



2026-2027 Parent and Student Handbook

Murfreesboro City Schools

TABLE OF CONTENTS

The Parent and Student Handbook is intended to inform our families of some of the Murfreesboro City Schools policies, administrative rules, regulations, guidelines and procedures.

A complete list of policies can be found online at cityschools.net. The policies and procedures set forth in this Handbook may be revised, modified, or amended, in which case the most current policy or procedure will govern.

The online version of this document is the governing document. For electronic access, please visit cityschools.net.

For the purposes of this Handbook, a “parent” includes biological and adoptive parents, legal guardians, or any other caretaker standing *in loco parentis* for the child.

This handbook is available in other languages or formats upon request. Please contact your school for assistance.

KNOWN

- Connect with MCS ... 6**
- 2026-2027 School Calendar... 7**
- Programs and Services ... 9**
- Concerns and Complaints ... 10**
- Family Engagement ... 11**
- School Nutrition ... 12**

SAFE

- Emergency Preparedness Plans ... 14**
- Safety Drills and Emergency Closings... 15**
- School Visitors and Student Release ... 16**
- Transportation ... 18**
- Student Health Services ... 23**
- Illness Guidelines ...24**

CHALLENGED

- Student Expectations ... 26**
- Code of Conduct ... 28**
- Bullying and Harassment ... 35**
- Attendance ... 37**

EMPOWERED

- Grading and Testing Information ... 41**
- Special Programs ... 42**
- School Fees and Fines ... 43**
- Instructional Technology and Devices ... 44**
- Annual Notices ... 47**

MESSAGE FROM THE DIRECTOR

Dear Murfreesboro City Schools Families,

It is with great enthusiasm and anticipation that I extend a warm welcome to both our new and returning families as we begin the 2026-2027 school year.

In Murfreesboro City Schools, our mission remains clear and steadfast: "Assuring the personal and academic success of each child." This powerful statement serves as our North Star as we work to create an environment where every student can achieve their fullest potential. However, we know we cannot achieve our mission alone. It takes a strong school and home partnership to help ensure an excellent education for our students, and this Parent Handbook, which includes important policies and procedures, is designed to serve as a resource for you to help keep our partnership strong.

We ask that families read the handbook carefully and reach out to their school's principal should they have any questions regarding this information. Additionally, all Murfreesboro School Board policies can be found at www.cityschools.net.

Thank you for entrusting us with the privilege of shaping your child's educational experience. By working together, we believe every student and family in MCS will be known, safe, challenged, and empowered.

Sincerely,

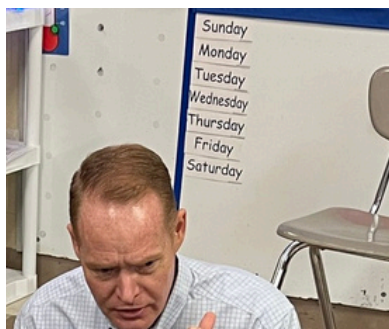
Trey Duke

Dr. Trey Duke

Director of Schools

trey.duke@cityschools.net

Known.



Safe.



Challenged.

Empowered.



MEET OUR SCHOOL BOARD

Dear Murfreesboro City Schools Families,

Thank you for allowing us to serve you as your elected school board. We are proud of Murfreesboro City Schools and the personal attention we can offer your family. We are committed to supporting a district where your child can thrive and grow. We invite and encourage you to be an active part of your child's education and school community. Please contact any of your school board members with your questions, concerns, or feedback.

Sincerely,

Amanda Moore, Board Chair

SCHOOL BOARD MEMBERS

Amanda Moore, Chair

amanda.moore@cityschools.net

Jimmy Richardson

jimmy.richardson@cityschools.net

Jeanette Price

jeanette.price@cityschools.net

Karen Dodd

karen.dodd@cityschools.net

Barbara Long

barbara.long@cityschools.net

Butch Campbell, Vice Chair

butch.campbell@cityschools.net

David Settles

david.settles@cityschools.net

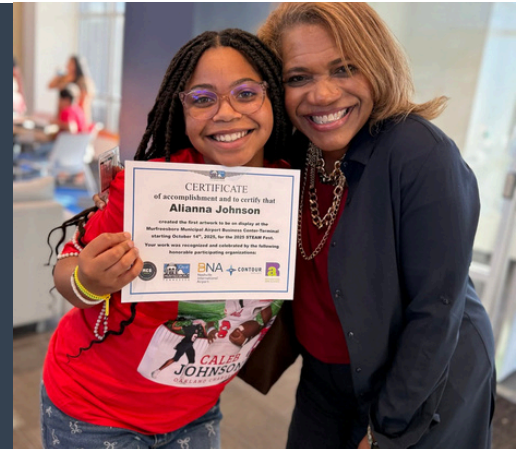
Bill Shacklett (Council Liaison)

bshacklett@murfreesborotn.gov



Known

Murfreesboro City Schools will promote the success of every child by supporting their social, behavioral, and non-academic needs in partnership with families and the community so that students are ready to learn.



PROGRAMS AND SERVICES FOR STUDENTS

English as a Second Language

Federal funding is provided to help ensure that students who are limited English Proficient attain English language proficiency, develop high levels of academic attainment in English, and meet the state academic standards. For more information, contact Dr. Sarah Chumney at 615-893-5812, ext. 10068.

Extracurricular Activities

Each school hosts school-sponsored extracurricular activities unique to the interests of the students who attend their school. Each school will post a listing of extracurricular offerings on their website and in the school handbook. Students must have signed permission from a parent/guardian to participate in any extracurricular activity.

Extended School Program

MCS provides an extended school program before and after school. This service is provided before and after school, during summer break, on snow days, and on school holidays for students. More information about ESP, including registration, can be found online.

The Family Resource Center

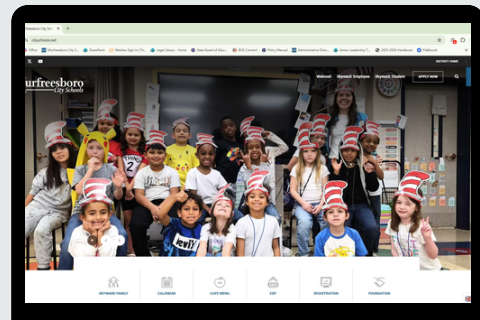
The Family Resource Center provides support and resources to all students in all MCS schools. The Center provides the following services: Referrals for public services; Parenting information; Backpack or Kids Weekend food program; Aid with needs such as food, clothing, school supplies, etc. For more information about the Family Resource Center, please contact your child's school counselor.



CONNECT WITH US!

District Website

Our website, **cityschools.net**, contains information on a variety of topics, including academic requirements, school websites, and transportation information.



District Callouts

MCS uses a callout system to share important news and information with families. You will receive recorded calls from the school district and your child's school. If you are not receiving calls, contact your child's school to update your contact information. If your phone number changes, please update with your school to ensure you continue receiving our calls.

Skyward Portal

Skyward is a web-based tool that helps families stay connected to their student's classroom. It lets families see real-time grades, homework, attendance information, discipline information and more. The Family Portal is available online and on mobile devices. Schools will provide instructions to access the Family Portal. Contact your school administrator for questions.

ClassDojo

Many schools use ClassDojo as a communication platform to engage parents. It requires parents to set up an account with ClassDojo.

PeachJar

MCS uses PeachJar to provide information on community resources to parents and staff.

Find Us Online!



We're on Facebook!
facebook.com/MurfreesboroCitySchools



We're on Vimeo!
vimeo.com/murfreesborocityschoools



We're on Instagram!
[@murfreesborocityschoools](https://www.instagram.com/murfreesborocityschoools)

MURFREESBORO CITY SCHOOLS 2026-2027 ACADEMIC CALENDAR

JULY 2026

Friday, July 17: 11 Month Employees Return
Friday, July 24: 10 ½ Month Employees Return
Friday, July 31: 10 Month Employees Return
Friday, July 31: School-Based In-service Day (PD #1)

AUGUST 2026

Monday, August 3: District In-service Day (PD #2)
Tuesday, August 4: School-Based In-service Day (PD #3)
Wednesday, August 5: School-Based Work Day (Admin DD #2)
Thursday, August 6: School-Based Work Day (Admin DD #3)
Friday, August 7: Grades 1-6 Students, Half Day for Students #1 (3 hours, 30 minutes)
Monday, August 10: Grades 1-6 Students, First Full Day for Students
Tuesday, August 11: Grades 1-6 Students, Second Full Day; Kindergarten, Half-Day for A-L
Wednesday, August 12: Grades 1-6 Students, Third Full Day; Kindergarten, Half Day for M-Z
Thursday, August 13: Grades 1-6 Students, Fourth Full Day; All Kindergarten Half-Day
Friday, August 14: Grades K-6 Full Day

SEPTEMBER 2026

Monday, September 7: Labor Day (Day Out for All)
Friday, September 18: School-Based Planning Day (Day Out for Students)

OCTOBER 2026

Monday, October 5-Friday, October 9: Fall Break (Days Out for School-Based Personnel)

NOVEMBER 2026

Tuesday, November 3-Election Day-Parent/Teacher Conferences (Day Out for Students)
Monday, November 23-Wednesday, November 25: Thanksgiving Break (Days Out for School-Based Personnel)
Thursday, November 26-Friday, November 27: Thanksgiving Break (Days Out for All)

