

2023-2024

Parent Handbook

Mission Statement

“To Assure Academic and Personal Success for Each Child”

Dr. Trey Duke, Director of Schools
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www.cityschools.net

SCHOOL YEAR 2023-2024

The Murfreesboro City School (MCS) System is committed to excellence, and we realize that excellence begins with communication between school and home.

This Parent Handbook, which includes the Code of Acceptable Behavior and Discipline, contains representative policies of the Murfreesboro City School Board for your quick reference and information.

All Murfreesboro City School Board policies can be found on the Murfreesboro City School website at www.cityschools.net. If you do not have Internet access, hard copies of the Board Policies are available for review at each school's front office and at the MCS Central Office located at 2552 South Church Street.

Please read the handbook carefully and sign the acknowledgement on the last page indicating that you received the handbook and have read and accept the statements about zero tolerance, bullying, fines and fees, FERPA notification and student records, Internet use, screenings, and broadcast and print media releases.

Thank you for your support,

Dr. Trey Duke, Director of Schools

Notice of Non-discrimination

The Murfreesboro City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Maria Johnson
Maria.johnson@cityschools.net
Human Resources
Murfreesboro City Schools 2552 S. Church Street Murfreesboro, TN 37127

Inquiries may also be made to the Office for Civil Rights. The address of the regional office that covers Tennessee is:

United States Department of Education Office for Civil Rights
Atlanta Office, Southern Division
61 Forsyth St., S.W.,
Suite 19T70
Atlanta, GA 30303
(404) 974-9406

MURFREESBORO CITY SCHOOL BOARD 2023-24

The Murfreesboro City School Board welcomes you to the 2023 school year. We are a growing school system with exemplary staff and great community support. We are providing you with some contact information and encourage your communication with us regarding any concerns you might have.

Sincerely,

Butch Campbell

Butch Campbell, Board Chair

Butch.Campbell@cityschools.net

Jimmy Richardson (Vice Chair)

Jimmy.Richardson@cityschools.net

David Settles (Member)

David.Settles@cityschools.net

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Bill Shacklett (Council Liaison)

bshack1006@gmail.com

<http://www.cityschools.net/administration/school-board/board-members>

To: Families of Murfreesboro City School Students

From: Trey Duke, Director of Schools

Re: Incident Response Plans

The safety and well-being of our students and staff are critical to the learning environment of Murfreesboro City Schools. An Incident Response Plan has been designed to minimize the dangers posed to any individual on a school campus in the event that an emergency develops. Your cooperation is needed in our efforts to make sure all our attention may be directed to securing the safety of our children should a crisis arise.

Please follow the procedures below if you hear of an emergency at school:

DO NOT TELEPHONE THE SCHOOL – Phone lines are limited and **MUST** be kept clear to communicate with emergency responders. School personnel have specific responsibilities to attend to student/teacher needs.

TUNE IN TO LOCAL RADIO OR TV STATIONS – Media outlets CATV Channel 3, WGNS Radio station (1450 am), WMOT (89.5. FM), and the major Nashville stations will be kept informed.

DO NOT COME TO THE SCHOOL UNLESS STUDENT PICKUP IS REQUESTED – All entrances to school buildings must be free of traffic to allow emergency response vehicles immediate access.

In most cases students will be able to remain and be cared for at the school they attend. IF IT BECOMES NECESSARY TO RELOCATE STUDENTS AND STAFF OFF CAMPUS, you will be notified.

In the event of an off-site emergency, to ensure the safety and security of all students, please do not go to the site of the emergency. Murfreesboro City Schools will promptly communicate a central meeting point to parents and guardians to reunite with students.

Please keep this important information at home and your place of work.

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Stay Connected With Murfreesboro City Schools

Murfreesboro City Schools is proud to offer several options to stay connected.

Visit our website, www.cityschools.net, frequently for news updates and upcoming event postings. You may also wish to follow MCS on Twitter @MCScommunicates or Facebook @Murfreesboro City Schools for the latest information.

MCS utilizes School Messenger for districtwide phone messaging. These messages include special updates, reminders and emergency alerts including school closures or delays due to inclement weather. While many School Messenger calls contain critical information in addition to general information about a particular school or the district, parents have the option to opt out of receiving the all-calls through School Messenger.

You will also see a link to “Ask MCS” — Ask MCS is a great way to find answers to questions that are on your mind.

As part of our efforts to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, we have transitioned from paper to digital flyers. Parents with their email address on file with the district will receive e-flyers in their inbox. Additionally, e-flyers can be viewed by clicking the Peachjar button located on each school’s website.

Emails are also utilized to send information to parents. Please be sure your email is correct by logging into Parent Portal and updating the current contact information.

Emergency Closings

The Director of Schools is empowered to close the schools, to delay the opening time, or to dismiss schools early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel.

There may be times when drop off or pick up is delayed or paused due to inclement weather. In this case, communication will occur by the school or district.

In making the decision to close schools, the Director of Schools shall consider many factors relating to the fundamental concern for the safety and health of children including, but not limited to, the following:

- 1. Weather conditions, both existing and predicted;*
- 2. Driving, traffic, and parking conditions affecting public and private transportation facilities;*
- 3. Actual occurrences or the imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous; and*
- 4. Inability of teaching personnel to report for duty which might result in inadequate supervision of students.*

If schools remain open, the ultimate decision regarding attendance will be left to the parent of the individual child. Announcements concerning closings will be furnished to a local radio station, Cable Channel 3, and the four Nashville network television stations no later than 6 a.m., if possible.

Board Policy 1.8011

Extended School Program (ESP)

The Murfreesboro City School System offers a before- and after-school program. The program is based in each of the thirteen (13) schools and operates from 6:00 a.m. to school start and dismissal to 6:00 p.m. five days a week throughout the calendar year. ESP is closed for business on major holidays that are defined in the ESP Calendar each year. These dates are subject to change based on staff availability or unforeseen circumstances.

Quality childcare supervision is provided by trained ESP staff who serve as positive role models for children. ESP students will have the opportunity to engage in activities which will benefit them emotionally, physically, and educationally. All programs are under the supervision of a site director and the building principal while supported by the Central Office Staff.

ESP is a tuition-based program operated solely on the funds generated from parent fees. Reduced rate fees and scholarships are available to families who qualify. ESP adheres to the Murfreesboro City Schools [Code of Acceptable Behavior and Discipline](#) guidelines for students attending the program.

Dress code

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school. More specific guidelines for each school may be developed by a principal subject to approval by the Director of Schools. When a student is dressed in a manner which is likely to cause disruption or interference with the operation of the school or violates a specific rule, the principal or principal's designee shall take appropriate action, which may include discipline.

Board Policy 6.310

Attendance

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

- 1. Personal illness;*
- 2. Illness of immediate family member;*
- 3. Death in the family;*
- 4. Extreme weather conditions;*
- 5. Religious observances;*
- 6. Summons, subpoena, or court order; or*
- 7. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.*

Students participating in school-sponsored activities, whether on- or off-campus, shall not be counted absent. In order to qualify as "school-sponsored," the activity must be school-planned, school-directed, and teacher-supervised. Mass exodus or early dismissal or late arrival of all students or any segment of students shall not be permitted for any reason except for emergencies such as inclement weather or other unavoidable situations unless instruction time is made up in full.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian. Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall, or activity during the school day for which the student is scheduled. The parent or guardian will receive a call each day through School Messenger when a student is absent. At five (5) unexcused absences, progressive truancy intervention will be implemented. If unexcused absences continue, the parent maybe contacted by the guidance counselor or social worker from the school. At ten (10) unexcused absences, a truancy petition may be filed against the parent. If a truancy petition is filed against the parent, a warrant will be issued for the parent's arrest and the matter will be taken to court.

Tennessee requires compulsory school attendance. Under Tennessee State law, any parent, guardian, or other person who has control of a child, or children, who allows their child to have ten or more unexcused absences from school commits a Class C misdemeanor.

Board Policy 6.200

Administrative Directive STU29

Legal References:

TRR/MS 0520-01-03-.08(1)(a)

Attendance Accounting Procedural Manual,

T.C.A. §10-7-504; 20 U.S.C. 1232g

T.C.A. 49-6-3009

Release of Student during School Hours

Students should be in school for the full day, except as permitted by the following procedures governing the release of students during school hours:

1. *No student shall leave school prior to regular dismissal time, unless the early dismissal is requested by the student's custodial parent, legal guardian, or legal custodian.*
2. *No student shall be released prior to regular dismissal time to any person other than to the student's custodial parent, legal guardian, or legal custodian, or such other person designated in writing by the student's parent, legal guardian, or legal custodian; provided, however, that in the event of an emergency and as otherwise required by law, students may be released from school in the company of a school employee, police officer, court officer, an employee of the Department of Children's Services, or emergency medical personnel.*
3. *Absent exceptional or emergency circumstances established by administrative directive, all persons removing a student from school during school hours will be required:*
 - a. *To report to the school's main office immediately upon entering the school;*
 - b. *To present an acceptable form of identification to the principal or principal's designee; and*
 - c. *To sign the school's visitor log, indicating that the person is removing the child from school and indicating the date and time the student is removed.*

"Acceptable form of identification" means any one of the following documents: (1) a driver's license issued by a state or U.S. territorial government, provided it contains the individual's name and photograph; (2) a photo identification card issued by federal, state, territorial or local government agency or entity; (3) a U.S. or foreign passport; (4) a U.S. permanent resident card or alien registration receipt card; or (5) a U.S. employment authorization document. Alternatively, a digital photograph of the adult individual(s) enrolling a student in school, taken at the time of the student's enrollment and thereafter retained on the school's computer network as part of the student's permanent record, may be used to confirm the identity of a person removing a student from school in lieu of a separate form of identification.

4. *This policy shall be explained to a student's parent(s), legal guardian(s), or legal custodian(s) at the time the student is initially enrolled in school.*

No school official shall permit a change in the physical custody of a child at such official's school unless:

1. *The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court placing custody of such child with such person; and*
2. *The person seeking custody gives the school official reasonable advance notice of such person's intent to take custody of such child at school.*

Parents are urged to schedule dental and medical appointments outside school hours. When such appointments cannot be scheduled outside school hours, a student's parent, legal guardian, or legal custodian must submit a written request for dismissal or call for the student in person in accordance with this policy.

Board Polies 6.200; 6.209

School Visitors

A "visitor" is defined as anyone other than the enrolled students in the school and school employees or officials. The principal or the principal's designee shall be responsible for maintaining a visitor's log at the school's main office.

A visitor shall report to and register their visit with the school's main office immediately upon entering the school. Each visitor over the age of five (5) shall record his or her name and the visitor's time of arrival in the school's visitor's log. The principal or principal's designee shall issue a guest pass to any person other than students and employees of the school or school system at the time of registration in the visitor's log. In addition, adult visitors must present a government-issued photo identification at the time of registration. Authorization to visit parts of the school building or campus, other than the school office, will be determined by the principal or the principal's designee. Visitors shall return to the school's office before leaving the building and record their time of departure in the school's visitor log. This policy shall apply at all times except during special school-wide programs, athletic events, open houses, and similar public events.

