

## AGENDA

MURFREESBORO CITY BOARD OF EDUCATION  
SPECIAL CALLED BOARD MEETING--  
POLICY WORK SESSION  
Tuesday, September 11, 2012  
6:00 p.m.—Central Administration Building

- I. CALL TO ORDER BY BOARD CHAIR
- II. VOLUNTARY RETIREMENT PLAN
- III. APPROVAL OF HOBGOOD PHASE II CONSTRUCTION BID
- IV. BOARD POLICY REVIEW

***CONSENT AGENDA (Passed on First Reading)***

- STU 35—Tobacco-Free Schools (*Revision*)
- 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 8—Bus Conduct (*Revision*)
- SS 11—Student Wellness (*Revision*)

***For Continued Discussion:***

- SS 7—Student Transportation Services (*Revision*)
- SS 10—Mail, Email, and Delivery Services (*Revision*)

***For Discussion:***

- BO 45—Social Media Use and Internet Posting (*New Policy*)
- PER 46—Employee Use of Social Electronic Media (*New Policy*)
  
- BO 5—School Board Meetings (*Revision*)
- BO 20—Director’s Evaluation (*Revision*)
- BO 46—Charter Schools (*New Policy*)
- PER 17—Evaluation of Staff (*Revision*)
- STU 60--School Attendance Zones (*New Policy*)

- V. DISCUSSION TO ADDRESS TRANSPORTATION ISSUES
- VI. REVIEW OF SEPTEMBER 25, 2012 DRAFT AGENDA

VII. OTHER BUSINESS

VIII. ADJOURNMENT

***MISSION STATEMENT***

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

**MURFREESBORO CITY SCHOOL BOARD POLICY**

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

**PURPOSE**

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

**SCOPE**

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

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

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

**COMPLIANCE AND ENFORCEMENT**

**A. Compliance**

All faculty, staff, students, parents, contractors and visitors of the MCS shall be responsible for compliance with this policy. It is expected that all faculty, staff, students, parents, contractors, and visitors will voluntarily comply with the spirit and intent of this 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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61 **IMPLEMENTATION**

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63 A. Signage

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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."

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73 B. Notice to Contractors

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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.

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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.

87 D. Notice to Students and Parents

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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**

<b>Descriptor Term:</b>  <b>PROFESSIONAL CONSULTANTS</b>	<b>Descriptor No:</b>  SS 1	<b>Date Adopted:</b>  4/79
	<b>Reviewed/Revision Adopted:</b>  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 ~~2. The specific tasks to be performed;~~
- 9
- 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**

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

- 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**

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

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. **The**  
7 **Director of Schools will inform the Board of these donations/gifts to the school district by**  
8 **listing them on the Board’s agenda under “Communications”.**  
9

10 All gifts become the property of the Murfreesboro City Board of Education. When gifts are for a  
11 particular program, reasonable evidence should demonstrate that the gifts remain for use with  
12 that program.  
13

14 In accepting gifts and donations, the following guidelines shall be followed:  
15

- 16 1. Equipment contributed to Murfreesboro City Schools and the schools becomes the  
17 property of the school district and is subject to the same controls and regulations that  
18 govern the use of other school-owned property.
- 19 2. Contributions of equipment or services that may involve major costs for installation or  
20 maintenance, or initial or continuing financial commitments from school funds shall be  
21 presented to the Director of Schools for consideration and approval prior to their  
22 acceptance as a gift.
- 23 3. Before accepting any technical equipment gifted to the district, the district’s Technology  
24 Department should be called upon to review the equipment’s actual usefulness and  
25 compatibility to the district’s technology system.
- 26 4. Individuals or organizations desiring to contribute supplies or equipment will counsel  
27 with school officials regarding the acceptability of such contributions in advance of the  
28 solicitation of funds or the making of budgetary appropriations.
- 29 5. When cash contributions are made for a specific program, the donation will in no way  
30 supplant the financial efforts made by the Board of Education for that program. In all  
31 cases, cash contributions will be revenue in addition to the monies furnished by  
32 governmental agencies for the operation of the program.  
33

34 Legal Reference:  
35 T.C.A. §49-6-2006(a)

MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  SAFETY PROGRAM	<b>Descriptor No:</b>  SS 5	<b>Date Adopted:</b>  4/79
	<b>Reviewed/Revision Adopted:</b>  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
- 8 1. Fire prevention
- 9 2. Accident prevention
- 10 3. Warning systems
- 11 4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
- 12 5. Emergency closings
- 13 6. Traffic safety
- 14 7. Traffic and parking controls
- 15 8. Safety inspections
- 16 9. First aid
- 17 10. A disaster preparedness plan for a nuclear or other major emergency.

