

AGENDA

MURFREESBORO CITY BOARD OF EDUCATION
SPECIAL CALLED BOARD MEETING--
POLICY WORK SESSION
Tuesday, August 14, 2012
6:00 p.m.—Hobgood Elementary

- I. CALL TO ORDER BY BOARD CHAIR
- II. BOARD POLICY REVIEW

For Final Approval:

STU 35—Tobacco-Free Schools (*Revision*)

For Discussion:

FM 14—Energy Management and Conservation (*New Policy*)

SS 1—Consultants (*Revision*)

SS 3—Material/Supply Fees for ESP (*No Revisions*)

SS 4—Program Contributions (*Rewrite*)

SS 5—Safety Program (*Revision*)

SS 6—Buildings and Grounds Management (*Revision*)

SS 7—Student Transportation Services (*Revision*)

SS 8—Bus Conduct (*Revision*)

SS 10—Mail, Email, and Delivery Services (*Revision*)

SS 11—Student Wellness (*Revision*)

BO 45—Social Media Use and Internet Posting (*New Policy*)

PER 46—Employee Use of Social Electronic Media (*New Policy*)

- III. REVIEW OF AUGUST 28, 2012 DRAFT AGENDA
- IV. OTHER BUSINESS
- V. ADJOURNMENT

MISSION STATEMENT

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

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: TOBACCO-FREE SCHOOLS	Descriptor No: STU 35	Date Adopted: 1/01
<i>Reviewed/Revision Adopted:</i>		

1 **PURPOSE**

2
3 All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited on all
4 school property, including all vehicles owned, leased, or operated by the district effective August
5 1, 2012. Smoking shall be prohibited in any public seating areas, including but not limited to,
6 bleachers used for sporting events, or public restrooms.

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8
9 **SCOPE**

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11 This policy applies to all faculty, staff, students, contractors, and visitors of MCS and is in effect
12 twenty-four (24) hours a day, year round. This policy applies to all forms of tobacco products
13 including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as
14 smokeless electronic cigarettes and other similar devices.

15
16 School district employees and students enrolled in the district’s schools will not be permitted to
17 use tobacco or tobacco products, including smokeless tobacco, while they are participants in any
18 class or activity in which they represent the school district regardless of whether the class or
19 activity is located on school property if students are present.

20
21 Notwithstanding the above, use of tobacco will be allowed on MCS property by adults while
22 inside private vehicles situated on MCS property.

23
24
25 **COMPLIANCE AND ENFORCEMENT**

26
27 A. Compliance

28
29 All faculty, staff, students, parents, contractors and visitors of the MCS shall be
30 responsible for compliance with this policy. It is expected that all faculty, staff, students,
31 parents, contractors, and visitors will voluntarily comply with the spirit and intent of this
32 policy. Violation of this policy may be regarded as a willful safety violation.

36 B. Enforcement of Policy

37
38 The success of this policy will depend on the thoughtfulness, consideration and
39 cooperation of both tobacco users and non-users. Fines and citations, other than the
40 citations required for minors pursuant to T.C.A. §39-17-1505, will not be part of the basic
41 enforcement of this policy; however, the discipline policies applicable to faculty and staff
42 may be invoked, if necessary, to secure compliance with this policy.
43

44 Violations of this policy will be enforced in the following manner:

- 45
- 46 1. Violations of this policy by faculty and staff should be brought to the attention of the
47 employee's supervisor;
 - 48 2. Violations of this policy by students should be brought to the attention of the
49 principal. Any student who possesses tobacco products shall be issued a citation by
50 the school principal pursuant to T.C.A. §39-17-1505(b). The Director of Schools, in
51 cooperation with the juvenile court and the local police/sheriff department, is
52 responsible for developing procedures for issuance of the citations which shall
53 include the form and content of citations and methods of handling completed
54 citations.
 - 55 3. Violations of this policy by visitors should be brought to the attention of principal or
56 facility manager; and
 - 57 4. Violations of this policy by contractors should be brought to the attention of the
58 Finance/Administrative Services Director.
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60
61 **IMPLEMENTATION**

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63 A. Signage

64
65 The Maintenance Department will be responsible for providing appropriate signage and
66 for removing all receptacles for discarding smoking materials in previously designated
67 smoking areas. Signs will be posted throughout the system's facilities to notify students,
68 employees, parents and all other persons visiting the school that the use of tobacco and
69 tobacco products is forbidden. The following notice shall be prominently posted
70 (including at each ticket booth) for elementary school sporting events: "Smoking is
71 prohibited by law in seating areas and in restrooms."
72

73 B. Notice to Contractors

74
75 The principal or department head for whom a contractor is working will be responsible
76 for ensuring that contractors performing work for their school or department on property
77 owned or leased by MCS are notified of the requirements of this policy. Construction
78 contractors will be notified by Finance/Administrative Services Director.
79

80 C. Notice to Faculty and Staff

81
82 Human Resources will be responsible for implementing procedures to ensure that all
83 current and future faculty and staff are notified of the requirements of this policy.
84 Faculty and staff who wish to stop using tobacco are encouraged to contact Human
85 Resources for information about tobacco cessation resources.
86

87 D. Notice to Students and Parents

88

89 Principals will be responsible for implementing procedures to ensure that all current and
90 future students and parents are notified of the requirements of this policy. Parents and
91 students shall be notified of the citation requirement at the beginning of each school year.

