



METROPOLITAN
Nashville
PUBLIC SCHOOLS

STUDENT-PARENT CODE OF CONDUCT & HANDBOOK

2012-2013

Approved/Revised by Metropolitan Nashville Board of Education
May, 2012

Signature Page for _____

(student name)

Parent/Guardian Last Name

Parent/Guardian First Name

M.I.

Address

Apt./Unit

City

State

ZIP

(____)

Phone

E-Mail

The signature below acknowledges I have read and understand the MNPS Student-Parent Code of Conduct & Handbook and related policies. I also understand my child is subject to compulsory school attendance laws and if my child is found to be unlawfully absent from school or habitually truant, law enforcement personnel may take my child into temporary custody and deliver him/her to the Metro Student Attendance Center (MSAC). Furthermore, I confirm my child's participation in the areas identified with a check mark below.

Signature of Parent/Guardian

Permission Statements	Y	N
A. My child has permission to complete a health report card.		
B. MNPS has permission to honor my child publicly, including in the media.		
C. MNPS has permission to share contact information about my child with a military recruiter.		
D. MNPS has permission to photograph or digitally record my child for media and web publication.		
E. My child's directory information may be shared.		
F. My child has permission to participate in the hearing, vision, height, weight, and blood pressure screenings.		
G. My child has permission to be photographed or digitally recorded by the media.		
Additional Permission Statements for Middle & High School Students		
Limitless Libraries Permission Statements		
H. In order for my child to receive a library card and/or services, the Nashville Public Library has permission to access my child's information .		
I. My child has permission to have public library materials delivered to his/her school. I understand that all lost or damaged items will be billed at regular library rates and must be reimbursed to the Nashville Public Library.		
J. My child has permission to check out a laptop from the school library and I understand that all damages or loss of equipment must be reimbursed to the school. The maximum cost for a laptop will be \$600.		

Vision

Metropolitan Nashville Public Schools will provide every student with the foundation of knowledge, skills and character necessary to excel in higher education, work and life.

We embrace and value a diverse student population and community. Different perspectives and backgrounds form the cornerstone of our strong public education system.

**Metropolitan Nashville Public Schools
will be the first choice for our families.**



Questions?

Please call the MNPS
Customer Service
Center at 615/259-
INFO (4636) or your
child's principal.

Policies are subject to be modified or added throughout the school year. The current text of all policies is available in the following locations:

- The Metro Schools' website at www.policy.mnps.org;
- Metro Schools Customer Service Center, 259-INFO (4636);
- Your local school

This handbook is also available in Spanish.

Spanish Si usted necesita información adicional o si tiene alguna pregunta, por favor llame o contacte al director de su escuela.

Somali Haddii aad u baahan tahay macluumaad ama aad qabto su'aalo, fadlan u dir maamulaha iskuulka telefoon.

Vietnamese

Nếu có điều gì thắc mắc hoặc muốn biết thêm chi tiết, xin tiếp xúc với hiệu-trưởng của trường số tại.

Serbo Croation/Bosnian

Ako trebate dodatne informacije ili imate neko pitanje, molim nazovite svoju skolu i kontaktirajte direktora.

Kurdish

بوزانیاری زیاتریان هه‌ر پسیاریک، تکایه په‌یوه ندی بکه به به‌ریویه‌ری قوتابخانه.

Korean

자세한 사항이 필요하시거나 의문이 있으시면 학교의 교장 선생님께 연락하여 주세요..

Lao

ຖ້າວ່າທ່ານມີຄຳຖາມ ຫຼື ຕ້ອງການຂໍ້ມູນເພີ່ມເຕີມ ກະລຸນາຕິດຕໍ່ຫາຫົວໜ້າສູນບໍລິການລູກຄ້າຂອງພວກເຮົາ ຫຼື ຫາຫາກວ່າທ່ານມີຄຳຖາມ ຫຼື ຕ້ອງການຂໍ້ມູນເພີ່ມເຕີມ ກະລຸນາຕິດຕໍ່ຫາຫົວໜ້າສູນບໍລິການລູກຄ້າຂອງພວກເຮົາ.

Arabic

إذا كنت تحتاج إلى مزيد من المعلومات أو لديك أي سؤال ، رجاءً اتصل بمدير المدرسة .

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Dear Parents and Students,

Welcome to the 2012-2013 school year. We are excited and appreciative that you have entrusted your child's education to our schools. We look forward to getting to know you and your child as we work together to make this our best year yet.

This Parent-Student Code of Conduct outlines policies and provides information about acceptable behaviors, disciplinary procedures, and all state codes pertaining to school safety. Please read through the guide with your child and help him or her understand the importance of following all school rules and district policies.

At the beginning of this book, we have included a signature page. Please sign this form and return it to your child's school after you read this book.

To make sure your child receives the best education possible, it is important to have safe learning environments in all of our buildings. This is a shared responsibility of parents, students, faculty, staff, and the community. Our district policies are designed to keep order and safety in our schools and to ensure students and staff have a positive learning and working environment.

If you have questions about school rules or district policies, contact your child's school principal. The complete text of all MNPS policies is available at www.mnps.org; through our Customer Service Center at (615) 259-INFO (4636); or at your local school. This information is also available in Nashville public libraries.

Again, please help us make this year excellent for every student by helping your child understand the rules and guidelines he or she is expected to follow. We look forward to working with you this school year.

Sincerely,

A handwritten signature in black ink that reads "Jesse B. Register". The signature is written in a cursive style with a large initial "J".

Jesse B. Register, Ed.D
MNPS Director of Schools

INTRODUCTION

The Board of Education and Metropolitan Nashville Public Schools are committed to maintaining a safe and secure learning environment where district personnel are able to provide a quality education to all students. Responsible behavior is expected of all students, teachers, parents, other district personnel and visitors. Any person who fails to meet the expected degree of responsibility and violates district policy is subject to disciplinary action (as defined in our Student Code of Conduct) and by any applicable laws.

This book is divided into five sections: Introduction, Disciplinary Process & Procedures, Student Conduct Rule Infraction Codes, Additional Information for Parents, and Student Policies. This handbook also includes a signature page for permissions required by policy and state and federal laws. **Please read it thoroughly with your child, sign the Signature Page, and return it to your child's school.**

For more information regarding discipline and students with disabilities, please refer to the Notice of Procedural Safeguards booklet (Exceptional Education Parent Rights) which can be obtained at your child's school.

RIGHTS & RESPONSIBILITIES

Students, faculty and visitors have the right to a safe and suitable learning and work environment and the responsibility of maintaining that environment. Administrators have the responsibility to ensure the quality of the education program and the security of the school. Students are expected to abide by the rules and regulations of the school system and apply themselves to the learning process.