In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto the grounds or into the school buildings during hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

The principal or the principal's designee shall have the authority to exclude from the premises any person who is disrupting the educational program in the classroom or the school, disturbing a teacher or student on the premises, or who is on the premises for the purpose of committing an illegal act. The principal or principal's designee shall contact law enforcement officials whenever such action is warranted.

Parents and students may not bring non-student siblings or out-of-town visitors to school, unless approved by the Director of Schools or the Director's designee.

Central Office and All other Non-School Facilities

Except on occasions such as special programs, public meetings, open houses, or other public events, all visitors shall use the appropriate entrance and report to the reception desk or designated area when entering the facility and sign the visitor's log during normal office hours. Authorization to visit elsewhere in the facility will be determined by the Director of Schools or the Director's designee. Generally, guest passes shall be issued for all visitors.

In order to maintain the conditions and atmosphere for a suitable work environment, only persons with lawful and valid business shall enter the facilities. Parent observations of classroom activities must be preapproved by the principal and Director of Schools to ensure there is no disruption to the learning environment and student privacy is protected. The Director of Schools, principals, and their designees shall have the authority to exclude from the premises any persons disrupting the work environment at a facility, disturbing the employees in the facility, or committing an illegal act in the facility. The Director of Schools, principals, or designees shall contact law enforcement officials whenever such action is warranted.

Board Policy 1.501

Grading Policy

The primary purpose of reporting to parents is to show how well abilities are used and achievements are made. A progress report is designed to give parents a picture of their child's continuous academic progress and continuous personal and social development.

A progress report designed to provide information on specific and appropriate items for evaluating at the kindergarten, first and second grade levels has been developed.

*Personal and social development items are noted as follows: N Needs Improvement
Blank Satisfactory*

Kindergarten and First grade academic progress is as follows:

<i>M</i>	<i>Meets Expectations</i>
<i>P</i>	<i>Progressing towards Grade Level Expectations</i>
<i>N</i>	<i>Needs Improvement</i>
<i>•</i>	<i>Not addressed during grading period</i>

A progress report designed to provide information on specific and appropriate items for evaluating at the second grade and subsequent grade levels has been developed.

Personal and social development items are noted as follows:

<i>N</i>	<i>Needs Improvement</i>
<i>Blank</i>	<i>Satisfactory</i>

**At the second grade and subsequent grade levels academic progress is as follows:*

<i>A</i>	<i>90-100</i>
<i>B</i>	<i>80-89</i>
<i>C</i>	<i>70-79</i>
<i>D</i>	<i>60-69</i>
<i>F</i>	<i>Below 60</i>

*(*grading scale pending board approval in July 2023)*

Four reports are made during the year. In addition, a mid-term report is made to parents. The pupil's yearly progress is recorded on the individual cumulative record and becomes a part of his/her permanent record.

Parent conferences are essential components of the total reporting plan. Board Policy 4.600

Testing Schedule

<https://cityschools.net/wp-content/uploads/2023/05/Assessment-Calendar-2023-2024.pdf>

Please visit the link above for the most up to date assessment calendar or ask for a printed copy. Testing schedules may change.

Promotion and Retention

The guiding philosophy for determining promotion or retention will be what is in the best interest of the child. Students will normally progress annually in sequential order from grade to grade. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. Most students will require the normal allotted time to progress through the school curriculum. Retention may be made when, in the judgment of the school personnel, such retention is in the best interest of the student.

Under the Tennessee Learning Loss Remediation and Student Acceleration Act, beginning with the 2022-2023 school year, any student who does not score “on track” or “mastered” on the ELA portion of the end of the year TCAP, must be retained in the 3rd grade the following year unless one of the following actions are taken:

1. The student scores proficient on a retest opportunity.
2. The student attends learning loss bridge camp, maintains a 90% camp attendance rate, and demonstrates adequate growth on a state-adopted post-test by the end of the camp.
3. Agreement for the student’s participation in the Tennessee Accelerated Literacy and Learning Corps during the 4th grade.

A student who is not proficient in ELA, as determined by the student's achieving a performance level rating of "approaching" on the ELA portion of the student's most recent TCAP test may be promoted if:

1. The student is currently receiving ELL services and has received less than 2 years of ELA instruction.
2. The student was previously retained in any of the grades K-3.
3. The student retested before the beginning of the next school year and scores proficient on the assessment.

This section shall not apply to students who have IEP’s pursuant to 20 U.S.C. §1400 et. seq.

A student shall not be denied the passing of a course or grade promotion solely on the basis of absences.

Board Policy 4.603

Legal references:
T.C.A. §49-6-3115

Cumulative Record

A cumulative record shall be kept for each student enrolled in school. The folder shall contain the student’s name, address, parents’ names and occupations, complete school record, achievement test results, health record, school activities, and counselors’ notes; contain a copy of the student’s birth certificate if provided; a copy of the student’s Home Language Survey, if applicable; and documentation of a student’s withdrawal, if applicable, including the signature of the parent of guardian requesting withdrawal, and to the extent possible, the student’s future destination; and shall accompany the student through his/her school career.

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be as shown on documents, which are acceptable to the system as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

Attendance records kept on each student become permanent property of the school system. Student records shall be confidential. Only authorized school officials may have access to student information for legitimate educational purposes

without the consent of the student or parent/guardian.

In accordance with Federal law, complete documentation of suspensions and expulsions of a student and resulting disciplinary actions will be included in the permanent record. Transmission to other educational agencies for any student, who is enrolled, seeks to enroll, intends or is instructed to enroll, on a full- or part-time basis will be sent upon request by the receiving school.

Board Policy

6.600 Legal

References:

TRR/MS 0520-01-03-.03(11)(a)

T.C.A. §10-7-504(4); U.S.C.A. 20-1232g

Child Custody

Absent any evidence to the contrary, the Board shall presume that the person who enrolls a student in school is the student's custodial parent, legal guardian or legal custodian. Unless a Tennessee court specifies otherwise, the custodial parent shall be the individual whom the school district shall hold responsible for the education and welfare of that child.

Parents, legal guardians, and legal custodians shall have the right to receive information contained in school records concerning a minor child for whom they are legally responsible. Absent evidence to the contrary, the Board assumes there are no restrictions regarding a non-custodial parent's right to be kept informed of the student's progress and activities. If a court restricts the rights of a non-custodial parent, the custodial parent, legal guardian, or legal custodian shall submit a certified copy of the court order curtailing the non-custodial parent's rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including but not limited to the student's cumulative file and the student's special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a child at school unless:

- The person seeking custody of the child presents the school with a certified copy of a valid court order from a Tennessee court designating the person who has legal custody of the child; and*
- The person seeking custody gives the school official reasonable advance notice of the person's intent to take custody of the child at school.*

So that school officials may have information regarding a non-custodial parent, school officials may ask the custodial parent to provide the name, photograph and address of the non-custodial parent. If a custodial parent advises the school of possible abduction, the parent should provide the name, photograph and description of the possible abductor, if such information is available.

Board Policy 6.209

Legal References: 20 U.S.C.A. 1232g

T.C.A. §36-6-105; T.C.A. §49-6-902

Parent's Right-to-Know Teacher Qualifications

Information concerning a teacher's State qualifications and licensing criteria may be obtained at the following website: <https://tdoe.tncompass.org/public> SSN and License Number not needed) or you may call the Human Resources Department at the Murfreesboro City Schools Central Office at 615.893.2313 to make an appointment to receive this information.

Parent Involvement

Parent involvement is essential if the school system and parents are to maintain mutual confidence and respect and work together to improve the quality of education for all students. Therefore, parents may, among other activities:

- 1. Provide specific talents to complement and extend the instructional services of the classroom teacher;*
- 2. Serve in advisory capacity for curriculum development projects;*
- 3. Express ideas and concerns by responding to surveys and other information gathering devices;*

4. Be actively involved in parent-teacher groups; and
5. Serve on citizen's advisory committees.

The school system shall implement the Title I Program, which includes, but is not limited to, the following:

1. Parental input into the planning, design and implementation of the Title I Program, by sending out a parent survey at the end of the school year.
2. Meaningful consultation of parents of participating children in the planning, design, and implementation of the Title I Program. Conferences will be scheduled with parents twice a year.
3. Organized, systematic, ongoing, informed and timely consultation in relation to decisions about the program. This information is provided through the Title I newsletter and progress reports.
4. Activities and procedures for the involvement of parents that are of sufficient size, scope and quality to give reasonable promise of substantial progress toward achieving the required goals. Parent seminars and monthly planned activities may be offered.

To ensure that parents of children being served have an adequate opportunity to participate in planning, designing, and implementing the Title I Program, the system shall:

1. Convene an annual meeting to explain the programs and activities available under Title I and allow all parents of participating children, including migrant students, Limited English Proficient students, and Head Start and Pre-K students to be involved.
2. Provide parents of participating children, including migrant students, Limited English Proficient students, Head Start, and Pre-K students with reports and explanations of their child's progress.
3. To the extent practical, conduct a parent/teacher conference with parents of each participating child to discuss the child's progress, placement, and methods the parents can use to complement the child's instruction.
4. Make educational personnel under the Title I Program, including pupil services personnel, readily accessible to parents.
5. Permit parents of participating children to observe Title I Program activities.
6. Provide opportunities for regular meetings with parents to formulate parental input into the program if they desire.
7. Provide parents of participating children with a copy of this Parent Involvement Policy as well as timely information about the program.
8. Make parents aware of parent involvement requirements and other relevant provisions of the program.
9. Provide reasonable support for parental involvement activities parents may request.
10. Coordinate, to the extent possible, parent activities with programs funded under other programs.
11. To the extent practicable, provide information, programs, and activities for parents in a language and form that parents understand.
12. Annually assess, through consultation with parents, the effectiveness of the parent involvement program and determine what action needs to be taken, if any, to increase parent participation.
13. Utilize the school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and the parents will build and develop a partnership to help children achieve according to high standards.

Board Policy 4.502

Legal References:

T.C.A. §49-6-7001-7003, Parent Educational Participation Act

Tennessee State Board of Education Policy 4.207, Parent/Family Involvement

Bus Service

Bus service is available for students attending their zoned schools. If your residence is located within 1.5 miles of the school your child attends, your child is not entitled to transportation. However, your child may be provided transportation at the sole discretion of MCS if the bus has capacity and does not have to deviate from established routes.

Bus stops at each residence are not feasible, and buses do not enter driveways or streets with cul-de-sacs. Every effort will be made to locate bus stops within a reasonable walking distance from the child's residence. It is the parent's responsibility to supervise their children at bus stops in the morning and afternoon.

The school bus is an extension of school activity; 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 while on his/her bus and all reasonable directions given by

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 his/her behavior is such as to cause disruption on the bus, or if 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 school suspension.

Any student requesting to exit the bus at any point between school and 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.