DECEMBER 2026

Friday, December 18: Student Half Day (3 hours, 30 minutes)
Monday, December 21-Friday, January 1, 2027: Winter Break (Days Out for School-Based Personnel)

JANUARY 2027

Monday, December 21-Friday, January 1: Winter Break (Days Out for School-Based Personnel)
Monday, January 4: School-Based In-service Day (Day Out for Students)
Tuesday, January 5: Students Return
Monday, January 18: Martin Luther King, Jr. Day (Day Out for All)

FEBRUARY 2027

Friday, February 12: School-Based Planning Day (Day Out for Students)
Monday, February 15: Presidents' Day (Day Out for All)

MURFREESBORO CITY SCHOOLS

2026-2027 ACADEMIC CALENDAR

MARCH 2027

Thursday, March 11: Parent/Teacher Conferences (Day out for Students)

Friday, March 26-Good Friday (Day Out for All)

Monday, March 29-April 2: Spring Break (Days Out for School-Based Personnel)

APRIL 2027

Monday, March 29-April 2: Spring Break (Days Out for School-Based Personnel)

MAY 2027

Thursday, May 27: Teacher Work Day (Day Out for Students)

Friday, May 28: Last Half Day for Students (3 hours and 30 minutes)

Monday, May 31: Memorial Day (Day Out For All)

JUNE 2027

Friday, June 4: Last Day for 10 ½ Month Employees

Friday, June 11: Last Day for 11 Month Employees

Attendance Periods:

August 6, 2026-September 3, 2026

September 4, 2026-October 2, 2026

October 3, 2026-November 9, 2026

November 10, 2026-December 14, 2026

December 15, 2026-January 26, 2027

January 27, 2027-February 24, 2027

February 25, 2027-March 24, 2027

March 25, 2027-April 29, 2027

April 30, 2027-May 28, 2027

Report Card Days:

Tuesday, November 3 at Parent Teacher Conferences

Wednesday, January 6, 2027

Wednesday, March 17, 2027

Friday, May 28, 2027 - last day of school

All grading periods end on a Friday.

For the 2nd and 3rd grading periods, report cards go home on the Wednesday following the end of the grade period.

End of Report Card Periods:

Grading Period:

Qtr 1: 08/06/2026 - 10/16/2026 (45 days)

Qtr 2: 10/19/2026 - 12/18/2026 (39 days)

Qtr 3: 01/04/2027 - 03/12/2027 (48 days)

Qtr 4: 03/15/2027 - 05/28/2027 (48 days)

PROGRAMS AND SERVICES FOR STUDENTS

Section 504

Section 504 of the Rehabilitation Act of 1973 guarantees students with disabilities the right to equal education opportunities. In order to qualify, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation or access to an aspect of the school program. Qualifying students may be eligible for accommodations and services as deemed appropriate by their Section 504 team. For more information about Section 504, please contact Angela Fairchild at angela.fairchild@cityschools.net.

Special Education

Students who are eligible for an individualized education program (IEP) are served by our Special Education Department. When deemed appropriate by an IEP Team, MCS provides a variety of services to students.

If You Suspect Your Child Has a Disability

Families who suspect their child has a disability may request in writing that their child's school start the support team process (S-Team process). For more information, contact Angela Fairchild at angela.fairchild@cityschools.net.

Gifted/Talented Students

MCS offers gifted and talented education programs to students in all grades. The objective of the program is to provide academically challenging work that goes beyond the experiences within the regular classroom setting. More information about these programs, including a program FAQ, can be found online.

McKinney-Vento Program

The program is designed for the benefit of students in transition who qualify for services under the McKinney-Vento Homeless Assistance Act of 1987. Your student may qualify for consideration if any of the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations or if you live with friends/relatives because of the inability to afford adequate housing. If qualified, your child has the right to attend their school of zone, continue in the school last attended before becoming homeless (if that is your choice, it is feasible, and determined to be in the best interest of the child) and receive transportation to the school if requested and necessary to prevent barriers to the child's education. For further information, contact the Student Support Services Department.



Concerns and Complaints

Murfreesboro City Schools is committed to responding to and resolving concerns and complaints from stakeholders. The District encourages early, informal resolution of complaints at the most basic level by addressing the concern or complaint with the individual involved (teacher, coach, staff member, etc.). Many issues can be resolved through open dialogue and mutual understanding.

If your complaint is not resolved informally, you are encouraged to file a formal complaint with your school's principal. The principal will then investigate and issue a written response of their findings.

If you are not satisfied with the outcome, you may then request review of the decision with the district's Student Support Services Department. The Student Support Services Department will assign an impartial investigator to investigate the complaint, the principal's response, and make a written report of findings to the parent. For more information on the formal complaint process, please contact Ken Rocha at 615-893-2313 or ken.rocha@cityschools.net.

Complaints relating to bullying, harassment, sexual harassment, discrimination, special education, instructional materials, or other violation of State or federal law will be investigated pursuant to the requirements of the policy or procedure that applies to the subject matter of the complaint and will be referred to the appropriate complaint manager.

Non-Discrimination Statement

Murfreesboro City Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, pregnancy, genetic information, veteran status, or any other basis protected by applicable federal or state law in the provision of services, programs, or activities, or in employment opportunities or benefits. For purposes of District policies and procedures, and consistent with State law, references to a person's sex or gender are defined as the immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth. Nothing in this notice shall be interpreted to require or permit the District to violate federal law.

The District provides equal access to the Boy Scouts and other designated youth groups. The lack of English language skills will not be a barrier to admission and participation in educational programs. Translation services are available at each school and at the Central Office.

Inquiries concerning Title VI or Title IX of the Civil Rights Acts should be directed to Dr. Maria Johnson or Ken Rocha at 615-893-2313. Inquiries concerning Section 504 and IDEA should be directed to Angela Fairchild at 615-893-2313. Inquiries concerning the Americans with Disabilities Act should be directed to Dr. Maria Johnson at 615-893-2313.

Family Engagement

MCS is dedicated to building strong partnerships with parents and families. Regardless of income or background, research has shown that students with involved families:

- Earn better grades and test scores;
- Enroll in higher-level courses and programs;
- Are more likely to be promoted from grade to grade;
- Have better school attendance;
- Show improved behaviors and have better social skills; and
- Graduate and go on to postsecondary education.

In addition to the positive outcomes listed above, federal law requires that Title I schools develop parental involvement policies that outline how the school will engage families to boost student achievement. Schools will implement Title I programming by:

- Sending out a parent survey at the end of each school year;
- Scheduling biannual consultation conferences;
- Providing Title I newsletters and progress reports;
- Providing activities such as parent seminars and family activities;
- Each Title I school will host an annual School Improvement Forum in May so that families can provide suggestions on the use of federal funding for the upcoming school year.

For more information on Parental and Family Involvement, please see [Board Policy 4.502](#). Input and suggestions from parents and family members are an essential component of the district and school improvement plans that are developed each year. If you have recommendations or feedback, please contact the Federal Programs Department at 615-893-2313.

Each year, MCS sets aside a portion of its Title I funds for family engagement. Most of those funds are provided directly to Title I schools so they can offer activities, resources, and programs that support family involvement in student learning.



School Nutrition

Our School Nutrition Department operates 13 kitchens that serve breakfast, lunch and afterschool snacks on a daily basis. Each kitchen is staffed with a manager and cafeteria assistants. All meals are prepared on site at each school and meet the Recommended Daily Allowance established by the United States Department of Agriculture (USDA). Murfreesboro City Schools participates in the National School Breakfast and National School Lunch Programs along with CACFP Supper Program and the SFSP Summer Feeding Program. These are federally-assisted child feeding programs sponsored by the USDA.

In accordance with Federal civil rights law and USDA civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Mail Stop 9410
Washington, D.C. 20250-9410; or

Fax:

(202) 690-7442; or

E-mail:

program.intake@usda.gov

This institution is an equal opportunity provider and employer.

**The MCS Nutrition
Program served over
2,063,567
meals in the
2025-2026 school year!**



School Nutrition FAQs

How may I check on my child's/children's account balance?

- Once you obtain your child's identification number, you may go to www.schoolcafe.com and view your child's account at any time.
- You may call or visit your child's cafeteria.
- You may call the Nutrition Department at 615-893-2313.

Where can I find menus for breakfast and lunch?

Menus are published monthly and available online at:
<https://cityschools.net/departments/school-nutrition>

Are food substitutions allowed?

The USDA requires specific items be included in meals in order for the school district to be reimbursed. Food substitutions may be made if your child has a medically-documented food allergy or an IEP or 504 with the food allergy listed.

How can I put money into my child's cafeteria account for meals or al a carte items?

There are several different ways to place money into your child's account.

- Send a check or cash with your child in an envelope marked with your child's name, teacher's name, and amount on it. However, we do not encourage sending cash with your child.
 - Please remember when paying by check, you must have your name, address, phone number and your child's name on the check.
 - Please send separate checks for each child.
- You can stop by your child's cafeteria to make a payment.
- You can pay online at www.schoolcafe.com. You may obtain your child's identification number from the school cafeteria to set up their account.

What if my child does not have money in their account for al a carte items?

Murfreesboro City Schools does not allow al a carte items to be charged.

How can I get a refund for money left in an account if/after my child withdraws?