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95 Legal References:

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97 Federal Pro-Children Act of 2001 (20 USCA §7181 through §7184)

98 No Child Left Behind Act, Public Law PL 107-110, Title IV, Part C, Sections 4301-4304

99 Tennessee Children’s Act for Clean Indoor Air (T.C.A. §39-17-1601 through §39-17-1606)

100 T.C.A. §39-17-1604(6)(10); T.C.A. §39-17-1605; T.C.A. §39-17-1606

101 T.C.A. §39-17-1505

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: ENERGY MANAGEMENT AND CONSERVATION	Descriptor No: FM 14	Date Adopted:
	<i>Reviewed/Revision Adopted:</i>	

1 It is the policy of Murfreesboro City Schools to ensure that every effort is made to conserve
 2 energy and natural resources while exercising sound financial management. To minimize the
 3 impact increased energy costs have on the district’s operating budget, energy management
 4 efforts are to be implemented district-wide without infringement upon the educational mission of
 5 the District.
 6

7 The judicious use of the various energy systems of each facility will be the joint responsibility of
 8 the Principal and/or Site Director and the Maintenance Supervisor to ensure that an efficient
 9 energy posture is maintained on a daily basis. It shall be the responsibility of each District
 10 employee and student to actively participate in conservation efforts.
 11

12 Accurate records of energy consumption and the cost of energy will be maintained by the
 13 District’s Finance Office. The Principal and/or Director will provide leadership and support for
 14 energy management and conservation. All operations of District facilities will be governed by
 15 established administrative rules and guidelines designed to implement the Board’s intent to
 16 manage and conserve the district’s energy resources.
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27 _____
 28 Legal Reference:

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 30 T.C.A. §49-17-101 et. seq., Energy Efficient Schools Initiative (EESI) 2008

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PROFESSIONAL CONSULTANTS	Descriptor No: SS 1	Date Adopted: 4/79
	Reviewed/Revision Adopted: 2/98	

1 The Director of Schools may occasionally engage the services of qualified ~~professional~~
2 consultants.

3

4 Before engaging any consultant, the Director of Schools will require submission of a written
5 proposal which may be incorporated into a contract or purchase order. The proposal will detail:

6

7 1. The specific objectives to be accomplished by the consultant;

8

9 ~~2. The specific tasks to be performed;~~

10

11 2. The procedures to be used in **meeting the objectives** ~~carrying out the tasks;~~

12

13 3. The target dates for the completion of **work tasks**;

14

15 ~~4 The method to be used to report results and/or to deliver any "product."~~

16

17 4. The consultant's billing rates, with estimated hours, or a contract price for the **work**
18 **task**.

19

20 The Director of Schools will establish any procedures necessary for developing an efficient
21 working relationship with the consultant(s) and all parties involved.

22

23 Board **approval shall be received prior to entering into** ~~must approve~~ any consulting contracts
24 that exceed \$10,000 annually or \$3,000 for a short-term agreement of one month or less.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: MATERIAL/SUPPLY FEES FOR EXTENDED SCHOOL PROGRAM	Descriptor No: SS 3	Date Adopted: 2/98
<i>Reviewed/Revision Adopted:</i>		

- 1 The Board authorizes the Director of Schools to determine the amount of any material/supply
- 2 fees to be charged for participation in any before or after school program activities. This fee
- 3 would be applied to the cost of instructional supplies and materials which would be used for the
- 4 purpose of implementation of the activity. Charges will be established in advance and be made
- 5 known to the program participants and their parents.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: PROGRAM CONTRIBUTIONS	Descriptor No: SS 4	Date Adopted: 4/79
	Reviewed/Revision Adopted: 3/01	

1 The Director of Schools is authorized to accept gifts to the school district and may designate
2 others to accept gifts for particular schools on behalf of the Board if such contributions do not
3 conflict with other board policy provisions and acceptance of the gifts will enhance the
4 educational program of Murfreesboro City Schools. Murfreesboro City Schools shall accept
5 donations of money, property or securities from any source for the benefit of the school system,
6 which shall be disbursed in good faith in accordance with the conditions of such gifts.

7
8 All gifts become the property of the Murfreesboro City Board of Education. When gifts are for a
9 particular program, reasonable evidence should demonstrate that the gifts remain for use with
10 that program.