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.

Use of Video Cameras

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used to promote the order, safety, and security of students, staff and property.

Arriving at the Bus Stop

- *Arrive at your bus stop ten (10) minutes prior to the scheduled bus arrival time. If other students are waiting to board, get in line without pushing or crowding and stay off the roadway.*
- *Students must stand well off the road and clear of the bus until it comes to a complete stop. Students should not run towards the bus.*

Boarding the Bus

- *Do not cross the road until the driver signals that it is safe to do so. Students should be careful when approaching bus stops and should walk on the left side of the road, facing oncoming traffic.*
- *Wait until the bus comes to a complete stop before attempting to board.*
- *Board the bus quickly but without crowding or pushing.*
- *After boarding the bus, promptly take your **assigned** seat and face the front. Do not switch seats without the driver's permission.*
- *The bus will not move until all passengers are seated and the aisle is clear. Students must remain seated while bus is in motion.*
- *In order to maintain conditions and an atmosphere suitable for safety, no one can board the bus except students assigned to that bus or other people with lawful and valid business on the bus.*

Rules for Bus Conduct

Riding a bus to and from school in the Murfreesboro City School System is a privilege not to be taken lightly. All must understand and observe good conduct, courtesy, cooperation, and respect for the authority of the bus driver.

Prohibited Items

- *Food, drinks, chewing gum, tobacco (any form), or alcoholic beverages*
- *Glass or other breakable items, flower arrangements, balloons/balloon bouquets*
- *Insects, reptiles, or other animals*
- *Weapons, explosive devices, harmful drugs, or chemicals*
- *Perfumes or fingernail polish*

Bus Behavior

- *Students shall not open windows unless asked to do so by the driver.*
- *Students must keep hands, feet, arms, and head inside the bus.*
- *Students shall not throw objects on the bus or out the windows.*
- *Students shall not distract the driver with loud talking, laughing, fighting, or unnecessary distractions.*
- *Students shall not litter.*
- *Aisles must be kept clear of books, bags, lunches, instruments, and school projects. Parents must make arrangements to transport items too large to be held on the student's lap.*
- *Students shall not use inappropriate language or gestures. It is unacceptable to use language or gestures that are lewd, obscene, profane, or in general offensive and objectionable.*
- *Students shall not be disobedient. It is unacceptable to be defiant or refuse to obey and follow a legitimate request, command, rule, regulation, directive, or order.*

- *Students shall not be disrespectful, discourteous, impolite, rude, insubordinate, or surly.*
- *Students shall not be abusive or aggressive. It is unacceptable to mistreat, misuse, hurt by treating badly, demean, insult, intimidate, extort, mock, jeer, ridicule, threaten, or use excessive force.*
- *Students shall not damage school property.*
- *School supplies such as pens, pencils, markers, crayons, or sharp objects of any kind must be contained in the student's backpack/book bag at all times.*
- *Students shall not touch the emergency door, exit controls, or any other safety equipment on the bus unless directed by the bus driver.*

Exiting the Bus

- *Remain seated until the bus comes to a complete stop.*
- *Do not push or crowd when leaving the bus.*
- *On exiting the bus, students should cross the road only after the driver has signaled that it is safe to do so.*
- *A Parent/Guardian or designated person to be at the bus stop to get your kindergarten student off the bus. If you or the designated pick-up person are not at the bus stop in the afternoon, your child will be taken back to school. If your child has to be returned to school 5 times, bus transportation could be suspended.*
 - *A student may get off the bus with a sibling or friend in 3rd, 4th, 5th or 6th grade if the parent has given permission on the Kindergarten Transportation Form.*

Misbehavior on the School Bus

- *When a student misbehaves on a bus for the first time, the driver will explain to the student the necessity of good behavior.*
- *If after talks and warnings, if the student continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and action taken by the principal.*
- *When a student is not allowed to ride the bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. **The parents become responsible for seeing that their child gets to and from school safely.***
- *If a student damages any part of the bus, the student's parents may be held financially responsible.*

Board Policy 6.308

Legal References: T.C.A §49-6-2008

Code of Acceptable Behavior and Discipline

Introduction

The purpose of the Code of Acceptable Behavior and Discipline of Murfreesboro City Schools is to assist students, parents, teachers, and school administrators in the maintenance of an environment that will enhance the achievement of the mission of the Murfreesboro City Schools.

The Code is based on some of the Murfreesboro City School System's Board policies, Administrative Directives, regulations, guidelines, and procedures. This is not an exclusive list of student policies. For a complete list of policies, refer to the Murfreesboro City Board of Education Policies, which are available at any city school and are available online. www.cityschools.net

The Murfreesboro City School System does not discriminate on the basis of race, sex, color, religion, creed, national origin, age, disability, or veteran status in the provision of services, in programs or activities, or in employment opportunities and benefits. Questions or concerns should be directed to the Director of Human Resources.

Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to Ralph Ringstaff, Assistant Superintendent of Human Resources and School Operations. The current complaint managers regarding harassment and discrimination are Ralph Ringstaff, Angela Fairchild, Director of Special Education., Murfreesboro City Schools, 2552 South Church Street, Murfreesboro, TN 37127. Telephone: 615.893.2313

The mission of the Murfreesboro City School System is "To assure academic and personal success for each child."

To be fully effective, the Code of Acceptable Behavior and Discipline addresses the roles of the students, parents, teachers, and schools.

In the event of misconduct, there are appropriate consequences. Ongoing monitoring shall be used to ensure that equitable schools-based practices are implemented in a fair, non-discriminatory, and culturally responsive manner.

RESPONSIBILITIES

It shall be the responsibility of all Murfreesboro City Schools to:

- *Maintain a safe environment for all children and staff;*
- *Establish, post, and actively teach clear and positively stated behavioral/social school-wide expectations to all students;*
- *Establish and implement a clear system to recognize students for meeting these expectations;*
- *Establish and implement a clear system to correct student misconduct;*
- *Provide additional behavioral/social support and intervention to students who demonstrate and/or are at risk of developing a pattern of inappropriate behavioral/social development;*
- *Communicate with parents concerning the child's conduct and progress; and*
- *Inform students, parents, and staff of the Murfreesboro Discipline Foundation Policy.*

It shall be the responsibility of all Murfreesboro City School teachers to:

- *Maintain an orderly, planned, and varied instructional climate that includes materials and activities of interest to students;*
- *Establish, post, and actively teach clear and positively stated class rules that are consistent with the school-wide behavioral/social expectations;*
- *Establish and implement a clear system to recognize students for complying with class rules and procedures;*
- *Establish and implement a clear system to correct student misconduct;*
- *Maintain open communication with parents; and*
- *Assist the principal in maintaining school-wide discipline.*

It shall be the responsibility of all Murfreesboro City School students to:

- *Learn and follow school-wide expectations and classroom rules;*
- *Learn and comply with rules regarding Bullying Prevention; e.g.*
 - *We will not bully others*
 - *We will try to help students who are bullied*
 - *We will try to include students who are left out*
 - *If we know that somebody is being bullied, we will tell an adult at school and an adult at home;*
- *Attend school on time, have necessary materials, and be ready to learn; and*
- *Dress and groom in a manner that is not distracting to the classroom atmosphere or to the educational process.*

It shall be the responsibility of all Murfreesboro City School parents to:

- *Ensure their child attends school every day, on time, and is ready to learn;*
- *Encourage their child to comply with all school-wide and classroom behavioral/social expectations and rules;*
- *Monitor and guide their child's academic progress by supervising homework, conferencing with teachers, and advocating for their child's education and the school's well-being.*
- *Demonstrate respect for all adults and students on school premises.*

Board Policy 6.3131

Legal References:

§49-6-4011, et seq

Student and Employee Safe Environment Act of 1996

Every student has a right to due process guaranteed by the Constitution of the United States of America for disciplinary action resulting in a suspension of ten (10) days or more or expulsion. Except in an emergency, the student shall be advised of the nature of his/her misconduct, be questioned about it, and be given an opportunity to explain his/her actions.

Students are to be reminded that in exercising their rights, they must not interfere with the rights of others, disrupt the educational program, or violate the laws of the federal, state, and local governments or the policies of the Murfreesboro City School System Board of Education.

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry should be conducted into the incident to ensure that the offender is accurately identified, that the offender understands the nature of the offense, and the offender knows the consequences of the offense for which the offender is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of the student's misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, the principal shall refer the case to the Disciplinary Hearing Authority.

Board Policy 6.302

Legal References:

Ingraham v. Wright, 430 U.S. 651 (1977)

Goss v. Lopez, 410 U.S. 565 (1975)

T.C.A. §49-6-3401(c)(4)(A)

Interrogations by School Personnel

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning should be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively, or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the Code of Acceptable Behavior and Discipline, the principal may interrogate the student without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

Interrogations by Police (At Administrator's Request)

If the principal has requested assistance by the police department to investigate a crime involving the school, the police shall have permission to interrogate the student in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The use of a female police officer or a female staff member is desirable in the interrogation of female students.

Police-Initiated Interrogations

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation and inform the principal of the probable cause to investigate within the school. The principal shall notify the director of schools and make a reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. If practicable, the use of female staff members or police officers should be considered in any interrogation of female students.

Searches by School Personnel

Any principal or principal's designee having reasonable suspicion may search any student, place, or thing on school property, or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (notice shall be posted in the school parking lot that vehicles parked on school property by

students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons), and containers or packages if the principal receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger or harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance, and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student is reasonably believed to have violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonable, related to the objectives of the search, and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

School officials may conduct hand-held or walk-through metal detector checks of a student's person or personal effects.

Searches by Police

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons, or items of an illegal or prohibited nature.

If the principal has received reliable information which the principal believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, the principal shall request police assistance, and procedures to obtain and execute a search warrant shall thereafter be followed unless there are grounds for a warrantless search. Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be seized and admitted as evidence in any hearing, trial, suspension, or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student, or if it has no significant value, the item may be destroyed, but only with the express written permission of the Director of Schools.

Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in T.C.A. §49-6-4202 shall be turned over to an appropriate law enforcement official.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or the principal's designee may request the assistance of a law enforcement officer to:

1. Search any areas of the school premises, any student, or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered. If practicable, the use of female staff members or police officers should be considered in any search of female students.

Board Policy 6.303

Legal Reference:

T.C.A. §49-6-4202 through T.C.A. §49-6-4212

The Discipline Foundation Policy is based on the Multi-Tiered Systems of Support (MTSS) model and incorporates Tennessee's Response to Instruction and Intervention for Behavior (RTI2-B) Model. RTI2-B is a research-based, effective approach to promote, teach, and reinforce the social, emotional, and academic learning skills necessary to improve and sustain academic achievement as well as the social/behavioral well-being of students. The Response to Instruction and Intervention for Behavior (RTI2-B) model of intervention aligns school-wide positive behavior support and Response to Intervention (RTI) to create comprehensive and integrated multi-tiered systems of support to address the academic and social/behavioral needs of all students.

