



AMENDED AGENDA

METROPOLITAN BOARD OF PUBLIC EDUCATION
2601 Bransford Avenue, Nashville, TN 37204
Regular Meeting – December 12, 2017 – 5:00 p.m.
Anna Shepherd, Chair

TIME

- 5:00 I. CONVENE and ACTION
- A. Establish Quorum
 - B. Pledge of Allegiance
 - C. 30 Seconds in My District...
- 5:05 II. AWARDS AND RECOGNITIONS - OUR PEOPLE
- A. Cane Ridge High School – State Football Championship Runner-Up
 - B. Hume Award Finalists
 - C. **Project Lit – Maplewood High School**
 - a. **Jarred Amato**
 - D. **National U.S. Presidential Scholars Program**
 - a. **Esther Nwozo – Overton High School**
- 5:15 III. AND THE GOOD NEWS IS... - OUR STUDENTS
- A. Student Ambassadors - Antioch High School
 - a. Fares Ali
 - b. Diana Son
 - c. Urielle Umutoni
 - ~~B. Shayne Elementary School Star Leadership~~
 - C. Hillsboro High School - Musical Performance
 - D. Oliver Middle School – Art Display
- 5:35 IV. PUBLIC PARTICIPATION - OUR COMMUNITY
- The Board will hear from those persons who have requested to appear at this Board meeting. In the interest of time, interest of time, speakers are requested to limit remarks to three minutes or less. Comments will be timed.*
- A. Jordan Sims – International Baccalaureate Programs
- 5:40 V. GOVERNANCE ISSUES- OUR ORGANIZATION
- A. Actions
 - 1. Consent
 - a. Recommended Approval of Request #3 for Overton High School Additions and Renovations – Beaver Engineering, Inc.
 - b. Recommended Approval of Request #26 for Purchase of Furniture (New Eagle View Elementary School) -GBI

- c. Awarding of Purchases and Contracts
 - (1) QuaverMusic.com
 - (2) Tennessee Department of Children's Services
- d. Legal Settlement Claim - C-35376 (\$12,000)
- e. Board Policies – School Board Operations

- 5:45 VI. REPORTS – OUR ORGANIZATION
- A. Director's Report
 - 1. Early College Proposal
 - B. Committee Reports
 - 1. Governance
 - 2. Director Evaluation
 - 3. Community Engagement**
 - C. Board Chairman's Report
 - 1. Chair Report
 - 2. Announcements

- 6:30 VII. ADJOURNMENT

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

a. RECOMMENDED APPROVAL OF REQUEST #3 FOR OVERTON HIGH SCHOOL ADDITIONS AND RENOVATIONS – BEAVER ENGINEERING, INC.

We are requesting approval to issue a purchase order for the following Phase 4 and Phase 5 Construction Material Testing at Overton High School:

1.	Foundations	\$ 3,009.96
2.	Structural Concrete	2,846.30
3.	Structural Masonry	10,944.42
4.	Structural Steel	11,476.40
5.	Final Site Work	6,945.12
6.	Other Cost	<u>250.00</u>
	Total	\$ 35,472.20

It is recommended that this change order be approved.

Legality approved by Metro Department of Law.

FUNDING: 45017.80406817

DATE: December 12, 2017

b. RECOMMENDED APPROVAL OF REQUEST #26 FOR PURCHASE OF FURNITURE (NEW EAGLE VIEW ELEMENTARY SCHOOL) – GBI

We are requesting approval to issue a purchase order for furniture at Eagle View Elementary School in the amount of \$567,389.84.

It is recommended that this change order be approved.

Legality approved by Metro Department of Law.

FUNDING: 45016.80406616

DATE: December 12, 2017

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

c. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: QuaverMusic.com

SERVICE/GOODS: Professional development and learning for K-4 visual arts and music teachers at 55 Title 1 Elementary Schools.

TERM: December 13, 2017 through December 12, 2021

FOR WHOM: MNPS Staff

COMPENSATION: Total compensation under this contract is not to exceed \$234,800.

OVERSIGHT: Music Makes Us

EVALUATION:

1. Quality of information received
2. Effectiveness of training
3. Feedback from the trainees on the quality and applicability of the training.

MBPE CONTRACT NUMBER: Pending

SOURCE OF FUNDS: Professional Development for Arts Education Grant

GOVERNANCE ISSUES

A. ACTIONS

1. CONSENT

d. AWARDING OF PURCHASES AND CONTRACTS

VENDOR: Tennessee Department of Children's Services

SERVICE/GOODS: Amendment 2 to the Grant Contract. This grant is for MNPS to employ a District Trauma-Informed Schools Coordinator to promote widespread awareness about the impacts of adverse childhood experiences (ACEs) on school success, lifelong health, and wellness. That information will drive trauma-informed school culture and practices throughout the district. This supports and enhances district priorities. The results of this Coordinator service improve academic achievement and school success for MNPS students. The Coordinator creates and updates ACEs training materials; establishes and supports a team of MNPS ACEs trainers; provides and coordinates district-wide professional development activities; establishes and supports trauma-informed culture and school-wide practices at one (1) district pilot school and ten (10) trauma-informed focus schools; promotes district-wide implementation; implements the Handle With Care notification system so district schools are notified when a student is a victim of, or witness to, an incident resulting in a police report (collaboration with the MNPd); and actively participates in ACE Nashville and other community collective impact groups.

