

Board of Education Regular Meeting

May 14, 2019 6:00 PM

City Hall Council Chambers

I. CALL TO ORDER BY BOARD CHAIR Procedural Item	Chair Butch Campbell
II. APPROVAL OF AGENDA Action Item	Chair Butch Campbell
III. COMMUNICATIONS Information Item	Mrs. Lisa Trail
A. Bus Video Information Item	
B. MCS Recycling Award Ceremony Information Item	Mr. Gary Anderson
IV. CONSENT ITEMS Action Item	Chair Butch Campbell
A. Approval of School Fees Action Item	
B. Board Approval of 4-17-19 Budget Meeting Minutes Action Item	
C. Board Approval of 4-23-19 Board Minutes Action Item	
V. ACTION ITEMS Action Item	Chair Butch Campbell
A. Social Studies Adoption Selection Action Item	Dr. Linda Gilbert
B. First Reading of Board Policies Action Item	Dr. Linda Gilbert
i. Board Policy 1.804-Drug-free Workplace Action Item	
ii. Delete Board Policy PER 32-Drug-free Workplace Action Item	
iii. Board Policy 4.803 Religious Holidays Action Item	
iv. Board Policy 6.402 Physical Examinations and Immunizations Action Item	
v. Board Policy 6.403 Student Communicable Diseases-Replaces STU 31 Action Item	
vi. Board Policy 6.500 Special Education Standards-Replaces STU 52 Action Item	
vii. Board Policy 6.600 Student Records-Replaces STU 13, STU 16, and STU 55 Action Item	
viii. Board Policy 6.602-Student Records Inspection and Correction Procedures-Replaces STU 15 Action Item	
ix. For informational purposes-Administrative Directive STU 37-Educational Record as Evidence Act--Subpoenas for Educational Records Action Item	
x. For Informational Purposes-Administrative Directive STU 38-Hearing Procedures for Educational Records Challenge Action Item	
VI. REPORTS AND INFORMATION Information Item	Chair Butch Campbell

A. Enrollment (PTR) Report Action Item	Mr. Gary Anderson
VII. OTHER BUSINESS Information Item	Chair Butch Campbell
VIII. ADJOURNMENT Action Item	Chair Butch Campbell

MINUTES

Board of Education Special Called Meeting
2019-2020 Budgets
April 17, 2019 6:00 PM
Administrative Offices

In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Roseann Barton, David LaRoche, Becky Goff, and Amanda Moore

Staff: Dr. Linda Gilbert, Joe Marlin, Gary Anderson, Beth Prater, Angela Fairchild, Sandy Scheele, Scott Campbell, and Lisa Trail

Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett

I. CALL TO ORDER BY BOARD CHAIR	Chair Butch Campbell
Procedural Item	

II. ACTION ITEMS	Chair Butch Campbell
Action Item	

1. Approval of the 2019-20 Budgets	Dr. Linda Gilbert
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Dr. Gilbert said that she will be presenting this budget to City Council on May 2. That is the same night as the MEA Banquet.

Dr. Gilbert met with the City Manager today because they wanted the budget earlier. Mr. Anderson just found out that there is a decrease in growth money. The governor did announce a 2.5% raise for BEP positions. Dr. Gilbert is recommending a 3% raise for all. Since we have met what the City Manager has requested we meet as far as the increase requested, Dr. Gilbert feels comfortable that this budget has a good chance of passing. She asked the Board to let the council know that we appreciate their support and invite them into schools. Pre-K and Coordinated School Health will be showing up in Revenue and Expenditures. The State has changed the way they are to be reported. The Salem personnel is the big ticket at a 2.2 million dollar increase, but we will get some of that back from the state BEP.

Dr. Gilbert explained that we will be looking at digitizing our records and we will have new site protocols and also the CASE benchmark test is new.

Expenditure

71100-Regular Instruction-

Gary Anderson went through expense pages first. He explained that the biggest thing is addition of teachers for growth and steps. He told the

Board that any code with a 100 number is salary and a 200 code is mandatory benefits. Other items begins with 300-700.

Roseann Barton asked why Instructional Supplies and Materials went down. Dr. Gilbert said that money set aside this year for science kits were cut because they are not needed this year. Social Studies books were left in that line. ELA textbooks will be added next year. Ms. Barton asked if we have a science text, and Dr. Gilbert said that we are using Williamson County on-line. Ms. Barton feels that Williamson County online curriculum is not as successful as they thought it would be. She felt that we are making our teachers write another curriculum for science.

Wes Ballard questioned the salaries category. He is interested in increasing attendance for teachers and having some kind of incentive for good attendance. Dr. Gilbert will have Ralph Ringstaff look at some kind of incentive for teachers with good attendance and report back to Mr. Ballard.

Becky Goff said that she felt that Rutherford County teachers don't use their science kits that much and she wondered if MCS would use them very often. Dr. Gilbert will look more closely at individual supplies that could be used to help with science such as beakers rather than kits.

Amanda Moore asked about textbooks and curriculum and how that relates to STEAM. Dr. Gilbert said that textbooks are used as a resource with STEAM.

Mr. Campbell said that the open curriculum without a textbook and teacher's editions may make it more difficult on teachers.

Dr. Gilbert said that even when we get textbooks, we will have to look closely to make sure they are aligned with standards.

Ms. Barton said that teachers are very frustrated trying to come up with a curriculum. She would rather see a weak teacher use textbooks than to try to come up with something on their own.

David LaRoche asked if we could get some type of Message Boards for each grade for teachers to share what they are using. Dr. Gilbert will bring Caresa Dodson in next Tuesday at the Board meeting to speak to them about teacher resources.

71200-Special Ed Instruction-Equipment decrease-Angela Fairchild felt that we over budgeted last year so we adjusted this year.

71400-Student Body Educational Program-

Parents donated last year for cheer but this year it won't be going through our books.

72110-Student Services-Attendance

Skyward-Empowerment PD program

72120-Health-

We are adding a nurse. Coordinated School Health had to be added to this line as well.

72130-Support Services-Other

72210-Student Support Services-Regular Instruction

There was discussion about whether the digital records were being done in house or by a vendor. Skyward is already set up to do this but we are adding the scanning equipment for records.

There was a question about the decrease in health insurance and Mrs. Prater said that people change plans or go on their spouse's insurance.

72220-Student Support Services-Special Education Instruction

Ms. Barton asked how many gifted students that we have at this point. She felt that was a lot of gifted specialists for a small amount of gifted children.

Roseann Barton asked where ELL was in the budget. She said that ELL doesn't even have a supervisor.

Roseann Barton wants to know how many gifted students we have right now and how often those students meet with the gifted specialists.

Ms. Barton said that we struggle with ELL students and yet we are putting money in the gifted program.

Mr. Joe Marlin said that we have 178 gifted students with IEP's. Dr. Gilbert said that she will ask Lea Bartch to come and talk to the Board at the April 23rd meeting. Ms. Barton felt that we shouldn't add a gifted person if we don't have an ELL supervisor.

Ms. Barton also asked how many ELL students do we have in our system right now.

Dr. Gilbert will look at how time is allocated with CO personnel

Amanda Moore said that she would be concerned about students that are gifted and may be falling through the cracks without the gifted program.

72250-Support Services-Technology

Internet Connectivity used to come through Comcast but we are having to pick up the extra cost

72310-Administrative Support-Board of Education

72320-Administrative Support-Office of Director

72410-Administrative Support-Office of Principal

72510-Administrative Support-Fiscal Services

David LaRoche asked if there is a policy on who gets a cell phone.

72520-Support Service-Personnel

72610-Support Service-Operation of Plant

72620-Support Service-Maintenance of Plant

72710-Support Service-Pupil Transportation

Mr. Anderson gave the Board a comparison between how we run our buses versus how the county does. He also gave them information regarding losing the 6th grade and how much money our system will lose.

73300-Non-Instructional Service-Community Service

73400-Non-Instructional Service-Early Childhood Education

76100-Capital Outlay

Dr. Gilbert explained that the capital outlay that the Board is seeing has been cut quite a bit because the city did not keep replacement of carpets in the Capital Outlay Plan.

Dr. Gilbert has been asked to find out if parents can fund technology. She has to get an answer back to the city. Elizabeth Taylor is going to check into that and compose a response.

Dr. Gilbert and Gary Anderson will present their budget on May 2. Dr. Gilbert feels that the budget will go through the way it is now after talking to the city manager today. She will check with the city and see if MCS can go first on May 2 so that Board members can make the MEA Banquet that night.

Dr. Gilbert plans to talk to the city about all employees getting the 3% raise, the addition of Salem Elementary and that cost, and technology. Dr. Gilbert feels like the city will be voting on budgets on May 15.

82130-Education Debt Service

99100-Other Uses/Transfers

Revenue

Mr. Anderson explained each line in the Revenue budget.

Mr. Anderson will be coming to the Board in May with Budget amendments.

ESP Budget-

Amanda Moore really bragged on ESP and the programs that they offer. She said that it was a crown jewel for MCS.

Federal Programs-will not have the final numbers until October.

Title I-losing about \$64000

Title II-losing about \$19000

Title III-increase of \$5000

Title IV-increase of \$2000

IDEA-increase of \$26000

Preschool IDEA-increase of \$214

Cafeteria Budget

Sandy explained the Community Eligibility Provision to the Board.

Mrs. Scheele explained that the Chow Buses will roll out on May 28.

Mrs. Scheele talked in detail about the Chow Bus program. She said that they serve 28 sites over the summer which totals about 60000 meals.

This program is funded through DHS and anyone 18 and younger can eat for free.

In conclusion, Dr. Gilbert will let the Board know about the city council meeting and budget presentation on May 2. She will also touch base with council members to see if they have questions about the budget.

Dr. Gilbert said that the Board can contact anyone that they feel comfortable contacting on the city council regarding the budget.

Mr. Settles said that he would love to do the Bus Tour for the Board again.

IV. ADJOURNMENT

Chair Butch Campbell

Action Item

David LaRoche made the motion to adjourn. David Settles seconded.
The meeting adjourned at 8:02 p.m.

Director of Schools

MINUTES

Board of Education Regular Meeting

April 23, 2019 6:00 PM

City Hall Council Chambers

In attendance: Chair Butch Campbell, Vice Chair David Settles, Wes Ballard, Roseann Barton, David LaRoche, Amanda Moore, and Becky Goff.

Staff: Dr. Linda Gilbert, Gary Anderson, Joe Marlin, Angela Fairchild, Lisa Trail, Sheri Arnette, Lea Bartch, Tamara Cosby, Beth Prater, Emily Spencer, Robin Newell, Adam Bryson, Greg Lyles, Sandy Scheele, Maria Johnson, Caresa Dodson, Cindy Cliché, Tyra Murray, Karen Cook, Suzanne St. John, and Heather Knox.

Assistant City Attorney Elizabeth Taylor and City Liaison Bill Shacklett

I. CALL TO ORDER BY BOARD CHAIR Chair Butch Campbell

Procedural Item

1. Pledge of Allegiance

Procedural Item

The Pledge of Allegiance was led by Samantha Stamper, a 2nd grade student at John Pittard and Brendan Russell, a 4th grade student at Scales Elementary.

2. Moment of Silence

Procedural Item

II. APPROVAL OF AGENDA Chair Butch Campbell

Action Item

Becky Goff made the motion to approve the agenda. Wes Ballard seconded the motion. All approved by saying aye.