11
12 In accepting gifts and donations, the following guidelines shall be followed:

- 13
14 1. Equipment contributed to Murfreesboro City Schools and the schools becomes the
15 property of the school district and is subject to the same controls and regulations that
16 govern the use of other school-owned property.
- 17 2. Contributions of equipment or services that may involve major costs for installation or
18 maintenance, or initial or continuing financial commitments from school funds shall be
19 presented to the Director of Schools for consideration and approval prior to their
20 acceptance as a gift.
- 21 3. Before accepting any technical equipment gifted to the district, the district's Technology
22 Department should be called upon to review the equipment's actual usefulness and
23 compatibility to the district's technology system.
- 24 4. Individuals or organizations desiring to contribute supplies or equipment will counsel
25 with school officials regarding the acceptability of such contributions in advance of the
26 solicitation of funds or the making of budgetary appropriations.
- 27 5. When cash contributions are made for a specific program, the donation will in no way
28 supplant the financial efforts made by the Board of Education for that program. In all
29 cases, cash contributions will be revenue in addition to the monies furnished by
30 governmental agencies for the operation of the program.

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34 Legal Reference:

35 T.C.A. §49-6-2006(a)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SAFETY PROGRAM	Descriptor No: SS 5	Date Adopted: 4/79
	Reviewed/Revision Adopted: 11/94; 3/01	

1 Within Board policy, the principal shall develop procedures for keeping school facilities safe and
2 free from hazards. Each principal is responsible for seeing that the practice of safety is a part of
3 the instructional program of the school and that it is appropriately geared to students at different
4 grade levels.

5

6 The program shall include:

- 7 1. Fire prevention
- 8 2. Accident prevention
- 9 3. Warning systems
- 10 4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
- 11 5. Emergency closings
- 12 6. Traffic safety
- 13 7. Traffic and parking controls
- 14 8. Safety inspections
- 15 9. First aid
- 16 10. A disaster preparedness plan for a nuclear or other major emergency.

17

18 **All staff members shall be periodically reminded of the necessity of their responsibility for**
19 **promptly reporting both current and potential hazards to their supervisors. Supervisors**
20 **are expected to promptly and effectively follow up on these reports.**

21

22 **Only students assigned to the school, the staff of the Murfreesboro City Schools, parents of**
23 **students, and other persons with lawful and valid business on the school premises shall**
24 **enter onto the grounds or into the buildings of the schools during the hours of student**
25 **instruction. Every visitor must have a visitor's tag from the front office. If school**
26 **personnel encounter a person without a visitor's tag, it's their responsibility to escort that**
27 **person back to the office. All staff members shall report all persons appearing to be**
28 **improperly on school premises to the principal.**

29

30 The principal shall secure assistance from law enforcement officials when the principal deems it
31 necessary in order to maintain order or security during the school day or during extracurricular
32 activities at school.

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34 Legal References:

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36 T.C.A. §49-6-1003 T.C.A. §49-6-2008

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: BUILDINGS AND GROUNDS MANAGEMENT	Descriptor No: SS 6	Date Adopted: 4/79
	Reviewed/Revision Adopted: 3/01	

1 The individual school principal shall be responsible for the care and upkeep of the building and
2 for the supervision of the school custodial services. The buildings and grounds maintenance
3 provided by the district through the maintenance supervisor shall be considered a supplementary
4 and coordinating service. The school principal shall retain the basic responsibility for overseeing
5 buildings and grounds, maintenance, and for supervising the custodial employees in **the**
6 **principal's** ~~his/her~~ buildings who are employees of the Murfreesboro City School Board.

7
8 **The school building custodian is responsible to the building principal for the condition and**
9 **appearance of the building at all times.**

10
11 **It shall be the responsibility of each building principal with the support of the Maintenance**
12 **Department to develop and maintain a janitorial work schedule which will detail the**
13 **procedures to be followed in cleaning and maintaining the school plant and grounds.**

14
15 The Director of Schools and/or the Director's designee will coordinate the overall management
16 of the buildings and grounds. This will include but is not limited to (a) constant review of school
17 building needs, (b) determining work and reporting schedules and procedures, (c) planning and
18 supervising building programs, and (d) general and specific evaluation.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT TRANSPORTATION SERVICES	Descriptor No: SS 7	Date Adopted: 4/79
	Reviewed/Revision Adopted: 1/95; 3/01	

1 The safety and welfare of student riders shall be the first consideration in all matters pertaining to
2 transportation. School buses shall be maintained and operated in accordance with state law and
3 **Tennessee State Board of Education** Rules and Regulations.
4

5 The major purpose of school transportation is to transport pupils who live one and one-half miles
6 or farther from school in an efficient, safe, and economical manner. When space permits and a
7 bus is on its direct approach to and from the school, students who live closer than one and one-
8 half miles to their assigned school may be provided transportation service. Those students who
9 live the farthest from school will be given first priority when space is a consideration. A
10 secondary purpose is transportation for academic field trips in direct support of the curriculum.
11

12 Goals for management of school transportation shall be:
13

- 14 1. Adequacy: Does the program provide both necessary and sufficient
15 transportation to and from school and for all other school
16 programs?
17
- 18 2. Safety: Does the scheduling and operating of the program take into
19 consideration hazards, potential dangers to pupils, and all
20 appropriate safeguards?
21
- 22 3. Efficiency: Is the program operated in an efficient manner possible after
23 considering the constraints imposed by the criteria of adequacy and
24 safety?
25

