision)

V. ACTION ITEMS

- A. Election of Board Vice Chair
- B. Approval of Board Policies – (First Reading) (Tab 2)
- C. Approval of Tenure Recommendations (Tab 3)

VI. REPORTS/INFORMATION

- A. Personnel Update (Tab 4)
  - 1. Retirements, Resignations, Leaves of Absence, Interim Teachers Hired—Licensed Personnel
  - 2. Classified Personnel Hired, Classified Retirements
  - 3. Tentative Assignment Lists
- B. Monthly Revenue and Expenditure Report (Tab 5)
- C. Attendance Report (Tab 6)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

MISSION STATEMENT  
To assure academic and personal success  
for each child.