The most effective alternative to suspension is prevention. The Response to Instruction and Intervention for Behavior (RTI2-B) model provides increasingly intensive and individualized intervention to address academic and social/behavioral skill deficits.

Tier One social/behavioral supports and interventions are built on a strong community and school connection that engages all stakeholders (students, parents/guardians, staff, and community members) in the development of universal behavioral and social expectations and procedures. Tier One interventions are preventative in nature and are taught to ALL students throughout the school year. Tier One interventions include:

- Explicit teaching and modeling school-wide positive behavior expectations and procedures
- Effective instruction and classroom management
- Effective procedures and supervision in non-classroom areas
- Positive reinforcement and recognition for appropriate behaviors for all students
- Bullying prevention program
- Consistent consequences for inappropriate behaviors
- Active monitoring and supervision across all school related settings

Tier Two supports and interventions provide more focused social/behavioral interventions for students who do not respond to Tier One intervention. The goals of Tier Two supports and interventions are to reverse existing social/behavioral challenges that emerge. Tier Two interventions involve specialized intervention groups or low-intensity individualized supports designed to address students' acquisition, fluency, or performance of appropriate social/behavioral skills. Tier Two interventions include:

- Small group social skills instruction
- Behavior support plans
- Increased academic support
- Mentoring program
- Behavior contracts
- Check-in/check-out program
- Token economies
- Self-monitoring plans

Tier Three supports and interventions provide specialized, intensive systems of support for students who are at heightened risk for school failure because they have not responded to Tier One or Tier Two intervention efforts. Tier Three supports and interventions include:

- Functional behavioral assessment
- Function-based behavior intervention plan
- Individual counseling
- Intensive academic support based on child's level of need
- Multi-agency collaboration

PLEASE NOTE that the lists of interventions referenced above are intended to provide guidance and are not inclusive of all possible supports and interventions.

DISCIPLINE PROCEDURES

Students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process. The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

Misbehavior: Level One

<i>Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled, by an individual staff member, with Tier One supports and interventions (Board Policy 6.3132).</i>		
<i>Examples (not an exclusive listing):</i> <ul style="list-style-type: none">• <i>Demonstrated lack of respect for school staff members or any authorized individual</i>• <i>Demonstrated lack of respect for fellow students</i>• <i>Classroom disturbances</i>• <i>Classroom tardiness</i>• <i>Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.</i>• <i>Cheating and lying</i>• <i>Abusive language</i>• <i>Non-defiant failure to do assignments or carry out directions</i>• <i>Victimization of any student (Bullying, Cyber-bullying, Harassment, or Hazing) Any of the above behaviors committed on a school bus</i>	<i>Disciplinary Procedures:</i> <ul style="list-style-type: none">• <i>Immediate intervention by a staff member</i>• <i>Determine what offense was committed and the severity</i>• <i>Determine offender and that the offender understands the nature of the offense</i>• <i>Employ disciplinary options</i>• <i>Maintain a written record of the offense and disciplinary action</i>	<i>Disciplinary Options:</i> <ul style="list-style-type: none">• <i>Tier One Interventions</i>• <i>Re-teach and reinforce school-wide and classroom expectations and procedures</i>• <i>Review classroom behavior system and adjust as needed</i>• <i>Parent/student conference</i>• <i>Social skills instruction</i>• <i>Written reflection activity</i>

Misbehavior: Level Two

<p><i>Misbehavior whose frequency or seriousness tends to disrupt the learning environment of the school and/or behaviors that have not responded to consistent implementation of Tier One interventions. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require action on the part of administrative personnel.</i></p>		
<p><i>Examples (not an exclusive listing):</i></p> <ul style="list-style-type: none"> • Continuation of unmodified Level 1 behaviors • School or classroom truancy • School or classroom tardiness • Use of tobacco • Use of forged notes or excuses • Disruptive classroom behavior • Harassment in violation of Board Policy • Defiant failure to do assignments or carry out directions • Bullying (See Board Policy 6.304) • Unauthorized use of personal electronic devices • Victimization of any student (Bullying, Cyber-bullying, Harassment, or Hazing) • Creation, transmission, or carrying of material that may be considered obscene on school grounds, as defined by T.C.A. §39-17-1901 • Any of the above listed behaviors committed on a school bus 	<p><i>Disciplinary Procedures:</i></p> <ul style="list-style-type: none"> • Student is referred to principal for appropriate disciplinary action • Principal meets with student and teacher • Principal hears accusation made by accusing party and permits student the opportunity of explaining the student's conduct, denying it, or explaining any mitigating circumstances • Principal takes appropriate disciplinary action and notifies teacher of action • Depending on severity, notify parents • Principal shall maintain a written record of the offense and disciplinary action • Referral to behavior support team 	<p><i>Disciplinary Options (Tier Two):</i></p> <ul style="list-style-type: none"> • Confirm that all Tier One Interventions are implemented and monitored consistently • Tier Two Interventions • Parent/student conference • Written reflection activity • Teacher/schedule change • Peer mediation • Conflict resolution • Social skills instruction • Small group counseling • In-school suspension • Referral to appropriate community resources • Out-of-school suspension (not to exceed ten (10) days) • Removal

Misbehavior: Level Three

<p><i>Acts directly against persons or property, but the consequences do not seriously endanger the health or safety of others in the school.</i></p>		
<p><i>Examples (not an exclusive listing):</i></p> <ul style="list-style-type: none"> • Continuation of unmodified Level 1 or Level 2 behaviors • Fighting (simple) • Hazing, Bullying, Cyber-bullying • Vandalism (minor) • Stealing • Threats to others • Harassment in violation of Board Policy • Look-alike drugs • Look-alike weapons •) • Any of the above listed behaviors committed on a school bus 	<p><i>Disciplinary Procedures:</i></p> <ul style="list-style-type: none"> • Student is referred to principal for appropriate action • Principal meets with student and teacher • Principal hears accusation made by accusing party and permits student the opportunity of explaining the student's conduct, denying it, or explaining any mitigating circumstances • Principal takes appropriate disciplinary action and notifies teacher of action • Principal may refer incident to Director of Schools and make recommendations for consequences. • Notify Parents • If student's school assignment is to be changed, adequate notice shall be given to the student and the student's parents of the charges against the student, the student's right to appear at a hearing, and to be represented by a person of the student's choosing • A student may appeal a change in school assignment to the Board • Director/Principal shall maintain written record of the offense and disciplinary action • Referral to behavior support team (Tier Two/Tier Three) 	<p><i>Disciplinary Options (Tier Two):</i></p> <ul style="list-style-type: none"> • Confirm that all Tier One and Tier Two Interventions have been implemented and monitored consistently • Tier Three Interventions • Parent/student conference • Written reflection activity • Teacher/schedule change • Peer mediation • Conflict resolution • Small group counseling • Social skills instruction • Restitution for loss, damage, or stolen property • In-school suspension • Out-of-school suspension not to exceed ten (10) days • Individual counseling • Referral to appropriate community resources

Misbehavior: Level Four

<p>Acts which result in violence to another's person or property, or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of Education.</p>		
<p><i>Examples (not an exclusive listing):</i></p> <ul style="list-style-type: none"> Continuation of unmodified Level 1, Level 2, or Level 3 behaviors Death threat (hit list) Extortion Bomb threat Possession/transfer of firearm* (See Board Policy 6.309 – Zero Tolerance) Possession/use/transfer of dangerous weapons Assault Battery of a student Battery of a teacher, principal, administrator, or any other school staff members* (See Board Policy 6.309 – Zero Tolerance) Hazing Vandalism Theft/possession/sale of stolen property Arson Possession of unauthorized substances* (See Board Policy 6.309 – Zero Tolerance) Use/transfer of unauthorized substances Possession/use/sale/transfer of alcoholic beverages Possession/distribution of any drug paraphernalia Harassment in violation of Board Policy 6.304 Bullying (See Board Policy 6.304) Any of the above listed behaviors committed on a school bus 	<p><i>Disciplinary Procedures:</i></p> <ul style="list-style-type: none"> Principal confers with appropriate staff member(s) and with the student Principal hears accusation by accusing party and permits the student the opportunity of explaining conduct Parents are notified Law enforcement officials are contacted when appropriate or when a delinquent act has been committed Incident is reported and recommendations are made to the Director of Schools Complete and accurate reports are submitted to the Director of Schools Student is given right to request a hearing before the Disciplinary Hearing Authority Referral to behavior support team 	<p><i>Disciplinary Options:</i></p> <ul style="list-style-type: none"> Confirm that all Tier Two Interventions are implemented and monitored consistently Parent/student conference Individual counseling Referral to appropriate community resources Out-of-school suspension Expulsion Other hearing authority or Board action which results in inappropriate placement

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

ADDITIONAL GUIDELINES:

1. A student shall not be suspended solely because charges are pending against the student in juvenile court or another court.
2. A principal shall not impose multiple consecutive short-term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in the conduct grade.

Board Policy 6.313

Legal References: T.C.A §49-6-32-1

T.C.A §49-6-3007 (h)

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

T.C.A. §49-6-4101, et. Seq., "School Discipline Act"

T.C.A. §39-17-1901

Tobacco-Free Schools

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, vapor devices, and associated paraphernalia are prohibited on all school grounds and in all vehicles that are owned, leased, or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

Any student who uses or possesses tobacco products may be subject to discipline up to and including suspension and a citation by the school resource officer. The Director of Schools, in cooperation with the juvenile court and the local police/sheriff's department, is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations. Parents and students shall be notified of this citation requirement at the beginning of each school year.

Board Policy 1.803

Legal References:

T.C.A. §39-17-1604(6)(10)

T.C.A. §39-17-1605

T.C.A. §39-17-1606

T.C.A. §39-17-1505

Drug-Free Schools

In order to protect the rights of students, safeguard the learning environment, and contribute to a "Drug-Free" community, the Director of Schools shall establish a plan for dealing with alcohol and drugs which shall include, but not be limited to, the following:

- 1. Appropriate ways for handling alcohol/drug-related medical emergencies;*
- 2. Guidelines for reporting alcohol/drug incidents and illegal activities;*
- 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources for appropriate help; and*
- 4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies, and judicial officials.*

Each school will follow the guidelines set forth below to safeguard students and staff and to maintain a positive learning environment:

- 1. Clothing and accessories bearing slogans that are about or suggestive of drugs, alcohol, sex, obscenities or prove to be a disturbing influence shall not be allowed in the Murfreesboro City School System.*
- 2. Students shall not possess, distribute, use or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Students shall not possess, distribute, or use any drug paraphernalia in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.*
- 3. Students shall not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.*
- 4. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials, and take appropriate disciplinary action as afforded through the Board disciplinary policies.*
- 5. *Any student possessing unlawfully any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana) shall be expelled for a period of not less than one (1) calendar year, year, except that the Director of*

Schools shall have the authority to modify the expulsion on a case-by-case basis.

