

**AGENDA WITH RECOMMENDATIONS FROM
THE DIRECTOR OF SCHOOLS**

**RUTHERFORD COUNTY SCHOOL SYSTEM
2240 Southpark Drive
Murfreesboro, TN 37128**

**November 3, 2016
5:00 P.M.**

- 1. CALL TO ORDER**

- 2. PLEDGE OF ALLEGIANCE**

- 3. MOMENT OF SILENCE**

- 4. APPROVAL OF AGENDA**

Recommend Approval --- motion to approve the agenda as presented.

5. APPROVAL OF CONSENT AGENDA (TAB 1)

**A. Minutes: October 20, 2016
 October 24, 2016**

B. Community Use of Facilities

C. Routine Bids: No bids

D. School Salary Supplements and Contract Payments:

Name	Amount	School	Funded By	Description
Madeline Buford	1,800.00	Blackman High	School Funds - Volleyball	Assistant Volleyball Coach
Courtney Gregory	2,500.00	Blackman High	Football/Competition Cheer Boosters	Coaching Competitive Cheerleading squad
Heather Wortman	2,500.00	Blackman High	Football/Competition Cheer Boosters	Coaching Competitive Cheerleading squad
Dawn Barger *	375.00	Blackman Middle	School Funds - Football	Bus Driver

Melina Gonzalez	600.00	Blackman Middle	School Funds - Volleyball	Assistant Volleyball Coach
Brenda Williams ***	56.00	Rock Springs Middle	School Funds - Chorus	Piano accompanist
Chad Fields	600.00	Siegel High	Football Boosters	Music Announcer for Football
Dallas Hill	600.00	Siegel High	Football Boosters	Scoreboard Operator
Craig Reavis *	375.00	Siegel High	Football Boosters	PA for Football games
Craig Dziduch	500.00	Siegel Middle	School Funds - Volleyball	Assistant Volleyball Coach
Celina Thornton	800.00	Siegel Middle	School Funds - Volleyball	Assistant Volleyball Coach
Lonnie Drayton	NTE 1,000.00	Smyrna High	Various School Accounts	Bus Driver
Tom Haynes	NTE 1,000.00	Smyrna High	Various School Accounts	Bus Driver
Stephen Luboniecki	NTE 1,000.00	Smyrna High	Various School Accounts	Bus Driver
Valerie Vied	1,000.00	Smyrna High	School Funds - Volleyball	Summer coaching camp
Shelby Short	NTE 5,000.00	Stewarts Creek High	School Funds - Volleyball	Assistant Varsity and JV Head Volleyball Coach
Jazmin Jordan *	158.54	Stewarts Creek Middle	School Funds - Band	Clarinet sectional rehearsal
Scott Kinney ***	158.54	Stewarts Creek Middle	School Funds - Band	Trombone sectional rehearsal
Erich Zimmerman ***	158.54	Stewarts Creek Middle	School Funds - Band	Trumpet sectional rehearsal
Scotty Garrison	NTE 750.00	Blackman High	School Funds - Wrestling	Assistant Wrestling Coach
Maureen Moeller	\$20/half hour \$15/person/group	Blackman Middle	School Funds - Band	Private lessons
Claire O'Kain	1,500.00	Central Magnet	School Funds - Drama	Accompanist
Andrew Chunn	NTE 2,500.00	Oakland High	Band Boosters	Percussion Instructor
Michael George	\$20 / lesson	Oakland Middle	School Funds - Band	Private lessons
Phillip Jones	\$20 / lesson	Oakland Middle	School Funds - Band	Private low brass lessons

Craig Watkins	4,800.00	Riverdale	School Funds - Half Timers	Choreographer
Cara Trunnell	1,500.00	Smyrna High	School Funds - Volleyball	Assistant Volleyball Coach
Deborah Hunter	3,000.00	Stewarts Creek High	School Funds – Fine Arts Dept.	Clinician
John Engelman **	Hourly	Cedar Grove	Clubs, Athletics + Outside Groups	Additional Custodial work during the 2016/2017 school year
Matilde Garcia **	Hourly	Cedar Grove	Clubs, Athletics + Outside Groups	Additional Custodial work during the 2016/2017 school year
Charlotte Campbell **	Hourly	Christiana Middle	Clubs, Athletics + Outside Groups	Additional Custodial work during the 2016/2017 school year
Jerry Swader **	Hourly	Rock Springs Elementary	Clubs, Athletics + Outside Groups	Additional Custodial work during the 2016/2017 school year
Thomas Faulk **	Hourly	Rockvale Elementary	Clubs, Athletics + Outside Groups	Additional Custodial work during the 2016/2017 school year

- * approved previously for an amount \$500 or greater
- ** not less than regular rate – or overtime rate if over 40 hours during the week
- *** anticipate amounts over \$500 this school year
- **** amend prior approval

E. Non-Faculty Volunteer Coaches:

According to Tennessee Secondary School Athletic Association (TSSAA) guidelines, Board of Education approval is required to allow non-faculty volunteer coaches to participate in the school athletic programs.

The following non-faculty volunteer coaches are for the 2016-2017 school year:

<u>Name</u>	<u>School</u>	<u>Sport</u>
DeYoung, Sloane	Smyrna High	Lifeguard
Henderson, Scott	Smyrna High	Wrestling
Moeller, Maureen	Blackman Middle	Band
Sappenfield, Paul	Smyrna High	Wrestling
Sears, Sara Johnson	Siegel High	Band
Smith, Haley	Smyrna Middle	Cheerleading
Trent, Sabrina	Rockvale Middle	Soccer/Boys
Maier, Mark	Rockvale Middle	Archery
Harris, Crystal	Buchanan Elementary	Archery

Recommend Approval --- motion to approve the consent agenda items as presented.

6. VISITORS

7. SPOTLIGHT ON EDUCATION

Project Feed LaVergne Middle School

8. ePLAN REVIEW AND REQUIREMENTS

9. REVISED POLICIES (TAB 2)

Policy 3.210 – Naming New Facilities

Purpose of Revision: revise the language in the policy to accurately reflect the Chairman of the Board, and not the Director, appoints a committee to make recommendations for the naming of new schools.

Policy 1.402 – Notification of Meetings

Purpose of Revision: revise the language in the policy to accurately reflect that meeting notices are currently posted on the District website.

Policy 1.403 – Agendas

Purpose of Revision: revise the language in the policy to eliminate the section entitled “Annual Agenda”.

Policy 1.406 – Minutes

Purpose of Revision: revise the language in the policy to accurately reflect that minutes are currently posted on the District website.

Policy 1.200 – Method of Election of Officers

Purpose of Revision: revise the language in the policy to eliminate the portion requiring the Board to nominate a TLN representative at the first regular meeting in September and clarifying that the Director will preside over the meeting until a new chairman is elected.

Policy 2.200 – Annual Operating Budget

Purpose of Revision: revise the policy to reflect new legal requirements regarding budget timelines.

Policy 4.605 – Graduation Requirements

Purpose of Revision: revise the policy to comply with new legal requirements regarding students taking a U.S. Civics test and addressing statutory requirements for early graduation.