A refund for any money left in the student's account must be requested no later than 10 days after the last day of school for the student. The Food Service Account Refund Form must be completed and e-mailed to Jaclyn.Saunders@cityschools.net. Money left in an account after 10 days of the withdrawal date will be deemed a donation to be used for accounts in need. If the account held more than \$50.00 and a refund is not requested within 10 days of withdrawal, every effort will be made to contact the parent.



If you have questions about the Nutrition Program, you are welcome to contact your child's cafeteria manager at your school or the Murfreesboro City Schools Nutrition Department at 615-893-2313.

Safe

Murfreesboro City Schools will ensure operational efficiency so that resources effectively support and enhance student learning.



Our Commitment to Keeping your Child Safe

MCS is committed to providing a safe and supportive learning environment for all students. The District continues to dedicate resources, time, training, and planning to strengthen the safety and security of our schools, facilities, and daily operations. Families also play an important role in school safety, and we ask that you carefully review the following information and follow all safety procedures, as your cooperation helps us protect students, staff, and visitors and maintain an environment where teaching and learning can occur.

Emergency Preparedness Plans

An emergency preparedness plan has been designed for each school and district facility. To ensure the success of the implementation of these plans in the event of the emergency, we ask for your cooperation in the following:

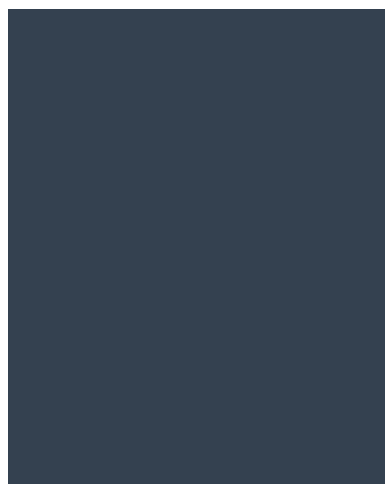


DO NOT CALL THE SCHOOL! In the event of an emergency, phone lines must be kept clear to communicate with emergency responders. Staff will be attending to assigned tasks and not answering phones.



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

In most cases students will be able to remain at the school they attend. ***IF IT BECOMES NECESSARY TO RELOCATE STUDENTS AND STAFF TO ANOTHER LOCATION, parent(s)/guardian(s) will be notified.***



SAFETY INFORMATION

Safety Drills & Safety Weeks

Safety training occurs for staff and students throughout the school year and school emergency operations plans are modified as needed in order to improve procedures. Within each school, training drills are conducted on a monthly basis that include the following: fire, severe weather (tornado), and intruder. All drills are conducted with a preventative focus to be prepared for such emergencies.

MCS has a dedicated week each semester to educating and training students, staff and communities on school safety. On Safety Weeks, MCS will work with local law enforcement to practice drills and review safety plans at each school. Parents will be made aware of Safety Weeks.

MCS will hold announced and unannounced safety drills in compliance with State law. MCS encourages you to have conversations with your child following drills to reinforce the safety procedures in place.

Emergency Closings

MCS maintains emergency operation plans that may require closing of schools during emergencies or adverse weather. In the event of inclement weather, school officials monitor the weather conditions closely in coordination with the National Weather Service and local emergency management. If it becomes necessary to close or delay school or otherwise respond to an emergency, information will be shared with parents through the following:

- MCS Website
- MCS Call-Out Service
- MCS Social Media
- Local Media Outlets

The following definitions apply to emergency schools closings:

- **Two Hour Delay**- Schools are delayed by two hours from their regularly-scheduled start times. MCS will make every attempt to notify parents the night before, but an announcement will be made no later than 5:00 a.m. Other activities and programs that begin at 10:30 a.m. or earlier are canceled. ESP will remain open to the extent that it is safe to do so.
- **Early Dismissal**- Schools will close early and bus routes will run early. ESP will remain open to the extent that it is safe to do so. School and community activities for the afternoon and evening are canceled.
- **Schools Closed/ESP Open**- Schools are closed to students, however ESP will be open to provide childcare. All school and community activities are canceled.
- **School District is Closed**- All schools, administrative offices, and ESP are closed. All community and school activities are canceled.



SAFETY INFORMATION

School Visitors

Each school maintains a visitor's log in the school's main office. All visitors must report to the school's main office immediately following arrival and record their name and time of arrival in the school's visitor log. Adult visitors will be required to present a government-issued photo identification prior to entering the building and at the time of check-in. The school will issue a *visitor pass* to each visitor to wear so that the visitor can be easily identified. Visitors will be limited to those areas authorized to visit and must return to the school's office before leaving the building to record their time of departure in the school's visitor log. This procedure applies at all times except during special school-wide programs, athletic events, open houses, and similar public events.

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

Early Release of Children During School Hours

Given the importance of school attendance, parents are strongly encouraged to schedule medical appointments outside of school hours and during school breaks, to the extent possible.

Students are not allowed to leave school prior to regular dismissal time, unless early release is requested by the student's legal parent or guardian.

- If early release is requested, the child must be picked up by the parent or another adult that has been authorized, in writing by the parent, to pick up the child.
- All adults requesting early release will be required to report to the school's front office, present an acceptable form of photo identification, and sign the school's visitor log indicating the date and time of the early release.

State law does not allow a school administrator to permit a change in the physical custody of the child at school, unless:

- The person seeking physical custody presents the school with a certified copy of a valid court order from a Tennessee court placing custody of the child with the person; and
- The person seeking custody provides the school with advance notice of their intent to take custody of the child at school.





Safety Information

Drug-Free Schools

Individuals, including students, staff, parents and visitors, are prohibited from consuming, possessing, using, selling, distributing, or being under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds.

Disciplinary sanctions shall be imposed on individuals who violate this standard of conduct. Such sanctions shall be consistent with local, state, and federal laws up to and including suspension/expulsion as well as referral for prosecution.

Tobacco-Free Schools

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all school buildings and in all vehicles that are owned, leased, or operated by the district.

Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

Mental Health Supports

Murfreesboro City Schools offers several mental health resources to families and children both during the school day and after-school. The district partners with STARS counseling, Volunteer Behavioral Health, and Centerstone to provide supports during the school day directly to students. The district also employs social workers, school counselors, and calm coaches to provide behavioral and social emotional support within the classroom. For more information on available supports, please contact Student Support Services at 615-893-2313.

Suicide Intervention and Prevention

Murfreesboro City Schools is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help to Student Support Services at 615-893-2313.

- 988 Suicide & Crisis Lifeline: Dial 988.
- Additional Crisis Resource: Youth Villages at 1-866-791-9222 or by texting TN to 741741

For more information, please refer to [Board Policy 6.415](#).



2026-2027 TRANSPORTATION PROGRAM

MCS is committed to providing safe and efficient transportation for our students.

Bus Stops

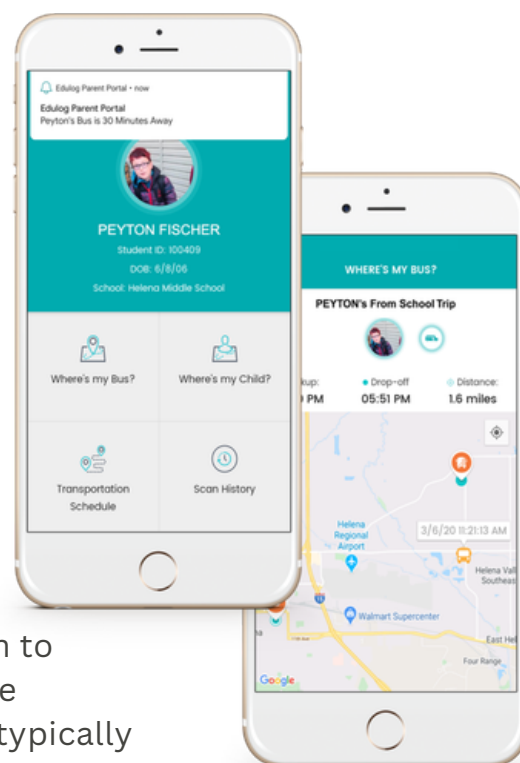
All students who attend their school of zone, and who live more than 1 mile from school, are eligible for school bus transportation.

Bus stops will be based on the child's residential address used for school enrollment. To the extent possible, bus stops for densely populated residential areas or neighborhoods will be organized by bus stop hubs within approximately 3/10th of a mile from each bus rider's home. Exceptions may be made for certain areas where unsafe walking conditions exist. **If you are concerned with your child's bus stop location and would like the bus stop to be reassessed for safety reasons, please call 615-898-7126.**

Students must always board and depart the bus at their assigned stop. Students are expected to be at the bus stop 10 minutes prior to the scheduled pick-up time each morning. Pick-up and drop-off times are approximate and can vary depending on factors such as weather and traffic. Parents can download EduLog's *Parent Portal Lite App*, which will notify parents of changes to the bus schedule. Additional instructions on downloading the app can be found online.

Changes to Bus Stops

Bus stops may not be changed without written permission from the parent, which must be given to office personnel before 10:00 a.m. the day of the change. If the request is for a child who doesn't typically ride the bus, the parent must complete a *Special Request for Transportation* form, which is located in the school's office.





TRANSPORTATION INFORMATION

Parent Responsibility Zones

Under State statute, the District is required to provide transportation for children who live more than 1 ½ miles from school. While MCS understands that school-provided transportation is an important service for many of our families, MCS establishes parent responsibility zones immediately around each school within the minimum distance provided by state law in an effort to address ongoing transportation challenges.