The grant is also used to employ a trauma-informed practitioner at the district's trauma-informed pilot school to provide trauma-informed support for building staff and trauma-specific interventions for students at Fall-Hamilton Enhanced Option School. This amendment extends the term an additional year and increases funding.

TERM: Amendment 2 extends the term for an additional year for a new term of October 17, 2016 through June 30, 2019.

FOR WHOM Fall-Hamilton Enhanced Option School (pilot school), and trauma-informed focus schools including: Bellshire Elementary School, Eakin Elementary School, Hermitage Elementary School, Inglewood Elementary School, Meigs Magnet Middle School, Murrell School, Napier Elementary School, Tulip Grove Elementary School, Warner Enhanced Option Elementary School, and Waverly Belmont Elementary School

COMPENSATION: Amendment 2 adds additional grant revenue of \$200,000.

OVERSIGHT: Student Support Services

EVALUATION: Quarterly reports summarizing grant activities, outputs and outcomes are provided to Tennessee Department of Children's Services as required using their grant monitoring template.

MBPE CONTRACT NUMBER: 2-00380-01A2

SOURCE OF FUNDS: Adverse Childhood Experiences (ACEs) Initiative Grant

1 - SCHOOL BOARD OPERATIONS

Descriptor Code	Policy Title	Issued Date
Legal Status and Authority		
1.100	School Board Legal Status and Authority	00/00/00
1.101	Role of the Board of Education	00/00/00
1.102	Board Member Legal Status	00/00/00
1.103	Board Self-Evaluation	00/00/00
1.104	Memberships	00/00/00
1.105	School Board Legislative Involvement	00/00/00
1.106	Code of Ethics	00/00/00
1.1061	Boardsmanship Code of Ethics	00/00/00
1.107	Conflict of Interest	00/00/00
1.108	Nepotism	00/00/00
Board Members		
1.200	Method of Election of Officers	00/00/00
1.201	Duties of Officers	00/00/00
1.202	Duties of Board Members	00/00/00
1.203	New Member Orientation	00/00/00
1.204	Board Member Development Opportunities	00/00/00
1.205	Board-Director Relations	00/00/00
1.206	Student Board Member	00/00/00
Committees/Consultants		
1.300	Board Committees	00/00/00
1.301	Executive Committee	00/00/00
1.303	Consultants	00/00/00
Meetings and Procedures		
1.400	School Board Meetings	00/00/00
1.401	Appeals to the Board	00/00/00
1.402	Notification of Meetings	00/00/00
1.403	Agendas	00/00/00
1.404	Public Participation	00/00/00
1.405	Rules of Order	00/00/00
1.406	Minutes	00/00/00
1.407	School District Records	00/00/00

Community Relations

1.500	Board-Community Relations	00/00/00
1.501	Visitors to the Schools	00/00/00
1.502	Board Meeting News Coverage	00/00/00
1.503	News Releases, News Conferences, and Interviews	00/00/00

Policies and Procedures

1.600	Policy Development and Adoption	00/00/00
1.601	Administrative Procedures	00/00/00
1.602	Administrative Committees	00/00/00
1.603	Administrative Reports	00/00/00

School District Organization and Planning

1.700	School District Goals	00/00/00
1.701	School District Planning	00/00/00
1.702	Evaluation of the School District	00/00/00
1.703	School Attendance Areas	00/00/00

General School Management

1.800	School Calendar	00/00/00
1.801	School Day	00/00/00
1.8011	Emergency Closings	00/00/00
1.8012	Extended School Day/Year Programs and School Age Childcare	00/00/00
1.802	Section 504 and ADA Grievance Procedures	00/00/00
1.803	Tobacco-Free Schools	00/00/00
1.804	Drug-Free Workplace and Duty to Report	00/00/00
1.805	Use of Electronic Mail (e-mail)	00/00/00
1.806	Advertising and Distribution of Materials in Schools	00/00/00
1.807	Use of School Name	00/00/00
1.808	Registered Sex Offenders	00/00/00

Charter Schools

1.900	Charter School Applications	00/00/00
1.901	Charter School Oversight	00/00/00

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District – School Board Legal Status and Authority	Descriptor Code: 1.100	Issued Date:
		Rescinds: GP-2	Issued: 07/08/14

- 1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as
2 interpreted by the courts. Boards are instruments of the state, and members of the board are state officers
3 representing local citizens and the state in the management of the public schools.¹
- 4 The governing body shall be the Board of Education, serving residents within the boundaries of the
5 school system and non-residents under conditions specified by state law, city charter, and the board.²
- 6 All powers of the board lie in its action as a group; therefore, individual board members exercise their
7 authority over school system affairs only as they vote to take action at an official meeting of the board.
- 8 In other instances, an individual board member, including the chairman, shall have power only when
9 specified by state law or when the board, by vote, has delegated authority to him/her.

Legal References

1. TCA 49-1-101; TCA 49-1-102 (c)
2. TCA 49-6-3104; Metro Nashville Charter art. IX, § 9.01

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Role of the Board of Education	Descriptor Code: 1.101	Issued Date:
		Rescinds: GP-2	Issued: 07/08/14

The board will be guided by the general mandatory powers and duties of the board as defined through statute¹ which state or imply that a local board of education has full power to operate the local public schools as it deems fit in compliance with state and federal mandates. The board functions only when in session.

The board sees these as its required functions:

1. Policy Oversight:¹ The board shall develop a policy manual and employ a chief school administrator who shall carry out its policies through the development and implementation of administrative procedures. The board shall regularly evaluate the effectiveness of its policies and their implementation.