Policy 6.413 – Prevention and Treatment of Sports Related Concussions

Purpose of Revision: revise the policy to comply with new legislation listing Physician’s Assistants as health care providers that may evaluate and provide clearance for return to athletics.

Policy 1.407 – School Board Records

Purpose of Revision: revise the policy to meet legal requirements that the name or title and the contact information of the individual designated as the public records coordinator be included in the policy.

Policy 6.304 – Student Discrimination, Harassment, Bullying, Cyber-Bullying and Intimidation

Purpose of Revision: revise the policy to include the definition of harassment.

Recommend Approval --- motion to approve the revisions to Policy 3.210, 1.402, 1.403, 1.406, 1.200, 2.200, 4.605, 6.413, 1.407, and 6.304 on first reading, as recommended by the Policy Committee.

10. FOR INFORMATION ONLY

TSBA recommends reviewing policies annually. Review Section 4, Instructional Services, this month and refer any potential revisions to Angel McCloud.

11. INSURANCE UPDATE

12. DIRECTOR’S UPDATE

13. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE

14. FEDERAL RELATIONS NETWORK (FRN) UPDATE

15. GENERAL DISCUSSION BY BOARD MEMBERS

16. ADJOURNMENT

**RUTHERFORD COUNTY SCHOOL SYSTEM
Board of Education Meeting
2240 Southpark Drive
Murfreesboro, TN 37128**

Minutes of October 20, 2016

Board Members Present

**E.J. Jordan, Chairman
Jim Estes, Vice Chairman
Wayne R. Blair
Terry Hodge
Aaron Holladay
Coy Young
Marvin D. Odom, Director of Schools**

Board Members Absent

Lisa Moore

1. CALL TO ORDER

The Board Chairman called the meeting to order at 5:00 P.M. COL (Ret) Harry Houchens led the Pledge of Allegiance.

2. MOMENT OF SILENCE

The Board Chairman called for a moment of silence asking everyone to remember Lisa Moore's father who is in critical condition.

3. APPROVAL OF AGENDA

Motion made by Mr. Blair, seconded by Mr. Holladay, to approve the agenda as presented.

Vote: All Yes

Lisa Moore was not present for the vote.

4. APPROVAL OF CONSENT AGENDA

**A. Minutes: September 22, 2016
September 26, 2016
October 17, 2016**

B. Community Use of Facilities

C. Routine Bids:

Bid #3207 – Science Lecture Room Seats (Blackman High)

Bid #3214 – Asbestos Abatement

Bid #3215 – Asbestos Testing & Monitoring

Bid #3216 – Art Equipment (John Colemon)

Bid #3217 – PE Equipment (John Colemon)

Bid #3218 – Walking Tracks (Smyrna Elementary, LaVergne Middle, Rock Springs Middle, Whitworth-Buchanan Middle)

Reject Bid #3213 – Washington, DC Trip (Thurman Francis)

D. On-Boarding Package for Human Resources (HR) Employment and Work Flow Module

E. Contract Renewal with Saint Thomas Rutherford and Volunteer Behavioral Health Care System Health Unit to extend services through July 26, 2018.

F. Contract with Corwin Press, Inc. for one day of professional development and workbooks for John Colemon Elementary and David Youree Elementary.

G. Contract with Corwin Press, Inc. for one day of professional development and workbooks for Blackman Elementary and Kittrell Elementary.

H. Transportation – Bus #137 Voluntary Contract Termination

I. School Salary Supplements and Contract Payments:

Name	Amount	School	Funded By	Description
Robert Bell	750.00	Blackman High	School Funds - Basketball	Basketball Camp
Richard Bolden	NTE 3,000.00	Eagleville	School Funds - Basketball	Jr Pro Assignor / Recreational + Practice Official
Alan Pepper	NTE 3,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Joseph Reed	NTE 2,500.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Alex Roberts	NTE 2,200.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Darren Shanks	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Joseph Wilson	NTE 1,400.00	Eagleville	School Funds - Basketball	Recreational + Practice Official

Brad Cowan	1,500.00	Oakland High	School Funds - General Athletics	Athletic Director
Brad Cowan	7,000.00	Oakland High	Oakland Endzone Club	Assistant Head Coach + Field Maintenance
Kevin Creasy	7,500.00	Oakland High	Oakland Endzone Club	Head Football Coach
Stephen Jackson	2,500.00	Oakland High	Oakland Endzone Club	Weight Room Coach
Michael Matthews	2,500.00	Oakland High	Oakland Endzone Club	Assistant Football Coach
James Nelson	1,500.00	Oakland High	School Funds - Football	Bus Driver for Football
Matt Parker	500.00	Oakland High	Oakland Endzone Club	Website
Kyle Shoulders	2,000.00	Oakland High	Oakland Endzone Club	Assistant Football Coach
Scott Thomas	2,250.00	Oakland High	Oakland Endzone Club	Assistant Football Coach
Matthew Throneberry	2,000.00	Oakland High	Oakland Endzone Club	Assistant Football Coach
Tabbatha Martin	800.00	Oakland Middle	School Funds - Softball	Assistant Softball Coach
Christy Bingham	1,300.00	Riverdale	Softball Boosters	Softball Camp
Tiffany Phillips	1,440.00	Riverdale	School Funds - Football	Cleaning Football uniforms
Riki Willmon	NTE 1,400.00	Riverdale	Cross Country Boosters	Assistant Cross Country Coach
Deborah Hice	1,000.00	Rockvale Middle	School Funds - Band	Assistant Band Director
Sara Sears	600.00	Siegel High	School Funds - Band	Band Camp
Marc Nobleman	800.00	Blackman High	School Funds - Library + Principal's Discretion	Author presentation
David Larsen	\$18 per lesson	Blackman Middle	School Funds - Band	Private lessons
Tonya Lawson	\$20/30 min or \$24 group lesson	Blackman Middle	School Funds - Band	Private lessons

Shelby Shelton	\$20 per 30 min lesson	Blackman Middle	School Funds - Band	Private Percussion lessons
Kaila Carter	1,000.00	Central Magnet	School Funds - MS Girls + Boys Basketball	Assistant Basketball Coach
Blake Shaw	500.00	Central Magnet	School Funds - Swimming	Assistant Swimming Coach
TJ Allen	NTE 2,200.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Ed Adomowicz	NTE 1,400.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Brandon Bassham	NTE 2,200.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Matthew Boyett	NTE 1,400.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Josh Brawley	NTE 1,400.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
James Buttrey	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Shanice Cason	NTE 1,400.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Lucas Harrell	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Zach Harwell	NTE 1,400.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Eric Hawks	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Brandon Lamb	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Turner Long	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Tim McGehee	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Chris Moore	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Connor Poff	NTE 1,400.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Hunter Poff	NTE 1,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Stefon Porter Jr.	NTE 1,400.00	Eagleville	School Funds - Basketball	Recreational + Practice Official