If a student who receives special education services or a student who has an individual education program (IEP) violates school rules or district policies outlined in the Code of Conduct, he or she will be disciplined in accordance with district policy, state and federal laws that govern Special Education (Individuals with Disabilities Education Act, IDEA).

Prior to the 2012-13 school year, principals and assistant principals received professional training in administering disciplinary actions. District guidelines have been set as a roadmap to build consistency throughout the district. Principals and assistant principals received a separate handbook to guide them in all disciplinary proceedings



during the year. These guides are available for parental viewing upon request. Contact your child's principal or Student Services.

STUDENT CODE OF CONDUCT

School Rules apply:

1. On school grounds;
2. At bus stops, en route to and from school, including, but not limited to, school buses and MTA buses;
3. Off school grounds at a district-approved school activity, function, event or school-related circumstances as determined by the principal and/or the Assistant Superintendent of Student Services even if the alleged violation did not occur on a school day;
4. Off school grounds if the behavior is disruptive to the school environment and its educational purpose or constitutes a threat to the health, safety, or welfare of a student or students and/or school personnel.



DISCIPLINARY PROCESS & PROCEDURES

SEARCHES AND SEIZURES¹



The following procedures apply to the search of lockers, other areas of school property assigned or accessible to students for the holding or storage of property, packages and containers brought onto school property by students and visitors. Lockers and other storage areas are the property of the Metropolitan Nashville Public Schools and are subject to search. The search

will be conducted by the principal or his/her designee in the presence of an adult witness.

- There should be reasonable suspicion* for school authorities to investigate that the student(s) or visitor(s) possess(es) an item, the possession of which constitutes a crime or school rule violation.
- If circumstances in a particular school dictate, either a general or random search of lockers or other school property accessible to students may be conducted.
- A notice will be posted at all schools that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, and weapons.

The following procedures apply to the search of students' or visitors' vehicles located or parked on school property. The search will be conducted by the school principal or his/her designee in the presence of an adult witness.

- There should be reasonable suspicion* for school authorities to investigate that the vehicle contains weapons, drugs, drug paraphernalia, or other illicit items.
- If circumstances dictate, either a general or random search of vehicles may be conducted.
- A notice will be posted at all school properties indicating that vehicles located or parked on school property are subject to search.

The following procedures apply to the search of a student for items in the student's immediate possession. The search will be conducted by the principal or his/her designee in the presence of an adult witness.

- There should be reasonable suspicion for school authorities to investigate that the student possesses an item, the possession of which is a violation of school policy or is a weapon, drug, or drug paraphernalia.

¹ TCA 49-6-4204, 4205

* Reasonable suspicion is defined as circumstances based on statements or facts that would lead a person of ordinary care and prudence to believe and consciously entertain an honest and strong suspicion that a person or persons have done a specific act.

- The following standards of reasonableness shall be met:
 - o The student is suspected of having violated school policy.
 - o The search will not be conducted solely to gather evidence to be used in a criminal prosecution.
 - o The principal or his/her designee will determine whether, under the circumstances, a search is reasonably necessary. If a search is necessary, it will be reasonably related to the grounds for the search; it will not be excessively intrusive in light of the student's age and sex, as well as the nature of the violation.
 - o The search will yield evidence of a school policy violation or lead to disclosure of a weapon, drugs, or drug paraphernalia.
 - o The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students.
- The search will be conducted in private and in the presence of an adult witness. Situations where there is an immediate threat to the safety and welfare of students and staff, and in the school official's judgment the immediate control of the student and item(s) which are subject of the search is necessary, a search may be conducted in a non-private setting and without an adult witness, provided all of the requirements of reasonableness above are met.

The following procedures apply to item(s) discovered and/or seized in the course of searches conducted on school facilities.

- Any weapon, drug or contraband (e.g. tobacco, alcohol) located by the principal or his/her designee will be immediately turned over to the appropriate authorities. The appropriate authority in the case of a Zero Tolerance weapon or drug would be law enforcement officials.
- Any item reasonably felt to necessitate criminal prosecution will be turned over to the appropriate law enforcement officials.
- School authorities may seize any item reasonably felt to be a threat to the safety of others or is used to disrupt or interfere with the educational process.

NOTE: State law permits school officials to make use of metal detectors or other devices, as well as dogs trained to detect drugs or weapons, to assist in the discovery of weapons and drugs on school properties. Any contraband (such as knives, night sticks, gang-related paraphernalia, etc.) confiscated during searches or turned in to school staff will be stored at Metro School's Security Office for 60 days. After 60 days, unclaimed items will be discarded or destroyed.



SAFE HARBOR PROVISION

1. A student may approach a school official and voluntarily surrender an object, the possession of which is prohibited by these rules, provided the object is one that the student could lawfully possess off school grounds (such as a pocket knife) and is not a firearm. This safe harbor provision does not apply if a search is in progress at the school. If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to any disciplinary action under these rules. The principal will make arrangements to return the object to the student's parents or legal guardian, when applicable.

2. If a student discovers an illegal item such as drugs, a weapon or other contraband (e.g. tobacco, alcohol) on school property, or a school bus, the student may approach a school official and report the discovery. A student will not automatically be in violation of school codes by solely making such a report.

School officials will use discretion in determining whether the circumstance surrounding the report warrant further investigation of the reporting student.

DISCIPLINARY DUE PROCESS

SUSPENSIONS AND EXPULSIONS (A suspension of more than 10 days)

Disciplinary action will be initiated at the school level. The principal/designee will investigate a student's alleged misconduct and determine whether disciplinary action is necessary. The principal/designee will provide due process by explaining the school's view of the offense, the information gathered during the investigation, and the length of the suspension/expulsion or other behavior intervention as determined by the principal. The principal/designee will allow the student to explain his/her side or view of the offense.

If the principal/designee has knowledge of any serious student misconduct, the principal/designee may immediately remove the student to restore order, to further investigate the misconduct, or to protect persons on the school grounds. The principal/designee may suspend the student immediately for a maximum of two (2) days** (summary suspension). If it is determined that disciplinary action is not warranted, the incident will be deleted and the suspension days will be changed to excused absences.

When a student is suspended, the principal/designee must notify the student's parents/guardian to inform them of the school's action within 24 hours. If the parents are unable to come for their child, the student must remain on school property until the close of the school day. Parents should be provided

**"Days" represent calendar days - Monday through Friday, excluding designated district holidays and inclement weather days.

written notice of the suspension or expulsion.

