

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, which threaten the health or safety of students and personnel.

In making the decision to close schools, the Director of Schools shall consider many factors including the following principle ones relating to the fundamental concern for the safety and health of children:

1. Weather conditions, both existing and predicted;
2. Driving, traffic, and parking conditions effecting public and private transportation facilities;
3. Actual occurrence or the imminent possibility of any emergency condition which 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 do 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 three Nashville network television stations no later than 6 a.m., if possible. When schools are closed for emergency reasons, staff members shall comply with Administrative Directive 23 in reporting for work.

Board Policy STU 1

PROMOTIONS AND RETENTIONS

Every effort is made to place the pupil where the pupil is afforded the best opportunity to make continuous progress in the instructional structure of the school. In some cases, this results in a pupil being reassigned at the same grade level for a second year. The attempt is then made to provide instruction at the pupil's instructional level rather than merely to have him/her repeat a given "package" of instruction.

The teacher is responsible for informing parents and principal early when there is indication that the child's achievement will not enable the pupil to progress successfully at the next grade level in the following year. The parents are to be involved in such decisions regarding placement; however, the final decision rests with the teacher and in controversial cases the principal's approval is necessary.

Board Policy IS 14

CHILD CUSTODY

If a dispute between divorced or separated parents leads to a request for the school's help in protecting an enrolled or enrolling child, the parent or guardian must provide a copy of that portion of the divorce decree or court order relating to custody of the child. So that school officials may have information regarding the non-custodial parent, the custodial parent will be asked to provide a name, a photograph, and the address of the non-custodial parent if such information is available.

If a custodial parent advises the school of a possible abduction, the parent should provide a name, photo, and description of the possible abductor.

Board Policy STU 33

ADMINISTERING MEDICATIONS TO STUDENTS

It is the policy of 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 the appropriate administrative regulations. 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 emergency situations, epinephrine injections and/or glucagon may be administered by school personnel provided that 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 STU 11

Legal Reference:

T.C.A. 49-5-415

COMMUNICABLE DISEASES (Students)

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

No student with a communicable disease which may endanger the health of either himself/herself or other individuals will 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 protects other students, employees, and the student himself/herself; 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 student 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 Rutherford County Health Department and may request periodic re-examinations after the student has been readmitted to the school. Expenses incurred for examination requested by school officials shall be paid by the Board.

The names of all students excluded from school under this policy will be forwarded to the office of the Director of Schools.

Board Policy STU 31

Legal References:

TRR/MS 0520-1-3.08(4)(c)(1)

T.C.A. 49-20203(b)(2)

ACQUIRED IMMUNE DEFICIENCY SYNDROME STUDENTS/PERSONNEL

LIABILITY AND NON-DISCRIMINATION

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 the student's education on the basis of HIV infection.

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.

ADMINISTRATIVE RESPONSIBILITIES

If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that student will be under the direct supervision of the Director of Schools.

The Director of Schools shall convene an evaluation team composed of the student's parents/guardians, the student's physician if she/he elects to attend, a physician or nurse from the Public Health Department as designated by the regional health officer and a representative of the local education agency as designated by the Director of Schools. The evaluation team shall evaluate and review the student's health status relative to attending school.

The Director of Schools shall be responsible for requesting medical records from the parent/guardian and a statement from the student's physician regarding the health status of the student reported to have HIV/AIDS. In addition, the Director of Schools will gather information regarding the student's cumulative school record. These records will be reviewed by the evaluation team.

The evaluation team shall assume responsibility for determining when a student's medical condition warrants the student's removal from the classroom. For any child determined as warranting removal from the classroom due to medical reasons, the school shall be responsible for determining the appropriate educational program for the child. The parent/guardian shall be included as part of the local decision-making process.

Because HIV/AIDS infection is a progressive disease, semi-annual medical and educational monitoring will be conducted by the evaluation team using the latest public health information.

CONFIDENTIALITY

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. All medical information and written documentation of discussions, telephone conversations, proceedings and meetings shall be kept by the Director of Schools in a locked file. If the HIV infected student is under the age of eighteen (18), access to this file will be granted only to those persons who have the written consent of the infected student's parents/guardians. Individuals will be informed of a student's HIV infection on a "Need To Know" basis, as decided by the evaluation team, with the written consent of the parent/guardian.

Under no circumstances shall information identifying a student with AIDS be released to the public.

APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS

An educational program shall be developed for each student infected with HIV/AIDS. If a change in an HIV infected student's educational program becomes necessary (due to a secondary infection that constitutes a medically recognized risk of HIV transmission in the school setting or deteriorating health of the student) the Director of Schools, parent/guardian, and the treating physician will develop an appropriate educational program in the least restrictive environment which is medically, legally, and educationally sound. If the HIV infected student is receiving special education services, these services will be in agreement with established policies.

Reassessment of educational placement will be conducted semi-annually.

CURRICULUM

The Director of Schools shall be responsible for developing instructional objectives to address each terminal objective in the state AIDS curriculum framework and provide each teacher responsible for teaching AIDS education with these objectives.

The state AIDS curriculum and related instructional objectives will be used in grades K-6.

Information concerning course of study and state curriculum standards and accomplishments may be obtained through State Department of Education at www.state.tn.us/education/curriculum.htm or through Murfreesboro City Schools at www.cityschools.net.