6. **Any student unlawfully using or being under the influence of any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana) shall be expelled for a period of not less than one (1) calendar year, except the Director of Schools shall have the authority to modify this expulsion on a case-by-case basis.*
7. **Any student selling, distributing, or transferring any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana) shall be expelled for a period of not less than one (1) calendar year, except the Director of Schools shall have the authority to modify this expulsion on a case-by-case basis.*
8. *The substance and/or paraphernalia shall be held by the principal until such time as delivered to or requested by the law enforcement authorities in charge.*

Zero tolerance offenses are indicated by an "" as set forth above.*

Through the use of state guidelines, the Director of Schools shall be responsible for:

1. *Developing and implementing an appropriate curriculum on alcohol and drug education for students;*
2. *Providing adequate information and training for all staff personnel as appropriate to their responsibilities;*
3. *Implementing the relevant portions of the Drug-Free Youth Act;*
4. *Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and*
5. *Providing notification to parents and students that compliance with this policy is mandatory.*

Students shall not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic 16 beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds.³ This includes but is not limited to abuse of 18 inhalants and prescription drugs.

Swift, certain, and severe disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs will be made available through the school counselor.

Board Policy 6.307

Legal References:

*TRRMS 0520-01-03-.08(2)(d)
20 USCA 7116; 34 CFR 86.200
T.C.A. §39-17-417
T.C.A. §39-17-715
T.C.A. §49-6-4209
T.C.A. §49-6-3401
T.C.A. §49-6-4213*

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and /or buses, or off the school grounds at a school-sponsored activity, function, or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to "any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles...[.]"

Violators of this section shall be subject to suspension and/or expulsion from school.

Notification

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the juvenile justice system as required by law.

Board Policy 6.3091

Legal Reference: T.C.A. §39-17-1309

Suspensions and Expulsions/Remand

Definitions

- Suspension: *dismissed from attendance at school for any reason for not more than ten (10) consecutive school days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.*
- Expulsion: *removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.*
- Remand: *assignment to an alternative school.*

Reasons for Suspension/Expulsion

Any principal or assistant principal (herein called principal) may suspend/expel any student from attendance at school, or any school-related activity on or off campus, or from attendance at a specific class or classes, or from riding a school bus without suspending such student from attendance at school (in-school suspension). Any such suspension shall be for good and sufficient reasons including, but not limited to:

1. *Willful and persistent violation of the rules of the school;*
2. *Immoral or disreputable conduct, including vulgar or profane language;*
3. *Violence or threatened violence against the person of any personnel attending or assigned to any school;*
4. *Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;*
5. *Inciting, advising, or counseling of others to engage in any of the acts herein enumerated;*
6. *Marking, defacing, or destroying school property;*
7. *Possession of a pistol, gun, or firearm on school property; 3 23*
8. *Possession of a knife and other weapons, as defined in TCA 39-17-1301, on school property;*
9. *Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene, or threatening language;*
10. *Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101; 3 27*
11. *Engaging in behavior which disrupts a class or school-sponsored activity;*
12. *Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;*
13. *One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school or a school activity;*
14. *Off-campus criminal behavior that meets the requirements of T.C.A. 49-6-3401(a)(14) and when the student's continued presence in school poses a danger to persons or property or disrupts the educational process; and*
15. *Any other conduct prejudicial to good order or discipline in any school.*

In-School Suspension

1. *Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and*
2. *Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and class work assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.*

Procedures for Suspension, In-School Suspension and Expulsion

1. *Unless the student's continued presence in the school, class, or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.*
2. *Upon suspension/expulsion of any student (including in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted and arrangements have been made.*
3. *The principal shall notify the parent or guardian and the Director of Schools or designee in writing of:*
 - a. *The suspension/expulsion and the cause for it; and*
 - b. *A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension or expulsion.*
4. *Immediately following the scheduled meeting, whether attended by the parent or guardian or student, the principal*

shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.

5. If at the time of the suspension, the principal determines that an offense has been committed which, in the judgment of the principal, would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as the principal deems reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student, or any employees of the school system if requested by the student.
7. The appeal from this decision shall be to the Board or to a Disciplinary Hearing Authority appointed by the Board.
8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take final examinations or submit required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

Special Education Students

Those students falling under the purview of IDEA will be disciplined in accordance with federal and state regulations for IDEA students.

Board Policy 6.316

Legal References:

T.C.A. §49-6-3007(g)

T.C.A. §49-2-203(a)(8)

T.C.A. §49-6-3401(a)

T.C.A. §49-6-4216

T.C.A. §39-17-1309

T.C.A. §39-17-417

T.C.A. §49-6-3401(b)(1)

T.C.A. §49-6-3491(4)-(6)

Individuals with Disabilities Act Amendments of 1997

Zero Tolerance Offenses

In order to ensure safe and secure learning environments free of drugs, violence, and firearms, it is necessary to impose swift, certain, and reasoned punishment on any student who violates certain standards regarding firearms, drugs, and violence. The principal or principal's designee is responsible for investigating alleged violations of this policy, and for taking disciplinary action up to and including the issuance of an expulsion. Upon determining that a student has committed a Zero Tolerance offense, the principal shall expel the student for a period of not less than one (1) calendar year, subject only to the due process procedures set forth in Board Policy 6.316 and 6.309 and to the authority of the Director of Schools to modify the expulsion requirement on a case-by-case basis.

Zero-Tolerance Offenses

In accordance with T.C.A. §49-6-3401(g), Zero Tolerance offenses include:

1. Bringing a firearm to school and/or the unauthorized possession of a firearm on school property; the term "firearm" has the same meaning as set forth in 18 U.S.C.A. §921(a)(3), and includes: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device;
2. Unlawful possession, use, sale, distribution, or delivery of any drug, including any controlled substance, as defined in T.C.A. §§39-17-403 through 39-17-415, or legend drug, as defined in T.C.A. §53-10-101; and
3. Battery of a teacher, principal, administrator, or any other employee of the school, where battery is defined as intentionally, knowingly, or recklessly causing bodily injury to another, or causing physical contact with another person that is extremely offensive or provocative.
4. Transmittal by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention commits a zero-tolerance offense.

This policy shall be published in the Code of Conduct as set forth in the Parent/Student Handbook and provided annually to all teachers, administrative staff, and parents.

Notification

When a student is charged with a Zero Tolerance offense, the principal shall follow the notification procedures for suspension, in-school suspension, and expulsion set forth in Board Policy 6.316.

Appeal

An appeal of a principal's Zero Tolerance offense determination must be filed, orally or in writing, within five (5) days after receipt of the notice required by Board Policy 6.316. The appeal may be filed by the student's parent or guardian, the student, or any employee of the school system if requested by the student.

The Disciplinary Hearing Authority (DHA) shall hear any such initial appeal in accordance with procedures set forth in Board Policies 6.317; provided, however, that the scope of the DHA's review shall be limited to the issue of whether or not the student committed a Zero Tolerance offense. In the event the DHA finds that the evidence does not support the principal's determination that the student committed a Zero Tolerance offense, then the DHA shall reverse the expulsion. If, however, the DHA finds that the evidence does support the principal's determination, it must affirm the expulsion. In affirming the expulsion, the DHA may recommend a lesser punishment for consideration by the Director of Schools, if it determines that the facts and circumstances of the case warrant such a modification in penalty.

If a review of the DHA's determination is requested by the principal or on behalf of the student, the Board shall either review the record or grant a second hearing. The scope of the Board's review shall be limited to the issue of whether or not the student committed a Zero Tolerance offense. In the event the Board finds that the evidence does not support the DHA's determination that the student committed a Zero Tolerance offense, then the Board shall reverse the expulsion. If, however, the Board finds that the evidence does support the principal's determination, it must affirm the expulsion. In affirming the expulsion, the Board may recommend a lesser punishment for consideration by the Director of Schools, if it determines that the facts and circumstances of the case warrant such a modification in penalty.

In accordance with T.C.A. §49-6-3401(g), only the Director of Schools has authority to modify the required one-year expulsion where the evidence indicates that a student has committed a Zero Tolerance offense. The Director of Schools may exercise this authority at any stage of the appeals process.

Board Policy 6.309

Legal References: 18 U.S.C. 921

T.C.A. §49-6-4216(b)

T.C.A. §49-6-3401(g)

T.C.A. §49-6-4209

T.C.A. §39-17-1312

Student Disciplinary Hearing Authority

A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended, expelled, or remanded for more than ten (10) school days and who file an appeal of the disciplinary decision, orally or in writing, within five (5) days after receipt of the notice. An appeal may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system, if requested by the student.

Each hearing shall be conducted by at least three (3) members of the DHA, one of whom must be a licensed employee of the Board. The hearing must be held; a decision must be rendered; and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. The DHA shall give written notice of the time and place of the hearing to the parent or guardian, the student, the school official who ordered the suspension, and the MCS licensed employee who filed the request for the hearing, if applicable. Notification of the decision shall include a statement of the right of either party to request a review by the Board within five (5) days after receiving the decision.

The DHA may take the following disciplinary actions:

- 1. Affirm the decision of the school principal;*

2. Order removal of the suspension/expulsion unconditionally;
3. Order removal of the suspension/expulsion upon such terms and conditions as it deems reasonable within the policies of the Board and State law;
4. Remand the student to alternative placement; or
5. Suspend/Expel the student from any school or assign to alternative placement for a specified period.

A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the DHA.

Only after exhausting appeal procedures, may the principal, principal-teacher, assistant principal or the student (or the student's parents) request review by the Board of Education. The appeal to the Board must be presented to the Director in writing within five (5) days after the date of the Disciplinary Hearing Authority decision. Absent a timely appeal, the decision shall be final.

If a review of the hearing is requested by either the student or principal, the Board shall either review the record or grant a second hearing. If the Board chooses to review the record, it shall:

1. Affirm the decision of the hearing authority; or
2. Modify the decision to a lesser penalty; or
3. Grant a hearing before the Board.

If the Board chooses to grant a hearing, it may:

1. Affirm the decision of the hearing authority; or
2. Modify the decision in any manner including imposing a lesser or more severe penalty than that of the DHA*.

If the Board conducts a hearing as a result of a request for review by a student, principal, principal-teacher or assistant principal, then, notwithstanding any provision of the open meetings laws compiled in Title 8, Chapter 44, or other law to the contrary, the hearing shall be closed to the public, unless the student or student's parent or guardian requests in writing within five (5) days after receipt of the written notice of the hearing that the hearing be conducted as an open meeting. If the Board conducts a hearing as a result of a request for review by a student, principal, principal-teacher, or assistant principal that is closed to the public, then the Board shall not conduct any business, discuss any subject or take a vote on any matter other than the appeal to be heard. Nothing in this handbook, Board Policy, or T.C.A. §49-6-3401(c)(6) shall act to exclude the Department of Children's Services from the disciplinary hearings when the Department of Children's Services is exercising its obligations under T.C.A. §37-1-140.

The action of the Board shall be final.