If a suspension is for more than five (5) days, the principal shall develop and implement a plan for improving the behavior which shall be made available for review by the director of schools upon request². Teachers are not required to accept work for credit which occurred during a suspension for up to 10 days. The student shall be provided the opportunity to make up missed work at the discretion of the teacher or principal/designee.

An expulsion is defined as a suspension of more than 10 days. When a principal/designee seeks an expulsion (suspension of more than 10 days), the principal/designee must immediately give written or actual notice to the student and the student's parents.

This written notice of the alleged misconduct shall include: the rule allegedly violated and a brief description of the misconduct. Parents and students must also receive the information related to their right to appeal an expulsion. Written statements about the misconduct and the evidence collected concerning the incident are available to parents, excluding school-based video evidence. This information is to be provided by the school. This will include the name and contact information for the Discipline Coordinator as well as the requirement to contact the Discipline Coordinator within five (5) days of the notice of expulsion. If a student has received an expulsion (suspension of more than 10 days), the parent or legal guardian may contact the Discipline Coordinator for further questions. Please call the district Customer Service number at 259-INFO (4636) or call the Discipline office at 259-8757.

Suspended or expelled students are not allowed to be on school property or participate in any Metro school-sponsored activity/event (for example, graduations, athletic events, etc.). If a student is suspended on an instructional day that is cancelled because of inclement weather, any scheduled suspension days must be made up on the days following the inclement weather days.

PROCESS FOR EXPULSIONS (A suspension of more than 10 days) & APPEALS OF THE EXPULSION

There are three levels of appeals: LEVEL 1 is to the hearing authority, LEVEL 2 is to the Assistant Superintendent of Student Services/designee, and LEVEL 3 is to the Board of Education.

Upon making a decision to expel a student the principal or assistant principal/dean shall immediately give written or actual notice to the parent/guardian and the student of the right to appeal the decision to expel (suspend for more than 10 days). The decision from the Level 1 or Level 2 appeals may: affirm the decision of the principal, order removal of the suspension unconditionally

² TCA 49-6-3401

or upon such terms and conditions as it deems reasonable, assign the student to an alternative program, or suspend/expel the student for a specified period of time.

All appeals of disciplinary decisions associated with expulsion (suspension of more than 10 days) must be filed, orally or in writing within five (5) days of notice of the decision about the expulsion. If the appeal is not filed within the five (5) days, the right to appeal is waived. Notice of the parent/guardian's intent to have legal representation must be given to the Discipline Office at the time the appeal is requested, in order for the district to also have legal representation. Each appeal hearing is recorded.

LEVEL 1- Appeal to the Discipline Hearing Authority

- The appeal from this decision shall be to a disciplinary hearing authority appointed by the board. The hearing shall be held no later than ten (10) days after the beginning of the expulsion (suspension of more than 10 days).³ The disciplinary hearing authority shall give written notice to the time and place of the hearing to the person requesting the appeal and the principal or assistant principal who ordered the expulsion. During deliberations, all parties will be excused excluding the hearing authority. Failure to attend this appeal constitutes a waiver.
- A written record of the proceedings including a summary of the facts and the reasons supporting the decision shall be made by the disciplinary hearing authority.

LEVEL 2- Appeal to the Assistant Superintendant of Student Services/designee

- In the case of a Zero Tolerance (ZT), the Assistant Superintendent of Student Services/designee makes a recommendation to the Director of Schools, who will make the final decision.

LEVEL 3- Appeal to the Board of Education

- The board of education may grant or deny a request for a board hearing and may affirm or overturn the decision with or without a hearing before the board.

Expelled Students (suspended for more than 10 days)

Alternative Learning Centers are available for students in grades one through twelve (1-12) who have been expelled (suspension of more than 10 days). All expelled students have the opportunity to attend an Alternative Learning Center when space is available. Parents must request an Alternative Learning Center placement by contacting the student's Discipline Coordinator.

Expedited Review

When a student in grade K-4 is charged with a Zero Tolerance (ZT) offense, the principal will send notice to the parents and refer the matter to the Depart-

³TCA 49-6-3401 (d)

ment of Student Services Discipline Office. In addition, the principal can request the Director of Schools/designee for an expedited review of the matter. If the Director of Schools/designee denies the request for review, the matter will proceed through the district's due process procedures. The principal's request should be made in writing to the Assistant Superintendent of Student Services. The request for review should include the following information: 1) A statement that a K-4 student has been charged with a Zero Tolerance offense and a full explanation of the facts surrounding the charge; 2) the student(s) disciplinary history; 3) any other information which the principal determines would be helpful to the Director of Schools/designee. After receiving this information, the Director/designee may review the matter and decide whether or not to modify the expulsion. If the Director of Schools/designee decides the student should not be expelled, the matter is returned to the principal for appropriate punishment.

Probation Contracts

Principals/designees have the right to place a student on a school-based probation without notification to the Department of Student Services Discipline Office. The time and conditions of the probation will be clearly stated. School-based probation is separate and apart from probation issued by the Department of Student Services Discipline Office. Probation contracts will not exceed one (1) calendar year.

Notice of Modification Request

A request for modification of an expulsion is a request for the Director to change the terms of the expulsion, including but not limited to the length of the expulsion or the school assignment. At any time after the conclusion or waiver of the appeals process, a parent/guardian and/or student may submit to the Director of Schools a written request for modification of the student's expulsion. The Director of Schools has the power to modify any expulsion on a case-by-case basis at any time after the completion of the appeal process⁴. The written request should include a statement of reasons supporting the modification. The Director of Schools/designee will respond to the request with his/her decision within a reasonable time, which shall not exceed 21 calendar days from receipt of the request. The Director of Schools/designee is not required to provide an explanation of the decision.

STUDENT CONDUCT RULE INFRACTION CODES

The safety of students and employees is a priority for Metropolitan Nashville Public Schools. Offenses that threaten the safety of students or staff will not be tolerated. Any principal, assistant principal/dean or administrative designee of any public school in this state is authorized to suspend a pupil from attending the school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons and assign a reasonable punishment for each offense.⁵ Good and sufficient reasons for suspension include, but are not limited to the following. A student may be suspended up to 10 days or expelled for more than 10 days up to one calendar year for non-Zero Tolerance (ZT) offenses. The following lists the student conduct rules school administrators assign to student misconduct.

The following offenses are listed in alphabetical order, as well as separated into non-Zero Tolerance and Zero Tolerance (ZT) offenses.

Alcoholic Beverages - Code 23-12

Possession, use, or distribution of alcohol. Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be disciplined according to this code. See policy SP 6.153.

Anti-Bullying/Harassment/Hazing - Code 29-12

All individuals with knowledge of bullying should report to the principal/designee. Any form of notification is appropriate. To see the full policy, please see student policy SP 6.110 at www.policy.mnps.org.