Board Policy STU 32

Legal References:

1. TRR/MS0502-1-3-08(2)(g)
2. T.C.A. 68-10-113
3. 20 USC 1232(g); 34 CFR 300.571-2
4. TRR/MS 0520-1-3-.05(1)(c)

NO CHILD LEFT BEHIND PARENT'S RIGHT-TO-KNOW TEACHER QUALIFICATIONS

Information concerning a teacher's State qualification and licensing criteria may be obtained at the following web site:

<http://www.k-12.state.tn.us/tcertinf/Search.asp>

(SSN and License Number not needed)

or you may call the Human Resources Department at the Murfreesboro City School System at 893-2313 to make an appointment to receive this information.

PARENT INVOLVEMENT

The Murfreesboro City Schools shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

The Board shall implement the following as required by federal and state legislation:

- Murfreesboro City Schools will put into operation activities and procedures for the involvement of parents in all its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- Murfreesboro City Schools shall incorporate activities and strategies that support this district-wide family and community engagement policy into its Tennessee Comprehensive System-wide Planning Process (TCSPP).
- The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- The TCSPP shall include strategies for parent participation in the system's schools, which are designed to improve parent teacher cooperation in such areas as homework, attendance and discipline.
- If the system's TCSPP is not satisfactory to the parents, the system shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- To the extent practicable, Murfreesboro City Schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- Murfreesboro City Schools shall involve the Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, the advisory council shall be composed of representatives from parents of students in elementary schools, community business leaders, a member of the school board, and representatives from the school district.

- Murfreesboro City Schools shall ensure Title I schools are in compliance with the *No Child Left Behind Act*.

Board Policy IS 6

Legal Reference:

PL 107-110, No Child Left Behind Act of 2001

EXTENDED SCHOOL PROGRAM

The Murfreesboro City School System offers a before and after school program (ESP) for all students. The program is based in each of the twelve schools and operates from 6:00 a.m. – 6:00 p.m. five days a week throughout the calendar year. The program is closed for nine major holidays (see the ESP Parent Manual).

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 a Central Office staff.

ESP is a tuition-based program operated solely on 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.

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

INTRODUCTION

The purpose of the Code of Acceptable Behavior and Discipline of the Murfreesboro City Schools is to assist students, parents, teachers, and school administrators in the maintenance of an environment which 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 which will be available online at www.cityschools.net.

The Murfreesboro City School System does not discriminate on the basis of race, sex, color, religion, 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 should be directed to Mr. Lee Wilkerson. Inquiries regarding Section 504 or the Americans with Disabilities Act should be directed to Mr. Lee Wilkerson. The current complaint managers for complaints involving sexual harassment are Ms. Danielle Kaminsky and Mr. Lee Wilkerson, Murfreesboro City School System, 2552 South Church Street, Murfreesboro, Tennessee 37127. Telephone: (615) 893-2313.

MISSION AND BELIEFS

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, the parents, the teachers, and the schools.

WE BELIEVE THE STUDENT SHOULD:

- Be punctual and present at school;
- Have materials necessary for work;
- Respects the property and rights of others;
- Be responsible for his/her own work;
- Dress and groom in a manner that is not distracting to the classroom atmosphere or to the educational process;
- Adhere to rules and regulations set forth by the school and individual teachers;
- Demonstrate respect for all adults on school premises, and
- Use appropriate and respectful language.

WE BELIEVE THE PARENT SHOULD:

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

WE BELIEVE THE TEACHER SHOULD:

- Maintain the orderly, planned, and varied instructional climate that includes materials and activities of interest to students;
- Inform the students of rules that are reasonable for school and classroom behavior;
- Manage the behavior of students in a fair, firm, and consistent manner;
- Maintain open communication with parents; and
- Promote a positive relationship and a feeling of respect among staff and students.

WE BELIEVE THE SCHOOL SHOULD:

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

Board Policy STU 22

PROCEDURAL DUE PROCESS

Every student has a right to due process guaranteed by the Constitution of the United States of America. Except in an emergency, the student shall be advised of the nature of his/her misconduct, be questioned about it, and be given 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 Board of Education.

Board Policy STU 20

INTERROGATIONS AND SEARCHES

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 his/her 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, but the interrogation may proceed without attendance of the parent(s) guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

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 him/her of the probable cause to investigate within the school. The principal shall make a reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation, but the interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation. If practical, the use of female staff members or police officers should be considered in any search of female students.

SEARCHES BY SCHOOL PERSONNEL

Any principal or his/her 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 he/she 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 interest 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 non students' automobiles for drugs, weapons, or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she 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, he/she 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:

1. 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's, 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
2. 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 exists, the principal or his/her 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 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.

Board Policy STU 21

Legal Reference:

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

DISCIPLINE PROCEDURES

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 1

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.

EXAMPLES (not an exclusive listing)

Demonstrated lack of respect for school employees or any authorized individual

Demonstrated lack of respect for fellow students

Classroom disturbances

Classroom tardiness

Cheating and lying

Abusive language

Non-defiant failure to do assignments or carry out directions

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

Bullying (See Board Policy STU 53)

DISCIPLINARY PROCEDURES

Immediate intervention

Determine what offense was committed and its severity

Determine offender and that he/she understands the nature of the offense

Employ appropriate disciplinary options

Record of the offense and disciplinary action maintained by staff member

DISCIPLINARY OPTIONS

Verbal reprimand

Special assignment

Restricting activities

Assigning work details

Counseling

Withdrawal of privileges

Issuance of demerits which might affect conduct grades

Strict supervision study

Detention

In-school suspension

MISBEHAVIOR LEVEL II

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

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

EXAMPLES (not an exclusive listing)

Continuation of unmodified Level I behaviors

School or class tardiness

School or class truancy

Use of tobacco

Using forged notes or excuses

Disruptive classroom behavior

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

Defiant failure to do assignments or carry out directions.