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

23  
24 **Only students assigned to the school, the staff of the Murfreesboro City Schools, parents of**  
25 **students, and other persons with lawful and valid business on the school premises shall**  
26 **enter onto the grounds or into the buildings of the schools during the hours of student**  
27 **instruction. Every visitor must have proper visitor's credentials tag from the front office.**  
28 **All visitors, including parents, must enter the school building through the office unless**  
29 **entering the building for an athletic event in the gymnasium after school hours. ~~If school~~**  
30 **~~personnel encounter a person without a visitor's tag, it's their responsibility to escort that~~**  
31 **~~person back to the office.~~ All staff members shall report any all persons appearing to be**  
32 **improperly on school premises without proper credentials to the principal or principal's**  
33 **designee.**

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

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76 Legal References:

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78 T.C.A. §49-6-1003  
79 T.C.A. §49-6-2008

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>BUILDINGS AND GROUNDS MANAGEMENT</b>	<b>Descriptor No:</b>  SS 6	<b>Date Adopted:</b>  4/79
	<b>Reviewed/Revision Adopted:</b>  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 **District**  
7 **Board**.

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

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

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

**MURFREESBORO CITY SCHOOL BOARD POLICY**

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

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, and teacher~~ while on ~~the his/her~~ bus, and all reasonable directions given by ~~the bus driver, or bus assistant, or teacher 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

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

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**

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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**

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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 **in a clean, safe and relax in a**  
37 ~~pleasant~~ environment. Good nutritional habits shall be encouraged.

38

### 39 **EVALUATION OF EFFECTIVENESS OF NUTRITION PROGRAM**

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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.~~

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### 59 **PHYSICAL ACTIVITY**

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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**

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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

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

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88 3. TRR/MS 0520-1-6

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>STUDENT TRANSPORTATION SERVICES</b>	<b>Descriptor No:</b>  SS 7	<b>Date Adopted:</b>  4/79
	<b>Reviewed/Revision Adopted:</b>  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 ~~as an~~ efficient a manner as possible  
23 after considering the constraints imposed by the criteria of  
24 adequacy and 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 busloads 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 **has been approved by**  
43 **the building principal and the Transportation Department** to transport the child to another  
44 destination.

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

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

58  
59 **FIELD TRIPS**

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

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

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80 **Legal References:**

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

**MURFREESBORO CITY SCHOOL BOARD POLICY**

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

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.~~  
 22  
 23  
 24  
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 26  
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31 \_\_\_\_\_  
 32 Legal Reference:  
 33  
 34 T.C.A. §10-7-512

\_\_\_\_\_ **Cross Reference:**  
**Board Policy PER 44**

**MURFREESBORO CITY SCHOOL BOARD POLICY**

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

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](http://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**

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

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 (6<sup>th</sup>) 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

## MURFREESBORO CITY SCHOOL BOARD POLICY

<b>Descriptor Term:</b>  <b>SCHOOL BOARD MEETINGS</b>	<b>Descriptor No:</b>  <b>BO 5</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>  <b>7/98; 2/01; 7/08; 2/11</b>	

1 The Board of Education shall officially transact all business at a lawful meeting of the Board  
2 **which may be either regular or special.** The Board Chair shall be responsible for starting all  
3 meetings promptly at the appointed hour. The Board shall hold two types of meetings:  
4

- 5 1. Regular Meetings—The usual meeting held the fourth Tuesday of each month, and  
6
- 7 2. Special Meetings—A meeting called between regularly scheduled meetings. Special  
8 meetings may be set by Board action; the Chair in conjunction with the Director of  
9 Schools; or by a majority of the members of the Board. **Only business related to the**  
10 **call of the meeting, and details related to agenda items shall be discussed or**  
11 **transacted by the Board at a special meeting.**<sup>2</sup>  
12

13 ~~All regular and special meetings shall be open to the public and news media.~~  
14