The Administration of the Metropolitan Nashville Public Schools is committed to providing all students a learning environment free from bullying or harassment based on race, color, religion, national origin, handicap/disability, sexual orientation, ancestry, or gender, including gender identity, expression and appearance.

The District expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The District will not tolerate acts of bullying or harassment.

This policy addresses conduct that takes place on school grounds, at any school sponsored activity, on school-sponsored transportation, at any official school bus stop immediately before boarding and immediately after leaving school transportation of any kind by students. Additionally, bullying and/or cyber bullying that begins off-campus can be considered school related if

it interferes with school activities, causes a disruption at school or interferes with the rights of students. Incidents that occur in an after-school program will be referred to the after-school program provider for discipline.

Bullying

Conduct that meets one or more of the following criteria: (1) act directed at one or more individuals that is intended to harm or embarrass; (2) repeated over time; and (3) involves an imbalance of physical, emotional, or social power. Bullying may involve, but is not limited to, the following: unwanted teasing, threatening, intimidating behavior, cyber bullying, physical bullying, theft, sexual, religious, or racial harassment and public humiliation.

Harassment

Conduct that meets one or more of the following criteria: (1) act directed at one or more individuals that is received as harmful or embarrassing; (2) substantially interferes with educational opportunities, benefits, or programs of one or more individuals; (3) substantially affects the ability of an individual to participate in or benefit from the school district's educational programs or activities by placing the individual in reasonable fear of physical harm or by causing emotional distress; (4) based on an individual's actual or perceived distinguishing characteristic or is based on an association with another person who has or is perceived to have any distinguishing characteristics; (5) repeated over time and is severe, persistent, and pervasive; and (6) causes mental duress or psychological trauma to the bullied.

- Hazing is defined as: An intentional or reckless act on or off MNPS property, by one (1) student acting alone or with others, directed against any other student; that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety.
- "Hazing" does not include physical contact associated with athletic events, training or with competition conducted under coach's or sponsor's supervision.

Cyber Bullying

The use of information and communication technologies, including, but not limited to email, cell phone and pager voice, text, still photograph or video messages, instant messaging, defamatory personal web sites, social networking sites and online personal polling sites or journals, to support deliberate and hostile behavior intended to frighten, harm or embarrass others.

Due to restrictions of access to certain social networking sites, the District requests that parents provide documentation of the cyber bullying.

Aggravated Assault Student - Code 36-12

Intentionally or knowingly causing serious bodily injury to a student or uses or displays a deadly weapon.

Assault of Student - Code 33-12

Intentionally, knowingly, or recklessly causing bodily injury to a student, or causing physical contact with another that was extremely offensive or provocative.

Attempted Homicide - Code 37-12

Attempting to kill a human being.

Bomb Threat - Code 28-12

Intentionally making a false report of potential harm from a bomb, dynamite, explosive, or arson-causing device.

Damage, Vandalism or Theft of Property- Code 25-12 & 26-12

A student will not cause or attempt to cause damage to property or steal or attempt to steal property. A student will not conceal or attempt to conceal stolen property. The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear- includes larceny, burglary, and robbery. Vandalism/damage of property is defined as the willful destruction or defacement of school or personal property.

Fighting - Code 30-12

Fighting is defined as mutual participation in or encouragement of an incident involving physical violence where there is no major injury. Mutual participation in an incident involving physical violence where there is no major injury.⁶ This violation also includes encouraging or inciting a physical altercation or inciting a riot.

A student will not commit an assault in which two (2) or more individuals assault a lesser number of individuals. A student will not participate in a fight in which groups of individuals assault each other.

Group Fighting - Code 81-12 Assault & Code 82-12 Aggravated Assault

Assault occurs when two (2) or more students intentionally cause or attempt to cause physical injury or behave in such a way as could reasonably be expected to cause physical injury to any person.

Two (2) or more students will not commit aggravated assault — an assault that causes serious bodily injury to another or uses, displays a deadly weapon.

Group/Gangs and Group/Gang-Related Activity - Code 73-12

A student will not participate in a violent or disruptive group/gang or group/gang-related activity. Group/gang-related activity includes, but is not limited to: the display or possession of group/gang symbols or paraphernalia, group/gang recruitment, group/gang initiation, group/gang fighting, and group/gang intimidation.

Homicide - Code 38-12

Killing a human being.

Non-Lethal Firearm/Other Object - Code 21-12

A student will not possess a non-lethal firearm/other object. The weapon involved was another known object such as a stun gun, BB, air, pellet, cap, or toy gun.

Other Threat - Code 28-12

School threat (threat of destruction or harm). Any threat (verbal, written, or electronic) by a person to use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. To be a violation of this rule, the threat must be one that would cause a person to reasonably fear bodily injury.

Any verbal, written, visual, or otherwise implied threat published on a social media forum that is specific and potentially harmful to the school, faculty, or students is not permissible.

A student will not threaten the use of firearms, explosives, or other weapons.

A student will not refuse to submit to a weapon search or scan or flee when requested to submit to a weapon search or scan.

A student will not extort. A student will not, through threat or use of physical force, attempt to deprive a student or any other person of any possession, including money.

Other Weapons - Code 22-12

Weapons which subject a student to suspension/expulsion include, but are not limited to: a knife, switchblade, razor blade, box cutter, or other like instrument utilizing a razor blade. The incident involves a weapon other than those described above (e.g. ammunition, chain, nunchucks, brass knuckles, billy club, electrical weapon, or device such as a taser). A student will not possess, handle or transmit oleoresin capsicum (pepper spray), a knife or a weapon replica.

A student will not possess, handle, transmit, or use a weapon, possess an

object with the intent of going armed, refuse to submit to a weapon search or scan, flee when requested to submit to a weapon search or scan, or use any object in a threatening or assaultive manner.

Rules Violation- Code 24-12

Violation of school rules. This category comprises misbehavior that violates school policy. Problem behaviors could include attendance related, immunization, dress code violations, running in the halls, possession of contraband, drug paraphernalia, cheating, lying to authorities, or falsifying records. This category comprises misbehavior that violates school policy. A student will not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the disruption, interference or obstruction of any school purpose. Neither will a student engage in such conduct nor will a student help to cause others to engage in such conduct which causes, or which can reasonably be foreseen to cause an unsafe environment, disruption, interference or obstruction of any school purpose. Reckless endangerment is defined as creating a substantial risk of serious injury or death to another person.

A student will not refuse to submit to a random search or flee when requested to submit to a random search or scan.