2. Educational Planning:² The board shall require reliable information from responsible sources which enable it and the staff to work toward the continuous improvement of the educational program.

3. Fiscal Planning:³ The board shall adopt a budget to provide the necessary funding in terms of buildings, staff, materials and equipment to enable the school system to carry out its functions.

4. Promotion: The board shall keep the local community informed about the school system, its accomplishments, and its actions and build public support for the schools by involving the public in the planning process.

The board shall strive to provide the best educational opportunities possible for all children.

The board shall exercise its powers through the enactment of policies for the organization and operation of the school system. The board shall delegate the administration of the schools to the director of schools.

Legal References

1. TCA 49-2-203; TCA 49-2-207
2. TCA 49-1-302(a)(1-3); TRR/MS 0520-2-1-.01
3. TCA 49-2-203(a)(10)(A)(i)

Cross References

Policy Development & Adoption 1.600
Administrative Procedures 1.601
School District Goals 1.700
Annual Operating Budget 2.200

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board Member Legal Status	Descriptor Code: 1.102	Issued Date:
		Rescinds:	Issued:

The legal status of board members shall be as follows:¹

NUMBER

The board is composed of nine (9) members.

QUALIFICATIONS

Members of the board shall be residents of and elected on a non-partisan basis from districts of substantially equal population,¹ and shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.² To qualify as a candidate, an individual must:

1. Show proof of graduation from high school or receipt of a G.E.D;
2. Be twenty-five (25) years of age at the beginning of his/her term;³
3. Have been a resident of the area of Metropolitan Government of Nashville and Davidson County for five (5) years and one (1) year in the school district from which he or she is elected; and
4. Shall be a qualified, registered voter.

Further, no member of the Metro Council nor any other elected or appointed Metro official shall be eligible for election as a member of the board of education.⁴

TERMS OF OFFICE

Members of the board shall serve four (4) year terms.¹

VACANCIES

Vacancies shall be declared to exist on account of death, resignation, removal from the county or school district, or through due process proceedings.⁵

When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the Metro Council.⁵ Such appointment shall continue until the next regular election.

Legal References

1. TCA 49-2-201; Metro Nashville Charter art. IX, § 9.02
2. TCA 49-2-202(a)(1); TCA 49-2-202(a)(4)
3. Metro Nashville Charter art. IX, § 9.02
4. TCA 49-2-202(a)(2); TCA 49-2-202(a)(4); Metro Nashville Charter art. IX, § 9.02
5. TCA 8-47-101; TCA 49-1-611
6. TCA 49-2-202(e)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board Self-Evaluation	Descriptor Code: 1.103	Issued Date:
		Rescinds: GP-2	Issued: 07/08/14

1 To ensure the continued effectiveness of school board leadership, the board will conduct an annual
2 evaluation of its operational procedures.

3 This annual evaluation shall be developed based upon the following factors:

4 (a) Board members shall know and be involved in the development of standards by which they will
5 evaluate themselves.

6 (b) Evaluation shall be at a scheduled time with no other items on the agenda and with all board
7 members present.

8 (c) The evaluation shall consist of the opinions of individual board members but the results shall
9 be discussed by the board as a whole.

10 (d) The board is not required to limit itself to the items included in any formal evaluation
11 instrument.

12 (e) Each judgment shall be supported by rational and objective evidence.

13 (f) At the conclusion of the evaluation, the board shall develop goals for the ensuing year.

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Memberships	Descriptor Code: 1.104	Issued Date:
		Rescinds:	Issued:

- 1 The board may maintain institutional membership in educational organizations which the board finds
- 2 to be of benefit to members and school system personnel.¹

Legal References

1. TCA 49-2-2001

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date:
		Rescinds:	Issued:

The board shall work for the passage of new laws designed to advance the cause of improving public education in Tennessee. Likewise, the board shall work for the repeal or modification of existing laws and for the defeat of proposed laws that impede this cause.

To accomplish this:

1. The board shall stay informed of pending legislation and actively communicate its concerns and make its position known to their elected representatives at both the state and national level;
2. The board shall work with other school boards in the state, other local officials, and the community groups in creating public awareness and support for legislative priorities;
3. The board shall annually select one (1) of its members to serve as its representative to the Tennessee Legislative Network (TLN);
4. The board shall work with its TLN representative, CLASS, and other concerned groups in developing an annual legislative program; and
5. The board shall include in its budget appropriate resources to cover costs, including travel expenses, necessary to ensure active participation in the legislative process.

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date:
		Rescinds: GP-10	Issued: 06/22/10

CODE OF ETHICS¹

METROPOLITAN NASHVILLE SCHOOL DISTRICT

Section 1. Definitions.

(1) “School district” means Metropolitan Nashville School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations, or other instrumentalities appointed or created by the school district or an official of the school district.

(2) “Officials and employees” means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee, or servant thereof, of the school district.

(3) “Personal interest” means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official’s or employee’s spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters. An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official’s or employee’s vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters. An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the disclosure form and file the disclosure form with the school district’s central office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Section 4. Acceptance of gifts and other things of value. An official or employee, or an official’s or employee’s spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action,

or judgment of the official or employee in executing decision-making authority affecting the school district.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials.