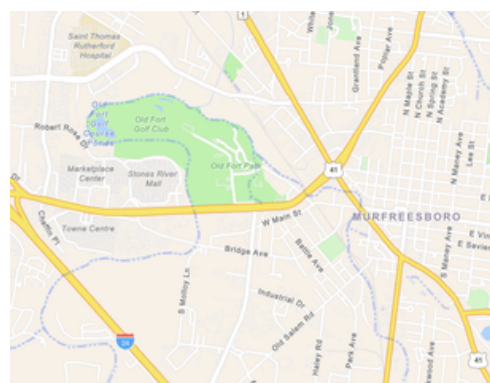
Students living within 1 mile of the school, measured by the shortest route available, are considered as living within a “parent responsibility zone” and are not eligible for district-provided transportation. Exceptions may apply and will be decided on a case-by-case basis by the Transportation Supervisor.

Requesting Transportation Services

If you would like to request transportation services for your general education student, please sign up by calling your child’s school or by indicating the need for transportation services on the annual registration application. After registering for transportation services, please review code of conduct expectations and safety information with your child.

Please note, if you register your child for transportation services, but your child does not ride the bus for more than 10 consecutive school days, the Transportation Department may remove your child’s assigned bus stop from the registered route if the bus stop is not being used by other students and the Transportation Department does not receive additional information from you. This ensures that all bus routes are operated efficiently. Bus transportation may resume if you contact the Transportation Department and communicate that you need bus transportation to continue at your assigned route.

The Transportation
Department transports
an average of 4,283
students every day!



BUS EXPECTATIONS & CODE OF CONDUCT

The school bus is an extension of the school day and students are subject to the Murfreesboro City Schools Code of Conduct. In addition to the Code of Conduct, the following rules shall apply to bus riders:

1. Students will wait at their assigned bus stop, in an orderly manner.
2. Students will cross the roadway in front of the bus after the bus has stopped, the students have looked at the bus driver for a hand signal, and the students have looked both directions for oncoming traffic.
3. Students will enter and exit the bus in an orderly manner, using the handrail.
4. Students will be assigned a seat and will go directly to the seat after entering the bus.
5. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, backpacks in the lap, and keep hands to themselves.
6. Eating, drinking, or chewing gum is prohibited, unless an exception applies.
7. Use of perfumes, hairspray, fingernail polish, or other harsh chemicals is prohibited.
8. Students must carry all objects in their backpack. No items may be out of the backpack but a book.
9. Students will be silent in school zones, in school parking lots, or at railroad crossings.
10. Students must keep hands, head, arms, and objects within the school bus and out of the aisle.
11. Students will stay seated until the bus has come to a complete stop at their assigned bus stop.
12. Students are not allowed to use electronic devices during the operation of the school bus.

Items/Belongings on the School Bus

The bus driver or bus aide may limit items brought onto the school bus if the item will interfere with the safe operation of the bus. This includes limiting toys, cupcakes, breakable items, flower arrangements, balloons, animals, etc. The student's parent will be responsible for transporting the item from the school.

Items that become distracting or pose a risk of harm may be confiscated and will be submitted to the student's school administrator or front office to be picked up by the student's parent. Please note, MCS, nor its employees, assume responsibility or liability for the loss or damage to a student's personal items/electronic devices if confiscated pursuant to this Code of Conduct.

Addressing Bus Misconduct

Minor misconduct will be addressed with the student by the driver or bus aide. If misbehavior continues, the student will be referred to the school principal. The principal will issue appropriate discipline. Parents are financially responsible for any vandalism or damage to a school bus caused by their student.

Bus Drop-Off Procedures for Children in Pre-K or Kindergarten or Students Receiving Special Education Transportation as a Service

Children in grades Pre-K through Kindergarten are required to have a parent/guardian or an adult on the child's pick-up list at the afternoon bus stop drop off.

Children provided transportation as a special education service through an IEP or 504 plan will also be required to have a parent/guardian or an adult on the child's pick-up list at the afternoon bus stop drop off.

If a parent/guardian or adult is not present at the school bus stop, the bus driver will return the child to their school of zone for pick up.

Bus drivers will require that parents or other adults identify themselves at drop off by photo identification from the beginning of school until Labor Day. However, parents and adults at bus stops must be prepared to present photo identification at any time during the school year as drivers may alternate routes and substitute drivers may be used. Repeated failure to be present at bus drop off may result in denial of bus service.

Bus Safety Complaints

Bus safety complaints may be submitted to the Transportation Supervisor through any of the below methods:



Via e-mail at transportation@cityschools.net



Via phone by calling 615-898-7126



Online at cityschools.net/departments/transportation





Coordinated School Health

The Murfreesboro City Schools Office of Coordinated School Health is dedicated to improving the overall health of our students to ensure that our children are healthy and ready to learn. Coordinated School Health connects health with education, with the understanding that health directly impacts student academic success. The coordinated school health model focuses on 8 central components that are targeted to promote healthy habits for a lifetime.

Health Screenings

MCS will perform annual, free screenings to identify any health-related barriers to learning. The screenings are voluntary. These screenings include: vision, hearing, blood pressure, height and weight. These screenings are confidential and results are shared with parents via Skyward. If you would like to opt-out from screenings, contact Autumn DePriest at autumn.depriest@cityschools.net.

An e-mail communication will also be sent to parents prior to your school's screening date. Screening dates can be found online at cityschools.net.

Sports Clinics

Coordinated School Health will host multiple free sports clinics for students in each fall and spring semester. Information for sports clinics will be posted online and on Murfreesboro City Schools social media as clinics become available.



School Health Services

MCS is proud to offer health supports to its students through health education, health services, and a healthy school environment. Health services are provided to promote the health of students. These services include assessment, coordination of services and direct care for all children, including those with special health care needs. Each school has a dedicated school nurse who is responsible for providing health care support and services to students. For more information regarding student health services, contact the Health Services Supervisor at 615-893-2313 or your school nurse.

Immunizations

State law requires all students to have an up-to-date Tennessee School Immunization Certificate when entering a school system. Students transferring between MCS schools must present a current Immunization Certificate at registration. Transfers from an out-of-state school, a private school, or home school are required to have an original Tennessee Certificate of Immunization signed by a medical provider at registration, as well as a physical exam within the past 12 months. Religious or medical exemptions will be accepted with the proper documentation.

Medication Administration

MCS understands that many students need medication during school hours. Medication administration will be limited to those medications that are required during school hours which are necessary to maintain the child's health in school and those needed in the event of an emergency. **The medication must be delivered to the school nurse in person by the child's parent.** Emergency medication may be kept with the student, provided a doctor's note indicates the need for the student's immediate access to the medication. Please see [Board Policy 6.405](#) for more information on medication administration.

Non-Prescription Medication

- Must be in an original, unopened container
- Will be given according to manufacturer's directions, unless accompanied by medical provider's order with alternate directions

Prescription Medication

- Must be in an original, pharmacy-labeled container with child's name, medication name, and dosage
- Will be given according to administration route or other directions
- Must include licensed prescriber's name



Illness Guidelines

To support a healthy school environment, students who are sick should stay home. If symptoms develop during the school day, the student will be evaluated by the school nurse. If the nurse determines the student should go home, a parent/emergency contact must pick them up within one hour. The clinic cannot provide extended care for ill students. Students should remain home for at least 24 hours unless cleared earlier by a medical provider. Written medical documentation is required for a student’s return prior to 24 hours.

Symptom/Illness	Should NOT Attend School	May Attend School
Chickenpox (Varicella)	Itchy rash with small fluid-filled blisters	Child may return when all lesions are scabbed and dry with no new lesions and no fever without use of medication for 24 hours
Conjunctivitis (Pink Eye)	Eye appears infected with matted eyelashes or drainage	Child may return with written documentation from medical provider and/or after 24 hours of eye treatment
Cough	Frequent, disruptive, or uncontrollable cough	When non-disruptive to the classroom setting with no other symptoms
COVID-19	Positive COVID-19 result or medical provider diagnosis of COVID-19 or fever	May return when symptoms are better overall and fever resolved without the use of fever-reducing medication for 24 hours
Diarrhea or Vomiting	2 or more episodes of diarrhea or 1 episode of vomiting	Free from diarrhea or vomiting without the use of medication for 24 hours
Fever	Body temperature of more than 100.4°F	If fever resolved without the use of fever-reducing medication for 24 hours
Flu	A positive flu test or medical provider’s diagnosis of flu	Improving symptoms or medical provider’s note indicating a date for return AND fever-free without use of medication for 24 hours
Hand, Foot, and Mouth Disease	Open, draining blisters/sores on hands/feet/mouth areas; uncontrolled drooling with mouth sores; Fever of more than 100.4°F	Blisters/sores are free from drainage OR written release from medical provider AND fever-free without use of medication for 24 hours
Pediculosis (Head Lice)	Live lice are present on scalp or body	Proof of treatment and school nurse confirmation of lice-free
Rash or Skin Infection	Illness based on rash or signs of skin infection that is undiagnosed by a medical provider	Rash is improving or written release from medical provider



Protecting Student Health: Flu, Meningitis and Diabetes

State law requires schools to provide information to parents about certain health conditions.