Lucas Pruitt	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Evan Rivas	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Britt Roberts	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Terrell Rubin	NTE 1,800.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Bobby Smith	NTE 1,800.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
John Stephenson	NTE 1,400.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Austin Strickland	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
David Tippet	NTE 1,400.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
David Tollett	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Jeremy Tuggle	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Brett Whaley	NTE 2,000.00	Eagleville	School Funds - Basketball	Recreational + Practice Official
Dechae Dobson	1,000.00	Eagleville	School Funds - Band	Color Guard Instruction
Rosa Westfall	1,500.00	LaVergne High	School Funds - Band	Marching Band Staff
Benjamin Bjork	NTE 600.00	Riverdale	Band Boosters or School Band Account	Marching Band instruction
Christine Brosend	\$30 per lesson	Riverdale	School Funds - Chorus	Voice lessons
Zephanie Dykes	3,000.00	Riverdale	School Funds - Dance Team	Choreographer
Fred Nelson	\$20 per lesson	Riverdale	Band Boosters or School Band Account	Private low brass instruction
Michael Prevost	NTE 3,000.00	Riverdale	School Funds - Basketball	Assistant Boys Basketball Coach
Madison Woodruff	1,500.00	Riverdale	Softball Boosters	Assistant Softball Coach
Kathryn Frazier	\$20 per 30 min lesson	Rock Springs Middle	School Funds - Band	Private music lessons

Justin Wade ***	350.00	Rock Springs Middle	School Funds - Boys Basketball	Assistant Basketball Coach
Thomas Uselton	800.00	Siegel High	School Funds - Cross Country	Assistant Cross Country Coach
Charles Mitchell	2,000.00	Stewarts Creek High	School Funds - Baseball	Assistant Baseball Coach
Kathryn Frazier	\$20 per lesson	Thurman Francis	School Funds - Band	Private oboe lessons
Crawford Martin **	Hourly	Siegel High	Clubs, Athletics + Outside Groups	Additional Custodial work during the 2016/2017 school year
Lynn Dunlap **	Hourly	Stewarts Creek High	Clubs, Athletics + Outside Groups	Additional Custodial work during the 2016/2017 school year
Kerry Malone **	Hourly	Stewarts Creek High	School Funds - various athletic accounts	PA Announcer

- * approved previously for an amount \$500 or greater
- ** not less than regular rate – or overtime rate if over 40 hours during the week
- *** anticipate amounts over \$500 this school year
- **** amend prior approval

J. Non-Faculty Volunteer Coaches:

According to Tennessee Secondary School Athletic Association (TSSAA) guidelines, Board of Education approval is required to allow non-faculty volunteer coaches to participate in the school athletic programs.

The following non-faculty volunteer coaches are for the 2016-2017 school year:

<u>Name</u>	<u>School</u>	<u>Sport</u>
Finley, Jason	Siegel High	Soccer/Boys
Pruitt, Jaron	Siegel High	Wrestling
Scott, Corvin	Central Magnet	Baseball
Shaw, Carrie	Rockvale Middle	Bowling
Bjork, Benjamin	Riverdale High	Band
Brosend, Christine	Riverdale High	Band
Chunn, Andrew	Oakland High	Band
George, Michael	Oakland Middle	Band
Jones, Phillip	Oakland Middle	Band
Nelson, Fred	Riverdale High	Band
Westfall, Rosa	LaVergne High	Band
Womack, Taylor	Oakland High	Band
Smith, Demorious	Blackman MS	Basketball/Boys

**Banniza, Brandon
Watkins, Craig
Watkins, Mary
Gentry, Noel
Garrison, Scotty**

**Smyrna HS
Riverdale HS
Riverdale HS
Riverdale HS
Blackman HS**

**Swimming
Halftimers/Fashion Show
Halftimers
Bowling
Wrestling**

Motion made by Mr. Estes, seconded by Mr. Hodge, to approve the consent agenda items as presented.

Vote: All Yes

Lisa Moore was not present for the vote.

5. VISITORS

Erma Siegel Elementary School parent, Amber Neubauer, addressed the Board concerning metal detectors being added at all middle and high schools. The Board Chairman advised the parent that this item would be put on an agenda in the near future.

6. JROTC AWARD PRESENTATION

COL (Ret) Harry Houchens

Col. (Ret) Harry Houchens surprised School Board member Wayne Blair with an honorary award recognizing his many years of thoughtful contributions to the JROTC program in Rutherford County Schools. Mr. Blair was awarded the Commander's Award for Public Service from the Department of the Army, which included a service medal. Mr. Blair said he was deeply honored and that it was his first medal.

7. SPOTLIGHT ON EDUCATION - STEM (Science, Technology, Engineering, and Mathematics)

Middle school teachers from Christiana Middle, Stewarts Creek Middle, Rockvale Middle and Blackman Middle presented the STEM program to the School Board. STEM stands for Science, Technology, Engineering and Mathematics. Current and former students in the program also discussed with the Board what they love about the program and how it has impacted their education.

8. 2016 LOCAL EDUCATION AGENCY (LEA) COMPLIANCE REPORT

LEAs (Local Education Agency) are required to comply with all state education laws and State Board of Education (SBE) rules. The annual LEA Compliance Report Form (due on November 30) should state deficiencies and a compliance plan for each deficiency. The Commissioner of Education will not grant approval to LEAs that are

not in compliance with state education laws and rules and have no TDOE approved plan for compliance. Every school in Rutherford County has reviewed the Compliance Report Form including state rules and regulations. The 2016 LEA Compliance Report shows there are no deficiencies for Rutherford County.

Motion made by Mr. Holladay, seconded by Mr. Blair, to approve the 2016 LEA Compliance Report showing there are no deficiencies for Rutherford County.

Vote: All Yes

Lisa Moore was not present for the vote.

9. PROPOSED RUTHERFORD COUNTY SCHOOLS 2017-2018 ACADEMIC CALENDAR

Motion made by Mr. Hodge, seconded by Mr. Young, to approve the Rutherford County Schools 2017 - 2018 Academic Calendar as presented.

Vote: All Yes

Lisa Moore was not present for the vote.

10. FIVE-YEAR BUILDING PLAN

Motion made by Mr. Holladay, seconded by Mr. Estes, to approve the Rutherford County Schools Building Program through August 22, 2022, dated October 20, 2016, as presented.

Vote: All Yes

Lisa Moore was not present for the vote.

11. TRANSPORTATION (For Information only)

The transportation department was budgeted eight buses for the 2016-2017 school year. We have put on seven buses through the second week of October. This brings us to a total fleet of 256 buses. We have exhausted the 1st priority list and currently are at number 24 out of 64 contractors on the 2nd priority list. We are ready to put on the eighth bus but contractors are finding it difficult to find drivers.

Buses are traveling a total of 18,658 miles per day which equals to 335,844 miles per month or 3,358,440 miles per school year.

By utilizing the INow student database to track students who ride the bus we are showing 24,159 students assigned to buses. There are 19,809 students assigned to buses that live 1.5 miles or further from school and are being transported each day. We have transported 87 Atlas students, (Academic Time Leads to Achieving Students) Rutherford County Schools' assistance program for families in transition

through the second week of October compared to 152 Atlas students at the end of October last year.

We have had three accidents with 0 injuries so far this year compared to five accidents with zero injuries last year.

Installation of the active GPS system began on Monday October 10, 2016. We hope to complete installation on all 256 buses by October 26, 2016. Training for the office staff is scheduled for the week of November 14, 2016. The delay in installation is due to equipment and installer availability. The delay in training is due to server problems.