III. COMMUNICATIONS Mrs. Lisa Trail

Information Item

Congratulations to Bradley Elementary for receiving a \$5000 Tennessee STEM Innovation Mini-Grant, sponsored by TVA and BVI. A big thanks to 3rd grade teacher Abbey Sanders for writing the grant! This grant will fund an Augmented Reality Sandbox at Bradley!

Congratulations to Kim Frank for being selected to participate in Brain Frame: How to Talk Development on June 4-5 at Lentz Public Health Center in Nashville. This is the next level of training for Building Strong Brains.

Congratulations to Discovery School for making it to the next round in becoming a STEM school. Tennessee STEM Innovative Network visited the Discovery School campus on March 20.

Congratulations to Mitchell Neilson Schools for being the MCS Winner in the Lightning Reading Club Challenge. Mitchell Neilson will receive a total of 237 books for all ages who completed the challenge.

Members of the Siegel Running Team participated in the Special Kids Race on Saturday, March 9. We had a first, second, and third place finisher in the boys 5k, 2nd place in the girls 5k, 2nd place overall in the women's 5k and a 2nd place men's finisher in the 10k.

Mitchell Neilson would like to thank the following:

- Sunnette Peay and her partners at Parks Realty for sponsoring two students on the sixth grade environmental field trip to Land Between the Lakes.
- Champy's on Broad Street for hosting our 6th graders for lunch and a tour!
- Parks Realty Agent, Rita Ash for her generous donation to our LBL fund. Because of her generosity, children were able to attend this field trip without worrying about the financial burden.
- MNS alumni, Butch Campbell and Alan Farley, for their recent donations to our school library in memory of their fellow alumni, Dr. O. Tom Johns.

Murfreesboro City Schools wishes to acknowledge the donation of school supplies from approximately 300 students from across the state that recently attended the 72nd Tennessee 4-H Congress here in Murfreesboro. Over 2,000 items were collected as a part of their service project. These items will be sorted and placed in our Teacher's Dream Closet.

Murfreesboro City Schools is proud to announce that we now have a certified playground inspector on staff! Congratulations to Michael Chapman for successfully completing the NRPA Certified Playground Safety Inspector Exam.

Congratulations to John Pittard Elementary for receiving \$9,350 from the Nashville Predators Foundation for a Predators Jumbo Tron which is an 86 inch Active Touch Smart Board. The check presentation will be Wednesday, May 2 at Bridgestone Arena from 9:00 a.m. to 11:00 a.m.

Congratulations to the Nutrition Department for a very successful state and federal audit review. This was a rigorous, weeklong process. Many thanks

to the schools that participated and many thanks to Sandy Scheele for her leadership.

We want to acknowledge the Murfreesboro City librarians who led their student school teams in the Book Battle. Students shared their knowledge in a rigorous competition in front of a packed house of parents, teachers, and the community at Hobgood.

Many thanks go to the teachers and students who participated in the Middle Grades Math Competition at MTSU on April 11th. Congratulations to Overall Creek's 6th grader that placed fourth, with two students placing in the Top 20 of all 6th grade competitors.

Congratulations to Don Bartch, principal of Overall Creek, who was named the Tennessee STEM Innovation Network's Excellence in STEM Leadership Award. According to TSIN, the award "recognizes a school-level, district, or regional leader with a proven track-record of developing effective STEM programs."

Congratulations to MCS and the MPD for developing the STOP video concerning vehicles' not passing buses that are off-loading children. Recently, the National Association of Pupil Transportation Services shared the video with all of their board members, and posted the video on its Facebook page.

Congratulations to our social work team who was honored recently at the Department of Children Service's Child Abuse Ceremony. The team includes Keiana Reed, Heather Anderson, Amy Wyatt, and LaToya Beard. We are so proud of our social workers and the great job they do!

**1. Teacher Planning and Curriculum Resources-Caresa Dodson
Information Item**

Caresa Dodson gave the Board handouts showing standards taught per grade, per subject for each quarter. She explained the handouts to the Board.

Ms. Barton had concerns that every classroom is not doing activities that go along with the standards and that the teachers may think they are doing fine when actually they are not. She asked if teachers are doing enough and going deep enough that the students will be able to show what they know on the test. Mrs. Dodson explained that we have to make sure that we have the intense focus across the district.

Mr. Settles asked that if he wanted to see STEAM in action, what he would need to do. Mrs. Dodson said that Overall Creek is the model school because they have done it for 5 years. Also, a lot of teachers are going to Overall Creek to see how they do it. Dr. Gilbert said that

Discovery, Mitchell Neilson, Pittard, and Hobgood are all doing some of the STEAM and are doing a great job.

Dr. Gilbert feels that the State is already moving toward STEAM. She also feels that teacher evaluations will probably eventually be aligned with the STEM/STEAM concept.

Mrs. Goff asked if the district is providing any ELA supplies to teachers. Mrs. Dodson said that they are collecting banks of stories, etc. for teachers and putting them on a padlet to share.

Ms. Barton said that we are wearing teachers out. If this is what we are going to do, some of the legwork needs to be done for the teachers. She said that a lot of teachers are struggling.

Mr. Ballard asked where we get the standards that we are working toward. Mrs. Dodson said from the State. He asked if this was in lieu of a textbook. Mrs. Dodson said yes, teachers use their PLC time, coach, and team to decide what they will do to teach that standard.

If teachers can get ahead on planning, it's not quite as stressful.

Mrs. Dodson said that she is making sure that teachers are teaching the standard to the depth. Dr. Gilbert said that one thing that hurt is that we, like the other districts in the state, have no reading curriculum right now—we have a textbook but it is not aligned to the new standards. She explained that in the middle of the textbook adoption cycle, Tennessee wrote its own reading standards, and because of that, there is no textbook that is aligned.

Ms. Barton asked about the CASE assessment and how that is working. Mrs. Dodson said that we are on track in reading. Mrs. Cliche came up to explain the CASE testing in math. She feels that next year we will better see how CASE is working.

Dr. Gilbert encouraged the Board to go watch the planning process in schools and see the changes.

2. Murfreesboro's Gifted Program-Lea Bartch

Information Item

Dr. Gilbert went over the gifted and scholars program information with the Board. Mrs. Bartch came up to answer any questions the Board may have.

Ms. Barton said that she wants a gifted program and understands that there is a lot going on with that program and they probably do need an additional staff member, but she feels that the need is there for an ELL

person as well. She also felt that it should be someone that is truly dedicated to ELL and not have other responsibilities.

Dr. Gilbert said that she feels that she could not justify a full time ELL coach, but did include a part time ELL coach in the budget that would work directly with ELL teachers, along with adding three additional ELL teachers.

IV. CONSENT ITEMS

Chair Butch Campbell

Action Item

1. Approval of School Fees

Action Item

2. Board Approval of 3-12-19 Board Minutes

Action Item

3. Board Approval of 4-09-19 Board Minutes

Action Item

4. Second Reading of Board Policies

Action Item

1. Delete Board Policy BO43 Travel Expense- Board Policy 2.804 Expenses and Reimbursements is the one that is similar.

Action Item

2. Board Policy 3.202 Emergency Preparedness Plan

Action Item

3. Board Policy 3.206 Community Use of School Facilities

Action Item

4. Board Policy 5.104 Equal Opportunity Employment

Action Item

5. Board Policy 6.400 Student Wellness

Action Item

6. Board Policy 6.4031 Pediculosis

Action Item

7. Board Policy 6.409 Child Abuse and Neglect-rescinds STU 18

Action Item

8. Board Policy 6.503 Homeless Students

Action Item

9. Board Policy 6.702 Fundraising Activities

Action Item

David LaRoche made the motion to approve the consent agenda.

Becky Goff seconded the motion. All approved by saying aye.

V. REPORTS AND INFORMATION

Chair Butch Campbell

Information Item

1. Personnel Report

Mr. Ralph Ringstaff

Becky Goff made the motion to approve the Personnel Report. Amanda Moore seconded the motion. All approved by saying aye.

2. Enrollment (PTR) Report

Mr. Gary Anderson

Information Item

David LaRoche made the motion to approve the Enrollment Report.
Becky Goff seconded the motion. All approved by saying aye.

3. Revenue and Expenditure Report-February
Information Item

Mr. Gary Anderson

4. Revenue and Expenditure Report-March
Information Item

Mr. Gary Anderson

David Settles made the motion to approve the Revenue and Expenditure Report. Amanda Moore seconded the motion. All approved by saying aye.

VI. ACTION ITEMS

Chair Butch Campbell

Action Item

1. Approval of 2019-2020 Budget
Action Item

Dr. Linda Gilbert

There was some discussion regarding the revisions to the budget.
Approved budget as printed revise
David Settles made the motion to approve the 2019-2020 revised budget. David LaRoche seconded the motion.

A roll call vote was taken:

Wes Ballard-Yes
Roseann Barton-Yes
Becky Goff-Yes
David LaRoche-Yes
Amanda Moore-Yes
David Settles-Yes
Butch Campbell-Yes

The motion passed with 7 ayes.

Dr. Gilbert thanked the principals, the Board, and all department heads for all the work they did on the budget.

VII. OTHER BUSINESS

Chair Butch Campbell

Information Item

VIII. ADJOURNMENT

Chair Butch Campbell

Action Item

The meeting adjourned at 7:33 p.m.

Director of Schools



Return by April 15 to:
Director of Content
Andrew Johnson Tower, 12th floor
710 James Robertson Parkway Nashville, TN 37243-0379

**Certification of Adoption by
Local Board of Education**
[attach form 5099 (Local Adoption Abstract) to this certificate]

The Murfreesboro City Schools Board of Education approved the City, County
or Special School District

adoption of the textbooks as indicated on the attached Local Adoption Report

Abstract during the meeting of the board on May 14, 2019
Month, Day, Year

If the LEA has chosen to adopt any materials not on contract, then we do hereby certify the following:

- The LEA's unique needs require adopting materials not on the state's official list.
- A representative of our LEA attended the TDOE training on standards and the use of the screening instrument used to review instructional materials.
- The materials adopted by this LEA were screened by a review committee, appointed in accordance with T.C.A. § 49-6-2207 and were determined to be aligned to the standards by evaluating the materials using the screening instrument approved by the Textbook and Instructional Materials Quality Commission.
- The adoption abstract, this certification of adoption, and the local panels' reviews will be posted to the LEA's website within 30 days of local board approval.
- All materials adopted by this LEA that are not on contract have been listed under the "Materials not on Contract" section on the adoption abstract (5099).
- The LEA agrees to furnish any materials requested by TDOE for review.