15 **Every meeting of the Board, except with the attorney to discuss pending or threatened**  
16 **litigation, will open to the public.**<sup>1</sup> Open meetings will be physically accessible to all  
17 **students, employees, and interested citizens.**<sup>3</sup>  
18

### 19 **ELECTRONIC ATTENDANCE**

20  
21 **Absent Board members may attend a regular or special meeting by electronic means if the**  
22 **member is absent from the county because of work, is unable to attend due to a family**  
23 **emergency, or due to the member's military service. Such participation is subject to the**  
24 **following:**<sup>4</sup>  
25

#### 26 **General Requirements**

27  
28 **The following requirements apply to all electronic attendance, regardless of the reason for**  
29 **the member's absence:**  
30

- 31 1. **A quorum of the Board must be physically present at the meeting in order for any**  
32 **members to attend electronically.**
- 33 2. **Any member wishing to participate electronically must do so using technology**  
34 **which allows the Chair to visually identify the member.**

- 35           **3. The responsibility for the connection lies with the member wishing to participate**  
36           **electronically. No more than three (3) attempts to connect shall be made, unless the**  
37           **Board chooses to make additional attempts.**  
38

39           **Work-Related Absence**  
40

- 41           **1. The Board member must be absent from the county due to work.**  
42           **2. The Board member wishing to participate must give the Chair and Director at least**  
43           **five (5) days notice prior to the meeting of the member's desire to participate**  
44           **electronically.**  
45           **3. No member may participate more than twice per year due to a work related**  
46           **absence.**  
47

48           **Family Emergency**  
49

- 50           **1. The Board member must be absent due to the hospitalization of the member or the**  
51           **death or hospitalization of the member's spouse, father, mother, son, daughter,**  
52           **brother, sister, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law,**  
53           **mother-in-law, brother-in-law, or sister-in-law.**  
54           **2. No member may participate more than twice per year due to a family emergency.**  
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66           \_\_\_\_\_  
67           Legal References:  
68

- 69           **1. T.C.A. §8-44-102**  
70           **2. T.C.A. 49-2-202(c)(1)**  
71           **3. 28 CFR §§ 36.201(a); 36.202**  
72           **4. T.C.A. §49-2-203(c) (2012 Tenn. Pub. Chapter 823)**

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>DIRECTOR'S EVALUATION</b>	<b>Descriptor No:</b>  <b>BO 20</b>	<b>Date Adopted:</b>  <b>2/01</b>
	<b>Reviewed/Revision Adopted:</b>  <b>2/11</b>	

1 Through an annual evaluation of the Director of Schools<sup>1</sup>, the Board will strive to accomplish the  
2 following:

- 3
- 4 1. Clarify the role of the Director according to a job description as agreed upon by
- 5 the Board and the Director;
- 6 2. Improve harmonious working relationships between the Board and the Director;
- 7 3. Develop improvements in the administrative leadership of the school system.
- 8

9 The Board will develop, with the Director, a set of performance objectives based on the needs of  
10 the system. The performance of the Director will be reviewed in accordance with these specified  
11 goals. **The performance objectives will be memorialized in an evaluation plan that**  
12 **includes, at a minimum, sections regarding job performance, student achievement,**  
13 **relationships with staff and personnel, relationships with Board members, and**  
14 **relationships with the community.**<sup>2</sup>

15

16 At a time agreed to by the Board and the Director, the Board will evaluate the Director's  
17 performance.

18

19 The following guidelines may be used in the evaluation process:

- 20
- 21 1. The Director will know the standards upon which the evaluation will occur and
- 22 will be involved in the development of those standards.
- 23 2. A part of the evaluation may be a composite of the evaluation by individual Board
- 24 members, but the Board, as a whole, will meet with the Director to discuss the
- 25 composite evaluation.
- 26 3. The evaluation shall include a discussion of strengths as well as weaknesses.
- 27 4. All documentation will be supported by objective evidence.
- 28
- 29

30

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31 **Legal References:**

- 32
- 33 1. TRR/MS 0520-2-1-.01
- 34 2. T.C.A. §49-2-203(A)
- 35

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>CHARTER SCHOOLS</b>	<b>Descriptor No:</b>  <b>BO 46</b>	<b>Date Adopted:</b>
	<b><i>Reviewed/Revision Adopted:</i></b>	

**SCOPE**

This policy shall apply to Sponsors and potential Sponsors of newly created public charter schools. It shall not apply to public charter schools converted from existing public schools pursuant to TCA 49- 13-106 (b) (2).