We have pulled 150 videos from buses through two weeks in October compared to 198 videos through the end of October in 2015.

12. FOR INFORMATION ONLY

TSBA recommends reviewing policies annually. Review Section 3, Support Services, this month and refer any potential revisions to Angel McCloud.

13. INSURANCE UPDATE

Mrs. Barnes reported that open enrollment for health benefits is scheduled for October 17-31 at noon. Benefit eligible employees must complete the enrollment process or will lose benefits for 2017. Employees are encouraged to enroll early in the open window in case they encounter technical difficulties and to print a confirmation of 2017 benefits for their record.

14. DIRECTOR'S UPDATE – GRADUATION RATE

Director of Schools Don Odom reported that the school district has reached a graduation rate of 95.2%, which places the district among the best in Tennessee and the country. He also gave a brief history of the district's graduation rate.

15. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE

Chairman Jordan informed the Board that there will be a meeting with State Legislators, County School Board and the City School Board on December 12, 2016, 5:00 P.M. in the Board Room at the Central Office.

16. FEDERAL RELATIONS NETWORK (FRN) UPDATE – No report at the present time.

17. GENERAL DISCUSSION BY BOARD MEMBERS – No items presented.

There being no further business, the meeting adjourned at approximately 6:00 P.M.

E.J. Jordan, Chairman

Date

Marvin D. Odom, Director of Schools

Date

RUTHERFORD COUNTY BOARD OF EDUCATION
2240 Southpark Drive
Murfreesboro, TN 37128

Special Called Policy Committee Meeting
October 24, 2016

Board Members Present

E.J. Jordan, Chairman
Jim Estes, Vice Chairman
Wayne Blair
Terry Hodge
Aaron Holladay
Lisa Moore
Coy Young
Marvin D. Odom, Director of Schools

Committee Members Present

Kenneth Curlee
Dr. Andrea Anthony
Bill Tollett
Claudia Belden
Kim Franklin
Regina Harvey

Others Present

Angel McCloud
Jeff Reed
Richard Zago
Pierrecia Lyons

The Board Chairman, Mr. Jeff Jordan, called the meeting to order at 5:00 p.m.

POLICY 1.103 – BOARD SELF EVALUATION

The policy committee discussed revisions to Policy 1.103 Board Self Evaluation. The committee took no action on the policy at this time. The policy tabled until the next committee meeting.

POLICY 3.210 – NAMING NEW FACILITIES

The policy committee discussed revisions to Policy 3.210 Naming New Facilities. The policy has been updated to reflect that when a school or facility is to be named, the Chairman of the Board will appoint a committee composed of school personnel, patrons of the school and the school board member representing the zone where the school will be built. Names for consideration by the committee may be submitted by any citizen, board member, or school personnel.

Motion made by Mrs. Kim Franklin, seconded by Mrs. Regina Harvey, to approve the proposed revisions.

VOTE: ALL YES

POLICY 1.402 – NOTIFICATION OF MEETINGS

The policy committee discussed revisions to Policy 1.402 Notification of Meetings. The policy has been updated to reflect that adequate notice of meetings in the case of regular meetings shall consist of the meeting date and time being posted on the district website at www.rcschools.net. And in the case of special board meetings, the notice shall be posted in the same location, at least forty-eight (48) hours prior to the meeting.

Motion made by Mr. Aaron Holladay, seconded by Mrs. Lisa Moore, to approve the proposed revisions.

VOTE: ALL YES

POLICY 1.403 – AGENDAS

The policy committee discussed revisions to Policy 1.403 Agendas. The policy has been revised to eliminate the provision for an Annual Agenda and its terms.

Motion made by Mrs. Claudia Belden, seconded by Mr. Wayne Blair, to approve the proposed revisions.

VOTE: ALL YES

POLICY 1.406 – MINUTES

The policy committee discussed revisions to Policy 1.406 Minutes. The policy has been updated to reflect that a copy of the minutes will be posted on the district website at www.rcschools.net.

Motion made by Mrs. Lisa Moore, seconded by Mr. Jim Estes, to approve the proposed revisions.

VOTE: ALL YES

POLICY 1.200 – METHOD OF ELECTION OF OFFICERS

The policy committee discussed revisions to Policy 1.200 Method of Election of Officers. The policy has been updated to reflect that at the first regular meeting in September each year, the board shall organize by electing a chairman, and a vice chairman to serve one-year terms or until a successor is named. And if no officer of the board is serving at the time of the organizational meeting, the Director shall call the meeting to order and preside until a chairman is elected as the first order of business. The proposed revision eliminated the requirement for the Board to appoint a TLN representative at the first meeting in September.

Motion made by Mr. Jim Estes, seconded by Mr. Kenneth Curlee, to approve the proposed revisions.

VOTE: ALL YES

POLICY 2.200 – ANNUAL OPERATING BUDGET

The policy committee discussed revisions to Policy 2.200 Annual Operating Budget. The policy has been updated to reflect that the FINAL ADOPTION PROCEDURE stipulates that the board shall submit a proposed budget in accordance with the budget timeline established by the board and county commission. If a budget timeline is not agreed upon, the board shall submit a proposed budget to the County Commission no later than May 1st. If the proposed budget is rejected, the board shall submit a revised budget proposal within ten (10) business days after receiving notice of the rejection. And, within ten (10) days of adoption of the final budget, the director of schools shall file a copy with the Commissioner of Education.

Motion made by Mr. Wayne Blair, seconded by Mrs. Regina Harvey, to approve the proposed revisions.

VOTE: ALL YES

POLICY 4.605 – GRADUATION REQUIREMENTS

The policy committee discussed revisions to Policy 4.605 Graduation Requirements. The policy has been updated to reflect a revision in subpart 5 which concludes that before high school graduation, every student shall complete a United States civics test if enrolled in a Tennessee public school during the 11th grade. The proposed revisions includes the following criteria for early Graduation:

1. Earn the required eighteen (18) credits;
2. Achieve a benchmark score for each required end-of-course exam (19 or higher on the ACT mathematics subtest or a 460 or higher on the SAT mathematics, 18 or higher on the English subtest and a 19 or higher ACT reading subtest or 450 or higher on the SAT critical reading subtest);
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. Meet the minimum ACT or SAT benchmark score;
5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) credits of the following courses:
 - a. AP;
 - b. IB;
 - c. Dual enrollment; or
 - d. Dual credit.

Students intending to graduate early shall inform the school principal of this intent prior to the beginning of 9th grade, or as soon thereafter as the intent is known. The Director of Schools shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law.

Motion made by Mr. Coy Young, seconded by Mrs. Andrea Anthony, to approve the proposed revisions.

VOTE: ALL YES

POLICY 6.413 – PREVENTION AND TREATMENT OF SPORTS RELATED CONCUSSIONS

The policy committee discussed revisions to Policy 6.413 Prevention and Treatment of Sports Related Concussions. The policy has been updated to reflect legislative changes allowing physician’s assistant (P.A.) with concussion training who is a member of a health care team supervised by a Tennessee licensed medical doctor or osteopathic physician to be included in the list of health care providers who may evaluate and provide clearance for athletes return to athletics.