Bullying (See Board Policy STU 53)

DISCIPLINARY PROCEDURES

Student is referred to principal for appropriate disciplinary action.

Principal meets with student and teacher.

Principal hears accusation made by teacher, permits student the opportunity of explaining conduct.

Principal takes appropriate disciplinary action.

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

Any change in school assignment is appealable to the Board.

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

DISCIPLINARY OPTIONS

In-school suspension

Detention

Restitution for loss, damage, or stolen property

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

Social adjustment classes

Transfer

Expulsion

Referral for Functional Behavior Assessment and development of a Behavior Intervention Plan

MISBEHAVIOR LEVEL III

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

EXAMPLES (not an exclusive listing)

Continuation of unmodified Level I and II behaviors

Fighting (simple)

Vandalism (minor)

Stealing

Threats to others

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

Look-alike drugs

Hazing

Bullying (See Board Policy STU 53)

DISCIPLINARY PROCEDURES

Student is referred to principal for appropriate action.

Principal meets with student and teacher.

Principal hears accusation made by teacher, permits student the opportunity of explaining conduct.

Principal takes appropriate disciplinary action.

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

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

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

Please see Student Disciplinary Hearing Authority (p28).

DISCIPLINARY OPTIONS

In-school suspension

Detention

Restitution for loss, damage, or stolen property

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

Social adjustment classes

Transfer

Expulsion

Referral for Functional Behavior Assessment and development of a Behavior Intervention Plan

MISBEHAVIOR LEVEL IV

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 action by the Board.

EXAMPLES (not an exclusive listing)

Unmodified Level I, II and III behaviors:

Death threat (hit list)

Extortion

Bomb threat

Possession/transfer of firearm*

Possession/use/transfer of dangerous weapons

Assault

Battery*

Vandalism

Theft/possession/sale of stolen property

Arson

Possession of unauthorized substances*

Use/transfer of unauthorized substances

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

Hazing

Bullying (See Board Policy STU 53)

DISCIPLINARY PROCEDURES

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

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

Parents are notified.

Law enforcement officials are contacted.

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

Complete and accurate reports are submitted before Disciplinary Hearing Authority.

DISCIPLINARY OPTIONS

Out-of-school suspension

Expulsion

Alternative schools

Other hearing authority of Board action which results in appropriate placement

Referral for Functional Behavior Assessment and development of a Behavior Intervention Plan

*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 him/her in juvenile or other 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 conduct.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences.
5. A student shall not be denied the passing of a course or grade solely on the basis of failure to:
 - a. pay any activity fee,
 - b. pay a library or other school fine, or
 - c. make restitution for lost or damaged school property.

Board Policy STU 23

Legal References:

49-6-4001 through 49-6-4105; T.C.A. 49-6-4018

T.C.A. 49-6-3007(1)

BUS SERVICE

Bus service is available for students attending their zoned schools. It is not available for children attending schools outside of their zone. If your residence is located within 1.5 miles of the school your child attends, then 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 routes are designed in a manner that is most economical and advantageous to the system as a whole, and to assure that no child has more than a 90-minute bus ride in the morning or afternoon.

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 each child's residence. It is the parent's responsibility to supervise their children at bus stops in the morning and afternoon.

BUS CONDUCT

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

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

Students are under the supervision and control of the bus driver 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 that 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 other school suspension.

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

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

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

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.

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 students must understand and observe good conduct, courtesy, cooperation, and respect for the authority of the bus driver.

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 the bus, get in line without pushing or crowding and stay off the roadway.

BOARDING THE BUS

- Don't 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 get on board.
- Board the bus quickly but without crowding or pushing.
- After boarding the bus, promptly take your assigned seat and face the front. All students must remain seated while the bus is in motion. Do not switch seats without the drivers permission.
- In order to maintain conditions and an atmosphere suitable for safety, no one can board a bus except students assigned to that bus or other people with lawful and valid business on the bus.

CONDUCT ON THE BUS

- The bus will not move until all passengers are seated and the aisle way is clear.
- Students shouldn't litter, use inappropriate language or gestures, be disobedient and/or defiant, disrespectful, impolite, rude, disruptive, or damage school property.
- Students shouldn't be abusive or aggressive including the following: mistreat, misuse, demean, insult, intimidate, mock, jeer, ridicule, threaten, or use excessive force.
- Remain seated throughout the trip.
- Never stick hands, arms, head, or feet out of the windows.
- Don't touch the emergency door or exit controls or any other safety equipment on the bus unless directed by the bus driver.
- Ask the driver for permission before opening the window.
- Never throw objects on the bus or out the window.
- Promptly obey the directions and instructions of the school bus driver. Don't distract the driver with loud talking, laughing, fighting, or unnecessary confusion.

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
- School supplies must be contained in the child's backpack/book bag at all times. This includes pens, pencils, markers, crayons, or sharp objects.

EXITING THE BUS

- Remain seated until the bus comes to a complete stop.
- Do not push or crowd when leaving the bus.

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 for good behavior.
- If after talks and warning, 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 a bus, the student's parents may be financially responsible.

TOBACCO-FREE SCHOOLS

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the school system's buildings. Smoking shall be prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

The use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles owned, leased, or operated by the system.

School system employees and students enrolled in the system's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the school system.

Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer. The Director of Schools, in cooperation with the juvenile court and the local police/sheriff 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. Signs will be posted throughout the system's facilities to notify students, employees, and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary school sporting events: **Smoking is prohibited by law in seating areas and in restrooms.**

Board Policy STU 35

Legal References:

Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994

T.C.A. 39-17-1604(6)(10); T.C.A. 39-17-1605; T.C.A. 39-17-160

T.C.A. 39-17-1505

DRUG-FREE SCHOOLS

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Director of Schools shall plan for dealing with alcohol and drugs which shall include 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.

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

1. Developing and implementing the appropriate curriculum of 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 will not consume, possess, distribute, or be under the influence of illegal drugs or alcoholic beverages or possess 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. This includes but is not limited to abuse of 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 STU 34

Legal References:

TRRMS 0520-1-3-.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

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, 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 STU 36

Legal Reference:

T.C.A. 39-17-1309

CORPORAL PUNISHMENT

Corporal punishment shall not be used as a disciplinary measure in any school.

The use of reasonable physical force will not be considered corporal punishment in the following situations:

1. For the purpose of self-defense;
2. To protect other persons from physical injury;
3. To protect property of the school or others; or
4. To remove a student if the student refuses to comply with requests to refrain from disruptive behavior.

When physical force is used, the teacher and principal, shall file a written report with the Director of Schools immediately. The report shall contain all relevant details of the incident and will be kept on file and made available to the parents upon request. The parent may request a conference to discuss the incident with the student, teacher, and administrator (principal, assistant principal, principal designee) involved.

The Director of Schools shall be responsible for developing and implementing in-service training programs for teachers and staff in the use of positive measures of discipline.

Board Policy STU 27

Legal Reference:

T.C.A. 10-7-504(b)

SUSPENSIONS/EXPULSION/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 placement.

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 or truancy;
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. Possession of a pistol, gun, or firearm on school property;
7. Possession of a knife, etc., as defined in T.C.A. 39-6-1701, on school property;
8. Assaulting a principal or teacher with vulgar, obscene, or threatening language;
9. Unlawful use or possession of barbitol or legend drugs, as defined in T.C.A. 53-10-101;
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Off-campus criminal behavior resulting in felony charges when behavior poses a danger to persons or property or disputes the educational process;
12. 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 responsibilities 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 (indicating 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/expulsion
4. 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 or 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.
5. Immediately following the scheduled meeting, whether or not 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.
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 person holding a teaching license who is employed by 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 such final examinations or submit such 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 STU 25

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); Goss v. Lopez, 419 U.S. 565 (Ohio, 1975);

Individuals with Disabilities Act Amendments of 1997 615

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 severe disciplinary sanctions on any student who violates certain standards regarding drugs and violence.

The following offenses will not be tolerated:

FIREARMS (as defined in 18 U.S.C. 921)

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance or legend drug, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

BATTERY

In accordance with state law, any student who commits battery upon any teacher, principal, administrator, or any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of

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

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 criminal justice or juvenile delinquency system as required by law.

Board Policy STU 38

Legal References:

18 U.S.C. 921

20 U.S.C. 8921; T.C.A. 49-6-4216(b); T.C.A. 49-6-3401(g)

T.C.A. 49-6-3401(g); T.C.A. 49-6-4216(b)

T.C.A. 49-6-4209; T.C.A. 39-17-1312

REPORTING STUDENT OFFENSES TO LAW ENFORCEMENT

Any school system employee observing or otherwise having knowledge of an assault and battery or vandalism endangering life, health, or safety committed by a student on school property shall report such actions immediately to the principal of such school. Every principal having direct knowledge of an assault and battery or vandalism endangering life, health, or safety committed by a student on school property or receiving a report of such action shall report such action immediately to the Murfreesboro Police Department. Provided, however, any fight not involving the use of a weapon as defined in T.C.A. 39-17-1309 or any fight not resulting in serious personal injury to the parties involved may be reported only to the school administrator.

The report made to the law enforcement agency shall include, if known, the name and address of the offender and the name and address of the victim, if any. The report shall also contain a description of the action and whatever additional information is requested by the law enforcement agency.

Board Policy STU 29

Legal Reference:

T.C.A. 49-6-430

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. The Board shall appoint members of the DHA which shall consist of no more than seven (7) members (maximum number must not exceed total membership of Board), at least two (2) of whom shall be licensed employees of the Board. DHA members shall be subject to reappointment. The chair of the DHA should have received appropriate state training. Board members shall not serve on the DHA.

The Director of Schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Identify the members of the DHA assigned to hear each individual case;
2. Prepare and disseminate the minutes of each meeting;
3. Set the time, place, and date for each hearing;
4. Notify appropriate persons of each meeting within forty-eight (48) hours of receiving notification of the suspension/expulsion; and
5. Sign and maintain a copy of the minutes of each meeting.

Each hearing shall be conducted by at least three (3) members of the DHA, one of which 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. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the Board.

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;
4. Remand the student to alternative placement;
5. Suspend/Expel/Remand the student for a specified period of time.*

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.

*Note: Zero-tolerance offenses set forth in statute (firearms, drug possession, and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the Director of Schools.

Board Policy

STU 24

Legal Reference:

T.C.A. 49-6-3401 (c) (4)

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.
(Acts 1981, ch 368 & 2)

Board Policy STU 39
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 through the student has established residency in the system in which she/he seeks enrollment.