26 The Supervisor of Transportation shall conduct studies of bus routes in the system in order to
27 provide the safest, shortest routes which will get all children to school in the most economical
28 way. Routes shall be arranged in such a way as to equalize as nearly as possible the length of
29 routes and bus loads and to provide for the full use of buses. These routes shall become the
30 official routes. Arrangements shall provide each child transportation to school within the
31 prescribed time limits. Bus routes shall begin no earlier than one and one-half hours before
32 school opens, and children shall not be in transit from school more than one and one-half hours
33 after dismissal.
34

35 The transportation program shall be monitored daily by the principals and the Supervisor of
36 Transportation. The official bus route shall not be extended or changed by anyone until the
37 proposed change has been reported to the Supervisor of Transportation and the change has been
38 checked to determine whether it meets all rules and regulations pertaining to safety, efficiency,
39 and economy.

40
41 When students are being transported to their approved destination, they shall not be put off the
42 bus until reaching their destination unless the appropriate documentation is provided the driver to
43 transport the child to another destination.

44
45 All buses and other vehicles owned and operated by the Board shall be given safety inspections
46 by the assigned driver and the transportation supervisor on a regular basis. The transportation
47 supervisor shall develop and maintain a safety inspection record which shall be filled out and
48 signed by the individual who conducts the inspection. In addition, all buses shall be available for
49 regular safety inspections. Any defects noted by either the regular school or state inspection
50 shall be remedied immediately.

51
52 All accidents, regardless of the damage involved, must be reported to the Supervisor of
53 Transportation, including incidents in which any part of the bus rubs, scrapes, or touches any
54 other object or vehicle. The Supervisor of Transportation shall be responsible for submitting all
55 records and required reports to **the City of Murfreesboro Risk Management Office** and state
56 and local agencies.

57
58 **FIELD TRIPS**

59
60 School buses are available for use when the trip is directly related to the planned instructional
61 program. However, use of the bus during the school day must not interfere with the regular
62 transportation program.

63
64 Annually, the Supervisor of Transportation will provide information related to costs, procedures
65 in arranging for use of buses, and other pertinent information.

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79 **Legal References:**

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81 T.C.A. §49-6-2101 through 2113
82 TRR/MS 0520-1-5-.01(4)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: BUS CONDUCT	Descriptor No: SS 8	Date Adopted: 4/79
	Reviewed/Revision Adopted: 1/95; 1/01	

1 **BUS CONDUCT**

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In order to maintain conditions and an atmosphere suitable for safety, no person shall enter onto a school bus except students assigned to that bus or other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver **and bus assistant** while on **the his/her** bus, and all reasonable directions given by **the bus driver or bus assistant him/her** shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that **the student's his/her** behavior is such as to cause disruption on the bus, or if **the student he/she** disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student requesting to exit the bus at any point between school and the normal daily drop-off point must have written parental permission and the approval of the principal or principal designee. The principal or principal designee will provide written approval to the bus driver before the student is allowed to proceed.

Any student wishing to ride a bus other than the student's designated bus must have written parental permission and the approval of the principal or principal designee. The principal or principal designee will provide written approval to the bus driver before the student is allowed to proceed.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the assigned school.

36 **The Director of Schools shall develop the district’s “Rules for Bus Conduct” and have them**
37 **placed in the student handbook and/or distributed to all students.**

38
39 **USE OF VIDEO CAMERAS**

40
41 Video cameras may be used to monitor student behavior on school vehicles transporting students
42 to and from school or extracurricular activities.

43
44 Video surveillance shall be used to promote the order, safety, and security of students, staff, and
45 property.

46
47 **RULES FOR BUS CONDUCT**

48
49 ~~Students shall conform to the following rules of bus behavior:~~

- 50
51 ~~1. Students shall take seats promptly after boarding the bus. No seats can be~~
52 ~~reserved. Should the driver assign a student a seat, the student must comply.~~
53 ~~Students shall remain in their seats while the bus is in motion.~~
- 54 ~~2. Students shall not open windows unless asked to do so by the driver.~~
- 55 ~~3. Students must keep hands, arms, and head inside the bus.~~
- 56 ~~4. Students shall not use alcohol, drugs, or tobacco in any form.~~
- 57 ~~5. Students shall not throw objects on the bus or out the windows.~~
- 58 ~~6. Students shall not distract the driver with loud talking, laughing, fighting, or~~
59 ~~unnecessary confusion.~~
- 60 ~~7. Students shall not eat food, drink beverages, or chew gum.~~
- 61 ~~8. Students shall not transport live animals or insects, even in cages or containers,~~
62 ~~for any reason. If it is necessary to bring these to school, parents should arrange~~
63 ~~to transport them.~~
- 64 ~~9. Students shall not litter.~~
- 65 ~~10. Students shall not transport items which may endanger the health or safety of any~~
66 ~~other passengers, such as glass, flower arrangements, or balloons/balloon~~
67 ~~bouquets. Aisles should be kept clear of books, bags, lunches, instruments, and~~
68 ~~school projects. Parents should make arrangements to transport items too large to~~
69 ~~be held on the student’s lap.~~
- 70 ~~11. Students shall not transport weapons.~~
- 71 ~~12. Students shall not use inappropriate language as follows: It is unacceptable to use~~
72 ~~language or gestures that are lewd, obscene, profane, or in general offensive and~~
73 ~~objectionable.~~
- 74 ~~13. Students shall not be disobedient as follows: It is unacceptable to be defiant or~~
75 ~~refuse to obey and follow a legitimate request, command, rule, regulation,~~
76 ~~directive, or order.~~
- 77 ~~14. Students shall not be disrespectful as follows: It is unacceptable to be~~
78 ~~discourteous, impolite, rude, insubordinate, or surly.~~
- 79 ~~15. Students shall not be disruptive as follows: It is unacceptable to interrupt in any~~
80 ~~of its settings the orderly course of transportation affairs by any means, way,~~
81 ~~form, or fashion.~~
- 82 ~~16. Students shall not be abusive or aggressive as follows: It is unacceptable to~~
83 ~~mistreat, misuse, hurt by treating badly, demean, insult, intimidate, extort, mock,~~
84 ~~jeer, ridicule, threaten, or use excessive force.~~
- 85 ~~17. Students shall not damage school property.~~