Meningococcal Meningitis

Meningitis is an inflammation of the tissues surrounding the brain and spinal cord. It can be viral or bacterial, with symptoms such as fever, severe headache, stiff neck, rash, nausea, and vomiting. The bacteria that cause meningococcal meningitis are common and often carried in the nose or throat without causing illness. In rare cases, the bacteria enter the bloodstream and cause serious infection. It spreads through saliva or respiratory droplets, and not through casual contact or the air. A vaccine is available that reduces (but does not eliminate) the risk of certain types of meningococcal meningitis.

Influenza (Flu)

Influenza is a contagious respiratory illness caused by flu viruses. Symptoms include fever, cough, sore throat, body aches, fatigue, and sometimes vomiting or diarrhea. It spreads through droplets from coughing, sneezing, or talking, and can also spread by touching contaminated surfaces and then touching the face. Annual flu vaccines are available as a shot or nasal spray. MCS partners with health providers to offer free flu vaccines to students each year with parental consent.

Type 1 and Type 2 Diabetes

Type 1 diabetes is a chronic autoimmune condition where the body produces little or no insulin. It often appears in childhood or adolescence. Symptoms may include increased thirst, frequent urination, unexplained weight loss, fatigue, and mood changes.

Type 2 diabetes is more commonly diagnosed in adults but is increasing among youth. Symptoms are often similar to Type 1 but may appear more gradually.

Both types require medical management. Families noticing symptoms should consult a healthcare provider. Schools provide accommodations and support for students with diabetes.

For more information or help accessing vaccines or services, contact the Health Services Supervisor, Brandie Garland at brandie.garland@cityschools.net or your school nurse for more information

Challenged

Murfreesboro City Schools will invest in the growth and retention of our employees so that every student benefits from a well-prepared and highly qualified team.



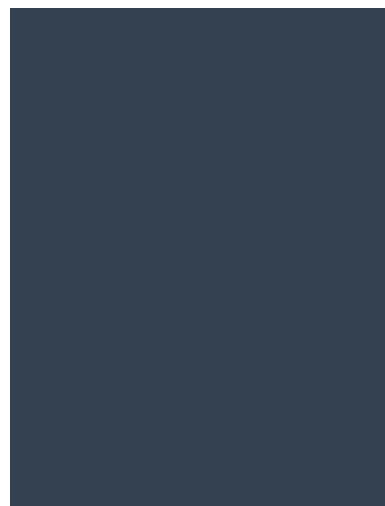
Student Expectations

MCS is committed to providing positive behavior intervention and support for every student while maintaining safe classrooms conducive to learning and free from disruption. All students, parents, and staff are expected to model appropriate behaviors necessary for creating a positive school environment. MCS staff will actively teach clear and positively-stated behavioral expectations to all students.

All schools maintain a system to recognize students for meeting these expectations and correct student misconduct. Schools will provide additional behavioral support and intervention to students who demonstrate a pattern of inappropriate behavioral development and will communicate with parents concerning the student's conduct and progress. MCS will engage in ongoing monitoring to ensure that school-based practices are implemented in a fair, non-discriminatory, and culturally responsive manner.

For more information on the discipline foundation policy for MCS and the spectrum of interventions provided, please see [Board Policy 6.3131](#).

**All students,
parents, and staff
are expected to
model appropriate
behaviors
necessary for
creating a positive
school
environment.**



Multi-Tiered System of Supports

MCS uses a multi-tiered system of supports model to reinforce social emotional learning skills required to improve the behavioral well-being of students. This model uses three tiers of support, with Tier 2 and Tier 3 individualized for the needs of the child.

Tier 1

Tier 1 applies to all students and consists of the development and teaching of universal behavioral standards. It includes a positive reinforcement and recognition program for all students, bullying prevention programs, and consistent consequences for inappropriate behaviors.

Tiers 2 and 3

If a student demonstrates a need for social and emotional behavioral supports, schools may implement Tier 2 or Tier 3 strategies that explicitly include an emphasis on positive relationships and emotional and behavioral regulation. Examples may include pairing students with supportive adult mentors and teaching/practicing stress reduction/regulation skills to promote self-management.



Dress Code

Students must be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. MCS prohibits any clothing or grooming that may reasonably be expected to cause disruption or interference with normal school operations. More specific guidelines for each school may be developed by the school principal subject to approval by the Director of Schools and will be outlined in each school handbook.

Code of Conduct

Rules and behavioral expectations are designed to promote an effective learning environment for all students. MCS operates from the principle that discipline is an opportunity to intervene and reteach rules and expectations. The following guidelines are established to provide school administrators and staff with appropriate responses to disruptive or inappropriate behavior. School administrators have the discretion to determine the most appropriate response to a Code of Conduct violation.

When does the Code of Conduct apply?

The Code of Conduct applies during the school day, during any school-related activity (on or off school property), at school bus stops, during transportation to and from school, or while being transported to or from a school-related activity. It can also apply to any act that takes place off of school property or outside of a school-sponsored activity if: (1) it is directed specifically at another student(s), (2) is threatening to the school's learning environment, or (3) is felonious, and creates a substantial disruption to the educational environment.

Students with IEP or Section 504 Plan

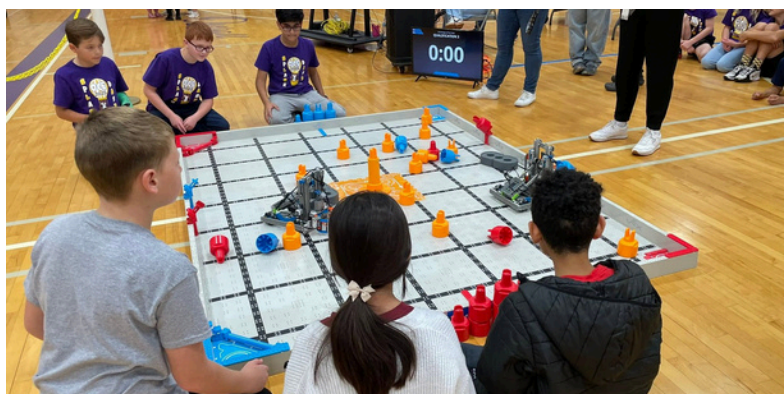
Students who have an active individualized education program (IEP) or a 504 plan will be disciplined consistent with both federal regulations and their interpretations and this Code of Conduct.

Preschool and Pre-Kindergarten Students

Preschool and Pre-Kindergarten students are not subject to this Code of Conduct. Discipline of preschool and pre-K students will be defined by the program's respective Parent Handbooks.

Due Process

Before a school administrator imposes discipline, reasonable inquiry will be made to determine the truth of what occurred. The nature of the inquiry will vary in degree based on the seriousness of the offense. For minor misbehaviors where corrective action is taken by the teacher, no formal procedure is required. In cases where there is a possibility of suspension, the student will be advised of the nature of their misconduct, questioned about the misconduct and allowed to give an explanation.



Code of Conduct

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to staff members. Any student observing a student possessing a weapon or illegal substance on school property or at a school function shall report this information immediately to a staff member. All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who will either impose an appropriate disciplinary sanction, if so authorized, or refer the matter to an administrator.

Interviews 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 will be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student who is suspected or accused of misconduct and answers falsely, or refuses to answer a question regarding misconduct may be subject to disciplinary action. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s).

Searches

Any principal, or 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 school activity off campus, including buses, vehicles of visitors, 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; or (3) any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person. For more information on searches during school operations, see [Board Policy 6.303](#).

Referral to Local Law Enforcement

School administrators have an obligation under State law to notify local law enforcement or the School Resource Officer if the administrator has reasonable grounds to believe that a student has engaged in any criminal offense in school, on school property, or at a school-sponsored or school-related activity on or off school property.

Code of Conduct

Level 1 Offenses

Level 1 offenses are minor misbehaviors which impede orderly operation of the classroom or school, but that can be addressed by a staff member with Tier 1 support and intervention.

Examples of Offenses:*

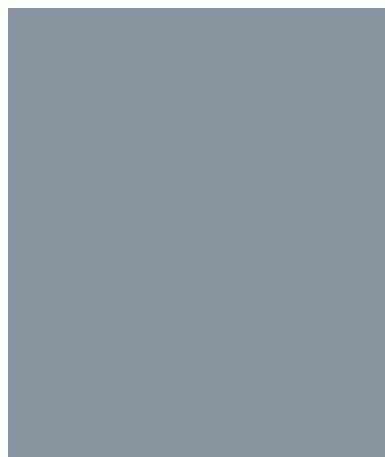
- Disrespectful behavior toward teacher, staff member, employee, bus driver
- Disrespectful behavior toward other students
- Classroom disruption
- Wearing clothing that exposes underwear or body parts
- Academic dishonesty
- False accusations
- Forgery or falsification of identity
- Profane, vulgar, or obscene language or drawings
- Public displays of affection
- Bullying, cyberbullying, harassment, or hazing
- Peer conflict, horseplay, or other minor violations
- Unauthorized use of a personal device

*This is a non-exhaustive list. Additional misbehaviors that are minor in nature may be included as a Level 1 Offense, subject to the discretion of the school administrator.

Disciplinary Options

The disciplinary options provided below are references for employees applying the Code of Conduct to a misbehavior.