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 STU 8
Legal Reference:
T.C.A. 49-6-3401(f); 20 U.S.C.A. 1232B(b)(4)(h)

GANG ACTIVITY OR ASSOCIATION

Gangs which initiate, advocate, or promote activities which 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. 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 STU 40
Legal Reference;
T.C.A. 49-6-4215

USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL

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

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

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

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

Board Policy STU 43
Legal Reference:
T.C.A. 49-6-4214

BULLYING

Harassment, intimidation, or bullying, 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, treating others with civility and respect and refuse to tolerate harassment, intimidation or 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 this policy for any student, school employee, volunteer, or any other person to harass, intimidate, or bully a student.

Pursuant to this policy, harassment, intimidation or bullying means any act that substantially interferes with a student's educational benefits, or with any opportunity or performance that takes place on school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop and that has the effect of: (1) physically harming a student or damaging a student's property; (2) knowingly placing a student in reasonable fear of physical harm or any act causing damage to the student's property; (3) creating a hostile educational environment, or (4) conduct aimed at defining a student in the sexual manner or conduct impugning the character of a student based on allegations of sexual promiscuity.

Murfreesboro City Schools students are expected to:

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

A student who commits an act of harassment, intimidation or bullying shall be subject to the consequences and remedial actions as listed in Board Policy STU 23 "Discipline Procedures."

The level of remedial action as identified in Board Policy STU 23 "Discipline Procedures" 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.

The Murfreesboro City School System hereby establishes the following procedure for reporting an act of harassment, intimidation or bullying.

1. Filing a Complaint

Alleged victims of harassment, intimidation or bullying or their parents/guardians shall report such incidents immediately to a teacher, guidance counselor or school principal or any adult employed by the school system. Such reports may be made anonymously by the student by letting a teacher, principal, guidance counselor or adult employed in the building know of the situation. However, nothing in this policy shall be construed to permit formal disciplinary action solely on the basis of an anonymous report.

2. Investigation

Within twenty-four hours of receiving the student's complaint, the Student Complaint Manager appointed by the principal of the school shall promptly investigate a report of an act of bullying, harassment or intimidation. Such investigations shall include an interview of the alleged offender, the complainant, and/or the alleged victim and any possible witnesses. A written report summarizing the investigation shall be provided to the principal within fifteen (15) school days of the filing of the initial complaint.

Within five (5) days of receipt of the report, the principal shall issue a written response setting forth the consequences and any appropriate remedial action for the person found

to have committed an act of bullying, harassment or intimidation if the complaint is substantiated.

Reprisal or retaliation against any person who reports any act of bullying, harassment or intimidation is strictly prohibited under this policy. Anyone who 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 or bullying. A school employee, student, or volunteer who witnesses or has reliable information that a student has been subjected to an act of harassment, intimidation or bullying is encouraged to report the act to the principal of the school. Pursuant to T.C.A. 49-6-1018(c), a school employee who promptly reports an act of harassment, intimidation or 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 student disciplined for violation of this policy may appeal the decision as set forth in accordance with Board Policy STU 23 "Discipline Procedures." An employee disciplined for violation of this policy may appeal the decision by contacting the Human Resource Department for Murfreesboro City Schools. This policy shall be published in the parent/student handbook distributed annually to every student.

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

Legal References:

T.C.A. 49-6-1014 through 1018

T.C.A. 49-6-1016 (b)(12 & 13)

DISCRIMINATION/HARRASSMENT OF STUDENTS **(SEXUAL, RACIAL, ETHNIC, RELIGIOUS)**

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 sexual, racial, ethnic or religious 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 individuals' 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 suspension.

There will be no retaliation against any person who reports harassment or participations 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 will 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.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

1. 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:

- A. Identity of the alleged victim and person accused;
- B. Location, date, time and circumstances surrounding, the alleged incident;
- C. Description of what happened;
- D. Identity of witnesses; and
- E. Any other evidence available.

2. INVESTIGATION

Within twenty-four 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) work days 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.

3. DECISION AND APPEAL

If the complainant is not in agreement with the findings of fact as reported by the student complaint manager, an appeal may be made, within five (5) work days, 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 complainant. If the complainant 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) work days. 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 complainant. **This complaint procedure shall not be construed to create an independent right to a Board hearing.**

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

APPOINTING COMPLAINT MANAGERS

The Director of Schools shall appoint at least two student complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a student complaint manager. The Director of Schools shall identify the names, addresses and telephone numbers of current managers who are responsible for coordinating the system's compliance efforts.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Board Policy STU 42

Legal References:

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

Title VII; 29 CFR 1604.11

COMPLAINT PROCEDURE

NO COMPLAINT SHALL BE PROCESSED UNTIL THE COMPLAINANT HAS MET AND DISCUSSED THE CONCERN WITH THE SPECIFIED EMPLOYEE PRIOR TO FILING A COMPLAINT UNDER THIS PROCEDURE.

Please be able to document the date and time of such informal discussion. No appeal of a determination shall be allowed unless the appeal is timely filed as provided for herein.

STEP 1

General Complaint Procedure

The Complaint Form must be completed, signed, and given to the employee's immediate supervisor. The content of the complaint shall not be expanded after the initial written filing. The employee and immediate supervisor shall schedule a meeting with the complainant. The employee shall be given at least two days notice in advance of the meeting if it is to be held after school. The two day notice of the conference may be waived at the option of the employee. Upon conclusion of the meeting, a written determination to the complaint will be made by the immediate supervisor and be provided to the employee and the complainant. The employee may also file a written

response, but shall not be required to unless directed to do so by the immediate supervisor.