A student will not use or possess tobacco or tobacco paraphernalia. All tobacco violations will result in a citation.

Students are prohibited from wearing, while on the school grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

Students who participate in extracurricular activities may be subject to random drug testing. A student will not possess drug paraphernalia. A student will not be under the influence of any drug, controlled substance, or legend drug (prescription). A student will not falsely represent any substance as an illegal drug or controlled substance to other persons. A student will not inhale/ ingest controlled, illegal or other drugs and hallucinogens in an attempt to evade, hide or conceal said substance.

The following additional violations could result in suspension and/or expulsion.

- 01-12 Cutting class
- 02-12 Truancy
- 03-12 Trespassing
- 08-12 Conduct prejudicial to good order
- 09-12 Inappropriate dress
- 16-12 Improper use of a cell phone

- 51-12 Possession and/or use of tobacco
- 52-12 Possession of tobacco paraphernalia
- 55-12 Possession of drug paraphernalia
- 56-12 Inappropriate use, possession, distribution of any controlled substance, legend (prescription) drug, drug-like substance or non-prescription drug; representation of any substance as a drug.
- 68-12 Slander/libel of school employees
- 70-12 Display/possession gang symbols
- 71-12 Gang recruiting/initiation
- 73-12 Gang intimidation
- 74-12 Repeated violations
- 75-12 Off-Campus behavior
- 76-12 Inappropriate use of internet, cell phones, or other electronic devices
- 78-12 Tardy to school/class
- 79-12 Inappropriate sexual behavior
- 80-12 Reckless endangerment

Sexual Offenses:

Inappropriate Sexual Behavior- Code 79-12

Inappropriate sexual behavior includes any incident not rising to the level of harassment or assault. Inappropriate sexual behavior is defined as any behavior of sexual nature that does not repeat and does not rise to the level of sexual harassment or sexual assault. This also includes inappropriate sexual behavior between consenting parties on school grounds or school sponsored events, and includes, but is not limited to, other physical or verbal conduct or communication of a sexual nature.

Sexual Harassment- Code 31-12

A student will not sexually harass another person. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile or offensive educational or work environment.

Sexual Assault- Code 34-12

A student will not commit sexual assault.⁷ Sexual assault is defined as oral, anal or vaginal penetration forcibly or against the person's will or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation, and sodomy.

⁷ Sexual assault includes all rape and sexual battery offenses.

ZERO TOLERANCE OFFENSES

ZT indicates Zero Tolerance (ZT) infractions, which carry an expulsion for a period of not less than one (1) calendar year, except that the director may modify this expulsion on a case by case basis.

Assault of Teacher or Staff - Code 32-12 (ZT) & Code 35-12 (ZT)

A student will not commit an assault of staff. Assault of staff is intentionally, knowingly or recklessly causing physical contact with another that was extremely offensive or provocative. This incident is always Zero Tolerance (ZT). (also considered battery of staff)

Aggravated Assault of Teacher or Staff - Code 35-12 (ZT)

A student will not commit an aggravated assault of staff. Aggravated assault of staff is intentionally or knowingly causing serious bodily injury to the staff person. This incident is always Zero Tolerance (ZT). (also considered battery of staff)

Drugs - Code 17-12 (ZT)

Unlawful use, possession, or distribution of any drug including any controlled substance⁸, legend drug (prescription drug) or synthetic drug. This can include, but is not limited to, ketamine, bath salts, and salvia. This incident is always Zero Tolerance (ZT).

Per MNPS policy SP 6.129, all medicine, non-prescription or controlled, should be registered at the school's front office. Failure to do so could result in a suspension of up to 10 days or an expulsion (suspension of more than 10 days) at the principal's discretion, but will not be considered a Zero Tolerance (ZT) offense.

Explosive - Code 20-12 (ZT)

Possession of explosive, incendiary device-any destructive device which includes: Any explosive, incendiary (e.g., bomb, grenade, rocket/missile, mine) or poison gas. This incident is always Zero Tolerance (ZT).

A student will not use, possess, or distribute fireworks. This violation is considered a non-Zero Tolerance (ZT) offense under 08-12 Conduct prejudicial to good order. Altered or modified fireworks, if identified as explosives by law enforcement authorities, can be considered a Zero Tolerance (ZT) offense.

Handgun/Rifle/Shotgun - Code 18-12 & 19-12

A student will not bring a firearm to school or be in possession of a firearm at school. The student will be deemed to have committed a Zero Tolerance (ZT) violation and will be expelled from school for one (1) calendar year. As required by state and federal laws, any student who brings a weapon to school will be referred to law enforcement.

ADDITIONAL INFORMATION FOR PARENTS

DISTRICT GOVERNANCE & POLICIES

The Metropolitan Nashville Public Schools District is governed by the Metropolitan Board of Education whose budget is funded through Metropolitan Nashville Government. The Board hires a Director of Schools to ensure all state, federal, and local laws and regulations governing local schools are upheld.

Board of Education Meetings

Board meetings are held on the second and fourth Tuesday of each month. Persons who would like to speak to the Board may contact the Board Administrator at 259-INFO (4636) to request to appear. Board meeting minutes are posted on the MNPS website and are available through the Customer Service Center. More information about the Metropolitan Board of Education and its members is available on the MNPS website at www.mnps.org under "About MNPS."

REPEATED VIOLATION OF SCHOOL RULE(S)

A student will not willfully and/or persistently violate the rule(s) of the school or district. A student will comply with the directions of all authorized personnel and/or all others acting in an official capacity during any period of time. The principal must show that the local school administration has developed and implemented a plan for improving the student's behavior before repeated violations will be considered for expulsion (a suspension of more than 10 days).

OFF-CAMPUS BEHAVIOR

Students may be subject to disciplinary action that may include suspension/expulsion for off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.⁹

Students may be subject to disciplinary action by the school if their actions off-campus create an unsafe or disruptive school environment, its educational purpose or constitutes a threat to the health, safety or welfare of a student or students and/or school personnel.¹⁰

UNSAFE SCHOOL CHOICE OPTION

Each state that receives funds under No Child Left Behind is required to establish and implement a statewide Unsafe School Choice Policy. See policy SP 6.156 and SPp 6.112. Students who attend a public elementary or secondary school identified by the state as "unsafe," or students who are victims of a violent crime while in or on school grounds, must be given the option of

⁹ TCA 49-6-3401 (a) Section (12)
¹⁰ TCA 49-6-3401 (a) Section (14)

enrolling in a different school within the same school district. Transportation for qualified students who decide to change schools must be provided by the school district for the remainder of the school year. In addition, families of a student who attend a school designated “unsafe” due to a pattern of violence and/or the student is a victim of a violent crime on schools grounds, may choose to transfer the child to a different school that has not been designated as unsafe. Transportation will be provided by the school district. Currently, all Metropolitan Nashville Public Schools are deemed safe by the State Department of Education.