- Tier One Interventions
- Reteach and reinforce school and classroom expectations
- Review classroom behavior system and adjust as needed
- Parent/student conference
- Social skills instruction
- Written reflection activity



Code of Conduct

Level 2 Offenses

Level 2 offenses are misbehaviors whose frequency or seriousness tends to disrupt the learning environment of the school or behaviors that continue after Tier 1 interventions. These misbehaviors do not represent a direct threat to the health or safety of others but have a negative affect on the school environment requiring intervention.

Examples of Offenses:*

- Continuation of unmodified Level 1 behaviors
- School or classroom truancy
- School or classroom tardiness
- Use of tobacco
- Use of forged notes
- Disruptive classroom behavior
- Harassment as defined as by Board Policy
- Defiant failure to do assignments or follow directions
- Bullying
- Unauthorized use of personal electronic devices
- Creation, possession, or transmission of obscene material

*This is a non-exhaustive list. Additional misbehaviors that are minor in nature may be included as a Level 2 Offense, subject to the discretion of the school administrator.

Disciplinary Options

The disciplinary options provided below are references for employees applying the Code of Conduct to a misbehavior.

- Tier Two Interventions
- Parent/student conference
- Written reflection activity
- Teacher/schedule change
- Peer mediation or conflict resolution (not an available option for bullying/harassment)
- Social skills instruction
- Small group counseling
- In-School Suspension
- Referral to appropriate community resources
- Out-of-school suspension
- Classroom removal



Code of Conduct

Level 3 Offenses

Level 3 offenses are misbehaviors that are directly against individuals or property, but the consequences of the behavior do not seriously endanger the health or safety of others in the school.

Examples of Offenses:*

- Continuation of unmodified Level 1 or Level 2 behaviors
- Fighting
- Hazing
- Bullying or cyberbullying
- Stealing
- Threats to others deemed not credible
- Harassment
- Possession of items that look like drugs
- Possession of look-alike weapons

*This is a non-exhaustive list. Additional misbehaviors that are minor in nature may be included as a Level 3 Offense, subject to the discretion of the school administrator.

Disciplinary Options

The disciplinary options provided below are references for employees applying the Code of Conduct to a misbehavior.

- Tier Three Interventions
- Parent/student conference
- Individual counseling
- Restitution for loss, damage, or stolen property
- Referral to appropriate community resources
- Out-of-school suspension
- Expulsion
- Alternative placement options



Code of Conduct

Level 4 Offenses

Level 4 offenses are misbehaviors that are directly against individuals or property, and pose a threat to the physical safety of others or their property.

Examples of Offenses:*

- Continuation of unmodified Level 1, Level 2, or Level 3 behaviors
- Death threat
- Extortion
- Assault
- Battery of a student
- Battery of a teacher, principal, or any other school staff
- Hazing
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Possession/use/sale of alcohol
- Possession or distribution of drug paraphernalia
- Bullying or harassment

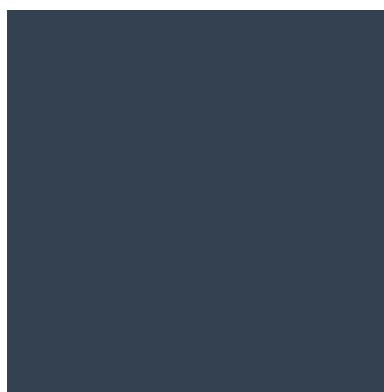
*This is a non-exhaustive list. Additional misbehaviors that are minor in nature may be included as a Level 4 Offense, subject to the discretion of the school administrator.

Disciplinary Options

The disciplinary options provided below are references for employees applying the Code of Conduct to a misbehavior.

- Tier Three Interventions
- Parent/student conference
- Individual counseling
- Restitution for loss, damage, or stolen property
- Referral to appropriate community resources
- Out-of-school suspension
- Expulsion
- Alternative placement options





Zero Tolerance Offenses

Zero tolerance offenses are defined by State law and include the following:

- Possession, sale, or transmission of a drug, controlled substance, or controlled substance analogue
- Aggravated assault or assault resulting in bodily injury upon any teacher, principal, or school employee of the District or school resource officer
- Possession of a dangerous weapon or firearm on school property
- A threat of mass violence on school property or at a school-related activity

Zero tolerance offenses will result in an automatic expulsion from Murfreesboro City Schools for one calendar year from the date of the offense after due process has occurred. A student's parent may appeal a zero tolerance expulsion using the disciplinary appeal process outlined in [Board Policy 6.317](#).

Threat Assessments

Murfreesboro City Schools uses a student threat assessment protocol that is aligned with guidance provided by the National Threat Assessment Center. The use of threat assessments allows the District to respond immediately and appropriately address youth who may pose a serious threat and resolve safety concerns within our schools. If there is an indication that there is immediate danger to others, the school district will work with local law enforcement.

Student Disciplinary Hearing Authority

Students who have been suspended for more than 10 days or expelled may file an appeal of the discipline decision to the Student Disciplinary Hearing Authority (DHA). A hearing will be held in front of a three-member DHA, who will hear the appeal and render a decision based on information presented during the hearing.

After a decision has been rendered by the DHA, either party can appeal the decision to the Board of Education for review. The action of the Board shall be final.

For more information on the appeal process, please see [Board Policy 6.317](#).

Bullying and Harassment

In order to support a safe and positive educational environment in our schools, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students are prohibited and will not be tolerated. This prohibition applies to employees and students while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or creating a substantial disruption to the education environment or learning process.

Definitions

Bullying, intimidation, and harassment are defined as acts that substantially interfere with a student's educational benefit, opportunity, or performance, and has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on race, nationality, origin, color, actual or perceived gender, sexual orientation, age, disability, religion, that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.

Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

Reporting

Any students with knowledge of bullying should report the conduct to their school administrator or other trusted adult. Bullying, harassment, intimidation, or hazing that is reported to any staff member must be reported to the school principal. All other members of the school community are encouraged to report any act that may be considered bullying, harassment, intimidation or hazing. Students who are concerned about retaliation for reporting may have access to a student safety plan and can discuss their concerns with school administrators, school counselors, or another adult. The principal at each school will be responsible for investigating and resolving reports made under Board Policy 6.304. The principal shall have the discretion to determine the appropriate discipline for students who engage in these behaviors. Please refer to Board Policy 6.304 for more information..

Title IX Complaints

MCS prohibits discrimination on the basis of sex, including sexual harassment, in its education programs, activities, and employment. In accordance with Board Policy 6.3041, *Title IX and Sexual Harassment*, this prohibition applies to students, employees, and conduct occurring on school property, at school-sponsored activities, on school-provided equipment or transportation, and at official school bus stops, as required by federal law.

Sexual harassment may include unwelcome conduct based on sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a District education program or activity, as well as sexual assault, dating violence, domestic violence, stalking, or other conduct defined by law. Examples may include sexually suggestive remarks, verbal harassment or abuse, sexually suggestive pictures or gestures, offensive written or electronic messages, propositions for sexual favors, or touching of a sexual nature.

Any individual who has knowledge of conduct that may violate the District's Title IX policy should report the concern to a Title IX Coordinator. Reports may be made to:

Student-Related Title IX Complaints or Concerns

Ken Rocha, Assistant Superintendent of Student Support Services
615-893-2313, Ext. 10029
Ken.rocha@cityschools.net

Employee-Related Title IX Complaints or Concerns

Dr. Maria Johnson, Director of Human Resources and Educator Effectiveness
615-893-2313, Ext. 10036
Maria.johnson@cityschools.net

Upon receiving a report or complaint, the Title IX Coordinator will respond in accordance with Board Policy 6.3041, including discussing supportive measures, explaining the process for filing a formal complaint, and overseeing any required grievance process. The District will respect confidentiality to the extent possible while also meeting its legal obligations to investigate and respond appropriately. Retaliation against any person who makes a report or complaint, participates in an investigation, or exercises rights under Title IX is prohibited.

Child Abuse Reporting

MCS is committed to protecting the safety and well-being of all students. In accordance with Board Policy 6.409, all District personnel are required to be alert for evidence of child abuse, sexual abuse, or neglect and must immediately report known or suspected abuse or neglect to the school's Child Abuse Coordinator, the Department of Children's Services, and local law enforcement. District employees must maintain confidentiality as required by law and cooperate with child abuse investigations, including investigations conducted at school.

Attendance

Why is school attendance important?

Consistent school attendance is a powerful indicator of student outcomes. When children are absent from school, they miss out on consistent instruction and routine that is needed to develop basic skills. Data shows that children in early grades (K-2) are particularly vulnerable to falling behind in fundamental reading skills that can impact their future.

State Compulsory Attendance Laws

In Tennessee, children between the ages of 7 and 17 are required to attend school each day unless there is a legitimate reason for their absence. State law makes the child's parent(s) responsible for ensuring that their child attends school each school day. Failure to attend can make the enrolling parent subject to truancy penalties.

Defining Absences

There are three categories of absences:

1. Excused Absences are those absences with a valid reason that have been communicated to the school by the parent and accompanied by appropriate documentation.
2. Unexcused absences are those absences without a valid reason or documentation.
3. Disciplinary absences are the result of school suspension.

Participation in school-sponsored activities, whether on or off campus, does not count as an absence. In addition, participation in 4-H activities that occur off-campus and are properly documented will not be counted as an absence.

If a student accumulates 5 or more unexcused absences, the student's name will be reported to the school's attendance officer and will begin the tiered truancy intervention process.