Section 5. Ethics Complaints. The school district may create a School District Ethics Committee (the “Ethics Committee”) consisting of three members who will be appointed to one-year terms by the chairman of the board of education with confirmation by the board of education. At least two members of the committee shall be members of the board of education. The Ethics Committee shall convene as soon as practicable after its appointment and elect a chair and a secretary. The records of the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the director of schools, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be in writing and signed by the person making the complaint and shall set forth in reasonable detail the facts upon which the complaint is based.

The School District Ethics Committee may investigate any credible complaint against an official or employee charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the Committee’s judgment, constitutes a violation of this Code of Ethics. If a member of the Committee is the subject of a complaint, such member shall recuse himself or herself from all proceedings involving such complaint.

The Committee may:

- (1) refer the matter to the board attorney for a legal opinion and/or recommendations for action;
- (2) in the case of an official, refer the matter to the school board body for possible public censure if the board body finds such action warranted;
- (3) in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted; or
- (4) in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

Legal References

1. TCA 8-17-103

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Boardmanship Code of Ethics	Descriptor Code: 1.1061	Issued Date: Click here to enter a date.
		Rescinds: GP-9	Issued: 08/12/2003

The board adopts these standards to guide its members as they provide educational leadership for the youth of our state.

ARTICLE I. MY RELATIONS TO THE CHILDREN

Section 1. I will at all times think in terms of “children first,” always determining how my actions and decisions will affect the education and training of children.

Section 2. I will seek to provide equal educational opportunities for all children regardless of ability, race, color, sex, creed, or location of residence.

ARTICLE II. MY RELATIONS TO MY COMMUNITY

Section 1. I will endeavor to appraise fairly both the present and future educational needs of the community and to support improvements as finances permit.

Section 2. I will represent at all times the entire school community and refuse to represent special interests or partisan politics.

Section 3. I will endeavor to keep the community informed about the progress and needs of the schools.

ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL

Section 1. I will support the employment of those persons best qualified to serve as employees and insist on a regular and impartial evaluation of all staff.

Section 2. I will support and protect personnel in performance of their duties.

Section 3. I will not criticize employees publicly but will make such criticism to the director of schools for investigation and action if necessary.

ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS

Section 1. I will recognize that authority rests only with the board in official meetings, and that the individual member has no legal status outside of such meetings.

1	Section 2.	I will refuse to make promises as to how I will vote on a matter
2		that will come before the board.
3	Section 3.	I will make decisions only after a complete discussion of items at
4		a board meeting.
5	Section 4.	I will respect the opinion of other members and will accept the
6		principle of “majority rule.”
7	ARTICLE V.	MY RELATIONS WITH THE DIRECTOR OF SCHOOLS
8	Section 1.	I will support the full administrative authority as well as
9		responsibility for the director of schools to properly discharge all
10		professional duties.
11	Section 2.	I will hold the director of schools accountable for working with
12		staff and requiring them to work within the framework of policies
13		set up by the board.
14	Section 3.	I will refer all complaints and concerns to the director of schools.
15	ARTICLE VI.	MY RELATIONS TO MYSELF
16	Section 1.	I will educate myself about my duties and responsibilities and
17		current educational issues by individual study and through
18		participation in programs providing needed information, such as
19		those sponsored by my state and national school boards
20		associations.
21	Section 2.	I will avoid conflicts of interest, and I will refrain from using my
22		position on the board for personal or partisan gain.

1 _____ **SCHOOL DISTRICT CODE OF ETHICS**
2 **CONFLICT OF INTEREST DISCLOSURE STATEMENT**

3 **Instructions:** This form is for reporting personal interests required to be disclosed under Section 3 of
4 the Code of Ethics of this school district. Officials and employees are required to disclose personal
5 interests in matters that affect or would lead a reasonable person to infer that it would affect the
6 exercise of discretion of an official or employee.

7 1. Date of disclosure: _____

8 2. Name of official or employee: _____

9 3. Office and position: _____

10 4. Description of personal interest (describe below in detail):

11 _____

12 Signature of official or employee

13 _____

14 Witness Signature

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Conflicts of Interest	Descriptor Code: 1.107	Issued Date:
		Rescinds: FM 2.113a	Issued: 12/01/12

- 1 No board member or employee of MNPS may participate in the selection of award of a contract if a
2 conflict of interest would be involved. Such conflict arises if a contract involves:
- 3 1. The employee;
 - 4
 - 5 2. Any member of his/her immediate family; or
 - 6
 - 7 3. His/her partner or an organization which employs or is about to employ any of the above.
- 8 Further, MNPS employees shall not solicit or accept gratuities, favors, or anything of monetary value
9 from any contractors, subcontractors, potential contractors, or parties to sub agreements. MNPS will
10 not award contracts to independent contractors who have solicited contracts by these means.
- 11 The director of schools shall develop a conflict of interest form that employees will fill out each year.

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Nepotism	Descriptor Code: 1.108	Issued Date:
		Rescinds: HC 5.163	Issued: 05/01/15

- 1 Whenever a person is considered by the director of schools for initial employment in the system and
2 that person is related to a member of the board, the director of schools, an administrator in the system,
3 or any appointed or elected city official, the relationship shall be made known to the board prior to the
4 employment of such person.¹
- 5 If a member of the board has a relative who is an employee in the system, prior to voting on any matter
6 of business that may have an affect upon the employment of the relative, the member shall declare
7 such relationship. In making such a declaration, the member shall certify that his/her vote on the
8 pending matter will be in the best interest of the school system.¹
- 9 No person shall supervise or be supervised by an employee if he/she is related to the employee. Neither
10 shall an employee teach a relative.
- 11 For purposes of this policy, the terms “related to” and "relative" include the following relationships:
12 spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother,
13 sister, uncle, aunt, nephew, niece, or any person who resides in the same household.