Complaints Against Principals and Administrative Level Personnel

As the general provisions of this procedure are not feasible with regard to complaints against principals and administrative level positions, the provisions of this subsection shall control to the extent they conflict with other provisions of this agreement. In regards to principals and all administrative level personnel positions, the Complaint Form shall be completed, signed, and filed with the Director of Schools. The content of the complaint shall not be expanded after it is filed. The Director of Schools may investigate the complaint directly or appoint a designee to investigate the complaint. The Director of Schools or his/her designee shall notify the principal or administrator against whom the complaint is filed prior to making a determination in regards to the complaint. The Director of Schools or his/her designee shall make due inquiry and investigate the complaint and its merits or lack thereof. The Director of Schools or his/her designee shall not be required to meet with the parties prior to making a determination, but may do so if he/she chooses. The Director of Schools or his/her designee shall provide the parties a written copy of his/her determination in regard to the complaint. In the event the Director of schools appointed a designee to investigate the complaint, either party may request an appeal to Step Three (3) within ten (10) days of the issuance of the determination hereunder. If the complainant or employee is not satisfied with the Director of Schools' written response and the Director of Schools has directly handled the matter, either may request an appeal of the matter within ten (10) days of the issuance of the determination pursuant to Step Four (4) provided herein.

Step 2

If the complaint is not resolved in Step 1 and the complainant or employee wishes to appeal the matter, he/she must forward a written request for appeal and the complainant form, along with the written determination at Step 1, to the appropriate administrator at the Central Office within ten (10) days of the issuance of the Step 1 determination. The administrator reviewing the complaint shall notify the opposing party of the appeal prior to making a determination thereon. If necessary, the Central Office Administrator may conduct the investigation and make a determination without meeting with the parties. A copy of the complaint form along with the written decision will be sent to the complainant and employee.

Step 3

If the complaint cannot be resolved at Step 2 and the complainant or employee wishes to appeal the matter further, he/she shall make a written request to appeal the Step 2 decision to the Director of Schools within ten (10) days of the issuance of the Step 2 determination. The Director of Schools' office shall notify the opposing party of the appeal of the complaint before making a determination thereof. The Director of Schools may render a decision without meeting with the parties. A written decision will be sent to the complainant and the employee.

Step 4

If the complainant or employee is not satisfied with the response at Step 3 and wishes to appeal the matter further, the complainant or employee may request the complaint be forwarded to the Murfreesboro City Board of Education (the "Board"). A written request to appeal the matter to the Board must be provided to the Director of Schools within ten (10) days of the issuance of Step 3 determination. The School Board Attorney and the employee at issue shall be notified and no action shall be taken without the School Board Attorney's recommendation to the Board Chairperson at least ten (10) days prior to the next regular board meeting following the date the School Board Attorney's recommendation is made. The Executive Committee of the Board shall then make their determination about whether to grant the request and, if granted, shall schedule a date. The Board of Education shall not be required to hear the appeal, but if it so chooses, will only hear those complaints that have been carried through the procedures set forth herein. In the event no action is taken by the Board in regards to the complaint at the next regular Board meeting following receipt of the request for appeal and the School Board Attorney's recommendation ten (10) days prior to the meeting, the request to appeal to the Board shall be deemed, denied and the determination at Step 3 shall stand.

Appropriate forms for filing may be obtained from the Educational Assistant who is located in the Instructional Office.

Board Policy STU 42

INTERNET ACCESS BY STUDENTS

(Regular & Extended Time)

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.

Telecommunications, electronics, information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened prior to use by committees of educators and community members intent upon subjecting all such materials to reasonable selection criteria. Because telecommunications may lead to any publicly available fileserver in the world, it will open classrooms to electronic information resources which have not been screened by educators for use by students.

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 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.

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 (under 18 years of age).

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 or not to apply for independent access.

1. PROGRAM DEVELOPMENT

In order to match electronic resources as closely as possible to the approved curriculum, personnel will review and evaluate resources in order to offer "home pages" and menus of materials which are instructionally sound. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the curriculum. All students will be informed by staff of their rights and responsibilities as users of the network prior to gaining access to that network, either as an individual user or as a member of a class or group. As much as possible, access to information resources will be designed in ways that point students to sources which have reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and list of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not-transferable and may not be shared.

2. INTERNET RULES

Students are responsible for appropriate behavior on school computer networks just as they are responsible for appropriate behavior in any school setting. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility. Individual users of the computer networks are responsible for their behavior and communications over these networks. It is presumed that users will comply with school system standards and will honor the agreements they have signed. Network storage may be treated like school

lockers. Network administrators, school site administrators, and teachers may review files, bookmarks and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on servers will always be private.

During school, teachers of all students will guide them toward appropriate materials. The principal of the school will be responsible for determining the best instructional approach to insure proper guidance of the students as they seek information found on the Internet. Outside school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media. **Any failure to follow appropriate guidelines will result in loss of access in the classroom and may result in loss of access for the school.**

The following are not permitted;

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Any action which violates existing Board Policy or Public Law

3. SANCTIONS

Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. **Violations may result in loss of access.** When applicable, law enforcement agencies may be involved.

AGREEMENT/PARENTAL PERMISSION

The Murfreesboro City Schools Internet Access Student Permission Form shall be completed, signed by student and parent, and placed on file with the school, prior to student's access to the district computer network. (Form on page 50)

Board Policy STU 37
Administrative Directive 44

CARE OF SCHOOL PROPERTY

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities.