According to the U.S. Department of Education, irregular school attendance can be a better predictor of whether students will drop out of school before graduation than test scores.



Excused Absences

Excused Absences

Pursuant to Board Policy 6.200, excused absences include:

- Personal illness
- Illness of an immediate family member
- Death in the family
- Extreme weather conditions
- Religious Observances
- Summons, subpoenas, and/or court orders
- Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

Documentation for Excused Absences

Written documentation supporting reasons for absences must be submitted to the school attendance officer within 5 school days after the student's return to school. Even though a parent may verbally contact the school, a written notice must also be provided to the school and e-mailed/messaged to the attendance officer.

Specific documentation will be required for:

- **Personal illness or illness of immediate family members**
 - Documentation from the student's parent will be required upon the student's return to school. The school may accept a written note from a parent verifying a student's illness for up to 5 accumulated days per semester, for a total of 10 days, during the school year. The principal, with proper documentation, may make exceptions for students with diseases, chronic health problems, or special needs and circumstances. A doctor's note excusing the absence should include the beginning and ending date, as well as, time period. School administration may require additional medical information for excessive doctor notes.
- **Death of a family member**
 - The principal may require appropriate documentation from the parent, which may include an obituary, memorial pamphlet, etc.
- **Religious observances**
 - The principal may require a statement from the religious leader, minister, or other person recognized by the given religious group.
- **Summons, subpoenas or court orders**
 - The principal will require documented verification from the summons, subpoena, or court order.

IF A PARENT DOES NOT PROVIDE AN EXCUSE NOTE WITHIN 5 SCHOOL DAYS OF THE CHILD'S RETURN TO SCHOOL, THE ABSENCES WILL BECOME PERMANENTLY UNEXCUSED!

Truancy

A student with 5 or more unexcused absences will be referred for the truancy intervention process. Murfreesboro City Schools uses a three tier truancy intervention process to address absences. This tiered process is outlined below. For more information on the progressive truancy interventions used by the school district, please refer to [Board Policy 6.200](#).

Tier 1 Truancy Intervention

Each school will be responsible for implementing school-wide prevention-oriented supports for student attendance. These supports must be published annually to parents and students prior to the start of the school year.



Tier 2 Truancy Intervention

When a student accumulates 5 unexcused absences, the school will contact the parent to schedule a conference with the child and the parent present, as well as support staff. During the conference, the school will:

- Create and sign an attendance contract with the parent and child
- Conduct an individualized assessment to address attendance barriers

School administration will monitor attendance for the remainder of the school year.



Tier 3 Truancy Intervention

If, following Tier 2, the child has an additional unexcused absence, the District Student Support Services Department will schedule a Truancy Diversion Board meeting with the parent. The truancy diversion process is intended to keep the District from having to make a truancy referral to juvenile court.

The Truancy Diversion Board will meet with the parent and create a plan to address the child's attendance concerns.

Any additional unexcused absences following Tier 3 Intervention will result in a referral of the parent to Rutherford County Juvenile Court.

Empowered

Murfreesboro City Schools will raise achievement for all students across content areas by closing learning gaps and ensuring readiness for the next grade level so that every child is prepared for future success.



As partners in your child's educational journey, we recognize the importance of transparency and communication in fostering a supportive academic environment. This section outlines grading procedures to give you a comprehensive understanding of how your child's academic progress will be measured.

Parent/Teacher Conferences

Parent/Teacher Conferences are a vital part of our partnership, offering families the opportunity to discuss student progress and ways to support learning at home. These are non-student days, allowing teachers to devote time to meaningful conversations with parents. Your school will provide more information in advance of each conference date, including scheduling procedures and available time slots.

Progress Reporting

Four progress reports will be made during the school year. In addition, a midterm report is made to parents. Each child's yearly progress will be recorded on their cumulative record and become part of their permanent record.

Testing Schedules

Murfreesboro City Schools will publish an annual testing schedule online. Parents can find the testing schedule for 2026-2027 school year at cityschools.net.

Promotion and Retention

Grade level promotion and retention decisions will be considered pursuant to [Board Policy 4.603](#). Students in the 3rd and 4th grades shall be subject to the applicable promotion and retention requirements of state law and State Board of Education policies.

Attendance Records

Attendance records will not be used in determining the awarding of grades. However, a student's attendance can be considered in the promotion or retention decision for a student pursuant to [Board Policy 6.200](#).



Grading Procedures

Grading Procedures for Grades K-1

Given the importance of social and personal development at this stage of early development, the following progress scale will apply for personal and social development:

- Needs Improvement- N
- Satisfactory- blank

Academic Progress will be measured with the following scale:

M - Meets Expectations

P - Progressing towards Grade Level Expectations

N- Needs Improvement

*- Not addressed during grading period

Grading Procedures for Grades 2-6

Given the importance of social and personal development at this stage of early development, the following progress scale will apply for personal and social development:

- Needs Improvement- N
- Satisfactory- blank

Academic Progress will be measured with the following scale:

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - Below 60

Make-Up Work

Students who miss schoolwork because of an absence will be given the opportunity to complete all assignments and tests that can be reasonably provided.

As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students will receive full credit for work satisfactorily completed within five school days, unless an accommodation or other exception applies.



SPECIAL PROGRAMS

English Learners

Under Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Educational Opportunities Act of 1974 (EEOA), public schools must ensure that English learner (EL) students can participate meaningfully and equally in educational programs. MCS uses a home language survey at the time of enrollment to gather information about a student's language background and identify students whose primary or home language is other than English. MCS must then determine if students are eligible for EL services through an assessment that measures English language proficiency in speaking, listening, reading and writing. Students in Kindergarten through 6th grade are assessed with the ELPA21 Screener. The assessment has no bearing on school assignment or grade placement. If students are identified as English learners, they will receive EL services during the regular school day from an English as a Second Language (ESL)-endorsed teacher.

Students with Disabilities

MCS is committed to meeting the educational needs of all students. Before referring a child to special education, the district works to support students within the general education setting. However, if a child is suspected of having a disability, a parent, teacher, or other source may refer the child for a comprehensive evaluation at any time.

Under the Individuals with Disabilities Education Act (IDEA), public schools must provide a free appropriate public education (FAPE) to children ages 3-21 with disabilities. The District actively identifies and evaluates students who may require special education and related services. Parents are key partners in this process and must give informed consent for evaluations and placement decisions.

Educational services must be designed to meet each child's individual needs in the least restrictive environment possible. Parents have the right to be involved in decisions, stay informed of progress, and access due process protections if disagreements arise.

If you live within Murfreesboro City limits and have a child ages 3-4 or in grades K-6 who may need special education services, please contact the Special Education Department at 615-893-2313.



School Fees and Fines

School Fees

At the beginning of the school year, at enrollment, or at the time of requesting fees, all parents must be given clear written notice of the authorized fees that may be requested and information about the fee waiver process. Each principal is responsible for waiving school fees for students who receive free or reduced-price lunches. Each principal shall provide written notice to parents of approval or denial of requests for fee waivers. Any denial shall contain the specific grounds for denial and shall afford the parent the opportunity for a personal meeting with the principal to discuss the validity of the denial.

The following fees have been approved by the Murfreesboro City Schools Board of Education for the 2026-2027 school year:

- **Field trip fees, (\$20 or less), however this excludes any recommendations for field trips outside of Rutherford County**
- **T-shirts of \$15.00 or less**
- **Recorder fees of \$10 or less**

School Fines

MCS can impose fines for late-returned library books, parking or other traffic fines on school property, reasonable charges for lost or destroyed textbooks, library books, workbooks, or other property of the school, and/or other costs for extracurricular activities occurring outside of the regular school day.

School fines assessed must be paid. Failure to pay fines may result in the withholding of all report cards or student transcripts. MCS will afford the student and/or the student's parent the opportunity to appear and be heard if there is a dispute about the fine, the amount of the fine, or the application of sanctions.

Fundraisers

Schools may also engage in fundraising efforts, subject to the requirements of Board Policy 2.601. A fundraiser is defined as any activity conducted by the school that is intended or designed to generate a profit and provide supplemental revenue for the general fund or an individual club or class account. Fundraising activities may include vending operations, bookstores, pictures, concessions, carnivals, book sales, candy sales, magazine sales, walk-a-thons, car washes, bake sales, or similar activities. Each school will provide information about their school fundraisers.



Use of Instructional Technology

Because technology is a vital part of the educational process, curriculum, and assessment, students and staff may be provided access to District technology resources, digital devices, and internet services. To access the District's technology resources and internet, students must have parental permission and a signed authorization on file with the school's administrative office.

Murfreesboro City Schools provides for the age-appropriate and instructional use of digital devices and instructional technology in accordance with Board Policy 4.204, *Instructional Use of Digital Devices*. In-person, teacher-led instruction and non-electronic instructional materials remain the District's primary mode of instruction.

District-issued digital devices and instructional technology shall be used for instructional purposes that provide a clear educational benefit, including appropriate assessments, instructional tools, interventions, accommodations, and other services required by law. Parents may find information about instructional technology software generally used by students, including the instructional purposes for such use, on the District's website. Students will not be issued District-provided e-mail addresses.

Users must understand that neither the District nor any District employee controls all content available through the internet. The District will make reasonable efforts to monitor and restrict access to known objectionable sites. During school, teachers will guide students toward appropriate materials. Outside of school, parents are responsible for monitoring proper use of devices and internet access and for reinforcing the District's Acceptable Use Policy and related expectations.