5-14-19
Date

Dwight Campbell
Chairman, Board of Education

5/14/19
Date

Gina Helbert
Director of Schools

ED-2153

PUB	Level	Selection	Check	TBC Title Code	Grade	ISBN - 13	Wholesale \$
Gallopade International, Inc.	B			35131928	3	9780635131928	\$15.99
Gallopade International, Inc.	B			35132376	3	9780635132376	\$49.75
Gallopade International, Inc.	B			35132437	3	9780635132437	\$1,686.25
Gallopade International, Inc.	B			35131935	4	9780635131935	\$15.99
Gallopade International, Inc.	B			35132383	4	9780635132383	\$49.75
Gallopade International, Inc.	B			35132444	4	9780635132444	\$1,686.25
Gallopade International, Inc.	B			35131942	5	9780635131942	\$15.99
Gallopade International, Inc.	B			35132390	5	9780635132390	\$49.75
Gallopade International, Inc.	B			35132451	5	9780635132451	\$1,686.25
Gibbs Smith Education	B			23660751	4	9781423650751	\$49.95
Gibbs Smith Education	B			23650768	5	9781423650768	\$44.95
Gibbs Smith Education	B			23650805	5	9781423650805	\$54.95
Gibbs Smith Education	B			23650812	5	9781423650812	\$49.95
Studies Weekly, Inc.	B	Basal		768859-5	K	25768859-5	\$32.75
Studies Weekly, Inc.	B	Basal		768859-4	K	25768859-4	\$28.40
Studies Weekly, Inc.	B	Basal		768859-3	K	25768859-3	\$21.30
Studies Weekly, Inc.	B	Basal		768859-2	K	25768859-2	\$15.30
Studies Weekly, Inc.	B	Basal		68859-1P	K	25768859-1P	\$7.65
Studies Weekly, Inc.	B	Basal		768859-1	K	25768859-1	\$32.75
Studies Weekly, Inc.	B	Basal		768824-5	1	25768824-5	\$28.40
Studies Weekly, Inc.	B	Basal		768824-4	1	25768824-4	\$21.30
Studies Weekly, Inc.	B	Basal		768824-3	1	25768824-3	\$15.30
Studies Weekly, Inc.	B	Basal		768824-2	1	25768824-2	\$7.65
Studies Weekly, Inc.	B	Basal		68824-1P	1	25768824-1P	\$7.65
Studies Weekly, Inc.	B	Basal		768824-1	1	25768824-1	\$32.75
Studies Weekly, Inc.	B	Basal		768735-5	2	25768735-5	\$28.40
Studies Weekly, Inc.	B	Basal		768735-4	2	25768735-4	\$21.30
Studies Weekly, Inc.	B	Basal		768735-3	2	25768735-3	\$15.30
Studies Weekly, Inc.	B	Basal		768735-2	2	25768735-2	\$7.65
Studies Weekly, Inc.	B	Basal		68735-1P	2	25768735-1P	\$7.65
Studies Weekly, Inc.	B	Basal		768735-1	2	25768735-1	\$32.75
Studies Weekly, Inc.	B	Basal		768751-5	3	25768751-5	\$28.40
Studies Weekly, Inc.	B	Basal		768751-4	3	25768751-4	\$21.30
Studies Weekly, Inc.	B	Basal		768751-3	3	25768751-3	\$15.30
Studies Weekly, Inc.	B	Basal		768751-2	3	25768751-2	\$7.65
Studies Weekly, Inc.	B	Basal		68751-1P	3	25768751-1P	\$7.65
Studies Weekly, Inc.	B	Basal		768751-1	3	25768751-1	\$32.75
Studies Weekly, Inc.	B	Basal		768778-5	4	25768778-5	\$28.40
Studies Weekly, Inc.	B	Basal		768778-4	4	25768778-4	\$21.30
Studies Weekly, Inc.	B	Basal		768778-3	4	25768778-3	\$15.30
Studies Weekly, Inc.	B	Basal		768778-2	4	25768778-2	\$7.65
Studies Weekly, Inc.	B	Basal		68778-1P	4	25768778-1P	\$7.65
Studies Weekly, Inc.	B	Basal		768778-1	4	25768778-1	\$32.75
Studies Weekly, Inc.	B	Basal		768794-5	5	25768794-5	\$28.40
Studies Weekly, Inc.	B	Basal		768794-4	5	25768794-4	\$21.30
Studies Weekly, Inc.	B	Basal		768794-3	5	25768794-3	\$15.30
Studies Weekly, Inc.	B	Basal		768794-2	5	25768794-2	\$7.65
Studies Weekly, Inc.	B	Basal		68794-1P	5	25768794-1P	\$7.65
Studies Weekly, Inc.	B	Basal		768794-1	5	25768794-1	\$32.75
Middle School Social Studies Grade 6-8							
Gallopade International, Inc.	B			35131959	6	9780635131959	\$17.99
Gallopade International, Inc.	B			35132406	6	9780635132406	\$499.75
Gallopade International, Inc.	B			35132488	6	9780635132488	\$1,974.75
Gallopade International, Inc.	B			35131966	7	9780635131966	\$17.99
Gallopade International, Inc.	B			35132413	7	9780635132413	\$499.75
Gallopade International, Inc.	B			35132475	7	9780635132475	\$1,974.75
Gallopade International, Inc.	B			35131973	8	9780635131973	\$17.99
Gallopade International, Inc.	B			35132420	8	9780635132420	\$499.75
Gallopade International, Inc.	B			35132482	8	9780635132482	\$1,974.75
McGraw-Hill School Ed. LLC	B			76911875	6	9780076911875	\$107.01
McGraw-Hill School Ed. LLC	B			76871643	6	9780076871643	\$82.50
McGraw-Hill School Ed. LLC	B			76912223	6	9780076912223	\$82.50

Report of Local Adoption of Textbooks*
(This form remains in the office of the Local Director of Schools for the 6 year Adoption Period)

For the School Year 2019-20

Report for schools of Murfreesboro City Schools County, City, or Special District.

Subject: Social Studies
Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Social Studies, recommend that the Murfreesboro City Schools (County or City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Murfreesboro City (County or

City), as approved by the law and contract:

Basal	Co-Basal	Alternative Level	Technology Dependent	Grade	Author	Title	Company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HI <input type="checkbox"/> LO	<input checked="" type="checkbox"/>	K	Shawn Mabry, Monica Sherwin	Tennessee Studies Weekly: The World Around Us	Studies Weekly, Inc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HI <input type="checkbox"/> LO	<input checked="" type="checkbox"/>	1	Edna Cruz, Monica Sherwin	Tennessee Studies Weekly: Our Place in The United States	Studies Weekly, Inc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HI <input type="checkbox"/> LO	<input checked="" type="checkbox"/>	2	Alex Rivera, Daniel Gossen	Tennessee Studies Weekly: Life in The United States	Studies Weekly, Inc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HI <input type="checkbox"/> LO	<input checked="" type="checkbox"/>	3	Jessamyn Svensson, Jo Mooney	Tennessee Studies Weekly: Geography, Economics & Early History	Studies Weekly, Inc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HI <input type="checkbox"/> LO	<input checked="" type="checkbox"/>	4	Sam Payne, Ed Rickers	U.S. History Studies Weekly: Colonization to Reconstruction	Studies Weekly, Inc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HI <input type="checkbox"/> LO	<input checked="" type="checkbox"/>	5	Gavin Asay, Kent Slade	U.S. History Studies Weekly: Industrialization to the Civil Rights Movement	Studies Weekly, Inc.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HI <input type="checkbox"/> LO	<input checked="" type="checkbox"/>	6	Spielvogel	World History and Geography: Ancient Civilization (ISBN 9780076911905)	McGraw-Hill School Education LLC
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We hereby certify that we have returned to the office of the superintendent all the samples of textbooks submitted to us. Signatures of members of the Local Selecting Committee for this subject:

1 *M Hill* 2 _____ 3 _____
 4 _____ 5 _____

Oath to Be Administered to Members of the Local Textbook Committee

“I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of the Committee to the best of my skill and ability.”

1 *M Hill* 2 _____ 3 _____
 4 _____ 5 _____

*Complete one (1) form for each local adoption committee.

Murfreesboro City School Board

Monitoring: Review: Annually, in September	Descriptor Term: Drug-Free Workplace	Descriptor Code: 1.804	Issued Date:
		Rescinds:	Issued:

1 No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace
 2 alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other
 3 controlled substance, as defined in federal law.¹ **No employee shall have controlled substances, abused**
 4 **prescription drugs, or any other mind-altering or intoxication substances present in their system while**
 5 **at in the workplace or on duty.** “Workplace” shall include any school building or any school premise;
 6 any school-owned or any other school-approved vehicle used to transport students to and from school
 7 or school activities; and off-school property during any school-sponsored or school approved activity,
 8 event or function.

9 Any employee who violates the terms of this policy shall be suspended and shall be subject to
 10 dismissal and referral for prosecution.

11 The Director of Schools shall be responsible for providing a copy of this policy to all school system
 12 employees.

Legal References

1. Subtitle D Drug Free Workplace Act of 1988

Cross References

- Drug and Alcohol Testing, Employees 5.403
 Drug-Free Schools 6.307

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: DRUG-FREE WORKPLACE	Descriptor No: PER 32	Date Adopted: 4/92
	Reviewed/Revision Adopted: 3/93; 9/01; 4/12	

- 1 1. No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in
2 the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,
3 marijuana, alcohol, or any other controlled substance, as defined in federal law.
4 “Workplace” shall include any school building or property, any school-owned or leased
5 vehicle used to transport students to and from school or school activities and off school
6 property during any school-sponsored or school-approved activity.
- 7 2. As a condition of employment, each employee shall notify their supervisor of a
8 conviction of any criminal drug statute as defined above no later than two (2) calendar
9 days after conviction.
- 10 3. Any employee who violates the terms of this policy shall be suspended and shall be
11 subject to dismissal.
- 12 4. Employees who are required to drive any school-owned or school-leased vehicle during
13 the performance of their duties are prohibited from using, possessing, distributing,
14 dispensing, manufacturing, or having controlled substances, abused prescription drugs or
15 any other mind altering or intoxicating substances present in their system while at work
16 or on duty. Any employee who violates this provision of the policy shall be discharged.
- 17 5. All other employees will be drug tested for “reasonable suspicion” at a standard set by
18 Murfreesboro City Schools. Reasonable suspicion is a belief based on objective factors
19 either physical, behavioral, or work performance related that are sufficient to lead a
20 reasonable and prudent supervisor to suspect that an employee is using a prohibited drug,
21 alcohol, or substance.
- 22 6. The Director of Schools shall be responsible for providing a copy of this policy to all
23 school system employees.
- 24 7. If discipline results from this policy, it will follow the same procedure as set forth by
25 District policy.

AWARENESS

26
27
28
29 Drug abuse in the workplace has major adverse effects on the welfare of children and personnel
30 in the school system. Employees with drug abuse problems should seek help. It is the policy of
31 Murfreesboro City Schools, in addition to taking appropriate personnel action for those in
32 violation of a drug-free workplace, to provide rehabilitation information for employees with a
33 self-admitted or detected drug or alcohol problem.
34
35

CRIMINAL CHARGES

DRUG OFFENSES

- Any employee who is criminally charged with a drug related offense while on or off-duty must report the charge to the employee's principal/supervisor no later than forty-eight (48) hours after such charge and before the employee performs a Safety Sensitive Employee or CDL Employee job function. If the employee's driver's license is held, suspended, or revoked by a law enforcement officer, court, or the Tennessee Department of Safety, the employee must report same before the employee drives a MCS vehicle. Failure to report the charge within the time prescribed will lead to disciplinary action up to and including discharge. The supervisor shall promptly report it to the Department Head (if applicable) who shall promptly report same to the Human Resources Director and Director of Schools.
- The employee who has been criminally charged with such a drug related offense may be relieved of duty (a determination whether the leave will be paid leave or unpaid leave will be made on each individual situation) until an employment investigation is completed. Once the facts are known and the investigation complete, the employee may be allowed to return to duty provided the employee agrees to certain conditions which may include Return to Duty and Follow-up Testing as appropriate to the charges, and/or may be disciplined, including termination.
- In determining whether the employee will be returned to duty (with or without Testing), suspended or terminated, the factors set forth below shall be considered:
 1. The degree to which the nature of any criminal charges reduce the MCS's ability to maintain a safe and efficient working environment.
 2. The degree to which criminal charges unreasonably undermine public confidence in the MCS's operations.
 3. The degree to which the nature of the criminal charges unreasonably endangers the safety of MCS students, employees, and/or the public.
 4. The nature of the criminal charges.
 5. The nature of the employee's job at the MCS.
 6. Whether the criminal charges constitute a breach of the employee's oath of office, departmental regulations, or qualifications for the employee's position.
 7. Whether the employee is a Safety Sensitive Employee, CDL Employee, or works with or around children.
 8. The existence of any explanatory or mitigating facts or circumstances.
 9. Whether the employee promptly reports the charge.
 10. Whether the misconduct involves illegal drugs or misuse of alcohol.
 11. Whether alcohol misuse involves alcoholic beverages or medication(s) containing alcohol.
 12. Whether the employee has previously violated this policy.
 13. Any other facts relevant to the employee including, but not limited to, years of service and record of performance with the MCS.