- 86 ~~18. Students should arrive at their bus stop ten minutes prior to their scheduled bus~~
87 ~~arrival time and students are not allowed to change location of authorized bus~~
88 ~~stops.~~
89 ~~19. Students must stand well off the road and clear of the bus until it comes to a~~
90 ~~complete stop. Students should not run towards the bus.~~
91 ~~20. Students must cross the road under the direction of the driver. Students must be~~
92 ~~careful in approaching bus stops they must walk on left side, facing oncoming~~
93 ~~traffic; on exiting the bus, they should cross the road only after the driver has~~
94 ~~signaled that it is safe to do so.~~
95 ~~21. No pens, pencils, markers, crayons, or sharp objects of any kind may be used~~
96 ~~while riding the bus to or from school.~~
97 ~~22. Absolutely no perfumes or fingernail polish may be used while riding the school~~
98 ~~bus.~~
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Legal Reference:

- 130
131 T.C.A. §49-6-2008
132 **T.C.A. §49-6-2101 through 2113**
133 **TRR/MS 0520-1-5.014(4)**

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: MAIL, E-MAIL AND DELIVERY SERVICES	Descriptor No: SS 10	Date Adopted: 4/79
	Reviewed/Revision Adopted: 3/01	

1 A mail and delivery service system shall be maintained within the district in order that in-district
 2 communications and communications from outside sources may be delivered to the intended
 3 recipient in the most practicable way. (Referred to as “The Pony Express.”)
 4

5 The use of district mail facilities and personnel for the distribution of materials and
 6 communications shall be restricted mainly to those materials and communications that further the
 7 educational purposes of the district. The Director of Schools **may authorize** certain exceptions
 8 that do not defeat the intent of this policy.
 9

10 Any and all data stored or transmitted on the school district’s computers, including electronic
 11 mail ("e-mail"), belongs to the Board and may be a public record under the public records law
 12 and may be subject to public inspection. Use of a password or the term "private" will not change
 13 the legal status of e-mail. E-mail is not the most appropriate method for transmitting sensitive,
 14 confidential or legally privileged information. E-mail is always subject to being monitored,
 15 retrieved and duplicated.
 16

17 **Only communications directly related to the school district shall be distributed or**
 18 **transmitted through the school district’s inner-office mail system and e-mail system.**
 19 **Personal use of the school district e-mail or inner-office mail is prohibited.**
 20

21 ~~Political materials shall not be distributed through system mail.~~
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31 _____
 32 Legal Reference:
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 34 T.C.A. §10-7-512

_____ **Cross Reference:**
Board Policy PER 44

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT WELLNESS	Descriptor No: SS 11	Date Adopted: 1/06
Reviewed/Revision Adopted:		

1 The Murfreesboro City School Board recognizes the link between nutrition, physical activity and
2 learning. In order to implement overall wellness for students, the plan below shall be followed
3 by all schools in the district.

4 **SCHOOL HEALTH ADVISORY COUNCIL**

5
6
7 ~~An~~ **district level** advisory council shall be established to serve as a resource to school sites for
8 implementing this policy. The council shall consist of individuals representing the school and
9 community, including parents, students, teachers, school administrators, a school board member,
10 health professionals, school food service representatives, and members of the public. ~~The~~
11 ~~primary responsibilities of the council include but are not limited to:~~

- 12
13 ~~1. Developing, implementing, monitoring, reviewing and as necessary, making~~
14 ~~recommendations as to physical activity and nutrition policies;~~
15 ~~2. Ensuring that all schools within the district create and implement an action plan related to~~
16 ~~the modules 1, 3 and 4 from the School Health Index;~~
17 ~~3. Ensuring that the results of the action plan are annually reported to the council; and~~
18 ~~4. Ensuring that school level results include measures of progress on each indicator of the~~
19 ~~School Health Index.~~

20
21 The State Board of Education's Physical Education Policy shall be used as guidance by the
22 Council to make recommendations. The Board may consider recommendations of the Council in
23 making policy changes or revisions.