Legal References

1. TCA 49-2-202(a)(3)

Cross References

Assignment/Transfer 5.115

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date:
		Rescinds: GP-3	Issued: 08/12/14

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

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

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

CHAIR'S TERM

The chair shall serve a one-year term. The chair shall not serve more than two consecutive years unless the board specifically determines that there are special circumstances which warrant an additional year. In that case, the chair may be elected for one additional year. The chair's term shall not exceed three consecutive years.

Legal References

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

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Duties of Officers	Descriptor Code: 1.201	Issued Date:
		Rescinds: GP-5	Issued: 03/23/10

CHAIR

The chair of the board shall have the following duties:

1. To monitor board behavior to ensure it is consistent with board policy;
2. To assist the director of schools in preparing meeting agendas;
3. To preside at all meetings of the board and ensure that meeting deliberations are fair, open, thorough, and efficient;¹
4. To appoint committees authorized by the board;¹
5. To function as chair of the executive committee;¹
6. To countersign all warrants authorized by the board and issued by the director of schools for all expenditures of the school system;¹
7. To conduct board hearings;²
8. To prepare the school budget with the director of schools;³
9. To authorize the use of mechanical checkwriting equipment;⁴
10. To certify the value of surplus property valued less than \$250;⁵ and
11. To carry out other such duties as may be assigned by the board.

VICE CHAIR

The vice chair shall assume the duties of the chair in his/her absence or function as the chair until a new chair can be elected in the event the chair is incapacitated or the office becomes vacant.

SECRETARY

The director of schools, as the executive officer of the board, shall serve as secretary to the board. He/she shall conduct all correspondence of the board, keep and preserve all of its records, receive all reports acquired by the board, and see that such reports are in proper form.⁶ He/she has the right to advise on any question under consideration but has no vote.

The board may assign the keeping of the minutes to a clerk; however, the responsibility resides with the director of schools.

CHAIR PRO TEM

A chair pro tem shall be elected to preside during a meeting when neither the chair nor the vice chair is present.

Legal References

1. TCA 49-2-205
2. TCA 49-5-512(c)
3. TCA 49-2-203(a)(10)(A)(i)
4. TCA 49-2-113
5. TCA 49-6-2007(d)(2)
6. TCA 49-2-301(b)(1)(C)

Cross References

Role of the Board of Education 1.101
Duties of Board Members 1.202
Annual Operating Budget 2.200
Separation Practices for Tenured Teachers 5.200

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board-Director Relations	Descriptor Code: 1.205	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The board shall be responsible for specifying its requirements and expectations of the director of
3 schools and then holding the director accountable by evaluating how well those requirements and
4 expectations have been met. In turn, the director shall be responsible for specifying requirements and
5 expectations for all administrators who report to him/her and then holding each accountable by
6 evaluating how well requirements and expectations have been met.

7 The director shall give the board any necessary information to allow board members to be adequately
8 informed. All authority over and accountability of staff is considered to be the responsibility of the
9 director. Accordingly, the board will not give direction to persons who report to the director and will
10 not evaluate any district staff other than the director.

11 *Budgetary Matters*

12 The board shall approve an annual budget with major categories and line items. The director of schools
13 shall develop forms and procedures to comply with the approved budget and implement board policies.

14 *Board Committee Requests*

15 **If a board committee or individual board member requests information from the director**
16 **without authorization of the full board, the director may refuse such a request if complying**
17 **would be disruptive or unreasonable to his/her staff.**

Cross References

Role of the Board of Education 1.101
Evaluation of the Director of Schools 5.803

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Student Board Member	Descriptor Code: 1.206	Issued Date:
		Rescinds: GP-9	Issued: 08/12/03

- 1 _____ student board members may be elected by the student body to serve as non-voting
2 members of the board.¹ They shall serve a term of _____.
- 3 Students are expected to attend board meetings. Students will fully contribute their unique perspective
4 and opinions on matters germane to board policy work.

Legal References

1. TCA 49-2-202(f)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board Committees	Descriptor Code: 1.300	Issued Date:
		Rescinds: GP-6	Issued: 04/22/03

The board shall operate without standing committees, except for the Executive Committee; however, special committees composed of board members may be appointed by the chair at the direction of the board and as the needs of the board shall require.¹ Such committees shall be discharged when the work is finished or earlier by a majority vote of the entire board. All reports by special committees shall be made directly to the board.

The following will govern board committees:

1. A special committee serving in an advisory capacity shall ordinarily consist of less than a quorum of board members;
2. The committee will be advisory only;
3. Issues to be discussed by the committee must be approved in advance by the entire board;
4. A committee shall serve no longer than the annual organization meeting of the board unless reappointed to finish a designated task;
5. Committee meetings shall be held in accordance with the Open Meetings law;² and
6. The director of schools shall appoint a liaison to each committee.

Committee Liaisons

The Administrative Liaison serves as a content expert, advisor and resource to enable the committee to fulfill its charge and accomplish its goals in accordance with the board's mission.