**Note: Notwithstanding anything herein to the contrary, if the student is determined to have knowingly violated the zero-tolerance prohibitions against firearms, drugs, drug paraphernalia, or assault on a school employee and has been given fair due process procedures, only the Director may modify the one-calendar-year suspension from school.*

Board Policy 6.317

Legal Reference:

T.C.A. §49-6-3401(c)(4)
 T.C.A. §39-17-1309; 18 U.S.C. 921
 T.C.A. §49-6-4216 (Zero Tolerance)
 T.C.A. §49-6-4202 (Definitions of dangerous weapons, drugs, drug paraphernalia, etc.)
 T.C.A. §49-6-3401 (Suspension of Students)
 T.C.A. §49-6-4209
 T.C.A. §49-6-3402

Disposal of Contraband

Any dangerous weapon or drug located by the principal or other school system employee shall be turned over to the appropriate law enforcement agency for proper disposal.

Board Policies 6.303, 6.3091

Legal Reference:

T.C.A. 49-6-4210

Admission of Suspended or Expelled Students

The Board may deny admission of any student (except those in state custody) who has been expelled or suspended from another school system in Tennessee or another state even though the student has established residency in the Murfreesboro City Schools district.

After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding the suspension/expulsion from the former school system and make a recommendation to the Board to approve or deny the request.

The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion. If the action of the Board is to deny admission, the Director of Schools shall, on behalf of the Board of Education, notify the Commissioner of Education of the decision.

Any school system that accepts enrollment of a student from another school system may dismiss the student if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.

Board Policy 6.318

Legal Reference:

T.C.A. §49-6-3401(f)

20 U.S.C.A 1232B(b)(4)(h)

Gang Activity or Association

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group presents a clear and present danger and is prohibited. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The Director of Schools will establish procedures and regulations to ensure that any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or practicing in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

Board Policy 6.3101

Legal Reference:

T.C.A. §49-6-4215

Bullying

Harassment, intimidation, bullying, cyber-bullying, and hazing, like other disruptive or violent behavior is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment.

Because students learn by example, school administrators, faculty, staff and volunteers shall demonstrate appropriate behavior by treating others with civility and respect and refuse to tolerate harassment, intimidation, bullying, or cyber-bullying and encourage others to do so as well. Students shall be provided a safe and civil environment in which to learn

and achieve high academic standards. It shall be a violation of Board Policy 6.304 - Anti-Harassment, Intimidation, Bullying, Cyber-Bullying, and Hazing, for any student, school employee, volunteer, or any other person to harass, intimidate, bully, cyber-bully, or haze a student. This policy shall be disseminated annually to all school staff, students, and parents. This policy cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop.

Principals are responsible for ensuring the policy is implemented and are responsible for educating and training the respective staff and students as to the definition and recognition of harassment, intimidation, bullying, and/or cyber-bullying.

DEFINITIONS

1. "Cyber-bullying" means bullying undertaken through the use of electronic devices;
2. "Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;
3. "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:
 - a. If the act takes place on school grounds, at any school sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:
 - i. Physically harming a student or damaging a student's property;
 - ii. Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
 - iii. Causing emotional distress to a student or students; or
 - iv. Creating a hostile educational environment; or
 - v. The conduct is aimed at defining a student in a sexual manner or the conduct is impugning the character of a student based on allegations of sexual promiscuity; or
 - b. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.
4. "Hazing" means any intentional or reckless act in this state, on or off LEA property, by one (1) student acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

EXPECTATIONS

Murfreesboro City Schools students shall:

1. Demonstrate appropriate behavior.
2. Treat others with civility and respect.
3. Refuse to tolerate harassment, intimidation, bullying, cyber-bullying or hazing and encourage others to do so as well.

FILING A COMPLAINT

The Murfreesboro City School System hereby establishes the following procedure for reporting an act of harassment, intimidation, bullying, cyber-bullying, or hazing. Alleged victims of harassment, intimidation, bullying, cyber-bullying or hazing or their parents/guardians shall report such incidents immediately to a teacher, school counselor or school principal. All school employees are required to report alleged violations of the bullying and harassment policies to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Such reports may be made anonymously by the student by informing a teacher, principal, or school counselor. However, nothing in this policy shall be construed to permit formal disciplinary action solely on the basis of an anonymous report. In addition, while reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

INVESTIGATION

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance;
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school; or
- It endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety.

Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If the report is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the forty-eight (48) hours timeframe. The principal/ designee shall notify the parent/legal guardian when a student is involved in an act of harassment, intimidation, bullying, cyber-bullying, or hazing. The principal/ designee shall provide information on district counseling and support services. Students involved in an act of harassment, intimidation, bullying, cyber-bullying, or hazing shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed, and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.

The investigation should include:

- Interview of the alleged offender
- Interview of the complainant and/or victim if different person
- Interview of possible witnesses

RETALIATION AND REPORTING

Reprisal or retaliation against any person who reports any act of harassment, intimidation, bullying, or cyber-bullying is strictly prohibited under this policy. Anyone who engages in such reprisals or relation or refuses to cooperate or gives false information during the course of an investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

A school employee, student, or volunteer shall not engage in reprisal or retaliation against a victim of, witness to, or person with reliable information about an act of harassment, intimidation, bullying, cyber-bullying, or hazing. A school employee, student, or volunteer who witnesses or has reliable information that a student has been subjected to an act of harassment, intimidation, bullying, or cyber-bullying is encouraged to report the act to the principal of the school. Pursuant to T.C.A. §49-6-4505(c), a school employee who promptly reports an act of harassment, intimidation, bullying, or cyber-bullying to the principal in compliance with this policy is immune from a cause of action for damages arising from any failure to remedy the reported act.

A school employee, student or volunteer who witnesses or possesses reliable information that a student has transmitted by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee, as prohibited by T.C.A. §49-6-4216, shall report such information to the principal. Such school official shall make a determination regarding the administration of the report.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. A substantiated charge against an employee may result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. A student who commits an act of harassment, intimidation, bullying, or cyber-bullying shall be subject to the appropriate consequences and remedial actions as listed in Board Policy 6.313 "Code of Behavior and Discipline." The level of remedial action as identified in Board Policy 6.313 "Code of Behavior and Discipline" will depend on the severity of the act, the age of the offender, the facts of the particular situation, and prior violation of this policy. An employee who commits an act of harassment, intimidation, bullying or cyber-bullying shall be subject to appropriate consequences and remedial actions.

APPEAL

A student disciplined for violation of this policy may appeal the decision as set forth in accordance with Board Policy

6.313 "Code of Behavior and Discipline." An employee disciplined for violation of this policy may appeal the decision by contacting the Human Resource Department for Murfreesboro City Schools in accordance with MCS employee discipline policies.

REPORTS

This policy shall be published in the parent/student handbook distributed annually to every student.

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of Board Policy 6.304 and T.C.A. §49-6-4503.

Board Policies 6.304, STU 6.313

Legal References:

T.C.A. §§ 49-6-4501 through 49-6-4506

20 USCS §§ 1681 to 1686

T. C. A. § 49-2-120

Discrimination / Harassment of Students

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for anyone to discriminate against or harass a student through conduct or communication that is sexual, racial, ethnic, or religious in nature.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, gestures, or words (either written or spoken) of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Students who believe themselves to be victims of any type of discrimination/harassment shall report these incidents immediately to a teacher, counselor or building administrator. Witnesses to discrimination/harassment are strongly encouraged to report these incidents immediately. Allegations of discrimination/harassment shall be fully investigated by a student complaint manager.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations and legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion.

Retaliation is prohibited against any person who reports harassment or participates in an investigation. However, anyone who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and shall be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Filing a Complaint

Any student of this school system who wishes to file a discrimination/harassment grievance against another student or an employee of the system may file a written or oral (recorded, if possible) complaint with a student complaint manager.

Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a student complaint manager of the allegation. The complaint should include the following information:

1. Identity of the alleged victim and person accused;
2. Location, date, time and circumstances surrounding the alleged incident;
3. Description of what happened;
4. Identity of witnesses; and
5. Any other evidence available.

Investigation

Within twenty-four (24) hours of receiving the student's complaint, the student complaint manager shall notify the complaining student's parent/guardian and the principal who shall inform the Director of Schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) workdays from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the student complaint manager, shall attend and may serve as the student's advocate.

After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complaint will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and Director of Schools. One copy shall be kept in the student complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The Director of Schools shall keep the Board informed of all complaints.

Decision and Appeal

If a party is not in agreement with the findings of fact as reported by the student complaint manager, an appeal may be made, within five (5) workdays, to the Director of Schools. The Director of Schools will review the investigation, make any corrective action deemed necessary and provide a written response to the appellant. If a party is not in agreement with the Director of Schools' findings of fact, a written appeal may be made to the Board of Education within five (5) workdays. The Board shall within thirty (30) days from the date the appeal was received, review the investigation and the actions of the Director of Schools and may support, amend or overturn the actions based upon review and report their decision in writing to the appellant. This complaint procedure shall not be construed to create an independent right to a Board hearing.

Board Policy 6.304

Legal References:

Title IX, Education Amendment of 1972, 20 U.S.C. 1681, et seq.

Title VII; 29 CFR 1604

Title VI of the Civil Rights Act of 1964

Care of School Property

All system employees and contracted system employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall notify the Maintenance Department for assistance in determining the extent of any damages and securing the area in question. The Technology Department shall also be notified to be made aware of any security camera reviews that need to be made. An investigation shall be carried out in cooperation with law enforcement officials when appropriate.

School property is defined as buildings, buses, books, equipment, records, instructional materials, or any other item or property under the jurisdiction of the Board.

When the person causing the damage or loss has been identified and the costs of repair or replacement have been determined by the Maintenance Department or other appropriate entity knowledgeable about the item damaged or lost, the Director of Schools, in conjunction with the City's Risk Manager, depending on the type of loss, shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent or guardian.

In addition, the system may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student's parent/guardian has paid for the damages.

When the minor and parent are unable to pay for the damages, the system shall provide a program of voluntary work for the minor. Voluntary work will not exceed light duty physical labor; i.e., pulling weeds, washing windows at a site where an event occurred. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Board Policy 6.311

Legal Reference: T.C.A. §§ 37-10-101-103

Student Fees and Fines

Fees

School fees are defined as follows:

- 1. Fees for activities that occur during regular school hours, including field trips. Any portion of which fall within the school day;*
- 2. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies;*
- 3. Fees or tuition applicable to courses taken for credit or grade during the summer by a student; except that non-resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses;*
- 4. Fees required for graduation ceremonies;*
- 5. Fees for a copy of the student's records; and*
- 6. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies.*

School fees are not:

- 1. Fines imposed on all students for late-returned library books; parking or other traffic fine imposed for abuse of parking privileges on school property; or reasonable charges for lost or destroyed textbooks, library books, workbooks or any other property of the school;*
- 2. Debts incurred pursuant to Rule 0521-01-030.03(13), Withholding of Student Grades for Debts Owed to the School;*
- 3. Refundable security deposits collected by a school for use of school property for participation in extracurricular activities;*
- 4. Costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs or social events; (including but not limited to interscholastic athletics, Science Olympiad, jump rope teams, chorus, band, and Extended School Program fees); and*
- 5. Non-resident tuition charged of all students attending a school system other than the one serving their place of residence.*

No fee will be charged any student as a condition of attending school, but students shall be responsible for supplying their own normal school supplies, as set forth on the school supply list which may include but not be limited to, pencil, paper, glue, and crayons.