24 **COMMITMENT TO NUTRITION**

25
26
27 All schools shall offer school meal and snack programs with menus that meet the patterns and
28 nutrition standards established by the U.S. Department of Agriculture and State Board of
29 Education's Minimum Nutritional Standards for Individual Food Items Sold Or Offered For Sale
30 To Pupils In Pre-K through Six. The Supervisor of the **Child** Nutrition Program ~~or a designated~~
31 ~~RN~~ shall be responsible for overseeing the school district's compliance with the State of
32 Education Rules and Regulations for sale of food items in the school district and that this
33 Wellness Policy is being fulfilled by all schools in the district. **The Supervisor of the Child**
34 **Nutrition Program** ~~He/she~~ shall register with the State Department of Education.

36 Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment.
37 Good nutritional habits shall be encouraged.

38

39 **EVALUATION OF EFFECTIVENESS OF NUTRITION PROGRAM**

40

41 The **Director of Schools and Supervisor of the Child Nutrition Program Board** shall monitor
42 **and report to the Board concerning** the effectiveness of the school nutrition program within a
43 wide range of student constituency groups. ~~Factors to be considered shall include, but are not~~
44 ~~limited to:~~

45

- 46 ~~1. Participation rates in school meal programs;~~
- 47 ~~2. Student satisfaction surveys to monitor the effects of consumption of healthy snacks on~~
48 ~~children's health, behavior, and school performance and to monitor satisfaction with~~
49 ~~snack choices;~~
- 50 ~~3. Parent satisfaction surveys to monitor the effects of consumption of healthy snacks on~~
51 ~~children's health, behavior, and school performance and to monitor satisfaction with~~
52 ~~snack choices;~~
- 53 ~~4. Frequency and types of health problems noted on school nurse logs;~~
- 54 ~~5. Frequency and types of mental health and behavioral problems noted on counselor logs;~~
- 55 ~~6. Incidence of student behavior infractions;~~
- 56 ~~7. Teacher surveys of student's classroom behavior, attention span, and memory; and~~
- 57 ~~8. Test scores.~~

58

59 **PHYSICAL ACTIVITY**

60

61 The Board recognizes that physical activity is extremely important to the overall health of a
62 child. Schools shall support and promote physical activity. Physical activity may be integrated
63 into any area of the school program. Physical Education classes shall be offered with moderate
64 to vigorous physical activity being an integral part of the class. Students shall be encouraged by
65 staff whenever possible to be physically active.

66

67 Supervised recess should be offered daily to all elementary school children.

68

69 **CURRICULUM**

70

71 All applicable courses of study should be based on Lifetime Wellness Curriculum Standards, the
72 K-8 Healthful Living Curriculum Standards, and the K-12 Physical Education Curriculum
73 Standards.

74

75 **SCHOOL HEALTH INDEX**

76

77 ~~Beginning July 1, 2006, each school will begin implementation of the School Health Index. The~~
78 ~~State Board of Education Policy on Implementation of School Health Index shall be followed by~~
79 ~~each school within the district. (See, Tenn. State Board of Ed. Physical Activity Policy, Aug. 18,~~
80 ~~2005).~~

81

82 Legal References:

83

84 1. Section 204 of Public Law 108-265; June 30, 2004
Child Nutrition and WIC Reauthorization Act of 2004

85

86 2. State Board of Education, Policy 4.206, Physical Activity, August 18, 2005

86

3. TRR/MS 0520-1-6

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: SOCIAL MEDIA USE AND INTERNET POSTING	Descriptor No: BO 45	Date Adopted:
	Reviewed/Revision Adopted:	

1 ***APPLICABILITY***

2

3 This policy applies to every employee, whether part-time or full-time, currently employed by
4 Murfreesboro City Schools (MCS) in any capacity who posts any material whether written,
5 audio, video or otherwise on any website, blog or any other medium accessible via the internet.
6 It also applies to every official, whether part-time or full-time, currently holding MCS office who
7 posts any such material in their official capacity or in a manner that is reasonably deemed to be
8 in their official capacity.

9

10 For purposes of this policy, “social media” is content created by individuals using accessible and
11 scalable technologies through the internet. Examples of social media include but are not limited
12 to: Facebook, blogs, MySpace, RSS, YouTube, Second Life, Twitter, Linkedin and Google
13 Wave.

14

15 This policy shall be applied only to the extent permitted by and in a manner consistent with the
16 United States and Tennessee constitutions.

17

18 ***MCS OWNED OR CREATED SOCIAL MEDIA***

19

- 20 • MCS maintains an online presence. An employee or official may not characterize
21 himself or herself as representing MCS, directly or indirectly, in any online posting
22 unless pursuant to the written policies of MCS.
- 23 • All MCS social media sites directly or indirectly representing that they are an official
24 site or statement of MCS must be created pursuant to this policy and be approved by
25 the Director of Schools or a designee appointed in writing by the Director of Schools.
- 26 • MCS’s primary and predominant internet presence shall remain www.cityschools.net
27 and no other website, blog or social media site shall characterize itself as being
28 MCS’s primary or home internet site.
- 29 • Before any MCS social media site is created, the principal or department head must
30 submit a written request to the Director of Schools and the Director must approve that
31 request and file it with the Director of Communications. The request shall specify the
32 reasons for the request and describe the type of information to be provided and the
33 persons within the school or department who will be responsible for the content and
34 the upkeep of the social media site created or maintained pursuant to the request.