Motion made by Mrs. Lisa Moore, seconded by Mrs. Kim Franklin, to approve the proposed revisions.

VOTE: ALL YES

POLICY 1.407 – SCHOOL BOARD RECORDS

The policy committee discussed revisions to Policy 1.407 School Board Records. The policy has been updated to include contact information for the individual designated as the public records coordinator for the district.

Motion made by Mr. Aaron Holladay, seconded by Mrs. Claudia Belden, to approve the proposed revisions.

VOTE: ALL YES

POLICY 6.304 – STUDENT DISCRIMINATION, HARASSMENT, BULLYING, CYBER-BULLYING AND INTIMIDATION

The policy committee discussed revisions to Policy 6.304 Student Discrimination, Harassment, Bullying, Cyber-Bullying and Intimidation. The policy has been revised to include the definition of harassment.

Motion made by Mrs. Claudia Belden, seconded by Mr. Jim Estes, to approve the proposed revisions.

VOTE: All YES

There being no further business, the meeting adjourned at approximately 5:32 p.m.

E.J. Jordan, Chairman

Date

Marvin D. Odom, Director of Schools

Date

FACILITIES USE

November 3, 2016

Barfield Elementary	Weight Watchers of Middle & East Tennessee, TBD, meetings, classroom D12, \$15 per day for 12 sessions totaling \$180
Blackman Middle	Middle Tennessee Youth Basketball, 12/10/16-6/30/17, AAU team practice, gym, \$18 per hour
Cedar Grove Elementary	NRS Soccer U9, 11/15/16-3/21/17, indoor soccer practice, gym, \$18 per hour
Oakland High	Murfreesboro Soccer Club, 11/28/16-3/31/17, soccer training, indoor facility, \$1400-\$1600 per week
Oakland High	Super F Soccer League, 11/4/16-3/24/17, soccer tournaments, indoor facility, \$2500 per weekend
Oakland High	Murfreesboro FC Youth, 12/5/16-2/28/17, soccer practice, indoor facility, \$600 per week
Rock Springs Middle	Sporting Nashville Soccer Club, 11/4/16-3/31/17, indoor soccer practice, gym, \$18 per hour

Pursuant to Board Policy 3.206 public education schools and institutions, post-secondary education Institutions, private universities and colleges, governmental entities or agencies that provide benefits to the Rutherford County school system or have an in-kind relationship approved by the Director of Schools may request the Board of Education to allow an exemption from the use of facilities fee which the Board may allow or deny based upon the details of the specific request. The following groups qualify for the exemption:

Blackman Elementary	Girl Scouts of Middle Tennessee Troop 1919, 11/4/16-5/30/17, meetings, cafeteria, no fee
Christiana Elementary	Girl Scout Troop 3078, 11/4/16-5/26/17, meetings, cafeteria, no fee
Christiana Elementary	Girl Scout Troop 3061, 11/4/16-5/26/17, meetings, cafeteria, no fee

David Youree Elementary	Cub Scouts Pack 842, 11/4/16-5/20/17, meetings, cafeteria, no fee
LaVergne Lake Elementary	Girl Scouts Troop 2056, 11/4/16-5/30/17, meetings, cafeteria, no fee
Siegel High	MT Dirt Dawg Baseball, 11/4/16-7/4/17, practices and scrimmages, baseball/softball facilities, no fee
Stewarts Creek Middle	SRFC (NRS), 11/10/16-3/7/17, soccer skills training, gym no fee
Stewarts Creek Middle	MSC-Lady Strikers Soccer, 11/4/16-3/5/17, games and practices, soccer field, no fee

Note: Facility use for 11/3/16 has been granted pending Board action. A certificate of insurance with \$2,000,000.00 limits (\$1,000,000.00 if approved) is required by each user. Each group must forward any renewals of insurance to the Board on time; otherwise approval is terminated at the end of the policy period. **All approvals are for no more than a 3-month period.**

Rutherford County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h3 style="text-align: center;">Naming Facilities</h3>	Descriptor Code: <h3 style="text-align: center;">3.210</h3>	Issued Date:
		Rescinds:	Issued:

1 Facilities of the school system shall be named through board action, based upon the following criteria:

- 2 1. Schools shall not be named for living persons, except for those who have rendered exemplary
3 service to public education as recognized and attested by a vote of the board.
4
- 5 2. Two schools in the system shall not be given the same name and care should be taken to avoid
6 similar names.
7
- 8 3. Schools shall be named for:
9
 - 10 a. The area or community in which the school is located;
 - 11
 - 12 b. The street on which the school is located, or a street bordering the school site, if that
13 street is well known in the community; or
 - 14
 - 15 c. Presidents, governors or recognized national, state and local leaders who have made an
16 outstanding contribution to public education.
17
- 18 4. A single building on a campus with multiple buildings or a specific area on the campus may be
19 named for a living person, provided he/she has made an outstanding contribution to that school.
20 The naming of such building or specific area shall not supplant the facility's name.
21
- 22 5. Facilities other than school shall be given names which describe the facility or the geographic
23 location in the city.
24
- 25 6. If the Board decides an existing school or facility should be renamed, the criteria of this policy
26 shall apply.

27 When a school or facility is to be named, the ~~director of schools~~ **chairman of the Board** will appoint a
28 committee composed of school personnel, patrons of the school and the school board member
29 representing the zone where the school will be built. Names for consideration by the committee may be
30 submitted by any citizen board member of school personnel.

31 The committee will submit its recommendations about the name of the school, as well as the school
32 colors and school mascot with supporting reasons to the director of schools.

33 The director of schools shall have the authority to recommend the naming of a portion of a facility, such
34 as a section of the building, a single building on campus with multiple buildings or a specific area on
35 campus within a school.

1

2 The director of schools shall submit a recommendation to the Board in either situation for its
3 consideration and approval.

Rutherford County Board of Education [Click here to choose a school board.](#)

Monitoring: Review: Annually, in July	Descriptor Term: <h2 style="text-align: center;">Notification of Meetings</h2>	Descriptor Code: <h3 style="text-align: center;">1.402</h3>	Issued Date:
		Rescinds:	Issued:

1 Adequate notice of meetings in the case of regular meetings shall consist of ~~the meeting date and time~~
 2 ~~being posted on the district website at www.rcschools.net the approval of a schedule of all regular~~
 3 ~~meetings for the Board for a year and subsequent posting of this list in the Board/director of school's~~
 4 ~~office and in each of the public schools. The schedule shall also be sent to the president of the local~~
 5 ~~education association and to the local news media for periodic announcement.~~ No other notice of
 6 regular meetings shall be necessary beyond those stated and the holding of the particular regular
 7 meetings at the appointed times, if the date and time of the next regular meeting was announced at the
 8 last held board meeting.

9 In the case of special board meetings, the notice shall be posted in the same location ~~with notice sent to~~
 10 ~~the local news media and the president of the local education association~~, at least forty-eight (48) hours
 11 prior to the meeting.

12 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
 13 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions,
 14 notice shall be given to all appropriate parties as is practical.