School fees shall be waived for students who are eligible to receive free or reduced-price school lunches. The application of determining eligibility for free or reduced-price lunches or a form supplied by the State Department of Education shall be used to verify student eligibility for fee waivers.

At the beginning of the school year, each principal shall be responsible for providing to all students and their parents or guardians written notice of the required student fees and the process for fee waiver for students who receive free or reduced-price meals. The parent or guardian of an eligible student must sign the appropriate application for free or reduced-price meals and the waiver of school fees but may pay for all or a portion of the school fees. Written notice of approval or denial of request for fee waivers shall be provided to all parents or guardians. Any denial shall contain specific grounds for denial and an opportunity for the parent or guardian to meet with appropriate school personnel.

No later than the July meeting of the Board, the Board, upon the recommendation of the principals and Director of Schools,

shall approve all known student fees for the upcoming school year. Additional fees may be approved during the year as needed.

The Director of Schools shall be responsible for maintaining copies of all correspondence relating to Board Policy 6.709.

No employee may charge a student for any service rendered on the school premises. Tutoring one's own student for pay is prohibited.

Fines

The principal shall be responsible for notifying students of any unpaid fines prior to the end of the school year.

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, computers, band instruments, and records, will be responsible for the actual cost of replacing or repairing such materials, equipment, computers, and band instruments.

The report card of a student who is responsible for vandalism or theft who has otherwise incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. Any and all efforts may be taken to collect a debt owed to MCS. After such fines are paid, the report card will be released to the parent and student.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in the matter being referred to the Board for final disposition.

Textbooks are available free to students as a loan. Parents are fully responsible for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and book number shall be recorded by the teacher issuing it. The life of the book is considered to be six (6) years. Charges for lost or severely damaged books will be the replacement cost of the book. For normal wear, there will be no charge.

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:

- 1. Pay any activity fee;*
- 2. Pay a library or other school fine; or*
- 3. Make restitution for lost or damaged school property.*

According to State Department of Education interpretation, an individual with a disability should not be denied a copy of the individual's educational record, including but not limited to grade cards, diplomas, certificates of progress, transcripts, Individual Educational Plans, progress reports and other records in the student's file, notwithstanding the fact the student might owe for a lost notebook.

Board Policy 6.709 Legal

References:

T.C.A. §49-2-114 T.C.A. §49-6-

3001(a);

T.C.A. §49-2-110(c) T.C.A. §§ 37-

10-101 -102

TRR/MS 0520-01-03-.03(12)

TRR/MS 0520-01-03-.03(13)

Attorney General Opinion 03-027

Illness Guidelines

Students sent to the school nurse with symptoms of illness may be asked to put on a mask and assessed for communicable diseases and may be excluded according to policy 6.403 until written documentation is provided from a healthcare provider or the health department that they are safe to return.

Symptom/Illness	Should <u>NOT</u> attend school	<u>MAY</u> attend school
Fever	<input type="checkbox"/> Fever (>100°F)	<input type="checkbox"/> Fever resolved without the use of a fever reducing medication (Advil or Tylenol) for 24 hours
Cough	<input type="checkbox"/> Frequent, disruptive, uncontrollable cough	<input type="checkbox"/> When non-disruptive to the classroom setting
Sore Throat	<input type="checkbox"/> Sore throat, swollen lymph nodes, headache, nausea, and/or with fever (>100°F) <input type="checkbox"/> Positive Strep test or symptoms of Strep Throat	<input type="checkbox"/> After 24 hours on antibiotics <u>OR</u> <input type="checkbox"/> Negative throat culture <u>OR</u> <input type="checkbox"/> Resolving symptoms
Diarrhea or Vomiting	<input type="checkbox"/> Diarrhea (2 or more episodes) OR <input type="checkbox"/> Vomiting (1 episode)	<input type="checkbox"/> If free from diarrhea/vomiting without the use of medication for 24 hours
Pediculosis (Head Lice) *Exposure notification will be sent home for multiple cases in the same grade level.	<input type="checkbox"/> Live lice are present	<input type="checkbox"/> With proof of treatment <u>OR</u> <input type="checkbox"/> School nurse confirming lice-free before returning to class
Rash or Skin Infection	<input type="checkbox"/> Illness based rash or signs of skin infection that is undiagnosed by a medical provider	<input type="checkbox"/> When rash is improving <u>OR</u> <input type="checkbox"/> Written release from a medical provider
Conjunctivitis (Pink Eye)	<input type="checkbox"/> Eye appears to be infected <input type="checkbox"/> Eyelashes are matted <input type="checkbox"/> Think drainage is present	<input type="checkbox"/> Written documentation from a medical provider with return to school information AND/OR <input type="checkbox"/> After 24 hours of eye treatment <input type="checkbox"/> Non-infectious eye irritation (allergies, etc.)
COVID-19 *Exposure notification will be sent home for multiple concurrent cases in the same class **MCS Employees should report positive diagnosis of COVID-19 to their school nurse and complete the COVID reporting form on Skyward.	<input type="checkbox"/> Positive COVID-19 result, regardless of vaccination status should stay home and isolate from others for a minimum of 5 days from the onset of symptoms <input type="checkbox"/> Symptoms can be one or more of the following; cough, loss of taste or smell, fever, chills, congestion, sore throat, headache, fatigue, vomiting and/or diarrhea	<input type="checkbox"/> After 5 days from the onset of symptoms (Day 0) and improving symptoms or medical provider note indicating a date for return to school AND fever free for 24 hours without the use of medication
Flu	<input type="checkbox"/> Positive Flu test or doctor's diagnosis of Flu <input type="checkbox"/> Fever (>100°F)	<input type="checkbox"/> Improving symptoms or medical provider note indicating a date for return to school AND fever free for 24 hours without the use of medication
Hand Foot and Mouth *Exposure notification will be sent home to PreK and Little Sprouts when a case is identified in the classroom.	<input type="checkbox"/> Positive for HFM <input type="checkbox"/> Fever (>100°F), blisters/sores on hand, feet, or mouth area.	<input type="checkbox"/> Written release from a medical provider AND Fever resolved without the use of a fever reducing medication (Advil or Tylenol) for 24 hours AND <input type="checkbox"/> Blisters/sore have scabbed over
Chickenpox (Varicella) *Exposure notification will be determined by RCHD	<input type="checkbox"/> Itchy pink/red rash with small fluid filled blisters	<input type="checkbox"/> When all lesions are Scabbed over and dry with no new lesions, usually 5-7 days <input type="checkbox"/> If no fever without the use of medication for 24 hours

Administering Medication to Students

It is the policy of the Murfreesboro City Schools that all children's medication be administered by a parent at home. When necessary, school personnel may assist with self-administration under Board Policy 6.405. Medications with appropriate instructions must be delivered to the school by a responsible adult. Medications cannot be transported to or from school by students.

In the emergency situations, epinephrine, glucagon injections and/or rectal diazepam gel may be administered by school personnel provided they have received training regarding such medication administration and provided that written permission for administration from a parent or guardian has been obtained.

Board Policy 6.405

Legal References:

T.C.A. §49-50-1601, et seq.

Screening

Throughout the school year, Murfreesboro City Schools, with the office of Coordinated School Health, will perform the following health screenings:

- Vision
- Hearing
- Blood Pressure
- Height and Weight

These screenings help identify any health-related barriers to learning. The Coordinated School Health Program is a state-mandated program and is funded through the Tennessee Department of Education Coordinated School Health Improvement Act T.C.A. § 49-1-1002. The screenings are strictly voluntary, and there are no charges for these services. All screenings will maintain strict adherence to the confidentiality of each child and adolescent screened. The screenings do not qualify as an examination, but parents are encouraged to make sure your child has annual medical check-ups as well as bi-annual dental check-ups.

If we screen your child and find any alterations from a normal screening, we will contact you, but if you wish for your child to be excluded from any part of the health screenings, please notify Darla.Sampson@cityschools.net.

Communicable Diseases (Students)

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease which may endanger the health of either himself/herself or other individuals shall enter or remain in the regular school setting. If a school principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal shall:

1. Assign the student to a setting which will protect other students, employees and the student himself; or
2. Exclude the student from school until certification is obtained from a physician or the Rutherford County Health Department by either the parent or principal stating that the disease is no longer communicable.

If the principal has reason to believe that the student has a long-term communicable disease, the principal must require confirmation from a physician or the County Health Department as to the student's condition. If the student is confirmed to have a long-term communicable disease the principal shall refer the student for special education services.

The principal may request that further examinations be conducted by a physician or the Rutherford County Health Department and may request periodic re-examinations after the student has been readmitted to the school.

The names of all students excluded from school under this policy shall be forwarded to the office of the director of schools.

Board Policy 6.403

Legal References:

TRR/MS 0520-01-03-.08(2)(c)

T.C.A. § 49-2-203(b)(2)

Acquired Immune Deficiency Syndrome

Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV infected student from participating in the continuation of his/her education on the sole basis of HIV infection. To the extent practical with medical and educational needs, the student shall be subject to the same rules for class assignment, privileges and participation in any school-sponsored activities as all other students. The Board shall strive to maintain a respectful school climate for HIV infected students.

Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV infection, shall not be a condition for school entry or attendance.

No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other individual or group without the written consent of the parent/guardian.

The Director of Schools shall develop procedures to implement this policy as well as the State Board of Education HIV/AIDS Policy for Employees and Students of Tennessee Public Schools.

Board Policy 6.404

Legal References:

TRR/MS 0520-01-03-.08(2)(g);

Tennessee State Board of Education Policy

5.300, T.C.A. § 68-10-113;

TRR/MS 0520-01-03-.05(1)(c);

20 USCS 1232(g); 34 CFR § 300.622-.623

Lice

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

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

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

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

A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days

following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

Board Policy 6.4031

Legal References:

TRR/MS 1200-14-01-.24

Annual Notice to Parents Regarding Section 504

In compliance with state and federal law, the Murfreesboro City School District will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected disabled students, contact:

Angela Fairchild

2552 S. Church Street Murfreesboro, TN 37127

615-893-2313

Angela.Fairchild@cityschools.net

Department of Special Education

Special Education services are available to all Murfreesboro City Schools with students meeting the IDEA criteria for eligibility.

Special Education services are provided at no cost to parents and are designed to meet the unique needs of each student. The school staff or parents may initiate referral for evaluation for Special Education Services. Parents who suspect that their child requires an evaluation to determine eligibility services should contact the assistant principal in the student's home school.

The Murfreesboro City School System participates in an annual state-wide census of children with disabilities.