Committee Liaison assignments are made by the director and include his direct reports They will:

1. Serve as the point of contract and, along with the committee chair, develop agendas for committees;
2. Attend committee meetings and communicate action items, meeting notes, reports and correspondence;
3. Coordinate timely communications and meetings through the board office;
4. Serve as an advocate, content expert, and resource to assist the committee to fulfill its charge and accomplish its goals;

- 1 5. Provide data to chair and committee members to items related to agenda items or issues before
- 2 the committee;
- 3
- 4 6. Assist the committee by providing strategic advice and facilitating communications and
- 5 cooperation; and
- 6
- 7 7. Ensure that administration presenters are prepared to share desired information and answer
- 8 questions.

Legal References

1. TCA 49-2-205(2)
2. TCA 8-44-102

Cross References

Duties of Officers 1.201
School Board Meetings 1.400
Public Hearings 1.401

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date:
		Rescinds: GP-5	Issued: 03/23/10

The chair of the board and the director of schools shall constitute the executive committee of the board, with the chair of the board serving as the chair of the executive committee.¹ The duties shall be:

1. To prepare the annual budget on forms furnished by the Commissioner of Education, to be submitted to the board for its approval;²
2. To meet at the office of the director of schools as often as necessary to perform the duties required;
3. To advertise for bids and let contracts authorized by the board;
4. To serve as the purchasing agent for the board;
5. To examine all accounts authorized by the board and ensure that the approved budget is not exceeded;
6. To submit for approval at each regular meeting of the board a full report of all business transacted since the last regular meeting; and
7. To transact any other business assigned to the committee by the board.¹

Legal References

1. TCA 49-2-206; TCA 49-2-205(3)
2. TCA 49-2-203(a)(10)(A)(i)

Cross References

Duties of Officers 1.201
Annual Operating Budget 2.200
Purchasing 2.805
Bids and Quotations 2.806
Qualifications/Duties of the Director of Schools 5.802

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Consultants	Descriptor Code: 1.303	Issued Date:
		Rescinds:	Issued:

- 1 The board may occasionally engage the services of qualified professional consultants.
- 2 Before engaging any consultant, the board will require submission of a written proposal which can be
- 3 incorporated into a contract or purchase order if deemed necessary by the board. The proposal will
- 4 detail:
 - 5 1. The specific objectives to be accomplished by the consultant;
 - 6 2. The specific tasks to be performed;
 - 7 3. The procedures to be used in carrying out the tasks;
 - 8 4. The target dates for the completion of tasks; and
 - 9 5. The method to be used to report results to the board and/or to deliver any product to the board.
- 10 The director of schools will establish procedures necessary to develop an efficient working relationship
- 11 between the consultant and the board and/or staff members.

Cross References

Bids and Quotations 2.806

Purchase Orders and Contracts 2.808

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date:
		Rescinds: SB 1.101	Issued: 07/01/04

The board will transact all business at official meetings which may be either regular or special.

Every meeting of the board shall be open to the public, except for those meetings in which the law allows closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested citizens.²

The board may restrict the recording of board meetings via camera, camcorder, or other photographic equipment when such recording creates a threat to public safety and welfare or impedes the conducting of efficient and orderly public meetings.³

REGULAR MEETINGS

Regular meetings of the board shall be held on the second and fourth Tuesdays of each month (except in December) at 5:00 p.m. in the MNPS Board Room, 2601 Bransford Ave.

In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the chair.

Changes to regular meeting dates, time, location and/or study sessions may be called by the chair or at the request of a majority of the members of the board.

SPECIAL MEETINGS

The board shall hold such special meetings as necessary to transact the business of the board. Such meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools require it or when requested to do so by a majority of the board.⁴

Only business related to the call of the meeting and details related to agenda items shall be discussed or transacted by the board at a special meeting.

ELECTRONIC ATTENDANCE⁵

Absent board members may attend a regular or special meeting by electronic means if the member is absent because of work, a family emergency, or the member's military service. If a board member is absent due to military service, he/she may participate electronically as often as he/she is able to do so. However, a board member may not participate electronically more than two (2) times per year for absences due to work and/or family emergencies.

1 *General Requirements*

2 The following requirements apply to all electronic attendance, regardless of the reason for the
3 member's absence:

- 4 1. A quorum of the board must be physically present at the meeting in order for any member to
5 attend electronically.
- 6 2. Any member wishing to participate electronically must do so using technology which allows
7 the chair to visually identify the member.
- 8 3. The responsibility for the connection lies with the member wishing to participate electronically.
9 No more than three (3) attempts to connect shall be made, unless the board chooses to make
10 additional attempts.

11 *Work Related Absence*

12 The following requirements apply to electronic attendance due to a work related absence:

- 13 1. The board member must be absent from the county due to work.
- 14 2. The member wishing to participate must give the chair and director of schools at least five (5)
15 days' notice prior to the meeting of the member's desire to participate electronically.