15 All notices of special board meetings shall state the time, place and purpose of the meeting.
 16

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)

Rutherford County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date:
		Rescinds:	Issued:

1 The Board secretary shall be responsible for developing an agenda for each board meeting. Any board
2 member may place items on the agenda for discussion. The particular order may vary from meeting to
3 meeting in keeping with the business at hand.

4 For a regular board meeting, the agenda (which shall include the consent agenda), together with
5 supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled
6 date of the meeting. The agenda shall be available for public inspection and/or distribution when it is
7 distributed to the board members. At the beginning of each meeting, the board shall, by a majority
8 vote, approve the agenda for the meeting, which may involve the addition to or deletion of items
9 previously included on the agenda. The board, however, shall not revise board policies or adopt new
10 ones, unless such action has been scheduled.

11 Staff members or citizens of the district may suggest items for the agenda.

12 For items to be considered on the agenda, they must be received in the director of schools' office one
13 week prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall
14 forward any background information to the director of schools' office so that the material will be
15 included in the delivery to the board members prior to the meeting.

16 **CONSENT AGENDA**

17 While developing the agenda, the chair and director of schools shall identify routine or non-
18 controversial items to be placed on the consent agenda, which shall become a part of the regular
19 agenda. If any member objects to including an item on the consent agenda, that item shall be moved to
20 the regular agenda as an action item requiring discussion. The remaining consent items shall be
21 adopted in a single vote without discussion.

22 ~~**ANNUAL AGENDA**~~

23 ~~At the beginning of each fiscal year, the board shall adopt an annual planning calendar, stating month-~~
24 ~~by-month actions required by law and those required to carry out the board's annual goals and~~
25 ~~objectives and the State Board of Education's performance standards. In addition, the annual agenda~~
26 ~~shall designate dates to monitor/review designated sections of the board policy manual and to evaluate~~
27 ~~progress of programs for student achievement.~~

Rutherford County Board of Education [Click here to choose a school board.](#)

Monitoring: Review: Annually, in July	Descriptor Term: <h2 style="text-align: center;">Minutes</h2>	Descriptor Code: 1.406	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings
2 of the board.¹ A draft of the minutes of the previous meeting shall be sent to all board members with
3 the agenda for the upcoming meeting. Following their approval by the board, the minutes shall be
4 signed by the chair and director of schools. The minutes shall become permanent records of the board
5 and shall be made available to interested citizens and the news media upon request.^{2,3} A copy shall be
6 ~~mailed to all board members, the president of the local education association, and to each of the~~
7 ~~schools no more than thirty (30) days after approval by the board.~~⁴
8 ~~posted~~ on the district website at www.rcschools.net.

9 The minutes shall include:

- 10 1. The nature of the meeting (regular or special), time, place, date, board members present or
11 absent, and the approval of the minutes of the preceding meeting;²
- 12 2. A record of all motions, proposals, and resolutions passed or denied by the board, together with
13 the names of the members making and seconding the motions, and a record of the members
14 voting “aye” and “nay” in the event of a roll call vote;²
- 15 3. Names of persons addressing the board and the purpose of their remarks; and
- 16 4. A brief account of those items discussed, and whether or not any motions were made regarding
17 those items.
18

Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104
3. TCA 10-7-503(a)(1)(B)(2)(B)(i)-(iii)
4. TCA 49-2-203(a)(11)

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Monitoring: Review: Annually, in July	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date:
		Rescinds:	Issued:

- 1 At the first regular meeting in September each year, the board shall organize by electing a chairman,¹
- 2 and a vice chairman ~~and a TLN representative~~ to serve one-year terms or until a successor is named. In
- 3 the event that an officer's seat on the board is vacated, the board shall elect a successor to serve the
- 4 remainder of the officer's term. Each board officer shall be eligible for re-election.

- 5 If no officer of the board is serving at the time of the organizational meeting, ~~the Director any member~~
- 6 shall call the meeting to order and preside until a chairman is elected as the first order of business.

- 7 If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall
- 8 assume all responsibilities of the chairman until a new chairman is elected.

Legal References

1. TCA 49-2-202(c)(2)

Cross References

Rutherford County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date:
		Rescinds:	Issued:

1 *General*

2 All school system budgets are the operational plans stated in financial terms which describe the programs
3 to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

4 *Central Office*

5 **PREPARATION PROCEDURES**

6 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections
7 requiring additional staffing, curriculum modifications, and additional facilities.

8 The budget proposal should be balanced, consistent with board policy and contract conditions, to include
9 provisions for:

- 10 • Programs to meet the needs of the entire student body;
- 11 • Staffing arrangements adequate for proposed programs;
- 12 • Maintenance of the district's equipment and facilities; and
- 13 • Efficiency and economy.¹

14 Budget preparation shall be the responsibility of the director of schools. The director of schools will
15 establish procedures for the involvement of staff, including requests from department heads and
16 principals, all of whom shall seek advice and suggestions from other staff and faculty members.

17 The director of schools and the chairman of the board shall develop a budget preparation calendar no
18 later than January 1 of the current school year.⁴ The calendar shall be used as a guide for coordinating
19 the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems,
20 and making budget decisions.

21 **HEARING AND REVIEWS**

22 The proposed budget will be available for inspection by various interested citizens or groups in the office
23 of the director of schools.

24 **FINAL ADOPTION PROCEDURE**

25 ~~The board shall adopt a budget and submit it to the County Commission no later than forty five (45)~~
26 ~~days prior to the actual date the budget is to be adopted by the county commissioners. The director of~~
27 ~~schools shall file with the Commissioner of Education a copy of the budget within ten (10) days after its~~
28 ~~adoption.~~

1 The board shall submit a proposed budget in accordance with the budget timeline established by the
2 board and county commission.² If a budget timeline is not agreed upon, the board shall submit a
3 proposed budget to the County Commission no later than May 1st.² If the proposed budget is rejected,
4 the board shall submit a revised budget proposal within ten (10) business days after receiving notice of
5 the rejection.⁵

6 Within ten (10) days of adoption of the final budget, the director of schools shall file a copy with the
7 Commissioner of Education.³

8

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19
2. Public Acts of 2016, Chapter No. 1080 (d)(4)
3. TCA 49-2-301(b)(1)(Z); TRR/MS 0520-1-2-.13(2)(a)
4. *See* TCA 49-2-203(a)(10)
5. Public Acts of 2016, Chapter No. 1080 (d)(5)(B)

Rutherford County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date:
		Rescinds:	Issued:

1 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct
2 and subject matter record which covers a planned program of education, and such record shall be kept
3 on file in the high school.

4 The program of studies shall include areas and content in these areas within State Board of Education
5 Regulations and shall be flexible enough to facilitate progress from one stage of development to another
6 thus providing for more effective student adjustment.

7 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall
8 be in accordance with the Rules and Regulations of the State Board of Education and the Board of
9 Education.

10 Students shall earn 5 units of credit in order to be classified as a sophomore, 11 units of credit to be
11 classified as a junior and 17 units of credit to be classified as a senior.