**DEFINITION**

A charter school shall be a public, nonsectarian, non-religious, non-homebased school which operates within a public school district. It shall be subject to all state and federal laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or need for special education services.<sup>1</sup>

The purposes of charter schools are to:<sup>2</sup>

- (1) Improve learning for all students and close the achievement gap between high and low students;
- (2) Provide options for parents to meet educational needs of students in high priority schools;
- (3) Encourage the use of different and innovative teaching methods, and provide greater decision making authority to schools and teachers in exchange for greater responsibility for student performance;
- (4) Measure performance of pupils and faculty, and ensure that children have the opportunity to reach proficiency on state academic assessments;
- (5) Create new professional opportunities for teachers; and
- (6) Afford parents substantial meaningful opportunities to participate in the education of their children.

36 **APPLICATION PROCESS<sup>3</sup>**

37  
38 A prospective charter school sponsor shall send the director notice of its intent sixty (60) days  
39 prior to April 1 of the year preceding the year in which the proposed charter school plans to  
40 begin operation as a public charter school.

41  
42 A sponsor seeking Board approval of an initial charter school application must complete the  
43 form provided by the Tennessee Department of Education as well as provide a list of  
44 requirements that the sponsor wants to waive. In the application, the sponsor must demonstrate  
45 that the proposed charter school meets the purpose prescribed by law for the formation of a  
46 charter school and the proposed charter school will be able to implement a viable program of  
47 quality education for its students. In the case where a traditional public school is seeking to  
48 convert to a charter school, the application must include documents showing the necessary  
49 parental or teacher support.

50  
51 Applications must be submitted to Board on or before 4:30 p.m. on April 1 of the year preceding  
52 the year in which the proposed charter school plans to begin operation as a public charter school.  
53 Applications will be accepted only between March 1 and April 1. If the 1st of April falls on a  
54 Saturday, Sunday or holiday on which the school district offices are closed, applications will be  
55 accepted on the previous business day on or before 4:30 p .m Late applications will not be  
56 accepted, without exception. The sponsor shall pay an application fee of \$500.00.

57  
58 **REVIEW TEAM**

59  
60 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter  
61 school applications. The team shall be composed of: members of the administrative staff for the  
62 district; community members; and, a member of the Board. At the Board meeting in February  
63 each year, the Director of Schools shall make a recommendation to the Board of which members  
64 of his administrative staff should be appointed to the team. The Board shall name the members  
65 of the team at its first meeting in March of each year. The Board shall designate a chairman of  
66 the review team as the contact person for answering questions about the application process and  
67 receiving applications.

68  
69 The Board shall require a procedure of receiving, reviewing and ruling on applications for the  
70 establishment of charter schools. The procedure must include a timeline for the application and  
71 review process and the means for reviewing and evaluating each application, including the  
72 criteria on which the decision to grant or deny a charter will be based. A copy of the procedure,  
73 including the review criteria, shall be available to any interested party upon request.

74 The review team shall:

- 75  
76 1. Evaluate all charter school applications based on the review criteria adopted by the  
77 Board;  
78  
79 2. Recommend one of the following options to the Board for each application: approve,  
80 reject, or reject with stipulations for reconsideration;  
81  
82 3. Monitor charter school progress; and  
83  
84 4. Make recommendations for revocation, renewal or non-renewal of charter contracts.  
85  
86

87 **APPROVAL, DENIAL OF APPLICATION<sup>4</sup>**

88  
89 The Board shall rule by resolution on the approval or denial of a charter application within ninety  
90 (90) days of receipt of the completed application or the application shall be deemed approved by  
91 law.<sup>5</sup>

92  
93 **Approval**

94  
95 If the application is approved, the Sponsor may proceed to negotiate a charter agreement with the  
96 Board through its designee within the district administration. The Sponsor of a public charter  
97 school that is approved by the Board shall enter into a written agreement with the Board, which  
98 shall be binding on the charter school's governing body. This agreement, known as the charter  
99 agreement, shall be in writing and shall include all aspects of the Sponsor's approved application  
100 as well as any reporting requirements prescribed by law.