16 *Family Emergency*

17 The following requirement applies to electronic attendance due to a family emergency:

- 18 1. The member must be absent due to the hospitalization of the member or the death or
19 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
20 law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or
21 sister-in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. OP Tenn. Atty. Gen. 95-126
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
Section 504 and ADA Grievance Procedures 1.802

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Appeals to the Board	Descriptor Code: 1.401	Issued Date:
		Rescinds:	Issued:

1 The board may hold public hearings in the following circumstances:

- 2 1. When a licensed employee is dismissed during a contract period, that licensed employee shall be
3 entitled to a hearing, upon written request, as provided by law;¹
- 4 2. When a student has been suspended and the resolution has not been satisfactory;² and/or
- 5 3. When a parent/guardian shall contest the school assignment of their child.³

6 Any individual(s) requesting a hearing before the board will make such request in writing stating the
7 purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the
8 specific reasons for requesting the transfer. All requests for hearings must be received by the board or
9 director of schools within the time limit prescribed by law for that category of hearing.
10

Legal References

1. TCA 49-2-203(a)(6); TCA 49-2-301(GG)(i); TCA 49-5-512
2. TCA 49-6-3401
3. TCA 49-6-3201

Cross References

Appeals To and Appearances Before the Board 1.404
Separation Practices for Non-Tenured Teachers 5.201
Separation Practices for Tenured Teachers 5.200

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date:
		Rescinds:	Issued:

- 1 The board shall ensure adequate public notice¹ of all regular meetings by publishing a complete
2 schedule for the entire school year. This schedule shall be posted in the central office, each school, and
3 on the school system's website and sent to the president of the local education association.²
- 4 In the event of a special board meeting, notice shall be provided at least twenty-four (24) hours prior to
5 the meeting and shall be posted in the same locations and in the same manner as regular board
6 meetings. All notices of special board meetings shall state the time, place, and purpose of the meeting.
- 7 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
8 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions,
9 notice shall be given to all appropriate parties as is practical.
10

Legal References

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

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date:
		Rescinds: GP-2	Issued: 07/08/14

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

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

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

For items to be considered on the agenda, they must be received in the director of schools' office eight (8) calendar days prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the director of schools' office so that the material will be included in the delivery to the board members prior to the meeting.

Board members shall refrain from introducing a motion as new business for matters not directly related to the current meeting's agenda items nor related to an issue currently under consideration. Instead, any unrelated motions should be accompanied with a request to place the motion on the next regular meeting's agenda for action.

CONSENT AGENDA

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

TIMED AGENDA

The executive committee shall assign to each item a certain amount of time determined to be sufficient for disposing of each item on the agenda.

1 **ANNUAL AGENDA**

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

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Public Participation	Descriptor Code: 1.404	Issued Date:
		Rescinds: SBO 1.101	Issued: 07/01/04

- 1 Individuals desiring to appear before the board must submit a written request with descriptive materials to the
2 board office six days before the meeting. If the request is approved by the executive committee, the item will be
3 placed on the agenda. Individuals placed on the agenda will be recognized at the beginning of the meeting and
4 given time to speak when their topic of interest is addressed on the agenda. All requests submitted will be included
5 in the board packet along with the name of the speaker and organization, and the nature of the comments.
- 6 If an individual wishes to address the board on an item on the agenda, he/she may sign up on the form provided
7 before the beginning of the board meeting to request time to speak. Delegations must select only one individual
8 to speak on their behalf unless otherwise determined by the board.
- 9 The chair may recognize individuals not on the agenda for remarks to the board if it is determined that such is in
10 the public interest. A majority vote of members present can overrule the decision of the chair.
- 11 Individuals speaking to the board shall address remarks to the entire board and not individual members. Each
12 person speaking shall state his/her name, address, and subject of presentation. Participants may have up to three
13 minutes to make remarks. Longer comments from community members may be submitted in written format. The
14 chair shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere to
15 board rules.¹
- 16 Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office
17 of the director of schools.
18

Legal References

1. TCA 39-17-306

Cross References

School Board Meetings 1.400
Agendas 1.403

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Rules of Order	Descriptor Code: 1.405	Issued Date:
		Rescinds: GP-2	Issued: 07/08/14

The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the board in all cases to which they are applicable, except as otherwise provided by any statutes applicable to the board or by policies of this board including the following exceptions.

VOTING METHOD

When a formal vote is taken on any question brought before the board, the decision shall be made on the basis of a majority of the membership of the board.¹

Roll call votes will be used at the discretion of the chair or upon the request of any board member. Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's individual vote may be recorded in the minutes. No secret votes shall be used.²

CHAIR'S PARTICIPATION

The person chairing a meeting may participate in discussion, make motions, and vote on all issues as any other member without relinquishing the chair.³

SUSPENSION OF RULES

Rules of order may be suspended by a majority vote of the membership at any regular or special meeting.

CHALLENGES

Procedural challenges to the rules of order must be made in a timely manner and not later than the next successive meeting.

Legal References

1. TCA 49-2-202(g)
2. TCA 8-44-104(b)
3. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date:
		Rescinds:	Issued:

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

The minutes shall include:

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

Legal References

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

Cross References

Duties of Officers 1.201

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date:
		Rescinds: SS 3.102	Issued: 06/01/17

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

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

All requests to inspect or receive copies of records shall be submitted to the Public Records Specialist, the district's public records request coordinator and records custodian.¹²

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

REQUESTS FOR INSPECTION²

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. Requests may be made in person or by telephone, fax, mail, or email. The coordinator shall submit the information to the appropriate records custodian. The records custodian will contact the citizen and indicate when the records will be available to inspect.

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

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

REQUESTS FOR COPIES²

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of

Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash or check prior to the district producing the copies.

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

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

FREQUENT AND MULTIPLE REQUESTS

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

DENYING REQUESTS FOR NONCOMPLIANCE¹³

Requests to Inspect a Public Record

The district may deny a request to inspect a public record from any citizen that has:

- a. made two (2) or more requests to view a public record within a six-month period; and
- b. for each request failed to view the record within fifteen (15) business days of receiving notification that the record was available.

Requests from this citizen may be denied for up to six (6) months from the date of the second records request. The district's public records request coordinator may waive this denial if he/she determines that failure to view the record was for good cause.