12 Before high school graduation, every student shall;

- 13 1. Achieve the specified 23 units of credit;
- 14 2. Take the required end of course exams;¹
- 15 3. Have satisfactory records of attendance and conduct,
- 16 4. Take the ACT or SAT in the 11th grade;² **if enrolled in a Tennessee public school during the 11th**
17 **grade and;**
- 18 5. **Complete a United States civics test.**

19 The curriculum for homebound students is an integral part of the general curriculum of each school; therefore, homebound students
20 shall also have the same participatory privileges with the following stipulations:

- 21 1. The medical verification of the physical disability of the student to participate is provided to the homebound teacher;
- 22 2. The principal of the school be notified by May 1 of the current year by the homebound teacher of the student's intent to participate in graduation
23 rehearsals and exercises.

24 Students who have completed all graduation requirements will be awarded a regular diploma; students who complete all graduation requirements but have
25 not passed the proficiency test will be awarded a certificate of attendance.

26 Any enrolling or transferring students in grades 11 or 12 that are in the care of or exiting the custody of the Department of Children's Services shall only be
27 required to meet the minimum requirements for graduation established by the state board of education.

28

1 SPECIAL EDUCATION STUDENTS⁴

2 Special education students who successfully complete their Individualized Educational Program (IEP),
3 pass the required competency assessment and have satisfactory records of attendance and conduct shall
4 be awarded a regular diploma. A special education diploma shall be awarded to students who have
5 satisfactorily completed their IEP and who have satisfactory records of attendance and conduct, but who
6 have not met the proficiency testing requirements.⁵

7 Special education students who do not meet the requirements for a high school diploma may be awarded
8 an occupational diploma if the student has:^{1,4}

- 9 1. satisfactorily completed their IEP;
- 10 2. maintained satisfactory records of attendance and conduct;
- 11 3. completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
12 (SKEMA);
- 13 4. completed at least four (4) years of high school; and
- 14 5. has two (2) years of paid or non-paid work experience.

15 The decision to attain an occupational diploma shall be made at the conclusion of the student's tenth
16 (10th) grade year, or two (2) academic years prior to the expected graduation date. Students who have
17 received an occupational diploma shall continue to make progress towards a high school diploma until
18 the end of the school year in which they turn twenty-two (22) years old.

19 STUDENT LOAD

20 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
21 of five units of credit for graduation per year. Students with hardships and gifted students may appeal
22 this requirement to the director of schools and then to the board.⁶

23 EARLY GRADUATION⁷

24 High school students shall be permitted to complete an early graduation program. Students intending to
25 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade, or as
26 soon thereafter as the intent is known.

27 In order to graduate early, students must meet the following requirements:

- 28 1. Earn the required eighteen (18) credits;
- 29 2. Achieve a benchmark score for each required end-of-course exam;
- 30 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 31 4. Meet the minimum ACT or SAT benchmark score (19 or higher on the ACT mathematics
32 subtest or a 460 or higher on the SAT mathematics, 18 or higher on the English subtest and a
33 19 or higher on the ACT reading subtest or 450 or higher on the SAT critical reading subtest);
- 34 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 35 6. Complete at least two (2) credits of the following courses:
 - 36 a. AP;
 - 37 b. IB;
 - 38 c. Dual enrollment; or

- 1 d. Dual credit.
- 2 The director of schools shall develop administrative procedures to ensure that the early graduation
- 3 program is conducted in accordance with state law.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. Public Acts of 2016, Chp. No. 844; State Board of Education Policy 2.103
3. Public Acts of 2016, Chapter No. 499; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.03(6)
7. TCA 49-6-8303; State Board of Education Policy 2.103

Cross References

Basic Curriculum Program 4.201
Class Ranking 4.602

Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Prevention and Treatment of Sports Related Concussions</h2>	Descriptor Code: <h3 style="text-align: center;">6.413</h3>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order
 2 to ensure the safety of students that participate in interscholastic athletics, it is imperative that student
 3 athletes, coaches, and parents are educated about the nature and treatment of sports related concussions.
 4 The board recognizes that concussions can be a serious health issue and should be treated as such.

5 The board adopts the guidelines and other pertinent information and forms developed by the Tennessee
 6 Department of Health to inform and educate coaches, school administrators, student athletes, and
 7 parent(s) / guardian(s) of the nature, risk and symptoms of concussions and head injuries. These
 8 guidelines and materials may be viewed on the Department of Health's website and shall be made
 9 available to interested parties through the Central Office.

10 This policy shall govern all activities and those individuals involved in those activities which constitute
 11 an organized athletic game or competition against another team or in practice or preparation for an
 12 organized game or competition. It does not govern those activities or individuals involved in those
 13 activities which are entered into for instructional purposes only or those that are incidental to a
 14 nonathletic program or lesson.

15 **REQUIRED TRAINING ¹**

16 The director of schools shall ensure that each school's athletic director and coaches, employed or
 17 volunteer, annually complete the *Concussion in Sports – What You Need to Know* online course. This
 18 course may be accessed online at www.nfhslearn.com.

19 Prior to the annual initiation of practice or competition, the following persons must review and sign a
 20 concussion and head injury information sheet approved by the Tennessee Department of Health: the
 21 director of schools, licensed healthcare professionals (if appointed), each school athletic director, and
 22 each coach, employed or volunteer.

23 In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s)
 24 / guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee
 25 Department of Health. A form confirming this review shall be signed and returned by the student athlete,
 26 if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) / guardian(s), for
 27 athletes younger than eighteen (18) years of age.

28 All documentation of the completion of a concussion recognition and head injury safety education course
 29 program and signed concussion and head injury information sheets shall be maintained by the director
 30 of schools or his/her designee for a period of three (3) years.

1 **Removal from Athletics** ¹

2 Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during
3 an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare
4 professional, if available, and if not, by the coach or other designated individuals.

5 No student athlete who has been removed from an athletic activity or competition due to a concussion
6 or suspected concussion shall be allowed to return to any supervised team activities involving physical
7 exertion, including games, competitions, or practices, until the student athlete has been evaluated by and
8 received written clearance on forms approved by the Department of Health from a licensed health care
9 provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical
10 doctor (M.D.), osteopathic physician (D.O.), a clinical neuropsychologist with concussion training, **or a**
11 **physician's assistant (P.A.) with concussion training who is a member of a health care team supervised**
12 **by a Tennessee licensed medical doctor or osteopathic physician.**²

13 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply
14 if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors
15 observed.

16 The director of schools or his/her designee shall ensure that all protocols approved by the Tennessee
17 Department of Health or required by law relative to the provisions of this policy are followed and
18 implemented within each school.

Legal References

1. TCA 68-55-502
2. Public Chapter No. 948

Click here to choose a school board.			
Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall maintain all school district records required by law, regulation and board
2 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records
3 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may
4 request in writing and receive copies of open public records subject to the payment of reasonable
5 cost.^{1,2,3,4}

6 No records pertaining to individual students will be released for inspection by the public or any
7 unauthorized persons. In addition, information, records, and plans related to security and safety will not
8 be released for public inspection.¹¹

9 All requests to inspect or receive copies of records shall be submitted to the district’s public records
10 request coordinator (Staff Attorney).¹² The public records request coordinator shall forward requests for
11 inspection or copies of records to the appropriate records custodian.¹²

12 All requests to inspect or receive copies of records shall be submitted to _____, the district’s public
13 records request coordinator and records custodian.¹²

14 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
15 Original documents remain intact and confidential information in copies produced for a requestor shall
16 be redacted. The director of schools shall develop a procedure to redact confidential information.