101  
102 To warrant adoption, charter schools must promote and implement new and innovative practices  
103 and conditions in delivering public education not typically found in traditional public schools.  
104 All charter schools that include high schools (grades 9-12) must be SACS accredited. It is  
105 expected that the candidate school status for accreditation will be received during the first year of  
106 the charter school operation.

107  
108 Charter schools approved by the Board of Education are expected to implement the application  
109 as submitted and approved. Substantial deviations from the approved application may result in  
110 revocation of the Charter by the Board.

111  
112 Charter schools approved by the Board are expected to operate with knowledge of and  
113 compliance with all rules, regulations, statutes and policies relevant to that charter school's  
114 operations; including but not limited to instruction, human resources, communication,  
115 administration, business services, facilities and operations, transportation, food services, safety  
116 and student discipline. The Board should not be expected to provide services to charter schools  
117 that are not requested during the application process except for those services that are required  
118 under state or federal laws. Services agreed to be provided to the charter schools by the Board  
119 shall be provided at Board actual cost.

120  
121 The Governing Body of an approved public charter school shall make a written report to the  
122 Board annually between August 1 and September 1. This reporting requirement shall begin in the  
123 year after the year in which the public charter school begins operation. This annual report shall  
124 include: a report on the progress of the school in achieving its goals, objectives, pupil  
125 performance standards, content standards, and all other terms of the charter agreement; and a  
126 financial statement disclosing the financial health of the school including the costs of the  
127 administration, instruction and other spending categories of the school.

128  
129 New public charter schools, conversion schools, and all renewals of charter agreements are  
130 approved for ten year periods. However, following the fifth year of a charter school's initial  
131 period of operation or the fifth year of any renewal of a charter school agreement, the LEA must  
132 conduct an interim review of the charter school according to the guidelines developed by the  
133 Department of Education.

134  
135 No later than October 1 of the year prior to the year in which the charter agreement expires, the  
136 governing body of a public charter school shall submit a renewal application to the Board. The  
137 Board shall make its renewal decision based on the progress of the school towards its stated

138 goals and on the financial status of the school.<sup>6</sup>

139

140 The Board may revoke or deny renewal of a public charter school agreement for any of the  
141 reasons enumerated in TCA 49-13-122.

142

143 **Denial**

144

145 Upon receipt of the grounds for denial, the sponsor shall have fifteen (15) days within which to  
146 submit an amended application to correct the deficiencies. The Board shall have thirty (30) days  
147 either to deny or to approve the amended application or the application shall be deemed  
148 approved by law.<sup>5</sup>

149

150 A denial of an application by the Board may be appealed by the sponsor, within ten (10) days of  
151 the final decision to deny to the State Board of Education.

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165 **Legal References:**

166

167 1. TCA 49-13-105; TCA 49-13-111(1) - (4)(b)(c)

168 2. TCA49-13-106(1)(2)

169 3. TCA49-13-107

170 4. TCA 49-13-108; TRR/MS 0520-14-1-.01 &.02

171 5. TCA49-13-108(a)

172 6. TCA49-13-121(b)



**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>EVALUATION OF PROFESSIONAL STAFF</b>	<b>Descriptor No:</b>  <b>PER 17</b>	<b>Date Adopted:</b>  <b>4/79</b>
	<b>Reviewed/Revision Adopted:</b>  <b>1/89; 8/01; 10/11; 6/12</b>	

1 In order to assure high quality performance of teachers and the administrators and to advance the  
2 instructional program of the Murfreesboro City Schools, a continuous evaluation program for  
3 teachers and administrators will be established.

4  
5 Principals or their designees shall evaluate teachers and all other licensed employees directly  
6 assigned to them. Supervisors or department heads shall evaluate licensed personnel not directly  
7 assigned to the principal. The Director of Schools is responsible for ensuring that all licensed  
8 administrative and supervisory personnel are evaluated annually. The Director of Schools shall  
9 evaluate all principals, licensed management personnel, and any licensed employees who answer  
10 directly to the Director of Schools.

11  
12 The Board shall adopt and the District shall use an evaluation model for principals and assistant  
13 principals which meets the state guidelines.