- 35 • Whenever possible, a social media site of MCS shall link or otherwise refer visitors to
36 MCS's main website.
- 37 • In addition to this policy, all MCS social media sites shall comply with all applicable
38 MCS policies and state laws dealing with MCS publications.
- 39 • A MCS social media site shall also contain a clear and conspicuous statement that the
40 purpose of the site is to serve as a mechanism for communication between MCS and
41 students, parents and the community and that all postings are subject to review and
42 deletion by MCS. The following content is not allowed and may be immediately
43 removed:

- 44 ~Comments not topically related to the particular social medium article being
45 commented upon;
- 46 ~Comments in support of or opposition to political campaigns or ballot measures;
- 47 ~Profane language or content;
- 48 ~Content that promotes, fosters, or perpetuates discrimination on the basis of race,
49 creed, color, age, religion, gender, marital status, status with regard to public
50 assistance, national origin, physical or mental disability or other legally protected
51 classification or category;
- 52 ~Sexual content or links to sexual content;
- 53 ~Solicitations of commerce;
- 54 ~Conduct or encouragement of illegal activity;
- 55 ~Information that may tend to compromise the safety or security of the public, the
56 schools or public systems; or
- 57 ~Content that violates a legal ownership interest of any other party.

58
59
60 Posting of content prohibited under this policy may subject the poster to banishment from all
61 MCS social media sites in addition to civil and/or criminal penalties under federal and/or state
62 law.

63
64 MCS will approach the use of social media tools, software, hardware and applications in a
65 manner which is consistent system wide. All new tools, software, hardware and applications
66 must be approved by the Director of Schools or written designee.

67
68 For each social media tool or site approved for use by the Director of Schools in accordance with
69 this policy, operational and use guidelines, design or "branding" standards, and processes for
70 managing the account shall be developed and documented in writing. MCS must be able to
71 immediately edit or remove content from its social media sites.

72 73 ***NON-MCS SOCIAL MEDIA SITES***

- 74
75 • An employee or official may not characterize himself or herself on a non-MCS social
76 media site as representing Murfreesboro City Schools, directly or indirectly, in any online
77 posting unless pursuant to the written policies of MCS and, if an employee, the direction
78 of a supervisor.
- 79 • When posting in a non-official capacity on a non-MCS site, an employee or official shall
80 not unnecessarily identify themselves as an official or employee of MCS. However, an
81 employee or official does not violate this policy by stating the type of position held and
82 the employer's name as basic identifying information, e.g. opening a Facebook account.
83 When the identity of an employee or official posting on a non-MCS social media site is
84 apparent, the employee or official shall clearly state that he or she is posting in a private
85 and/or unofficial capacity.

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- The use of a MCS email address, job title, uniform, official MCS name, seal, logo or letterhead shall be deemed an attempt to represent the MCS in an official capacity. Other communications leading an average viewer to conclude that a posting was made in an official capacity shall also be deemed an attempt to represent Murfreesboro City Schools in an official capacity.
 - Principals and Department Heads may allow or disallow employee participation in non-MCS social media activities as part of their job duties in accordance with this policy and rules and guidelines developed hereunder.
 - Postings made in an official capacity shall be subject to the Tennessee Public Records Act, including any official postings on a non-MCS social media site.
 - An employee or official posting on a social media site shall take reasonable care not to disclose any confidential information in any posting. An employee or official posting on a social media site shall not disclose any non-public information (e.g. another employee's personal identifying information, employee or student medical information or FERPA protected educational information).

101

102 ***OPEN MEETINGS ACT***

103

104 No official of the MCS shall use a MCS owned or created social media site or a non-MCS social
105 media site to discuss or deliberate any matter with another MCS official when such
106 communication is or could reasonably be deemed to be in violation of the Open Meetings Act,
107 T.C.A. §8-44-101 et.seq., commonly known as “the Sunshine Law”.

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: EMPLOYEE USE OF SOCIAL ELECTRONIC MEDIA	Descriptor No: PER 46	Date Adopted:
	Reviewed/Revision Adopted:	

1 Electronic Media

2 Murfreesboro City Schools realizes the use of electronic media has become increasingly popular.
3 The school district also understands guidelines and procedures must be established and followed
4 in order to ensure such forms of communication are used appropriately.

5
6 Electronic media includes all forms of social media, such as text messaging, instant messaging,
7 electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web
8 sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g.,
9 Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of
10 telecommunication such as landlines, cell phones, and Web-based applications.