All 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 make a full and complete investigation of any instance of damage or loss

of school property. The 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 under the jurisdiction of the Board. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, 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. 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 STU 44
Legal Reference:
T.C.A. 37-10-101 through 103

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 attired 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 STU 26
Legal Reference:
T.C.A. 49-6-4215; T.C.A. 49-1-302(2)(j)

ATTENDANCE

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

The school system's supervisor responsible for attendance shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination; and
2. Ensuring that all school-age children attend school.

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; or
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All students absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

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 Director of Schools shall be responsible for developing and enforcing a policy on truancy.

The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures for making up missed instructional days. In addition, the Board shall determine annually whether to use flexible scheduling for kindergarten students.

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.

LICE

Children who are infested with lice may not attend school. If a student has been identified with lice, treatment for lice and removal of nits are required before the student may return to school. A student shall be lice and nit free and readmitted to school no later than two (2) days following dismissal for the problem. Students who are absent in excess of the allowable period shall be considered truant.

Board Policy STU 9

Legal References:

TRR/MS 0520-1-3-.08(1)(a)

TRR/MS 0520-1-3-.03(15); T.C.A. 49-6-2904

Attendance Accounting Procedural Manual,

Minimum Standards and Guidelines, State Department of Education

T.C.A. 10-7-504; 20 U.S.C. 1232g

Administrative Directive 70

SCHOOL TRUANCY

ENFORCEMENT, NOTIFICATION AND REPORTING

In an effort to keep children in school and reduce juvenile crime and victimization, the following procedure is being implemented in partnership with the Juvenile Court, as it pertains to the delivery of unlawful absentee notices, T.C.A. 49-6-3007, Attendance and Truancy Reports, and T.C.A. 49-6-3009, Penalty for Violators.

STEP 1:

Teachers will monitor and document attendance. A written note from the parent/guardian (explaining the absence) is required and kept on file for the current school year.

STEP 2:

The attendance clerk will provide an attendance printout to the principal/designee when five (5) absences have occurred for a student.

STEP 3:

After consultation with the teacher, the principal/designee mails the appropriate* notice of absences to the guardian.

*A notice for five consecutive EXCUSED absences will require a doctor's note including a return date to school in order for future absences to be excused.

*A notice for five UNEXCUSED absences will inform the guardian of system policy and consequences for continued absences and will require a doctor's note including a return date to school in order for future absences to be excused.

*Excessive absences excused by receipt of parent's written excuse will be addressed on a case-by-case basis by the principal. Excessive absences, excused or unexcused, negatively impact a child's academic success. The principal will address these excessive "excused" absences by written notification to the parent; then, the principal can request a doctor's note to excuse future absences or begin truancy enforcement.

STEP 4:

After two additional unexcused absences, a phone call will be made to the guardian reinforcing the system policy and consequences.

STEP 5:

After an additional three unexcused absences (10 cumulative), the principal/designee will file a petition in the Juvenile Court. Copies of this petition will be:

- ~kept in office records
- ~sent to Director of Schools/designee
- ~sent to guardian by certified/return receipt mail, regular mail, and with student in sealed envelope.

If the student transfers, the petitioner will notify the receiving school regarding the existing petition.

STEP 6:

On the day of your court appearance, FAX a copy of the "Recommendations for Youth Services" to 907-3148. Report to court at 1:00 p.m.

Administrative Directive 79
Related Board Policy – STU 9

STUDENT RECORDS

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; 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 purpose 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 STU 13

Legal References:

TRR/MS 0520-1-3-.03(12)(a)

T.C.A. 10-7-504(4); U.S.C.A. 20-123g

STUDENT RECORDS: **INSPECTION & CORRECTION PROCEDURE**

INSPECTION PROCEDURE

Parent(s) of students and eligible students may inspect and review the student's educational records upon written request.

Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible, the records(s) that he/she wished to inspect, and the records custodian will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure must be completed within 45 days from the receipt of the request.

The right to inspect and review educational records includes the right to response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce.

When a record contains information about students other than the parent's child or the eligible student, the parent(s) or eligible student may not inspect and review that information.

FEES FOR COPIES

A reasonable fee for copies provided to parent(s) or eligible students' will be determined by the Director of Schools. A maximum of three (3) copies of the transcript will be

provided free of charge. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian

CORRECTION PROCEDURES

Parent(s) of students or eligible students' may seek to change any part of the student's record they believe to be incorrect. The Director of Schools shall develop an acceptable procedure to establish an orderly process to review and correct an education record.

*The student becomes an "eligible student" when he/she reaches 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

Board Policy STU 15

Legal References:

34 CFR 99.10

TRR/MS 0520-1-3-.09(5)(e); 34 CFR 99.4.

T.C.A. 10-7-506; 34 CFR 99.11

34 CFR 99.20: 21;22

STUDENT RECORDS: ANNUAL NOTIFICATION OF RIGHTS

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students of each student's* privacy rights. For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment. The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records except when prior written consent is given or under circumstances as provided by law or regulations or where the school system has designated certain information as "directory information."

Parent(s) of students or eligible students have two weeks after notification to advise school system in writing of items they designate not to be used as directory information. The records custodian at each school will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

DIRECTORY INFORMATION

"Directory information" means information contained in the education record of a student to which the public would have access and which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.