ALCOHOL OFFENSES

- Regardless of whether an employee holds a safety sensitive position, if the job position requires the employee to possess a valid driver's license, and such employee is criminally

87 charged with an alcohol related offense while on or off duty, such employee must report
88 the charge to the employee's principal/supervisor, Human Resources Director, or
89 Department Head (if applicable) no later than forty-eight (48) hours after such charge and
90 before the employee drives a vehicle while on duty. If the employee's driver's license is
91 held, suspended, or revoked by a law enforcement officer, court, or the Tennessee
92 Department of Safety, the employee must report same before the employee drives a MCS
93 vehicle. Failure to report the charge within the time prescribed will lead to disciplinary
94 action up to and including discharge. The supervisor shall promptly report it to the
95 Department Head (if applicable) who shall promptly report same to the Human Resources
96 Director and Director of Schools.

- 97
- 98 • The employee who has been criminally charged with such an alcohol related offense may
99 be relieved of duty (a determination whether the leave will be paid leave or unpaid leave
100 will be made on each individual situation) until an employment investigation is
101 completed. Once the facts are known and the investigation complete, the employee may
102 be allowed to return to duty provided the employee agrees to certain conditions which
103 may include Return to Duty and Follow-up Testing as appropriate to the charges, and/or
104 may be disciplined, including termination.
- 105
- 106 • In determining whether the employee will be returned to duty (with or without Testing),
107 suspended or terminated, the factors set forth above in Items 1-13 shall be considered.
- 108

109 *CRIMINAL CONVICTIONS*

- 110
- 111
- 112 • Any employee who has been convicted of violating any criminal drug law must report the
113 conviction to the employee's principal/supervisor no later than forty-eight (48) hours after
114 such conviction. If the employee's driver's license is held, suspended, or revoked by a law
115 enforcement officer, court, or the Tennessee Department of Safety, the employee must
116 report same before the employee drives a MCS vehicle. Failure to report the conviction
117 within the time prescribed will lead to disciplinary action up to and including termination.
118 The supervisor shall promptly report same to the principal or Department Head (if
119 applicable) who shall promptly report same to the Human Resources Director and
120 Director of Schools.
- 121
- 122 • Convictions for drug related offenses can result in disciplinary action up to and including
123 termination. In determining whether and to what extent an employee will be disciplined
124 or discharged for the conviction of a drug related offense, the MCS will consider the
125 factors set forth in Items 1-13 above. Should the employee be allowed to return to work
126 for the MCS, the employee shall be subject to Return to Duty and Follow-up Testing.
- 127
- 128 • MCS will notify the Director of Human Resources and D.O.T. of criminal convictions
129 pursuant to applicable provisions of the Drug-Free Workplace Act and Omnibus
130 Transportation Employee Testing Act of 1991.
- 131

132 Legal References:

133 Subtitle D Drug Free Workplace Act of 1988
134 34 CFR 86.201
135
136

Murfreesboro City School Board

Monitoring: Review: Annually, in November	Descriptor Term: Recognition of Religious Beliefs, Customs & Holidays	Descriptor Code: 4.803	Issued Date:
		Rescinds:	Issued:

1 No religious belief or nonbelief shall be promoted or belittled by the school system or its employees. All students
2 and staff members shall be tolerant of the views of others and not discriminate against anyone for a religious
3 viewpoint or lack of a religious viewpoint. Students and staff members shall be excused from participating in
4 practices which are contrary to their religious beliefs.²

5 **STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS**

6 A student's voluntary expression of a religious viewpoint on an otherwise permissible subject shall be treated in
7 the same manner as a student's voluntary expression of a secular viewpoint.

8 Students may express religious beliefs in homework, artwork, and other written and oral assignments free from
9 discrimination based on the religious content of their submissions. These assignments shall be judged by ordinary
10 academic standards of substance and relevance and against other legitimate academic concerns. A student shall
11 not be penalized or rewarded on account of the religious content of the student's work.¹

12 **RELIGIOUS HOLIDAYS**

13 Observance of religious holidays shall be as follows: ³

14 1. The several holidays throughout the year which have both a religious and a secular basis may be
15 observed in the public schools; ⁴

16 2. The historical and contemporary values and the origin of religious holidays may be explained in an
17 unbiased and objective manner without sectarian indoctrination;

18 3. Music, art, literature and drama having religious themes or basis are permitted as part of the
19 curriculum for school-sponsored activities and programs if presented in a prudent and objective manner
20 and as a traditional part of the cultural and religious heritage of the particular holiday;

21 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or
22 resource, provided such symbols are displayed as an example of the cultural and religious heritage of
23 the holiday and are temporary in nature; and

24 5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with religious
25 holidays of all faiths. All students and staff members shall be tolerant of the views of others. Students
26 and staff members shall be excused from participating in practices which are contrary to their religious
27 beliefs.²

Legal References

1. TCA 49-6-1804
2. TCA 49-6-2901—2906; State Board of Education Guidelines-Recitation of the Pledge of Allegiance
3. *Florey v. Sioux Falls Sch. Dist.*, 619 F. 2d 1311 (8th Cir. 1980); *Washegesic v. Bloomindale Pub. Sch.*, 813 F. Supp. 559, 563 (W.D. Mich. 1993)
4. TCA 49-6-3016

Cross References

Student Equal Access 4.802
Staff Rights and Responsibilities 5.600
Attendance 6.200

Murfreesboro City School Board

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date:
		Rescinds:	Issued:

1 **PHYSICAL EXAMINATIONS**

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time;¹ and
- 4 2. Participation as a member of any athletic team or in any other strenuous physical activity program.²

5 Cost of the examination shall be borne by the parent or guardian of the student. These records shall be on file in
6 the principal's office.³

7 Screening tests for vision, hearing, height, weight, blood pressure and lice will be conducted. Parents/Guardians
8 will receive written notice of any screening result that indicates a condition that might interfere or tend to interfere
9 with a student's progress.

10 In general, the school district will not conduct physical examinations of a student without parental consent to do
11 so or a court order, unless the health or safety of the student or others is in question.⁴

12 **IMMUNIZATIONS**

13 No students entering school, including those entering kindergarten or first grade, those from out-of-state and those
14 from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by
15 the Commissioner of Public Health.^{1,5} It is the responsibility of the parents or guardians to have their children
16 immunized and to provide such proof to the principal of the school that the student is to attend.³

17 Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent
18 or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her
19 religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor
20 excusing him from such immunization.⁵

21 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

22 A list of transfer students shall be kept at each school in order that their records may be monitored by the
23 Department of Health.
24

Legal References

1. TRR/MS 0520-1-03-.08(2)(a); TCA 49-06-5004(c)(1)
2. TRR/MS 0520-01-03-.08(2)(b)
3. TCA 49-6-5001(b)(1)
4. TCA 49-6-5001(a)

5. TCA 49-6-5001(b)(2),(c)(2)

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Student Communicable Diseases</h2>	Descriptor Code: <h3 style="text-align: center;">6.403</h3>	Issued Date:
		Rescinds: <h3 style="text-align: center;">STU 31</h3>	Issued: <h3 style="text-align: center;">06/01/12</h3>

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

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

5 No student with a communicable disease which may endanger the health of either himself/herself or other
 6 individuals shall enter or remain in the regular school setting.^{1,2} If a school principal has reason to believe a student
 7 has a communicable disease which may endanger the health of either himself/herself or other individuals in the
 8 regular school setting, the principal shall:

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

12 If the principal has reason to believe that the student has a long-term communicable disease, the principal must
 13 require confirmation from a physician or the County Health Department as to the student's condition. If the
 14 student is confirmed to have a long-term communicable disease the principal shall refer the student for special
 15 education services.¹

16 The principal may request that further examinations be conducted by a physician or the Rutherford County Health
 17 Department and may request periodic re-examinations after the student has been readmitted to the school.²

18 The names of all students excluded from school under this policy shall be forwarded to the office of the director
 19 of schools.
 20

Legal References

1. TRR/MS 0520-01-03-.08(2)(c)
2. TCA 49-2-203(b)(2)

Cross References

- Special Education 4.202
 Special Programs 4.206

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: COMMUNICABLE DISEASES (STUDENTS)	Descriptor No: STU 31	Date Adopted: 9/81
	Reviewed/Revision Adopted: 6/12	

1 No student will be denied an education solely by reason of a communicable disease and the
2 student's educational program shall be restricted only to the extent necessary to minimize the
3 risk of transmitting the disease.
4

5 Parents or guardians of infected students shall inform appropriate school officials of the infection
6 so that proper precautions for the protection of other students, employees, and the infected
7 student shall be taken.
8

9 If the principal has reason to believe that the student has a long-term communicable disease, the
10 principal must require confirmation from a physician or the Rutherford County Health
11 Department as to the student's condition. If the student is confirmed to have a long-term
12 communicable disease, the principal may refer the student for special education services³ and/or
13 504 accommodations if appropriate to the situation.
14

15 The principal may request that further examinations be conducted by a physician or the
16 Rutherford County Health Department and may request periodic re-examinations after the
17 student has been readmitted to the school.²
18

19 No student with a communicable disease which may endanger the health of either the student or
20 other individuals will enter or remain in the regular school setting.^{1,2} If a school principal has
21 reason to believe a student has a communicable disease which may endanger the health of either
22 the student or other individuals in the regular school setting, the principal shall:
23

- 24 1. Assign the student to a setting which will protect other students, employees, and the
25 student; or
- 26
- 27 2. Exclude the student from school until certification is obtained from a physician or the
28 Rutherford County Health Department by either the parent or principal stating that the
29 disease is no longer communicable.
30

31 The names of all students excluded from school under this policy will be forwarded to the office
32 of the Director of Schools.
33
34
35

36

37

Legal References:

38

39 1. TRR/MS 0520-1-3.08(2)(c)

40 2. T.C.A. §49-2-203(b)(2)

41 3. TRR/MS 0520-1-3-.08(2)(g)

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date:
		Rescinds: STU 52	Issued: 06/01/03

1 Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the
2 benefit of a free appropriate public education. These students shall be educated with the general student
3 population to the maximum extent appropriate and should be placed in separate or special classes only
4 when the severity of the disability is such that education in regular classes, even with the use of
5 supplementary aids and services, cannot be accomplished satisfactorily.¹