11
12 As role models for the district’s students, employees are responsible for their public conduct
13 even when they are not acting as district employees. Employees will be held to the same
14 professional standards in their public use of electronic media as they are for any other public
15 conduct. If an employee’s use of electronic media interferes with the employee’s ability to
16 effectively perform their job duties, the employee is subject to disciplinary action. If an
17 employee wishes to use a social network site or similar media for personal purposes, the
18 employee is responsible for the content on the employee’s page, including content added by the
19 employee, the employee’s friends, or members of the public who can access the employee’s
20 page, and for Web links on the employee’s page. The employee is also responsible for
21 maintaining privacy settings appropriate to the content.

22
23 An employee who uses electronic media for personal purposes shall observe the following:

- 24 • The employee may not set up or update the employee’s personal social network page(s)
25 using the district’s computers, network, or equipment and/or while performing MCS
26 assigned duties.
- 27 • The employee shall not use the district’s logo or other copyrighted material of the district
28 without express, written consent.
- 29 • The employee continues to be subject to applicable state and federal laws, MCS school
30 board policies, and any administrative regulations, even when communicating regarding

31 personal and private matters, regardless of whether the employee is using private or
32 public equipment, on or off school grounds. These restrictions include:

- 33 • Confidentiality of student records.
- 34 • Confidentiality of health or personnel information concerning colleagues, unless
35 disclosure serves lawful professional purposes or is required by law.
- 36 • Confidentiality of district records, including educator evaluations and private
37 e-mail addresses.
- 38 • Copyright law
- 39 • Prohibition against harming others by knowingly making false statements about a
40 colleague or the school district.

41 42 Use of Electronic Media with Students

43 Murfreesboro City Schools is comprised of Pre – K through sixth (6th) grade students. The need
44 for an employee to use electronic media to communicate with elementary students instead of
45 parents is remote. Therefore, employees are highly discouraged to communicate with current
46 MCS students through electronic media. In situations where there is a need to communicate with
47 a current MCS student(s) through electronic media, written permission from the Director of
48 Schools/designee is required or in emergency situations the school principal must be included in
49 the communication. An employee is not subject to these provisions to the extent the employee
50 has a social or family relationship with a student’s parents.

51
52 The following definitions apply regarding the use of electronic media with students:

- 53 • Electronic media includes all forms of social media, such as text messaging, instant
54 messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms),
55 video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and
56 social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also
57 includes all forms of telecommunication such as landlines, cell phones, and Web-based
58 applications.
- 59 • Communicate means to convey information and includes a one-way communication as
60 well as a dialogue between two or more people. A public communication by an
61 employee that is not targeted at students (e.g., a posting on the employee’s personal
62 social network page or a blog) is not a communication: however, the employee may be
63 subject to district regulations on personal electronic communications. Unsolicited
64 contact from a student through electronic means is not a communication.

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71 _____
72 Cross Reference:

73
74 BO 45— Social Media Use and Internet Posting

DRAFT AGENDA
MURFREESBORO CITY BOARD OF EDUCATION
Tuesday, August 28, 2012
6:00 p.m.—Council Chambers

ORDER OF BUSINESS

- I. CALL TO ORDER BY BOARD CHAIR
- II. APPROVAL OF AGENDA
- III. COMMUNICATIONS
 - Foundation Update—Doug Young
 - Looking Forward—System Update
 - The following schools have received funding for the 2012-13 school year to operate the Fresh Fruit and Vegetable Program: Bellwood-Bowdoin Preschool--\$21,600; Bradley Academy--\$17,800; Hobgood Elementary--\$21,550.
 - Challenged Athletes Playing Equally (C.A.P.E.) has selected Jessica Eisenga, first grade teacher at Erma Siegel Elementary, as their FIRST "Adopt a First Year Teacher" recipient. The C.A.P.E. "Pay it Forward Program" was started as a way for the athletes to have the opportunity to give back to the community that has given so much to them.
 - Back to School Blast, August 25, 10 a.m.-2 p.m., Cannonsburgh Village
 - The Mitchell-Neilson Schools would like to thank the agents of Bob Parks Realty on Northfield Boulevard for their generous donation of school supplies and a Wal-Mart gift card. We are proud to continue our partnership with them.
 - School Board Retreat, September 15, 8 a.m.-3 p.m., City Schools Administrative Office
- IV. CONSENT ITEMS (Tab 1)
 - A. Minutes of the June 26, 2012 Board Meeting and August 14, 2012 Special Called Board Meeting/Policy Work Session
 - B. Designation of Coordinator of School Health as the individual who is responsible for coordination of all training/communications on HIV/AIDS and OSHA's Bloodborne Pathogens Standard
 - C. Approval of the Pre-K Advisory Board
 - D. Approval of the ESP Advisory Board

E. School Fees

F. Approval of the Agreement of Understanding with Mid-Cumberland Head Start

V. ACTION ITEMS

A. Approval of Board Policies -- First Reading (Tab 2)

(Pending August 14 Policy Review Meeting)

VI. REPORTS/INFORMATION

A. Personnel Report (Tab 3)

B. Monthly Revenue and Expenditure Report (Tab 4)

C. Attendance Update (Tab 5)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

MISSION STATEMENT

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