Violation of Personal Rights

It is a violation for any student, teacher, administrator or other school district employee to violate the personal rights of others. Violation of personal rights is any act of intimidation, harassment/hazing, physical force, or threat of physical force directed against all persons, or his/her property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, religious belief, gender (including gender identity), age, disability, or sexual orientation, with the intention of causing fear or intimidation, or to deter the free exercise or enjoyment of any rights or privileges secured by the Constitution or the laws of the State of Tennessee whether or not performed under the color of law.

Victims of Violent Crime

Students who are victims of a violent crime (Code 34-12) while in or on school grounds must be given the option of enrolling in a different school within the same school district. This school will be selected by the district. Transportation for qualified students who decide to change schools must be provided by the school district for the school year in which this violation occurs.

INAPPROPRIATE USE OF INTERNET/ELECTRONIC DEVICES

Students may not use personal technology during instructional periods except when used as an aid to instruction, at the discretion of the classroom teacher and building administrator. A student who brings his/her device to school does so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices. Personal technology includes, but is not limited to, cellular phones, wireless earpieces, iPods, iPads, other mp3 players, calculators, and portable gaming devices. Headphones must be used for personal technology used to play music or video. A student in possession of personal technology in violation of this policy is subject to disciplinary action. See policy SP 6.107.



STUDENT ARREST

Parents/Guardians of a student arrested while at school or at a school-sponsored activity will be contacted after the principal/designee is made aware of the arrest and after the police department has assumed custody of the student.

CLUSTER SUPPORT TEAM

The Cluster Support Team is a service delivery model that secures services for students whose needs are beyond the resources of the schools. In addition, the Cluster Support Team serves as a conduit for services in order to prevent duplication of effort and children falling through the cracks. The Cluster Support Team is organized into the North Clusters and the South Clusters. The Cluster Support Teams consist of the Cluster Support Assistant, Faysa, Social Workers, Family Involvement Specialist, Behavioral Specialist, and other key personnel that connect services to families and schools in order to support and enrich the everyday learning environment.

METRO STUDENT ATTENDANCE CENTER (M-SAC)

The Metro Student Attendance Center (M-SAC) was established in the 2008-2009 school year to combat truancy. Metro Juvenile Court (JC) is the lead agency operating the Attendance Center. Its purpose is twofold: (1) process and work with students who are detained by police for loitering during school hours, and (2) work with students identified by the schools as being truant, having accumulated five or more unexcused absences. In both instances, students are assessed to uncover the reasons underlying their attendance problems. Parents and legal guardians are brought into the discovery process and where needed, social service referrals are made in an effort to address the root causes of the trancies. The Center works closely with MNPS in sharing information to allow for effective follow-up by school staff.

POLICIES RELATED TO ADMINISTRATION OF SCHOOLS

Under Policy Governance, the administration is responsible for establishing all of the operating policies within the school district. Members of the Executive Staff sponsor policies applicable to their division. Policies are presented to the Executive Staff for approval. The Director of Schools is ultimately responsible for approving district policy. District policies are reviewed annually and published in an online manual. Policies are subject to change throughout the school year. The current text of all policies is available in the following locations:

- The Metro Schools' website at www.policy.mnps.org;
- Metro Schools Customer Service Center, 259-INFO (4636);
- Your local school

The following summaries are for policies most frequently referenced.

ADA Compliance - SBO 1.103

The Metropolitan Nashville Public Schools (MNPS) does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services, or activities. MNPS does not discriminate in its hiring or employment practices.

Attendance - SP 6.113

Students are required by law to attend school. Davidson County enforces a curfew during school hours to reduce truancy. Students must return to school with a legitimate excuse note to make up missed assignments.

All absences must be verified in writing from the parent or guardian within three (3) days of the absence. All absences for which no written verification is received will be considered unexcused. Absences are marked on the student's record as excused or unexcused.

Anti-Bullying/Harassment/Hazing- SP 6.110

The Administration of the Metropolitan Nashville Public Schools is committed to providing all students a learning environment free from bullying or harassment based on race, color, religion, national origin, handicap/disability, sexual orientation, ancestry, or gender, including gender identity, expression and appearance. The District will not tolerate acts of bullying or harassment. This policy addresses conduct that takes place on school grounds, at any school sponsored activity, on school-sponsored transportation, at any official school bus stop immediately before boarding and immediately after leaving school transportation of any kind by students. Additionally, bullying and/or cyber bullying that begins off-campus can be considered school related if it interferes with school activities, causes a disruption at school or interferes with the rights of students. Incidents that occur in an after-school program will be referred to the after-school program provider for discipline. All individuals with knowledge of bullying should report to the principal/designee.

Child Abuse and Neglect - SP 6.117

The district assures the safety of each child in our care. Staff is required by law to report any suspicion of abuse or neglect. Metropolitan Nashville Public Schools will report suspected abuse to the Metropolitan Police Department and the Tennessee Depart-

ment of Children's Services.

Communicable Disease - SP 6.134

Schools and school events must be safe for all students who attend. The District has the right to remove a student from school until the student has permission from a health care provider to return.

Complaints - SBOP 1.100

Parents should contact the teacher and school principal to resolve any complaints or concerns before filing a formal complaint with Customer Service, 259-INFO (4636).

Distribution of Materials - SBO 1.104

Information distributed at the school through pamphlets, flyers, newsletters, etc. must first be approved by the school principal.

Eligibility for Athletics - IM 4.108

Students must submit required documentation to the school office prior to participating in athletic programs and practices.

Exemption from Exams - IM 4.117

Seniors who meet specific criteria may be exempt from exams.

Family Life and Sexual Education - IM 4.154

The district has established a policy in accordance with state and federal laws which govern the teaching of topics such as abstinence, reproduction, HIV and other sexually transmitted diseases, and contraception. In order for students to participate in such courses where sexual issues are discussed, parents must sign a permission form indicating that they have consented for their child to participate.

Fee Waivers - SP 6.109

The school may assess Board approved fees for laboratory and classroom materials. Fees may be waived for students who qualify for free/reduced lunch.

Field Trips - SP 6.151

Students must obtain permission to participate in school-related field trips.

Grading Policy - IM 4.144

The District uses the state-required uniform grading policy.

Health and Wellness - IM 4.146

The Federal government passed a law that governs health and wellness in public schools. The district has established a policy in accordance with this law that includes physical activity and food services on school property.