6 Eligibility standards and options of service for special education services shall be based upon the criteria
7 specified in state regulations.²

8

Legal References

1. TCA 49-10-103(c), (e)
2. TRR/MS 0520-01-09-.01

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: CLASS STANDARDS FOR SPECIAL EDUCATION	Descriptor No: STU 52	Date Adopted: 6/03
	Reviewed/Revision Adopted:	

1 2003-04 Class Standard Policy
2

3 The policy of the Murfreesboro City Schools system is to ensure that students with disabilities
4 placed in the general education classroom are provided a free appropriate public education
5 (FAPE). It is our intent to assure that the instructional needs of **all** students are met. This policy
6 is to establish equitable and educationally sound placement of **all** students including students
7 with disabilities in every classroom. The Murfreesboro City Schools will utilize the state's BEP
8 formula in determining class size for all classrooms.
9

10 To ensure the provisions of a free appropriate public education (FAPE) according to state law
11 and the Individuals with Disabilities Education Act (IDEA) are being met, the Murfreesboro City
12 Schools will implement the following:
13

- 14 1. Education placement decisions for all students, including students with disabilities, shall
15 be made based on the instructional needs of the students;
16
- 17 2. Provide joint staff development and training for general education and special education
18 teachers (models, strategies and interventions) for maintaining an inclusive classroom;
19
- 20 3. Facilitate interactive planning sessions with special education and general education
21 teachers as well as paraprofessionals regarding each student's IEP;
22
- 23 4. Train general education teachers on modifications and accommodations to the IEP;
24
- 25 5. Provide access to all students in the general education classroom to the standard
26 textbooks and instructional materials used in the class; alternative or supplemental
27 materials are provided as needed;
28
- 29 6. Provide resources and supports supplemental aid and material for students to progress in
30 the general curriculum and be successful in the general education classroom. (e.g.
31 assistive technology devices and services, paraprofessional support, adaptations in the
32 classroom);
33
- 34 7. Provide the technical assistance needed to general education teachers in order to address
35 the needs of individual students, and

36

37 8. Train paraprofessionals to ensure that they acquire the knowledge and skills necessary to
38 assist students in the general education classroom.

39

40 The above policy becomes effective beginning of the 2003-04 school year.

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date:
		Rescinds: STU 13, STU 16, STU 55	Issued: 02/01/10

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain the
2 student's name, address, parents' names and occupations, complete school record, achievement test
3 results, health record, school activities, and counselors' notes; contain a copy of the student's birth
4 certificate if provided; a copy of the student's Home Language Survey, if applicable; and documentation
5 of a student's withdrawal, if applicable, including the signature of the parent of guardian requesting
6 withdrawal, and to the extent possible, the student's future destination;¹

7 The name used on the record of the student entering the school system must be the same as that shown
8 on the birth certificate, unless evidence is presented that such name has been legally changed.² If the
9 parent does not have, or cannot obtain a birth certificate, then the name used on the records of such
10 student shall be as shown on documents which are acceptable as proof of date of birth.

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

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

18 When a student transfers to another school within the system, copies of the student's records, including
19 the student's disciplinary records, shall be sent to the transfer school.³ No student will be allowed to
20 handle their own record, and no record will be transferred until a request is made.

21 When a student transfers to a school outside the system, copies of the student's records, including the
22 student's disciplinary records, shall be sent to the transfer school.³

23
24 Attendance records kept on each student become permanent property of the school system.

25
26 All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).

27 ACCESS TO STUDENT RECORDS

28 Student records shall be confidential. Only authorized school officials shall have access to and permit
29 access to student education records for legitimate educational purposes without the consent of the
30 parent/guardian.⁴ A "legitimate educational interest" is the official's need to know information in order
31 to:

- 32 1. Perform required administrative tasks;
- 33 2. Perform a supervisory or instructional task directly related to the student's education; and
- 34 3. Perform a service or benefit for the student or the student's family such as health care, counseling,
- 35 student job placement, or student financial aid.

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

- 38 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a
39 reasonable effort to notify the student's parent(s) or the eligible student before making a
40 disclosure. In addition, any employee who receives a subpoena for educational records shall
41 notify their supervisor immediately who will, then contact the office of the City Attorney;
- 42
- 43 2. If the disclosure is an item of directory information;
- 44
- 45 3. To comply with the requirements of child abuse reports to the extent known by the school
46 officials including the name, address, and age of the child; the name and address of the person
47 responsible for the care of the child, and the facts requiring the report;⁵
- 48
- 49 4. When certain federal and state officials need information in order to audit or enforce legal
50 conditions related to federally-supported education programs in the school system;
- 51
- 52 5. When the school system has entered into a contract or written agreement for an organization to
53 conduct scientific research on the system's behalf to develop tests or improve instruction,
54 provided that the studies are conducted in a manner which will not permit the personal
55 identification of students and their parents by individuals other than representatives of the
56 organization and the information will be destroyed when no longer needed for the purpose for
57 which the study was conducted;
- 58
- 59 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
60 Internal Revenue Code;
- 61
- 62 7. To accrediting organizations to carry out their accrediting functions;
- 63
- 64 8. When a student seeks or intends to enroll in another school district or a post-secondary school.
65 Parent(s) of students or eligible students have a right to obtain copies of records transferred
66 under this provision;⁵
- 67
- 68 9. To financial institutions or government agencies that provide or may provide financial aid to a
69 student in order to establish eligibility, to determine the amount of financial aid, to establish
70 conditions for the receipt of financial aid, and to enforce financial aid agreements;
- 71
- 72 10. To make the needed disclosure in a health or safety emergency when warranted by the serious-
73 ness of the threat to the student or other persons, when the information is necessary and needed
74 to meet the emergency, when time is an important and limiting factor, and when the persons to

75 whom the information is to be disclosed are qualified and in a position to deal with the
76 emergency;

77

78 11. To the Attorney General or his designee for official purposes related to the investigation or
79 prosecution of an act of domestic or international terrorism. An educational agency that, in
80 good faith, produces education records in accordance with an order issued under this Act shall
81 not be liable to any person for that production;⁶

82

83 12. To any agency caseworker or other representative of a state or local child welfare agency or
84 tribal organization authorized to access the student's educational records when such agencies or
85 organizations are legally responsible for the care and protection of the student;⁶

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

- 89 1. A specification of the records to be released;
90 2. The reasons for the disclosure;
91 3. The person, organization, or class of persons or organizations to whom the disclosure is to be
92 made;
93 4. The signature of the parent(s) or eligible student;
94 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The
95 student's parent(s) or the eligible student* may obtain a copy of any records disclosed under this
96 provision.

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

101 The record will include at least:

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

106 Any release of information not covered by the above policy will be upon approval of the Director of
107 Schools or designee.

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

1. 2018 TDOE Student Membership and Attendance Accountability Procedures
 2. Manual TCA 49-6-5106
 3. TCA 49-6-3001(c)(1)
 4. TCA 10-7-504(a)(4); 20 USCS 1232g
 5. TCA 37-1-403
 6. TCA 49-1-704
 7. 20 USCS § 1232g(j); USA Patriot Act of 2001 § 507
 8. 20 USCS 1232g; 34 C.F.R. § 99.4
- School Board Records 1.407
Promotion and Retention 4.603
Attendance 6.200
Child Custody/Parental Access 6.209
Disciplinary Hearing Authority 6.317
AIDS 6.404

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT RECORDS	Descriptor No: STU 13	Date Adopted: 4/79
Reviewed/Revision Adopted: 1/01; 2/06; 8/11		

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a
2 health record, attendance record, and scholarship record; shall be kept current; and shall
3 accompany the student through his/her school career.
4

5 The name used on the record of the student entering the school system must be the same as that
6 shown on the birth certificate unless evidence is presented that such name has been legally
7 changed. If the parent does not have or cannot obtain a birth certificate, then the name used on
8 the records of such student will be as shown on documents which are acceptable to the system as
9 proof of date of birth.
10

11 The name used on the records of a student entering the system from another school must be the
12 same as that shown on records from the school previously attended unless evidence is presented
13 that such name has been legally changed as prescribed by law.
14

15 Attendance records kept on each student become permanent property of the school system.
16

17 Student records shall be confidential. Only authorized school officials may have access to
18 student information for legitimate educational purposes without the consent of the student or
19 parent/guardian.
20

21 In accordance with Federal law, complete documentation of suspensions and expulsions of a
22 student and resulting disciplinary actions will be included in the permanent record. Transmission
23 to other educational agencies for any student who is enrolled, seeks to enroll, intends or is
24 instructed to enroll, on a full or part-time basis will be sent upon request by the receiving school.
25
26
27
28
29
30

31 _____
32 Legal References:

33 TRR/MS 0520-1-3-.03(12)(a)
34 T.C.A. 10-7-504(4); U.S.C.A. 20-1232g

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT RECORDS USE OF RECORDS	Descriptor No: STU 16	Date Adopted: 1/01
Reviewed/Revision Adopted:		

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

- 10
- 11 1. Perform required administrative tasks;
- 12 2. Perform a supervisory or instructional task directly related to the student’s education;
13 and/or
- 14 3. Perform a service or benefit for the student or the student’s family such as healthcare,
15 counseling, student job placement, or student financial aid.
- 16

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

- 20
- 21 1. To comply with a judicial order or lawfully issued subpoena. The school system will
22 make a reasonable effort to notify the student’s parent(s) or the eligible student before
23 making a disclosure;
- 24 2. If the disclosure is an item of directory information;
- 25 3. To comply with the requirements of child abuse reports to the extent known by the school
26 officials including the name, address and age of the child, the name and address of the
27 person responsible for the care of the child, and the facts requiring the report;
- 28 4. When certain federal and state officials need information in order to audit or enforce legal
29 conditions related to federally-supported education programs in the school system;
- 30 5. When the school system has entered into a contract or written agreement for an
31 organization to conduct scientific research on the system’s behalf to develop tests or
32 improve instruction, provided that the studies are conducted in a manner which will not
33 permit the personal identification of students and their parents by individuals other than
34 representatives of the organization, and the information will be destroyed when no longer
35 needed for the purpose for which the study was conducted.

- 36 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
37 Internal Revenue Code of 1954;
- 38 7. To accrediting organizations to carry out their accrediting functions;
- 39 8. When a student seeks or intends to enroll in another school district or a post-secondary
40 school. Parent(s) of eligible students have a right to obtain copies of records transferred
41 under this provision;
- 42 9. To financial institutions or government agencies that provide or may provide financial aid
43 to a student in order to establish eligibility, to determine the amount of financial aid, to
44 establish conditions for the receipt of financial aid, and to enforce financial aid
45 agreements;
- 46 10. To make the needed disclosure in a health or safety emergency when warranted by the
47 seriousness of the threat to the student or other persons, when the information is
48 necessary and needed to meet the emergency, when time is an important and limiting
49 factor, and when the persons to whom the information is to be disclosed are qualified and
50 in a position to deal with the emergency.