14  
15 **LICENSED TEACHING PERSONNEL**

16  
17 The Board shall adopt and the District shall use an evaluation model which shall follow the  
18 guidelines of a State approved educator evaluation model. The Director shall draft procedures to  
19 ensure that the model is implemented throughout the school system. Additionally, the Director  
20 shall provide information to all licensed teaching personnel regarding the nature of the  
21 evaluation and the grievance procedures prescribed by the Tennessee State Board of Education.<sup>1,2</sup>

22  
23 **EVALUATION RECORDS**

24  
25 Personnel evaluations will be kept in the professional employees' personnel file at the Central  
26 Office. The evaluation file shall include all yearly written service evaluations of professional  
27 employees.

28  
29 Additional evaluative materials such as complaints, suggestions for improvement, observation  
30 reports by consultants, and commendations may be placed in the employee's file under the  
31 following conditions:

- 32  
33 a) The comment is signed by the author,  
34 b) The employee is notified by the Director of Schools that such comment is available in the  
35 Director of School's office prior to the placement in the teacher's file, and

36 c) The employee shall have an opportunity to read and initial the material and to offer a  
37 written denial or explanation and have it placed with the comment.  
38

39 Materials may be removed from a teacher's personnel file by mutual agreement of the teacher  
40 and the Director of Schools. No removed records shall be destroyed except in compliance with  
41 state and federal law.  
42

#### 43 LOCAL LEVEL GRIEVANCE PROCEDURE

44  
45 The Director of Schools shall develop procedures, consistent with State law, for processing  
46 evaluation grievances.<sup>3</sup>  
47

#### 48 NON-LICENSED PERSONNEL

49  
50 **Newly hired non-licensed administrative/support personnel shall be evaluated once during**  
51 **the evaluation period (up to 90 days) and at least one (1) additional time following**  
52 **successful completion of the evaluation period during the first year of employment.**  
53 **Support personnel employed for more than one (1) year shall be evaluated at least once a**  
54 **year.**  
55

56 **Evaluations shall be based as an aid in improving an employee's performance and as a**  
57 **basis for continuing employment. Evaluation reports shall be discussed with the evaluated**  
58 **employee. Each employee shall be given a copy of the evaluation and shall sign the**  
59 **supervisor's copy as evidence it has been discussed.**  
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62

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#### 63 64 Legal References:

65  
66 TCA 49-5-5202, 5203 5204, 5205  
67 TCA 49-5-5206(b), and 5206(c)  
68 TRR/MS 0520-2-1-.02  
69

#### 70 Cross References:

**MURFREESBORO CITY SCHOOL BOARD POLICY**

<b>Descriptor Term:</b>  <b>SCHOOL ATTENDANCE ZONES</b>	<b>Descriptor No:</b>  <b>STU 60</b>	<b>Date Adopted:</b>  
	<b><i>Reviewed/Revision Adopted:</i></b>  	

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The Murfreesboro City School Board shall establish school attendance zones.

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Legal Reference:

T.C.A. §49-6-403(c)

DRAFT AGENDA

MURFREESBORO CITY BOARD OF EDUCATION

Tuesday, September 25, 2012

6:00 p.m.—Council Chambers

ORDER OF BUSINESS

I. CALL TO ORDER BY BOARD CHAIR

- Pledge of Allegiance
- Moment of Silence

II. APPROVAL OF AGENDA

III. COMMUNICATIONS

- Murfreesboro City Schools participated in Read to Succeed's "Reading in the Schools Day" held on September 21.
- Mitchell-Neilson Primary thanks Georgetown Kroger for their generous donation of \$500.

IV. CONSENT ITEMS (Tab 1)

- A. Minutes of the August 28, 2012 Regular Board Meeting and September 11, 2012 Special Called Board Meeting/Policy Work Session
- B. Approval of Certification of Compliance with TCA Section 49-3-310(4)(A)—Textbooks
- C. Approval of MCS Administrator Extended Learning Plan, 2011-2012
- D. Approval of the 2011-2012 Extended Learning Programs Proposal
- E. Approval of School Fees
- F. Approval of Board Policies—*Second Reading*

V. ACTION ITEMS

- A. Approval of Board Policies—*First Reading* (Tab 2)
- B. Approval of Tenure for Lori Lynn Frantz—Previously Tenured in MCS/Returning to System
- C. Election of Board Chair and Board Vice Chair

VI. REPORTS/INFORMATION

A. Personnel Update (Tab 3)

B. Monthly Revenue and Expenditure Report (Tab 4)

C. Attendance Report (Tab 5)

VII. OTHER BUSINESS

VIII. ADJOURNMENT

*MISSION STATEMENT*

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