Internet and Email Use policy - IM 4.160

Parents must sign a MNPS Technology Acceptable Use Agreement in order for students to access the Internet at school. The MNPS Technology Acceptable Use policy is summarized on pages 28-29. The full policy will be issued to parents, along with the MNPS Technology Opt-out Form. Any parent wishing to restrict their children's access to the internet and network are required to complete and sign the Technology Opt-out form.

Failure to complete and sign the Technology Opt-out form will serve as an indication that your child has permission to access the District's internet and network. It will also be posted on the policy section of the website.

Length of School Day - IM 4.159

The school day is designed to offer classes and lunch during a set time period. The district requires students to spend a specific amount of time in each class and 30 minutes at lunch.

Parent Involvement - IM 4.102

Metropolitan Nashville Public Schools recognizes the value and importance of meaningful, two-way parental involvement at the school and district level. Parents are invited as partners in helping all students acquire necessary knowledge and skills without regard to the parent or family's race, religion, creed, gender, socioeconomic status, physical impairment, or age.

Parent Notification Policy - SP 6.152

This policy covers notifications that MNPS is required to provide all parents under state and federal laws. This includes, but is not limited to: whether your child's school is in improvement status; whether your child is eligible for special services based on varying factors such as being an English Language Learner, a Homeless or migrant student, exceptional education or gifted services student, students' achievement level on State assessment, or attending a Title I school; and your right to request teachers' and other paraprofessionals' qualifications.

Parents have the right to request information about the qualifications of the teachers and paraprofessionals who instruct their child. Parents may learn more about MNPS teacher qualifications-- either district-wide or at a specific school-- by visiting the Tennessee Department of Education website and clicking the Report Card link for the appropriate year. Also, highly qualified teacher information is available at www.state.tn.us/education. Click on the column to the right that says Teacher Lookup. For more information, contact the child's school.

Personal Appearance - SP 6.114

All MNPS students are required to abide by their school's dress code during the school day. Failure to do so will result in immediate disciplinary action.

Student Use of Personal Technology (Cell Phones, etc.) – D SP 6.107

Tier-Level Use of Personal Technology

High School

A student may possess a cellular telephone or other personal technology on school property and may use such technology during lunch and transition times. Use of personal technology during instructional periods is generally prohibited.

Middle and Elementary School

A student may possess a cellular telephone or other personal technology on school property. Use of such technology will be at the discretion of the building administrator. If the building administrator elects to allow modified use of personal technology, plans must be submitted to the appropriate tier-level Associate Superintendent or Executive Director for approval.

Schools with Special Circumstances

Administrators of schools with special circumstances, e.g., alternative learning centers, may add additional restrictions for use of personal technology with the approval of their Associate Superintendent or Executive Director.

Student Driving Policy – SP 6.148

The operation of a motor vehicle by an unlicensed driver is determined to be a danger to other students, MNPS staff and others as a violation of state law. Students shall apply for permission to park a particular vehicle upon MNPS property. The application includes:

- 1) proof of valid, current Tennessee driver's license
- 2) proof of required insurance (set by state law), including personal liability and property damage
- 3) proof of ownership of vehicle to be parked on school property
- 4) verification by owner of vehicle of licensed driver and sufficient insurance coverage.

Without a parking pass or valid visitor pass, a vehicle is subject to towing at owner's expense. Parents may claim car upon proper proof of ownership. Cars without proper, valid parking permission are subject to impoundment and towing. All costs of towing and impoundment will be charged to the owner of the vehicle. All visitors must park in designated visitor spaces and/or show a valid parking pass.

Student ID Badges - SP 6.106

Students in grades K-8 are required to wear clip on ID badges or badges attached to break-away lanyards. Students in grades 5-12 must have an ID badge on their person at all times while on school grounds during the school day. Students who do not have an ID badge may be denied admission to school events. Individual middle and high schools may have additional requirements for the display and use of student ID badges.

Student Records - SP 6.101

Student records may be accessed by a student's legal guardian upon request. Students over the age of 18 may also request their own records. A fee is charged for making copies of student records. Confidential student information is always protected under FERPA and only released with the parents' approval.

Substance Abuse Policy - SP 6.153

MNPS maintains a supportive atmosphere for those students seeking to get treatment for substance abuse issues. Parents who suspect that their child is dealing with substance abuse issues should contact the Office of Safe and Drug-Free Schools at 259-INFO (4636).

Transportation - SS 3.118

Transportation is a service provided to students attending Metropolitan Nashville Public Schools.

Transportation of Students to Medical Facilities - SP 6.133

If an emergency involving injury should occur at an MNPS campus, 911 will be immediately called. Emergency personnel will make the determination of whether to transport the child to a medical facility. Every effort will be made to contact the child's parent/ guardian; however, if the parent/guardian cannot be reached, the child will still be transported to a medical facility for emergency treatment. MNPS is not responsible for costs associated with emergency transport.

Unsafe School Choice Policy Procedure- SP 6.156 & SPp 6.112

Students who attend a public elementary or secondary school identified by the state as "unsafe," or students who are victims of a violent crime while in or on school grounds, must be given the option of enrolling in a different school within the same school district. Transportation for qualified students who decide to change schools

must be provided by the school district for the remainder of that school year.

Volunteers and Visitors on School Campus - IM 4.105

Visitors are welcome in our schools but they must respect the learning environment and appreciate the principal's role in ensuring the safety and security for all students and staff. All visitors must present a valid ID and sign in before receiving a visitor's badge.

Disruptive Parents/Guardians/Other Visitors

Parent/guardian and other visitors, whose conduct disrupts the safe and orderly operations of school facilities, in the reasonable judgment of authorized school personnel, may be required to request and secure permission to be on school facilities in advance of a visit or are subject to Zero Tolerance (ZT) from all school facilities.

When the school is on lock down due to a security or weather-related issue, the first priority is the safety of staff and students. Parents or other visitors to the building must follow school emergency procedures under the direction of school staff until the lock down is lifted. During a security lock down, no one is permitted to enter the building from the outside. In weather-related lock downs, schools may allow those outside to seek shelter indoors until such time as it becomes necessary for staff to take shelter.

PERMISSIONS RELATED TO POLICIES¹¹

Certain permissions are required for students to participate in some school related activities. Please indicate on the signature page whether or not your child has permission to participate in the items listed. If a signature is not provided, we will record the reply as a NO and your child will not be allowed to participate.

Your child's education records and other confidential information are protected by the school and by the central office in accordance with state and federal laws. Therefore, we will not release information without the approval of a parent/guardian or the student when he/she is of legal age to provide consent.