51
52 Authorized school officials may release information from a student's education record if the
53 student's parent(s) or the eligible student gives consent for the disclosure. The written consent
54 must include:

- 55
- 56 1. A specification of the records to be released;
 - 57 2. The reasons for the disclosure;
 - 58 3. The person, organization, or class or persons or organizations to whom the disclosure is
59 to be made;
 - 60 4. The signature of the parent(s) or eligible student;
 - 61 5. The date of the consent and, if appropriate, a date when the consent is to be terminated.
62 The student's parent(s) or the eligible student may obtain a copy of any records disclosed
63 under this provision.
- 64

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

69
70 The record will include at least:

- 71
- 72 1. The name of the person or agency that makes the requests;
 - 73 2. The interest the person or agency has in the information;
 - 74 3. The date the person or agency makes the requests; and
 - 75 4. Whether the request is granted, and, if it is, the date access is permitted or the disclosure
76 is made.
- 77

78

Legal References:

79
80 USCA 20-1232g; T.C.A. 10-7-503; T.C.A. 10-7-504
81 Dept. of Ed. Family Educational Rights and Privacy Act
82 T.C.A. 37-1-403
83 TRR/MS 0520-1-3-.09(5)(e)(7)
84 1979 Internal Revenue Code (1954 Amendment), Sections 151 and 170
85 TRR/MS 0520-1-3-.03(11)(e)

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: EDUCATIONAL RECORDS AS EVIDENCE ACT-- SUBPOENAS FOR EDUC. RECORDS	Descriptor No: STU 55	Date Adopted: 2/10
<i>Reviewed/Revision Adopted:</i>		

1 I. PURPOSE

2
3 This policy is intended to ensure compliance by all MCS personnel with the Educational
4 Records as Evidence Act codified at 49-50-1501 et seq. When any employee of MCS
5 receives a subpoena for educational records, the employee should notify their supervisor.
6 The supervisor should immediately contact the attorney for MCS and fax a copy of the
7 subpoena to the school attorney.
8

9 II. DEFINITIONS¹

- 10
11 A. “Custodian” means the educational record practitioner and the administrator or other
12 chief officer of an educational institution in this state and its proprietor, as well as their
13 deputies and assistants, and any other persons who are official custodians or depositories
14 of records;
15
16 B. “Parent” means a parent of a student and includes a natural parent, a guardian, or an
17 individual acting as a parent in the absence of a parent or a guardian; and
18
19 C. “Student record” means an educational record that is directly related to a student and is
20 maintained by an educational institution or by a party acting for the institution.
21

22 III. REQUESTED RECORDS²

- 23
24 A. Pursuant to the Educational Records as Evidence Act, the custodian of the requested
25 records within 20 days after being served with a subpoena duces tecum, must, either by
26 personal delivery or certified or registered mail, file with the court clerk or the officer,
27 body or tribunal conducting the hearing, a true and correct copy (which maybe a copy
28 reproduced on film or other reproducing material by microfilming, photographing,
29 photostating, or other approximate process, or a facsimile, exemplification or copy of
30 such reproduction or copy) of all records described in the subpoena.
31

32
33 ¹T.C.A. 49-50-1502 (5)

34 ²T.C.A. 49-50-1503

- 36 **B.** Before complying with a subpoena for student records, the custodian of the requested
37 record shall make a reasonable effort to notify the parent or guardian of the subpoena, so
38 that the parent or guardian may seek protective action, unless the subpoena was issued by
39 a federal grand jury or for a law enforcement purpose and the court or other issuing
40 agency ordered that the existence or the contents of the subpoena or the information
41 furnished in response to the subpoena not be disclosed. The format set forth on STU 55
42 Form B should be utilized when sending such letter.

43
44 **IV. PRODUCTION OF SUBPOENAED RECORDS**³

- 45
46 **A.** The copy of the records must be separately enclosed in an inner envelope or wrapper,
47 sealed with the following information on the front of the inner envelope or wrapper:
48
49 1. title of the case,
50 2. case number,
51 3. name of witness, and
52 4. date the subpoena was issued.
53
54 **B.** The custodian of the record shall affix to the sealed envelope or wrapper containing
55 student records an affidavit stating that each parent or guardian of a student whose
56 records are within the sealed envelope or wrapper was notified of the subpoena prior to
57 compliance and the date on which such eligible student or parent was notified, unless the
58 subpoena was issued by a federal grand jury or for a law enforcement purpose and the
59 court or other issuing agency ordered that the existence or the contents of the subpoena or
60 the information furnished in response to the subpoena not be disclosed.
61
62 **C.** The custodian of the requested records must complete the form affidavit (Attachment A)
63 and email or fax it to the school attorney for review and finalization. The affidavit
64 attached to the inner envelope or wrapper must be signed by the records custodian and
65 notarized.
66
67 **D.** The sealed envelope or wrapper shall then be enclosed in an outer envelope or wrapper,
68 sealed and directed as follows:
69
70 1. If the subpoena directs attendance in court, to the clerk of such court or the judge
71 thereof;
72 2. If the subpoena directs attendance at a deposition, to the officer before whom the
73 deposition is to be taken, at the place designated in the subpoena for the taking of
74 the deposition, or at such officer's place of business; and
75 3. In other cases, to the officer, body or tribunal conducting the hearing at a like
76 address.

77
78 **V. DUTIES OF CUSTODIAN OF REQUESTED RECORDS**⁴

- 79
80 **A.** Upon receipt of a subpoena, the custodian must send the records to the attorney
81 responsible for the issuance of the subpoena at the place and on or before the date
82 designated in the subpoena, if such subpoena:
83

84
85 _____
85 ³49-5-1504

86 ⁴40-50-1505

- 87 1. States conspicuously on its face that the records are required in a tort action or
88 domestic relations proceeding in which the student or parent has raised the issue of
89 the student's educational level, performance, or attendance and
90
91 2. Directs the custodian's attendance at a deposition.
92

93 VI. CUSTODIAN AFFIDAVIT⁵
94

95 A. The records must be accompanied by an affidavit of a custodian stating in substance:

- 96
97 1. That the affiant is the duly authorized custodian of the records and has authority
98 to certify the records;
99 2. That the copy is a true copy of all the records described in the subpoena;
100 3. That the records were prepared by the personnel of the Murfreesboro City School
101 system or persons acting under Murfreesboro City School's control in the ordinary
102 course of business at or near the time of the act, condition or event reported
103 therein; and
104 4. Certifying the amount of the reasonable charges of the educational institution for
105 furnishing such copies of the record.
106

107 B. If Murfreesboro City Schools has none or only a portion of the records described in the
108 subpoena, the custodian must so state in the affidavit and file the affidavit and such
109 records as are available in the manner described above.
110

111 C. The reasonable charges for copies of such records shall be as follows:

- 112
113 1. black and white copy = \$0.15 per page
114 2. color copy = \$0.50 per page
115

116 D. STU 55 form A is a form affidavit which must be completed by the custodian of the
117 requested records and sent to the school attorney for review and finalization.
118

119 E. The final affidavit must be signed by the custodian of the requested records and
120 notarized.
121

122 VII. REQUIRING PERSONAL ATTENDANCE OF CUSTODIAN - COSTS⁶
123

124 A. Where the personal attendance of the custodian is required, the subpoena duces tecum
125 should contain a clause which reads: "The procedure authorized pursuant to §40-50-1503
126 will not be deemed sufficient compliance with this subpoena."
127

128 B. Where both the personal attendance of the custodian and the production of the original
129 record are required, the subpoena duces tecum should contain a clause which reads:
130 "Original records are required, and the procedure authored pursuant to §49-50-1503 will
131 not be deemed sufficient compliance with this subpoena."
132

133
134 ⁵T.C.A. 49-50-1506

135 ⁶T.C.A. 49-50-1508
136

- 137 C. If an employee of MCS receives a subpoena containing any of the language set forth
138 above in clauses A or B, the employee should notify their supervisor. The supervisor
139 should immediately contact the attorney for MCS and fax a copy of the subpoena to the
140 school attorney.

141
142 VIII. SUBSTITUTION OF COPIES AFTER ORIGINAL RECORDS INTRODUCED INTO
143 EVIDENCE

- 144
145 A. In view of the property right of the educational institution in its records, original records
146 may be withdrawn after introduction into evidence and copies substituted, unless
147 otherwise directed for good cause by the court, judge, officer, body or tribunal
148 conducting the hearing.
149
150 B. The custodian may prepare copies of original records in advance of testifying for the
151 purpose of making substitution of the original record, and the reasonable charges for
152 making such copies shall be taxed as costs of court.
153
154 C. If copies are not prepared in advance, they can be made and substituted at any time after
155 introduction of the original record, and the reasonable charges for making such copies
156 shall be taxed as costs of court.

188 **IN THE [INSERT CORRECT COURT NAME]**

189 **[INSERT PARTY NAME])**

190 **)**

191 **Plaintiffs,)**

192 **)**

193 **-v-) Case No.**

194 **[INSERT DEFENDANT NAME])**

195 **)**

196 **Defendant.)**

197
198 **AFFIDAVIT OF CUSTODIAN OF RECORDS**

199
200 I, _____, say as follows:

- 201
- 202 1. That I am the duly authorized custodian of the attached records for Murfreesboro City
- 203 Schools for [INSERT NAME OF SCHOOL] and have authority to certify said attached
- 204 records.
- 205
- 206 2. That the copy of the attached record, regarding [INSERT NAME OF STUDENT] is a
- 207 true and correct copy of all school records concerning [INSERT NAME OF STUDENT].
- 208
- 209 3. That these documents were prepared by myself or personnel of Murfreesboro City
- 210 Schools at or near the time of the occurrence of the matters set forth by, or from
- 211 information transmitted by, a person with knowledge of these matters.
- 212
- 213 4. That the records attached are kept in the course of the regularly conducted activity of the
- 214 Murfreesboro City Schools.
- 215
- 216 5. And that it is a regular practice of the Murfreesboro City Schools to make records of
- 217 these regularly conducted activities.
- 218
- 219 6. That I certify that _____ is the amount of the reasonable charges of Murfreesboro City
- 220 Schools for furnishing such copies of the records.
- 221
- 222 7. That I certify that the parent of [INSERT STUDENT NAME], [INSERT PARENT
- 223 NAME] was notified of the subpoena prior to compliance on [INSERT DATE
- 224 NOTIFIED].

225
226 Further the deponent saith not.

227
228 **WITNESS MY HAND** this _____ day of, _____ 20__.

229
230 _____
231 Date

232 Sworn to and subscribed before me, this the ____day of _____, 20__.

233
234
235 My Commission Expires: _____

(Seal)

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(INSERT DATE)

To the Parents/Guardian of:
[INSERT PARENT(S)/GUARDIAN(S) NAME(S)]
[INSERT ADDRESS]

Re: [INSERT CASE NAME (EXAMPLE MOORE V. MOORE)]
 [INSERT NAME OF COURT]
 [INSERT CASE NO.]
 Subpoena Duces Tecum

Dear [INSERT PARENT(S)/GUARDIAN(S) NAMES(S):

Pursuant to T.C.A. §40-50-1503(a), this letter is to inform you as the parent/guardian of [INSERT STUDENT'S NAME], that [INSERT NAME OF SCHOOL] has received the attached subpoena requesting that the custodian of the relevant school records produce a copy of [INSERT IN “ “ WHAT SUBPOENA ASKS FOR] concerning [INSERT STUDENT'S NAME], from [INSERT DATES].

Sincerely,

[INSERT PRINCIPAL OR CUSTODIAN'S NAME]

Murfreesboro City School Board

Monitoring: Review: Annually, in May	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date:
		Rescinds: STU 15	Issued: 05/13/14

1 INSPECTION PROCEDURE

2 Parent(s) of students and eligible students* may inspect and review the student's education records upon written
3 request.¹

4 Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as
5 possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the
6 request.