MCS reserves the right to review, monitor, remove, and restrict information stored on or transmitted through MCS-owned or leased equipment and to investigate suspected inappropriate use of technology resources. Misuse may result in temporary or permanent loss of access to the internet, District technology resources, and/or devices. Violations may also result in disciplinary action, up to and including suspension or expulsion for students and disciplinary action for employees. When applicable, law enforcement may be involved.

Annual student enrollment provides parents and guardians with the opportunity to review and accept the full Acceptable Use Policy. The complete Acceptable Use Policy, including current updates, may be found online at cityschools.net.

Use of Personal Communication and Electronic Devices (PCED)

To minimize distractions and protect instructional time, students are not permitted to use personal communication or electronic devices during class time unless specifically allowed by a teacher. Use of devices is limited to specific situations outlined in Board Policy 6.312, including emergencies, health-related needs documented in a healthcare plan, and when required by a student's IEP, 504 plan, or individualized learning plan. Students with disabilities may also use devices for assistive technology purposes.

Family Educational Rights and Privacy Act (FERPA)

Murfreesboro City Schools is required to provide annual notice of FERPA and the rights it provides parents and students. FERPA gives parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights include the following:

Inspect and Review Education Records

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Amend Education Records

The right to request an amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask MCS to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

Ability to File Complaint with U.S. Department of Education

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The contact information for the office that administers FERPA is below:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
FERPA.Complaints@ed.gov



FERPA - Consent Requirements

Written Consent Prior to Disclosure Unless an Exception Applies

Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel) or a person with whom the school has contracted to perform a task (such as an attorney, auditor, medical consultant or therapist). **A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.** Upon request, the school can disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Note, FERPA requires a school district to make a reasonable attempt to notify the parent of the records request unless it states in its annual notification that it intends to forward records on request.

Student Directory Information Procedures

The district may disclose appropriately designated "directory information" without a parent's consent. The primary purpose of directory information is to allow the district to include information from your child's education records in certain school publications, such as honor roll lists, graduation programs, etc. If you do not want MCS to disclose the types of information designated below as directory information from your student's education records without your prior written consent, you must notify your student's school in writing. Murfreesboro City Schools has designated the following information as directory information:

- Student's name
- Student's address
- Telephone number
- E-mail address
- Honors and awards received
- Grade level
- Dates of attendance
- Enrollment Status
- Photographs
- Most recent school attended
- Participation in officially recognized sports and activities
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Annual Public Notices

Murfreesboro City Schools is required to provide annual notices to parents and students as required by state and federal law. These notices are updated annually and included in the Parent Handbook.

Child Advocacy Groups Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

- ARC of Tennessee, 545 Mainstream Drive, Suite 100 Nashville, TN 37228,
 - Phone: 615-248-5878, Toll free: 1-800-835-7077
 - Fax: 615-248-5879
 - Email: info@thearctn.org
- Support and Training for Exceptional Parents (STEP), 113 Austin Street, Greeneville, TN 37745
 - Phone: 423-639-0125
- Disability Rights Tennessee, 2416 21st Avenue South Suite 100, Nashville, TN 37212
 - Phone: 615-298-1080, Toll free: 1-800-342-1660
- Tennessee Voices for Children, 500 Professional Park Dr., Goodlettsville, TN 37072
 - Phone: 615- 269-7751
 - Fax: 615-269-8914
 - TN Toll Free: 1-800-670-9882

These are a few of the organizations available to help with information, training, and advocacy. This information is provided as a service to individuals seeking additional avenues for information. The Department of Education and Murfreesboro City Schools do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

Parents' Rights

Parents have the right to inspect and review education records at their child's school and to request an amendment of these records from a school official. Parents must also consent to disclosure of personally identifiable information from educational records except as specified by law. State law requires the Tennessee Department of Education to compile a list of state laws related to the rights of students and their parents or legal guardians. This can be found online at www.tn.gov/education.html.

Student Insurance

A voluntary student accident insurance policy is available for each family of a student enrolled in MCS. This policy would help provide coverage for accidents which occur on school grounds during the school day and/or during school events. Please be advised that these types of injuries are not covered by the school system or the school system's insurance. If you are interested in purchasing this policy, you may pick up an enrollment form at your child's school.



Annual Public Notices

Media Access to Students

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media will not be allowed to observe or film/videotape any classroom instruction without written permission from the Director of Schools.

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information

Notice of Asbestos Management Plan

Murfreesboro City Schools, in compliance with AHERA Regulations, has on file an Asbestos Management Plan located in each Principal's office and the office of the Director of Schools at 2552 South Church Street, Murfreesboro TN 37127. These documents are open to public inspection. Questions may be directed to the Assistant Superintendent of Operations.

Notice of Parent Right to Know Teacher's Qualifications

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and license criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 615-893-2313.

Notice of Non-Discrimination

MCS does not discriminate due to age, race, color, gender, national origin, disability, religion, creed, genetics or veteran status in the provision of services, in programs or activities, or in employment opportunities or benefits. The lack of English language skills will not be a barrier to admission and participation in educational programs. Translation services are available at each school and at the Central Office. Inquiries concerning Title VI or Title IX of the Civil Rights Acts should be directed to Dr. Maria Johnson at 615-893-2313. Inquiries concerning Section 504 and IDEA should be directed to Angela Fairchild at 615-893-2313. Inquiries concerning the Americans with Disabilities Act should be directed to Dr. Maria Johnson at 615-893-2313.



Annual Public Notices

Unsafe School Choice Policy

Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under TCA § 40-38-111(g), or the attempt to commit one of these offenses as defined under TCA § 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the District. Additional information regarding this option may be obtained by contacting the Student Support Services Department at 615-893-2313.

Education- The Right of Every Child

School districts in Tennessee will make the same effort for children with disabilities as for children without disabilities. The Individuals with Disabilities Education Act makes special provisions for children with disabilities.

- The State must provide free public education to each and every child age 3-21 who has a disability.
- All local public education systems are to maintain a program to locate and identify, at the earliest possible age, all children who need services.
- Parents must be involved in decisions concerning their children.
- School systems must design programs of public education services sufficient to meet the needs of children with disabilities and work with parents to determine the needs of their children.
- Schools must keep parents informed of their children's progress. Education should be provided in as normal a setting as possible, as close to home as possible.
- Public school systems shall provide or secure the regular and special education needed for children to benefit from a free public education appropriate to their needs. They must secure the informed consent of parents or guardians for all placement or changes of placement of children with disabilities.
- Due process for children with disabilities and their parents entitles them to the right to an impartial hearing and the right to appeal decisions.

Murfreesboro City Schools provides appropriate educational programs for children with disabilities residing within the geographic boundaries of the school system. Anyone living within the geographic boundaries of Murfreesboro City who has a child with a disability between the ages of 3 and 4 and/or grades K-6 who needs a special program should contact the Special Education Department at 615-893-2313.

Prohibited Concepts

T.C.A. § 49-6-1019 prohibits certain concepts from being included or promoted as part of a curriculum or instructional program or included in supplemental instructional materials used by public schools in Tennessee. The process for filing a complaint can be found on the website for the Tennessee Department of Education.



Annual Public Notices

Surveys, Analyses, and Evaluations

The Protection of Pupil Rights Amendment (PPRA) requires MCS to notify you and obtain consent or allow you to opt your child out of participating in protected information surveys. Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally privileged relationships;
- Income; or
- The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking without the prior consent of the parent.

The collection of the following student data is strictly prohibited:

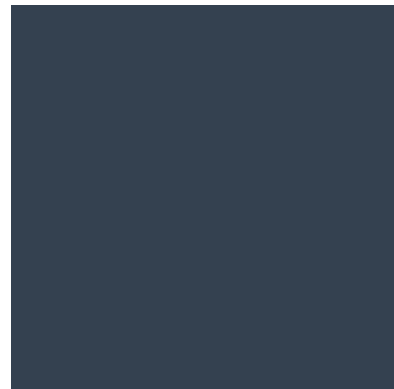
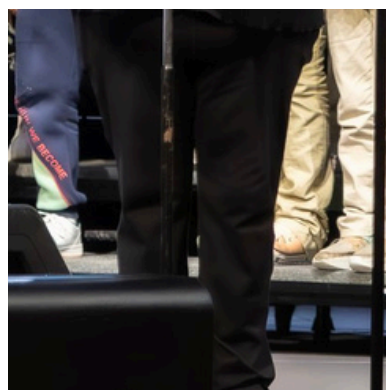
- Political affiliation or voting history;
- Religious practices; and
- Firearm ownership.

State and federal law require that parent(s) be notified of their ability to review the materials prior to the dissemination of a survey, analysis, or evaluation to students. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s) provide written, informed, and voluntarily signed consent.

Cumulative Records

A cumulative record will be maintained for each child enrolled in school. The cumulative record must contain the child's name, address, parents' names and occupations, the child's complete school record, achievement test results, health record, school activities, and counselors' notes. The cumulative file must also contain a copy of the child's birth certificate, if provided; a copy of the child's Home Language Survey, if applicable; and documentation of a child's withdrawal, if applicable, including the signature of the parent requesting withdrawal, and to the extent possible, the student's future destination.





Murfreesboro City Schools



615-893-2313



2552 South Church Street, Murfreesboro, TN 37127



cityschools.net