Students will not be permitted to use the Internet or e-mail at school unless permission is granted by the parent/guardian and the student signs an agreement to terms of use. Please read the following sections and grant your permission using the signature sheet on page 1. The signature sheet should be completed by the parent/guardian and signed by both the student and the parent/guardian before returning the sheet to your child's teacher.

Notice of Compulsory Attendance - Pursuant to TCA 49-6-3001, every parent, guardian, or other legal custodian residing within Davidson County, Tennessee, having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public, home, or non-public school, and in the event of failure to do so, shall be subject to penalties. When a student, who is subject to compulsory school attendance, is found to be unlawfully absent from school and/or habitually truant, the student may be taken into temporary custody by law enforcement personnel and delivered to the Metro Student

¹¹ TCA 49-6-3401 (g)

Attendance Center (MSAC).

Internet and Email Use¹² – The use of technology resources by students, staff members, or visitors to MNPS is a privilege and is subject to all applicable state and federal laws and policies of the district. Students are responsible for their ethical and educational use of the computer online services in the District.



All MNPS technology resources, and all information process by, created on, or transmitted through MNPS technology resources are subject to the provisions of applicable Public Records laws. At no time shall there be an expectation of privacy by students, staff or contractors while utilizing any MNPS technology resource, any MNPS network, stand-alone system, or other device. The district reserves the right to examine, at their sole discretion, any information originating on, accessed by or processed through MNPS owned computers, networks or other information system components. This examination may occur with or without the user's prior knowledge and may be conducted in real time or by examining access history and/or related files.

MNPS may monitor a user's Internet, online services and/or e-mail activity when there is a legitimate business or technical need to do so. MNPS Users will not engage in unacceptable use of technology resources.

Alleged violations involving student use shall be reported to the teacher who was supervising the student at the time of the alleged offense. The teacher or staff person shall report the alleged violation to the principal, who will investigate the incident, with appropriate input from the Information Technology department. If after the investigation there is a reasonable certainty that a violation actually occurred, the principal will impose sanctions, which may include limiting or suspending a student's Internet privileges. Serious or repeated violations of Internet, online services and/or e-mail use could result in permanent loss of Internet, online services and/or e-mail privileges, and other disciplinary action consistent with the Student Code of Conduct. If a student's misuse of Internet, online services, and/or e-mail is in violation of the law, such misuse shall be reported to the appropriate authorities and could be punished as a criminal offense.

Personal web logging, blogging, tweeting, texting and personal usage of social media sites (such as, but not limited to, MySpace and Facebook) is not permitted without the express approval of the instructional staff for the course(s) in which a student is enrolled. Further, students are prohibited from posting, using MNPS resources to any internet site outside the official Metro Nashville Public Schools network, or through any electronic media, any material that identifies students or provides any information that would be considered confidential according to the Family Education Rights and Privacy Act (FERPA).

Sharing Accomplishments - Metro Schools often issues information or permits media coverage regarding student accomplishments. This may include a child making the honor roll, participating in a school activity, receiving an award or participating in sports. Please confirm your permission, if you have no objections, to the school district releasing this type of information or permitting photography.

Military Recruiters - Metro Schools is required by law to provide military recruiters

contact information for high school students approaching eligibility age for military service – UNLESS the parent has requested that the district not share the information. Please confirm your permission to release your child’s name and contact information to a military recruiter. Unless you deny permission, your child’s information will be included.

Publication of Name and Photo to MNPS Website - Web pages hosted from the MNPS web server will not display photographs, videos, and/or audio clips of any identifiable student without written permission obtained from the legal guardian of the student.

Student Privacy/Student Directory Information - Metropolitan Nashville Public Schools is required to provide annual notice of The Family Educational Rights and Privacy Act (FERPA) and the rights it provides parents and students.

The FERPA gives parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request an amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks; or an attorney from the Department of Law with a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school can disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it

states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Student directory information is restricted, in accordance with the FERPA, to name, address, date/place of birth, photograph, telephone number, email, sports/activities, field of study, honors/awards received, height/weight, enrollment, dates of attendance, most recent school attended, and grade level. This information is considered public unless a parent or student over the age of 18 declines to have the information listed in a directory and released by the school district. Please confirm your permission to release your child's directory information.

Health Screenings - As mandated by the State of Tennessee, MNPS provides hearing and vision screenings at designated grade levels at both elementary and middle schools. At elementary, middle, and high school Coordinated School Health sites, additional screenings for height, weight, and blood pressure are provided as well. Please confirm your permission for the screenings. Unless you deny permission, your child will be included in the available health screenings.

Limitless Libraries - The Metropolitan Nashville Schools and the Nashville Public Library have launched a partnership called Limitless Libraries. In addition to combining purchasing efforts and providing more materials to school libraries, this partnership provides high school students access to the Library's extensive collection of 1.5 million items through delivery to their school library, including books, audio books, DVDs, and CDs. Piloted in the spring of 2010, the program expanded to other high schools during the 2010-2011 school year. Parents must approve their child's access to these materials through the permissions page located on page 1 of this handbook.

Non-Discrimination Statement - It is the policy of Metropolitan Nashville Public Schools (MNPS) to afford all persons equal rights and opportunities in all of its educational institutions, regardless of their actual or perceived race, religion, color, disability, sexual orientation, national origin, ancestry, or gender, including gender identity, expression, and appearance.



2012-2013 School Calendar

FALL SEMESTER 2012

8/1

All students report for half day

8/2

Teachers report for in-service; students do not report

8/3

Grades 1-12 report for full day; half day for PK and K

9/3

Labor Day Holiday

10/4

First quarter ends

10/5

Teacher planning day; students do not report

10/8-10/10

Intersession

10/11-10/12

Fall Break; students do not report

10/15

2nd quarter begins

11/6

Parent conference day; students do not report

11/21-11/23

Thanksgiving Holidays

12/14

Half day for exams grades 9-12

12/17

Half day for exams grades 9-12

12/18

Half day for exams grades 9-12

12/19

Half day for all students; 2nd quarter and first semester end

12/20

Teacher planning day; students do not report

12/21-1/4

Winter Holidays

SPRING SEMESTER 2013

1/7

3rd quarter begins

1/21

MLK Holiday

2/18

Professional development day; students do not report

3/14

3rd quarter ends

3/15

Teacher planning day; students do not report

3/18-3/22

Intersession

3/25-3/29

Spring Break

4/24-5/1

TCAP testing

5/21

Half day for exams grades 9-12

5/22

Half day for exams grades 9-12

5/23

Half day for exams grades 9-12

5/24

Half day for all students; 4th quarter and school year end

5/27

Memorial Day Holiday

5/28

Teachers report for in-service; last day for teachers

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