7 The right to inspect and review educational records includes the right to a response from school officials
8 concerning requests for explanation and interpretation of the data. School officials shall presume that the parent
9 has the authority to inspect and review records relating to his/her child unless the school system has been advised
10 that the parent does not have the authority under applicable state law governing guardianship, separation, and
11 divorce.²

12 When a record contains information about students other than the parent's child or the eligible student, the
13 parent(s) or eligible student may not inspect and review that information.²

14 FEES FOR COPIES

15 A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the director of schools.
16 If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.³

17 CORRECTION PROCEDURES

18 Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be
19 incorrect.⁴ The Director of Schools shall develop an acceptable procedure to establish an orderly process to review
20 and potentially correct an education record.

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

Legal References

1. 34 CFR § 99.10
2. 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20, 21, 22

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: STUDENT RECORDS INSPECTION & CORRECTION PROCEDURE	Descriptor No: STU 15	Date Adopted: 1/01
	Reviewed/Revision Adopted: 5/13/14	

1 **INSPECTION PROCEDURE**

2
3 Parent(s) of students and eligible students may inspect and review the student’s educational
4 records upon written request. “Eligible student” means a student who is eighteen (18) years of
5 age or older or has enrolled in a post-secondary school, at which time all of the rights set forth
6 herein become the student’s right.

7
8 Parent(s) or eligible students shall submit to the records custodian a request which identifies, as
9 precisely as possible, the record(s) that the parent or eligible student wishes to inspect. The
10 records custodian will contact the same to discuss how access will best be arranged as promptly
11 and practicable as possible. This inspection procedure must be completed within forty-five (45)
12 days from the receipt of the request.

13
14 The right to inspect and review educational records includes the right to a response from school
15 officials concerning requests for explanation and interpretation of the data. School officials shall
16 presume that the parent has the authority to inspect and review records relating to the parent’s
17 child unless the school system has been advised that the parent does not have the authority under
18 applicable state law governing guardianship, separation, and divorce.

19
20 When a record contains information about students other than the parent’s child or the eligible
21 student, the parent(s) or eligible student may not inspect and review that portion of the record.

22
23 **FEES FOR COPIES**

24
25 A reasonable fee for copies provided to parent(s) or eligible students will be determined by the
26 Director of Schools. A maximum of three (3) copies of the transcript will be provided free of
27 charge. If the fee represents an unusual hardship, it may be waived in part or entirely by the
28 records custodian.

29
30 **CORRECTION PROCEDURES**

31
32 Parent(s) of students or eligible students may request the amendment of the student’s educational
33 records that the parent or eligible student believes are inaccurate, misleading, or otherwise in
34 violation of the student’s privacy rights under the Family Educational Rights and Privacy Act

35 (FERPA). The Director of Schools shall develop an acceptable procedure to establish an orderly
36 process to review and correct an educational record.

37
38 Parents or eligible students who wish to ask the school to amend a record should write the school
39 principal, clearly identify the part of the record they want changed, and specify why it should be
40 changed. If the school decides not to amend the record as requested by the parent or eligible
41 student, the school will notify the parent or eligible student of the decision and of their right to a
42 hearing regarding the request for amendment. Additional information regarding the hearing
43 procedures will be provided to the parent or eligible student when notified of the right to a
44 hearing.

45
46 **HEARING PROCEDURES**

47
48 A hearing may be requested only on the grounds that the information contained in the education
49 records is inaccurate, misleading, or in violation of the privacy rights of the student.

50
51 If, as a result of the hearing, the Murfreesboro City Schools (MCS) decides that the information
52 is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, MCS shall
53 amend the record accordingly; and inform the parent or eligible student of the amendment in
54 writing.

55
56 If, as a result of the hearing, the MCS decides that the information in the education record is not
57 inaccurate, misleading, or otherwise in violation of the privacy rights of the student, MCS shall
58 inform the parent or eligible student of the right to place a statement in the record commenting
59 on the contested information in the record or stating why the parent or eligible student disagrees
60 with the decision of the hearing panel.

61
62 If an educational agency or institution places a statement in the education records of a student as
63 set forth above, MCS shall maintain the statement with the contested part of the record for as
64 long as the record is maintained; and disclose the statement whenever it discloses the portion of
65 the record to which the statement relates.

66
67 The hearing must meet, at a minimum, the following requirements:

68
69 (a) The hearing must be held within fifteen (15) school days after MCS has received the request
70 for the hearing from the parent or eligible student.

71
72 (b) MCS shall give the parent or eligible student notice of the date, time, and place, reasonably in
73 advance of the hearing.

74
75 (c) The hearing may be conducted by a panel of three (3) MCS administrative staff member who
76 do not have a direct interest in the outcome of the hearing.

77
78 (d) MCS shall give the parent or eligible student a full and fair opportunity to present evidence
79 relevant to the issues raised under 34 CFR §99.21. The parent or eligible student may, at their
80 own expense, be assisted or represented by one or more individuals of their own choice,
81 including an attorney.

82
83 (e) The hearing panel must make its decision in writing within a reasonable period of time after
84 the hearing. The decision must be based solely on the evidence presented at the hearing, and
85 must include a summary of the evidence and the reasons for the decision.

86

87 Legal References:

88

89 Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99
90 34 CFR §99.10

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

92 T.C.A. §10-7-506; 34 CFR §99.11

93 34 CFR §§99.20; 21;22

94

95 Cross References:

96

97 STU 13, Student Records

98 STU 14, Student Records Annual Notification of Rights

99 STU 16, Student Records Use of Records

**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: EDUCATIONAL RECORDS AS EVIDENCE ACT- SUBPOENAS FOR EDUCATIONAL RECORDS	Descriptor No: AD STU37	Effective Date: 5/19
	Revised:	

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I. PURPOSE

This administrative directive is intended to ensure compliance by all MCS personnel with the Educational Records as Evidence Act codified at 49-50-1501 et seq. When any employee of MCS receives a subpoena for educational records, the employee should notify their supervisor. The supervisor should immediately contact the attorney for MCS and fax a copy of the subpoena to the school attorney.

II. DEFINITIONS¹

- A. "Custodian" means the educational record practitioner and the administrator or other chief officer of an educational institution in this state and its proprietor, as well as their deputies and assistants, and any other persons who are official custodians or depositories of records;
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian; and
- C. "Student record" means an educational record that is directly related to a student and is maintained by an educational institution or by a party acting for the institution.

III. REQUESTED RECORDS²

- A. Pursuant to the Educational Records as Evidence Act, the custodian of the requested records within 20 days after being served with a subpoena duces tecum, must, either by personal delivery or certified or registered mail, file with the court clerk or the officer, body or tribunal conducting the hearing, a true and correct copy (which maybe a copy reproduced on film or other reproducing material by microfilming, photographing, photostating, or other approximate process, or a facsimile, exemplification or copy of such reproduction or copy) of all records described in the subpoena.

34 ¹T.C.A. 49-50-1502 (5)

35 ²T.C.A. 49-50-1503

36
37 **B.** Before complying with a subpoena for student records, the custodian of the requested
38 record shall make a reasonable effort to notify the parent or guardian of the subpoena, so
39 that the parent or guardian may seek protective action, unless the subpoena was issued by
40 a federal grand jury or for a law enforcement purpose and the court or other issuing
41 agency ordered that the existence or the contents of the subpoena or the information
42 furnished in response to the subpoena not be disclosed. The format set forth on
43 attachment Form B should be utilized when sending such letter.
44

45 **IV. PRODUCTION OF SUBPOENAED RECORDS**³

46
47 **A.** The copy of the records must be separately enclosed in an inner envelope or wrapper,
48 sealed with the following information on the front of the inner envelope or wrapper:

- 49
50 1. title of the case,
51 2. case number,
52 3. name of witness, and
53 4. date the subpoena was issued.
54

55 **B.** The custodian of the record shall affix to the sealed envelope or wrapper containing
56 student records an affidavit stating that each parent or guardian of a student whose
57 records are within the sealed envelope or wrapper was notified of the subpoena prior to
58 compliance and the date on which such eligible student or parent was notified, unless the
59 subpoena was issued by a federal grand jury or for a law enforcement purpose and the
60 court or other issuing agency ordered that the existence or the contents of the subpoena or
61 the information furnished in response to the subpoena not be disclosed.
62

63 **C.** The custodian of the requested records must complete the form affidavit (Attachment A)
64 and email or fax it to the school attorney for review and finalization. The affidavit
65 attached to the inner envelope or wrapper must be signed by the records custodian and
66 notarized.
67

68 **D.** The sealed envelope or wrapper shall then be enclosed in an outer envelope or wrapper,
69 sealed and directed as follows:

- 70
71 1. If the subpoena directs attendance in court, to the clerk of such court or the judge
72 thereof;
73 2. If the subpoena directs attendance at a deposition, to the officer before whom the
74 deposition is to be taken, at the place designated in the subpoena for the taking of
75 the deposition, or at such officer's place of business; and
76 3. In other cases, to the officer, body or tribunal conducting the hearing at a like
77 address.
78

79 **V. DUTIES OF CUSTODIAN OF REQUESTED RECORDS**⁴

80
81 **A.** Upon receipt of a subpoena, the custodian must send the records to the attorney
82 responsible for the issuance of the subpoena at the place and on or before the date
83 designated in the subpoena, if such subpoena:
84
85

86 ³49-5-1504
87 ⁴40-50-1505

88 1. States conspicuously on its face that the records are required in a tort action or
89 domestic relations proceeding in which the student or parent has raised the issue of
90 the student's educational level, performance, or attendance and

91
92 2. Directs the custodian's attendance at a deposition.

93
94 VI. CUSTODIAN AFFIDAVIT⁵

95
96 A. The records must be accompanied by an affidavit of a custodian stating in substance:

- 97
98 1. That the affiant is the duly authorized custodian of the records and has authority
99 to certify the records;
100 2. That the copy is a true copy of all the records described in the subpoena;
101 3. That the records were prepared by the personnel of the Murfreesboro City School
102 system or persons acting under Murfreesboro City School's control in the ordinary
103 course of business at or near the time of the act, condition or event reported
104 therein; and
105 4. Certifying the amount of the reasonable charges of the educational institution for
106 furnishing such copies of the record.

107
108 B. If Murfreesboro City Schools has none or only a portion of the records described in the
109 subpoena, the custodian must so state in the affidavit and file the affidavit and such
110 records as are available in the manner described above.

111
112 C. The reasonable charges for copies of such records shall be as follows:

- 113
114 1. black and white copy = \$0.15 per page
115 2. color copy = \$0.50 per page

116
117 D. STU 55 form A is a form affidavit which must be completed by the custodian of the
118 requested records and sent to the school attorney for review and finalization.

119
120 E. The final affidavit must be signed by the custodian of the requested records and
121 notarized.

122
123 VII. REQUIRING PERSONAL ATTENDANCE OF CUSTODIAN - COSTS⁶

124
125 A. Where the personal attendance of the custodian is required, the subpoena duces tecum
126 should contain a clause which reads: "The procedure authorized pursuant to §40-50-1503
127 will not be deemed sufficient compliance with this subpoena."

128
129 B. Where both the personal attendance of the custodian and the production of the original
130 record are required, the subpoena duces tecum should contain a clause which reads:
131 "Original records are required, and the procedure authored pursuant to §49-50-1503 will
132 not be deemed sufficient compliance with this subpoena."