17 **REQUESTS FOR INSPECTION²**

18 Citizens requesting to inspect public records shall submit their request and a government issued photo
19 identification card with the citizen’s address to the district’s public records request coordinator during
20 normal business hours. Requests may be made in person, in writing, or by electronic mail (email). The
21 coordinator shall submit the information to the appropriate records custodian. The records custodian
22 will contact the citizen and indicate when the records will be available to inspect.

23 If the records cannot be made available within seven (7) business days, the records custodian shall
24 provide a records production letter indicating the time needed to complete the request.

25 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
26 denial letter indicating the basis for the denial.

27 **REQUESTS FOR COPIES²**

28 Citizens requesting copies of public records shall complete and submit the Records Request Form and
29 a government issued photo identification card with the citizen’s address to the district’s public records

1 request coordinator during normal business hours. The coordinator shall submit the Records Request
2 Form to the appropriate records custodian.

3 The records custodian shall provide an estimate of the reasonable costs to produce the requested
4 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
5 Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to
6 determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing
7 the charges. The citizen shall pay the estimated reasonable costs by cash or check prior to the district
8 producing the copies.

9 If the records cannot be made available within seven (7) business days, the records custodian shall
10 provide a records production letter indicating the time needed to complete the request.

11 If the request for copies is denied, the records custodian shall provide the citizen with a records request
12 denial letter detailing the basis for the denial.

13 **FREQUENT AND MULTIPLE REQUESTS**

14 When the total number of requests for copies made by a requestor within a calendar month exceeds
15 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
16 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
17 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The
18 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
19 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
20 reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be
21 recorded.

22 **RECORDS RETENTION**

23 The director of schools and/or his designee(s) shall retain and dispose of school district records in
24 accordance with the following guidelines:^{2,4}

- 25 1. The director of schools and/or his/her designee(s) will determine if a particular record is of
26 permanent or temporary value in accordance with regulations promulgated by County Public
27 Records Commission and the Tennessee Institute for Public Services records manual;^{5,6}
- 28 2. Temporary value records which have been kept beyond the required time may be recommended
29 to the Public Records Commission for destruction;^{7,8}
- 30 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
31 transferred to the State Library and Archives. The temporary value records rejected by the State
32 Library and Archives may be transferred to another institution or destroyed;^{7,8,9}
- 33 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
34 director of schools desires to destroy the original permanent record, these records must be
35 reproduced by microfilming or some other permanent reproduction method. Permission to
36 destroy any original permanent record after microfilming follows the same procedure noted
37 above for temporary records;^{6,8} and

- 1 5. The director of schools shall establish procedures to safeguard against the unlawful destruction,
2 removal or loss of records.¹⁰

3 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹³**

4 **Staff Attorney**

5 **2240 Southpark Drive**

6 **Murfreesboro, TN 37128**

7 **(615)893-5812**

mcclouda@rcschools.net

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
13. Public Acts of 2016, Chapter No. 722

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Rutherford County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-Bullying and Intimidation	Descriptor Code: 6.304	Issued Date:
		Rescinds:	Issued:

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

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

6 **Discrimination (Sexual, Racial, Ethnic, Religious)**

7 Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination.
 8 It shall be a violation of this policy for any employee or any student to discriminate against or harass a student
 9 through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The
 10 following guidelines are set forth to protect students from discrimination.

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

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

19 **Bullying/ Harassment/Cyber-Bullying/Intimidation**

20 Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to
 21 bully, intimidate or create a hostile educational environment for another student. Bullying/**Harassment** and
 22 Intimidation are defined as either physically harming a student or damaging his/her property, or knowingly
 23 placing the student in reasonable fear of such, or creating a hostile educational environment. The policy
 24 addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided
 25 transportation, or at any official school bus stop immediately before boarding and immediately following
 26 deboarding.

27 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor
 28 or building administrator.

29 The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an
 30 individual’s need for confidentiality must be balanced with obligations to cooperate with police investigations or
 31 legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take

1 necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate
2 circumstances to individuals with a need to know.

3

4 A substantiated charge against an employee shall result in disciplinary action up to and including termination. A
5 substantiated charge against a student may result in corrective disciplinary action up to and including
6 suspension.

7 There will be no retaliation against any person who reports or participates in an investigation. However, any
8 employee who refuses to cooperate or gives false information during the course of any investigation may be
9 subject to disciplinary action.

10 Any employee disciplined for violation of this policy may appeal the decision by contacting the director of
11 schools. Any student disciplined for violation of this policy may appeal the decision in accordance with
12 disciplinary policies and procedures.

13 **DISCRIMINATION/BULLYING/CYBER-BULLYING AND INTIMIDATION COMPLAINT** 14 **PROCEDURES**

15 1. Filing a Complaint:

16 Any student of the school district may report a discrimination or bullying/cyber-bullying/intimidation complaint
17 to any teacher, administrator or other school official. Any teacher, administrator or other school official who
18 has or receives notice that a student has or may have been the victim of discrimination/bullying/cyber-bullying or
19 intimidation shall:

- 20 • Notify the principal/designee immediately.
- 21 • The principal/designee at each school shall be responsible for investigating and resolving complaints.
- 22 • Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight
23 (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the
24 principal/designee shall provide the director of schools/designee with appropriate documentation
25 detailing the reasons why the investigation was not initiated within the required timeframe.
- 26 • Complaints against the building principal shall be reported to the director of schools/designee.
- 27 • The principal/designee shall notify the parent/legal guardian when a student is involved in an act of
28 discrimination/bullying/cyber-bullying or intimidation. The principal/designee shall provide information
29 on district counseling and support services. Students involved in an act of
30 discrimination/bullying/cyber-bullying or intimidation shall be referred to the appropriate school
31 counselor by the principal/designee when deemed necessary.
- 32 • Upon determination of a violation, the principal/designee shall conduct a prompt, thorough and
33 complete investigation of each alleged incident. All investigations shall be completed and appropriate
34 intervention taken within twenty (20) calendar days from receipt of the initial report. If the
35 investigation is not complete or intervention has not taken place within twenty (20) calendar days the
36 principal/designee shall provide the director of schools/designee with appropriate documentation
37 detailing the reasons why the investigation has not been completed or the appropriate intervention has
38 not taken place. Within the parameters of the Federal Education Rights and Privacy Act (FERPA) at 20
39 U.S.C. § 1232(g), a written report of the investigation will be delivered to the parents of the
40 complainant, parents of the accused student and the director of schools/designee.

41

1 **REPORTS**

2 By August 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases
3 brought to the attention of school officials during the prior academic year. The report shall also indicate how the
4 cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of
5 education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

6

7

Legal References

1. TCA 49-6-4503
2. 20 USCS §§ 1681 to 1686
3. TCA 49-2-120
4. Public Acts of 2016, Chp. No. 783

Cross References

- Appeals To and Appearances Before the Board 1.608
Staff-Student Relations 5.610
Student Complaints and Grievances 6.305
Discipline Procedures 6.313