Board Policy STU 14

Legal References:

34 CFR 99.4

24 CFR 99.7; T.C.A. 10-7-504

34 CFR 99.3

34 CFR 99.5

USE OF STUDENT RECORDS

Authorized school officials will have access to and permit access to student records for legitimate educational purposes. A school official is a person employed by the school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education; and/or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s)' or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure.
2. If the disclosure is an item of directory information;
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report;
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;
5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purpose for which the study was conducted;
6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code of 1954;
7. To accrediting organizations to carry out their accrediting functions;
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students of eligible students have a right to obtain copies of records transferred under this provision;
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives consent for the disclosure. The written consent must include:

1. A specification of the records to be released;

2. The reasons for the disclosure;
3. The person, organization, or class or persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student may obtain a copy of any record disclosed under this provision.

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.

The record will include at least:

1. The name of the person or agency that makes the requests;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the requests; and
4. Whether the request is granted, and, if it is, the date access is permitted or the disclosure is made.

Board Policy STU16

Legal References:

USCA 20-1232g; T.C.A. 10-7-503; T.C.A. 10-7-504

Dept of Ed. Family Educational Rights and Privacy Act

T.C.A. 37-1-403

TRR/MS 0520-1-3-.09(5)(e)(7)

1979 Internal Revenue Code (1954 Amendment), Sections 151 and 170

TRR/MS 0520-1-3-.03(11)(e)

SCHOOL VISITORS

Except on public occasions such as athletic events and open houses, all visitors must report to the school office when entering a school and sign a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Generally, guest passes shall be issued for all persons other than students and employees of the schools.

In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto the grounds or into the school buildings during the 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 has 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 shall contact law enforcement officials when the principal believes the situation warrants it.

Students may not bring non-student brothers or sisters to school, unless approved by the Director of Schools or his/her designee. Requests to bring out-of-town visitors to school must be approved by the principal.

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 will use the appropriate entrance and report to the reception desk or designated area when entering the facility and will sign a log book during normal office hours. Authorization to visit elsewhere in the facility will be determined by the Director of Schools or his/her 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.

The Director of Schools, supervisors, or designees 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, supervisors, or designees shall contact law enforcement officials when the situation warrants such measures.

Board Policy BO 29

SPECIAL EDUCATION PROGRAMS AND SERVICES

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. Referral for evaluation for Special Education services may be initiated by the school staff.

Parents who suspect that their child requires an evaluation to determine eligibility for Special Education services should contact the assistant principal in the student's home school.

ANNUAL CHILD FIND

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, and is between the ages of birth and fourteen, resides within the city limits and is not currently enrolled in school, please call Priscilla VanTries, Supervisor of Special Education, at 893-2313. Mrs. VanTries is available to speak with any organization, group, or individual concerning the evaluations and services which are available through the Murfreesboro City School System,

CHILD ADVOCACY GROUP CONTACT INFORMATION

For information regarding the Child Advocacy Group please call 1-888-212-3162 or visit <http://www.tennessee.gov/education/speced>. Also, you may call Murfreesboro City Schools at 615-893-2313.

SERVICES PROVIDED TO INTELLECTUALLY GIFTED STUDENTS

Intellectually Gifted students are served in our system from grades K-6 according to either a Special Education IEP or through our General Education program housed at The Discovery School at Reeves-Rogers. IEP eligible SPED students are served appropriately according to their needs as determined by the IEP team. Those students who are admitted to The Discovery School at Reeves-Rogers attend an advanced program devoted five days a week to educationally enriched activities. Any student who attends The Discovery School and is also eligible for SPED services would be provided any additional needed services through an IEP implemented by the school's SPED Resource teacher.

**MURFREESBORO CITY SCHOOLS
INTERNET ACCESS STUDENT PERMISSION FORM**

PARENT OR GUARDIAN

As the parent/guardian of _____, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and the school system and the State Department of Education Office of Technology have taken available precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials provided on the network. Further I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print) _____

(Signature of Parent or Guardian)

(Date)

TEACHER

I have read the Terms and Conditions and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher's Name (please print): _____ Grade _____

(Signature of Teacher)

(Date)

APPLICATION PORTION OF THE DOCUMENT

User's Full Name (please print)

(Date)

Home Address

Home Phone

SCREENINGS PERMISSION

During the school year, screening tests for vision, hearing, scoliosis, height, weight, blood pressure, dental, and lice may be conducted. Written notification to parents/guardians of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress will be sent to the parent/guardian.

Your signature below indicates your awareness of these screenings and grants permission to screen your child for these conditions.

(Signature of Parent) _____
(Date)

**ACKNOWLEDGEMENT OF RECEIPT
BY PARENTS**

We have received a copy of the Murfreesboro City School System's Policy Handbook which includes Code of Acceptable Behavior and Conduct.

Your signature below indicates that you have read and understand the Murfreesboro City Schools Bullying Policy.

(Student's Name-Please Print)

(Signature of Parent - Date)

(Signature of Parent - Date)

**ACKNOWLEDGEMENT OF RECEIPT
BY STUDENT**

I have received a copy of the Murfreesboro City School System's Code of Acceptable Behavior and Conduct.

Your signature below indicates that you have read and understand the Murfreesboro City Schools Bullying Policy.

(Student's Name-Please Print)

(Signature of Student - Date)

NONDISCRIMINATION NOTICE

It is the policy of the Murfreesboro City Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX or the Americans with Disabilities Act should be directed to Lee Wilkerson. Inquiries regarding Section 504 should be directed to Priscilla VanTries. Inquiries regarding Title VI and VII should be directed to Danielle Kaminsky at the Murfreesboro City School Board of Education
2552 South Church Street, Murfreesboro, TN 37127