133
134
135 _____
135 ⁵T.C.A. 49-50-1506

136 ⁶T.C.A. 49-50-1508

- 138 C. If an employee of MCS receives a subpoena containing any of the language set forth
139 above in clauses A or B, the employee should notify their supervisor. The supervisor
140 should immediately contact the attorney for MCS and fax a copy of the subpoena to the
141 school attorney.

142
143 VIII. SUBSTITUTION OF COPIES AFTER ORIGINAL RECORDS INTRODUCED INTO
144 EVIDENCE

- 145
146 A. In view of the property right of the educational institution in its records, original records
147 may be withdrawn after introduction into evidence and copies substituted, unless
148 otherwise directed for good cause by the court, judge, officer, body or tribunal
149 conducting the hearing.
150
151 B. The custodian may prepare copies of original records in advance of testifying for the
152 purpose of making substitution of the original record, and the reasonable charges for
153 making such copies shall be taxed as costs of court.
154
155 C. If copies are not prepared in advance, they can be made and substituted at any time after
156 introduction of the original record, and the reasonable charges for making such copies
157 shall be taxed as costs of court.
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⁷T.C.A. 49-50-1509
189
190

191 **IN THE [INSERT CORRECT COURT NAME]**
 192 **[INSERT PARTY NAME]**)
 193)
 194 **Plaintiffs,**)
 195)
 196 **-v-**) **Case No.**
 197 **[INSERT DEFENDANT NAME]**)
 198)
 199 **Defendant.**)

200
 201 **AFFIDAVIT OF CUSTODIAN OF RECORDS**

202
 203 I, _____, say as follows:
 204

- 205 1. That I am the duly authorized custodian of the attached records for Murfreesboro City
 206 Schools for [INSERT NAME OF SCHOOL] and have authority to certify said attached
 207 records.
- 208 2. That the copy of the attached record, regarding [INSERT NAME OF STUDENT] is a
 209 true and correct copy of all school records concerning [INSERT NAME OF STUDENT].
 210
- 211 3. That these documents were prepared by myself or personnel of Murfreesboro City
 212 Schools at or near the time of the occurrence of the matters set forth by, or from
 213 information transmitted by, a person with knowledge of these matters.
 214
- 215 4. That the records attached are kept in the course of the regularly conducted activity of the
 216 Murfreesboro City Schools.
 217
- 218 5. And that it is a regular practice of the Murfreesboro City Schools to make records of
 219 these regularly conducted activities.
 220
- 221 6. That I certify that _____ is the amount of the reasonable charges of Murfreesboro City
 222 Schools for furnishing such copies of the records.
 223
- 224 7. That I certify that the parent of [INSERT STUDENT NAME], [INSERT PARENT
 225 NAME] was notified of the subpoena prior to compliance on [INSERT DATE
 226 NOTIFIED].
 227

228
 229 Further the deponent saith not.
 230

231 **WITNESS MY HAND** this _____ day of, _____ 20__.

232
 233 _____
 234 **Date**

235 Sworn to and subscribed before me, this the ___ day of _____, 20__.

236
 237
 238 My Commission Expires: _____

 (Seal)

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(INSERT DATE)

To the Parents/Guardian of:
[INSERT PARENT(S)/GUARDIAN(S) NAME(S)]
[INSERT ADDRESS]

Re: [INSERT CASE NAME (EXAMPLE MOORE V. MOORE)]
 [INSERT NAME OF COURT]
 [INSERT CASE NO.]
 Subpoena Duces Tecum

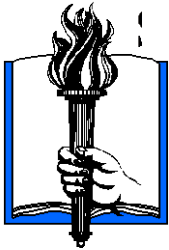
Dear [INSERT PARENT(S)/GUARDIAN(S) NAMES(S):

Pursuant to T.C.A. §40-50-1503(a), this letter is to inform you as the parent/guardian of [INSERT STUDENT'S NAME], that [INSERT NAME OF SCHOOL] has received the attached subpoena requesting that the custodian of the relevant school records produce a copy of [INSERT IN “ “ WHAT SUBPOENA ASKS FOR] concerning [INSERT STUDENT'S NAME], from [INSERT DATES].

Sincerely,

[INSERT PRINCIPAL OR CUSTODIAN'S NAME]

**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Hearing Procedures for Challenges to Student Records	Descriptor No: STU 38	Effective Date: 5/19
Revised:		

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

8
9

10 **HEARING PROCEDURES**

11

12 A hearing may be requested only on the grounds that the information contained in the education
13 records is inaccurate, misleading, or in violation of the privacy rights of the student.

14

15 If, as a result of the hearing, the Murfreesboro City Schools decides that the information is
16 inaccurate, misleading, or otherwise in violation of the privacy rights of the student, MCS shall
17 amend the record accordingly; and inform the parent or eligible student of the amendment in
18 writing.

19

20 If, as a result of the hearing, the Murfreesboro City Schools decides that the information in the
21 education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of
22 the student, MCS shall inform the parent or eligible student of the right to place a statement in
23 the record commenting on the contested information in the record or stating why the parent or
24 eligible student disagrees with the decision of the hearing panel.

25

26 If an educational agency or institution places a statement in the education records of a student
27 under paragraph (b)(2) of this section, MCS shall maintain the statement with the contested part
28 of the record for as long as the record is maintained; and disclose the statement whenever it
29 discloses the portion of the record to which the statement relates.

30

31 The hearing must meet, at a minimum, the following requirements:

32

33 (a) The hearing must be held within a reasonable time after MCS has received the request for the
34 hearing from the parent or eligible student.

35
36 (b) MCS shall give the parent or eligible student notice of the date, time, and place, reasonably in
37 advance of the hearing.

38
39 (c) The hearing may be conducted by any MCS administrative staff member who does not have a
40 direct interest in the outcome of the hearing.

41
42 (d) MCS shall give the parent or eligible student a full and fair opportunity to present evidence
43 relevant to the issues raised under 34 CFR §99.21. The parent or eligible student may, at their
44 own expense, be assisted or represented by one or more individuals of their own choice,
45 including an attorney.

46
47 (e) The hearing panel must make its decision in writing within a reasonable period of time after
48 the hearing. The decision must be based solely on the evidence presented at the hearing, and
49 must include a summary of the evidence and the reasons for the decision.

50
51
52 Board Policy Reference 6.602

PTR Worksheet 2018-2019 Eighth Period 190502

SCHOOL	Pre - K			Kindergarten			1st Grade			2nd Grade			3rd Grade			Total	Total	K-3 PTR	4th Grade			5th Grade			6th Grade			Total	Total	4-6 PTR	Total Students				
	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	P	#	PTR	P	#	PTR	P	#	PTR	Pupils	Teachers	Ratio	Total w/o Pre-K	Building Total			
DISCOVERY				58	3	19.33	59	3	19.67	59	3	19.67	62	3	20.67	238	12	19.83				62	3	20.67	65	3	21.67	19	1	19.00	146	7	20.86	384	384
BLACK FOX	10																																		
	39	2	19.5	106	6	17.67	99	6	16.50	102	5	20.40	133	6	22.17	440	23	19.13				112	6	18.67	119	5	23.80	102	5	20.40	333	16	20.81	773	877
	22	2	11																									33	3	11.00	33				
	CDC																																		
BRADLEY				51	3	17.00	54	3	18.00	47	3	15.67	60	4	15.00	212	13	16.31				65	3	21.67	52	3	17.33	47	2	23.50	164	8	20.50	376	376
CASON LANE	10																																		
	40	2	20	120	6	20.00	131	6	21.83	112	6	18.67	119	6	19.83	482	24	20.08				132	7	18.86	135	6	22.50	69	3	23.00	336	16	21.00	818	925
	25	2	12.5																									32	3	10.67	32				
	CDC																																		
ERMA SIEGEL	11			97	5	19.40	105	5	21.00	112	6	18.67	123	6	20.50	437	22	19.86				126	6	21.00	140	6	23.33	18	1	18.00	284	13	21.85	721	782
	26	2	13													4	1	4.00										20	3	6.67	24				
	CDC																																		
HOBGOOD	58	3	19.33	121	6	20.17	106	6	17.67	100	5	20.00	86	4	21.50	413	21	19.67				97	5	19.40	107	5	21.40	72	4	18.00	276	14	19.71	689	747
MITCHELL-NEILSON	40	2	20	107	6	17.83	109	6	18.17	101	5	20.20	104	5	20.80	421	22	19.14				86	4	21.50	98	4	24.50	76	3	25.33	260	11	23.64	681	738
	15															9	1	9.00										8	2	4.00	17				
	Best																																		
NORTHFIELD	40	2	20	99	5	19.80	86	4	21.50	87	4	21.75	87	5	17.40	359	18	19.94				94	4	23.50	99	4	24.75	31	2	15.50	224	10	22.40	583	724
	42	3	14																									44	5	8.80	44				
	CDC																																		
OVERALL				176	9	19.56	170	8	21.25	170	9	18.89	187	9	20.78	703	35	20.09				187	8	23.38	154	8	19.25	41	2	20.50	382	18	21.22	1085	1085
REEVES-ROGERS				71	4	17.75	60	3	20.00	67	4	16.75	59	3	19.67	257	14	18.36				54	3	18.00	61	3	20.33	45	2	22.50	160	8	20.00	417	417
PITTARD				110	6	18.33	117	6	19.50	104	5	20.80	99	5	19.80	430	22	19.55				115	6	19.17	126	6	21.00	60	3	20.00	301	15	20.07	731	767
	10																											36	4	9.00	36				
	CDC																																		
SCALES				162	8	20.25	171	8	21.38	153	8	19.13	152	8	19.00	638	32	19.94				142	7	20.29	154	7	22.00	84	4	21.00	380	18	21.11	1018	1084
	25	2	12.5																									31	3	10.33	31				
OFF SITE PRE-K	CDC			KINDERGARTEN			1ST GRADE			2ND GRADE			3RD GRADE			4TH GRADE			5TH GRADE			6TH GRADE			CDC										
Oakland Court	40	2	20	1278	67	19.07	1267	64	19.80	1214	63	19.27	1271	64	19.86	Individual Grade Level Students/Teachers/PTR			1272	62	20.52	1310	60	21.83	664	32	20.75	REGULAR ED SUB TOTAL			8276				
Mercury Court	40	2	20																									SPED K-6 CDC, BEST, DEAF			217				
TOTAL OFF SITE	80	4	20																									SPECIAL ED PRE-K			140				
PRE-K SUBTOTALS																																			
Pre-K Peer Models	56																																		
Pre-K Regular Ed	297	15	19.8																																
Pre-K Special Ed	140	11	12.7																																
PRE-K TOTALS	493	26	19																																

AVERAGE ATTENDANCE PERCENTAGE 96 %

REGULAR EDUCATION PTR			
	Students	Teachers	PTR
Kindergarten thru Third Grade	5030	258	19.50
Fourth Grade thru Sixth Grade	3246	154	21.08
District Totals	8276	412	20.09

GROWTH OVER LAST YEAR
 End of 2017-2018 ➔ 8855
 Growth from 17-18 to 18-19 ➔ 131

REGULAR ED SUB TOTAL	8276
SPED K-6 CDC, BEST, DEAF	217
SPECIAL ED PRE-K	140
TOTAL BEP FUNDED	8493
TOTAL ALL OTHER PRE-K	353
DISTRICT TOTAL STUDENTS	8986