All verified children with disabilities, between the ages of three and fourteen, may be eligible for special education services and will be reported to the State Department of Education.

If you know a child with a suspected disability, who is between the ages of birth and fourteen, resides within the city limits and is not currently enrolled in school, please call Angela Fairchild, Supervisor of the Department of Special Education, at 615.893.2313. Ms. Fairchild is available to speak with any organization, group or individual concerning the evaluations and services available through the Murfreesboro City School System.

Information regarding students' rights and services may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <https://www.tn.gov/education/student-support/special-education.html>.

You may also call Murfreesboro City Schools at 615-893-2313.

Intellectually Gifted students meeting special education criteria are served through a Special Education IEP. IEP eligible Special Education students are served appropriately according to their needs as determined by the IEP team.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days after the day the Murfreesboro City School District receives a request for access.*

Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or

eligible student of the time and place where the records may be inspected.

2. *The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.*

Parents or eligible students who wish to ask the Murfreesboro City School District to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. *The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Murfreesboro City School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:*

*Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington,
DC 20202*

5. *FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 CFR §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, 34 CFR §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student*

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 34 CFR §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))*
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 CFR §99.34. (§99.31(a)(2))*
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of 34 CFR §99.35, in connection with an auditor evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)*
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))*
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to 34 CFR §99.38. (§99.31(a)(5))*
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))*
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))*
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))*

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to 34 CFR §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under 34 CFR §99.37. (§99.31(a)(11))

Board Policy 6.602

Legal Reference
34 CFR Part 99

Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that Murfreesboro City Schools, with certain exceptions, obtain a parent’s written consent prior to the disclosure of personally identifiable information from a child’s education records. However, Murfreesboro City Schools may disclose appropriately designated “directory information” without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Murfreesboro City Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent.

If you do not want the Murfreesboro City Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing. The Murfreesboro City Schools has designated the following information as directory information:

• Student’s name	• Dates of Attendance	• Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)
• Address	• Photograph	
• Telephone listing	• Date and place of birth	
• Electronic mail address	• The most recent school attended	
• Honors, and awards received	• Participation in officially recognized activities and sports.	
• Grade level		

Board Policy 6.601

Legal References:
34 CFR §
99.37
Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. §
7908) 10 U.S.C. § 503(c)

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas =
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use–

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Murfreesboro City School District will/has developed and adopted policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Murfreesboro City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Murfreesboro City School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Murfreesboro City School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office
Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

Board Policy 6.4001

Legal References:

20 U.S.C. § 1232h

34 CFR Part 98

Use of Personal Communication Devices in School

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

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

PCDs and PEDs including but not limited to CD players, iPods, MP3 players, netbooks, laptop or notebook computers or iPads may be stored in backpacks, purses, or personal carry-all's. PCDs and PEDs should be silenced or turned off unless permission is granted otherwise as follows. However, the use of the devices is forbidden during the academic day, on a school-sponsored trip, or during ESP unless approved by the principal or the principal's designee or the ESP site director or ESP site director's designee. This is not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of PCDs and PEDs may result

in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

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

PCDs and PEDs shall not be used to record and/or video school personnel or students without the principal's or principal's designee's permission.

Any school employee who discovers a student using, accessing, or displaying a PCD, PED, or electronic device in violation of

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

Students may use cell phones while attending after school activities, not including ESP, with permission of staff.

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

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

The Murfreesboro City School Board, its schools, nor its employees assume any responsibility or liability for the loss of or damage to any student's personal communication device, or for the unauthorized use of a student's personal communication device.

Board Policy 6.312 Legal References:

T.C.A. §49-6-4214

T.C.A §5 49-6-1014-1018

Student Use of Internet and School Computer Networks

Purpose

The Board supports the right of students (regular or extended school students) to have reasonable access to various information formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner.

Electronic information research skills are now fundamental to preparation of citizens and future employees. The Board expects staff to blend thoughtful use of such information throughout the curriculum and to provide guidance and instruction to students in the appropriate use of such resources.

Students shall abide by MCS Board Policies, and stipulations of the Children's Online Protection Act 47 USC Section 231 (COPPA), the Family Education Rights and Privacy Act (FERPA), and the Children's Internet Protection Act (CIPA) as well as laws pertaining to stalking and harassment.

- A. Students are responsible for appropriate behavior when using school computer networks just as they are responsible for appropriate behavior in all school settings. Communications on the network are often public in nature. General school rules for behavior and communications apply to all users of the networked communications system. The network is provided for students to conduct research, explore the world, and communicate with others. Access to network services will be provided to students who agree to act in a responsible manner.*
- B. Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of minor students.*
- C. Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately,*

however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The Murfreesboro City School Board supports and respects each family's right to decide whether to apply for independent access on computers used outside the system.

D. The Director of Schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, include, but are not limited to:¹
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, bullying, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access
 - Violation of copyright laws
 - Trespassing in another's folders, work or files
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

Internet Safety Measures

A. Internet safety measures shall be implemented that effectively address the following:

1. Controlling access by students to inappropriate matter on the Internet and Worldwide Web
2. Preventing unauthorized access, including "hacking" and other unlawful activities by students on line
3. Unauthorized disclosure, use and dissemination of personal information regarding students
4. Restricting students' access to materials harmful to them

B. The Director of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
2. Monitoring on-line activities of students

C. The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its Internet safety measures.

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian must provide the Director of Schools with a written request. Such acknowledgment shall be incorporated into the parent/student handbook.

E-Mail

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

Internet Safety Instruction

Students will be given appropriate instruction in Internet safety as a part of any instruction utilizing computer resources. Parents and students will be provided with material to raise awareness of the dangers posed by the Internet and ways in which the internet may be used safely.

Network Security

- A. For the protection and security of MCS data, all computers attached to the MCS physical network (a computer located at an MCS facility either wired or wireless), must be the property of MCS. It is prohibited to attach a computer that is not property of MCS to the network without first receiving approval from the IT Department management.
- B. Use of software designed to gain passwords or access beyond the rights assigned to a user or computer is strictly prohibited. Use of such programs risk the security of the network and is considered "hacking". The intent to control unauthorized access is a violation of State and Federal law. Violators will be prosecuted. Should a student inadvertently discover passwords or any other measure used to control unauthorized access, the student should report such discovery to their teacher.

- C. No user shall encrypt files or folders or attempt to hide files or folders stored on a network server or local workstation. Any encrypted or hidden files will be deleted.
- D. All network users can be monitored at any time by authorized personnel for the purpose and inspection of compliance to these guidelines.

Workstation/Computer Use

- A. All students are prohibited from installing any software on any computer unless authorized in writing by a member of the IT Department. Illegal downloads or use of copyrighted software, music, videos, pictures or other files is strictly prohibited.
- B. All students are prohibited from using any computer for illegal or commercial activity.
- C. Any desktop applications designed to limit access to students or staff, other than those used by the IT Department for network security purposes, is prohibited.
- D. Changing or tampering with any computer's system configuration is strictly prohibited.
- E. Computers found to be tampered with or computers with unapproved software or files will be re-formatted and restored to compliance.
- F. Installing and using personal accounts is prohibited under all circumstances through any type of access or connectivity to include private phonelines.
- G. No desktop computer shall be moved by anyone other than IT Department personnel unless approved by a member of the IT Department.

Server Software

Only authorized IT Department personnel will install software to the server.

Saving Documents

Students must save all documents to a location away from the computer. Due to server storage limitations, any applications or executables residing in a user directory will be deleted. (Exception is given where individuals have created applications as part of a curriculum assignment and such activity has been approved by a member of the MCS's faculty or staff.) Any documents residing solely on a local computer are at risk. It is each student's responsibility to make sure important documents and data are saved to a location away from the computer.

Viruses and Virus Protection

- A. The MCS IT Department will provide all virus protection and related software for all workstations and servers. Virus protection and related software will be installed by authorized IT personnel unless otherwise approved by the IT Department.
- B. There are many virus hoaxes. Never delete system files from a computer in order to remove a potential virus without first checking with your teacher to make sure the virus is valid and not a hoax.

All students and employees must comply with all applicable copyright laws in the use of all media and materials.

Violations

- A. Failure to follow all or part of these guidelines, or any action that may expose MCS to risks of unauthorized access to data, disclosure of information, legal liability, potential system failure, or compromise the safety of users is prohibited and may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, suspension and/or criminal prosecution.
- B. **Student Compliance**
 - 1. Students shall not attempt to make use of material or attempt to locate material which would not be acceptable in a school setting.
 - 2. Students will be supervised by faculty during use of online resources.
 - 3. Students must comply with the MCS Board Policy.
 - 4. Students shall report to school personnel any personal electronically transmitted attacks in any form made by others over the Internet or local network using any MCS' technology.
- C. Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of Murfreesboro City Schools.

Board Policy 4.406

Legal References:

T.C.A. §39-14-602 Use of Electronic Mail (e-mail) 1.805

47 U.S.C. §254; Federal-State Joint Board on Universal Service, CC Docket No. 96-45 Report and Order (March 30, 2001).

T.C.A. §10-7-512

T.C.A. §49-1-221

Annual Notice to Parents Regarding T.C.A. § 49-6-1019 and SBE Rule 0520-12-04

T.C.A. § 49-6-1019 prohibits certain concepts from being included or promoted as part of a course of instruction or in a curriculum or instructional program or included in supplemental instructional materials used by public schools in Tennessee. The process for filing a complaint alleging an LEA or public charter school has violated T.C.A. § 49-6-1019 is outlined in State Board of Education Rule 0520-12-04.

2023-2024 Parent Acknowledgements:

By selecting Yes or No below I acknowledge that I have read the Policy Handbook for Parents and discussed the Zero Tolerance, Discipline, Fines, and Internet sections with my children.

- Receive of a link to the MCS Policy Handbook, which includes the Code of Acceptable Behavior
- 6.309 Zero Tolerance Policy
- 6.304 Bullying Policy
- 6.709 Fee and Fines
- FERPA Notification and 6.602, Student Records

I give permission for the following:

____ YES 4.406, Internet Access by Students: If my student fails to honor all the terms of this
____ NO policy, future internet and other media accessibility may be denied, and the school
 administration will consider it a major disciplinary offense.

____ YES Media Release: I agree that the school or school district may feature my child in
____ NO broadcast, print and/or social media, on the school or school district website, and in
 district related publications and programs.

____ YES Screening Permissions: I am aware of screenings that may occur during the school
____ NO year and give permission for the screenings as listed in the Policy Handbook.

____ YES I will be responsible for all free textbooks/library books and any computer device
____ NO used by my child and will reimburse Murfreesboro City Board of Education for the
 value of any book(s) or device damaged, destroyed, or misplaced by my student.

____ YES My child may participate in district-created surveys that seek student input of
____ NO programs and initiatives. These surveys provide data regarding student viewpoints
 and may be used to guide funding and programming.

Student's Name – Print

Parent's Name – Print

Parent's Signature

Date

Parent E-mail