Requests for Copies of Public Records

The district may deny a request for copies of a public record from any citizen that has:

- a. been provided with an estimate of the reasonable cost to produce the requested records;
- b. agrees to pay such estimated reasonable cost prior to production of the records; and
- c. fails to pay the actual cost after the records have been produced.

Additional requests from this citizen may be denied until the original cost is paid.

RECORDS RETENTION

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

1. The director of schools and/or his/her designee(s) will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;^{5,6}
2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;^{7,8}
3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;^{7,8,9}
4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the director of schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for temporary records;^{6,8} and
5. The director of schools shall establish procedures to safeguard against the unlawful destruction, removal, or loss of records.¹⁰

DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴

Public Records Specialist
Metropolitan Nashville Public Schools
2601 Bransford Avenue
Nashville, TN 37204
615-259-8405
publicrecords@mnps.org

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503; Public Acts of 2017, Chapter No. 233
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
13. Public Acts of 2017, Chapter No. 233
14. TCA 10-7-503(g)(4)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Board-Community Relations	Descriptor Code: 1.500	Issued Date:
		Rescinds:	Issued:

In order to promote school-community interaction relating to the policy and operation of the schools, the board shall:

1. Strive to keep citizens regularly informed about all of the policies, practices, and planning of the school system;
2. Direct all school employees, including teachers, administrators, and support service personnel, to participate in good school-community interactions; and
3. Recognize the right of the news media to inquire, research, and report to the public information about local schools.

The director of schools shall be responsible for providing leadership in school-community relations. Through the use of his/her staff, he/she shall promote a program to best coordinate the involvement of the schools and community.

Cross References

Visitors to the Schools 1.501
Board Meeting News Coverage 1.502
Advertising & Distribution of Materials in Schools 1.806
Crisis Management 3.203
Community Use of School Facilities 3.206
Political Activities 5.606

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date:
		Rescinds: IM 4.105	Issued: 03/01/12

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

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.¹

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

- Cursing and use of obscenities;
- Disrupting or threatening to disrupt school or office operations;
- Acting in an unsafe manner that could threaten the health or safety of others;
- Verbal or written statements or gestures indicating intent to harm an individual or property; and
- Physical attacks intended to harm an individual or substantially damage property.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.¹

The principal shall contact law enforcement officials when he/she believes the situation warrants such measures.

Legal References

1. TCA 49-6-2008; TCA 39-14-406

Cross References

Section 504 and ADA Grievance Procedures 1.802
Vendor Relations 2.809
Safety 3.201
Security 3.205
Care of School Property 6.311

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Board Meeting News Coverage	Descriptor Code: 1.502	Issued Date:
		Rescinds:	Issued:

- 1 A copy of the agenda and agenda materials will be sent in advance to members of the news media who
- 2 request it. Additionally, all reports approved by the board shall be made available to the media.
- 3 The press will be provided with working copies of the agenda and agenda materials upon request.
- 4 The chair of the board and/or the director of schools or designee will be available after each meeting to
- 5 answer questions and to clarify points of discussion and action.
- 6

Cross References

Board-Community Relations 1.500
News Releases, Conferences, and Interviews 1.503

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: News Releases, News Conferences, and Interviews	Descriptor Code: 1.503	Issued Date:
		Rescinds:	Issued:

The release of official news from the system and schools shall be coordinated as follows:

1. The board chair will be the official spokesman for the board;
2. News releases which are of a system wide nature or pertain to established system policy are the responsibility of the director of schools or a designated member of the administrative staff; and
3. News releases which are of concern to only one school or to an organization of one school are the responsibility of the principal of that particular school.

When individual board members or the director of schools express their views on any issue which is in opposition to a view expressed in board policy, they have the duty to make clear that the view expressed is not the official view of the board or school system.

Cross References

Board-Community Relations 1.500
Board Meeting News Coverage 1.502
Crisis Management 3.203

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date:
		Rescinds: GP-3	Issued: 08/12/14

A proposed policy or policy change shall be submitted to the governance committee. If approved by the governance committee, the proposed policy or policy amendment shall be considered at the next board meeting for final vote. The governance committee may choose to allow for a period of public comment prior to taking final action. Adoption shall require an affirmative vote by a majority of the members of the board, and each vote will contain a future date for reporting the effectiveness of the policy.

Policies and amendments adopted by the board shall be made a part of the minutes and shall be placed in the policy manual. Policies and amendments shall be effective immediately upon adoption unless a specific effective date is provided and shall supersede any previous board action on the subject.

POLICY MAINTENANCE

The director of schools shall be responsible for drafting policy proposals and maintaining the board policy manual. At least biannually, the board shall review its policy manual for the purpose of passing, revising, or deleting policies mandated by changing conditions.¹

Policies shall be accessible to all employees of the school system, members of the board, and citizens of the community.¹ All policy manuals shall remain the property of the board and are subject to recall any time deemed necessary by the director of schools.

SUSPENSION OF POLICIES

Any board policy or part thereof may be suspended by an affirmative vote by a majority of the members of the board.

ADMINISTRATION IN POLICY ABSENCE

In cases where the board has provided no guidelines for administrative action, the director of schools shall have the power to act but report to the board at its next meeting.

Legal References

1. TCA 49-2-207(a)

Cross References

Role of the Board of Education 1.101
Agendas 1.403

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Administrative Procedures	Descriptor Code: 1.601	Issued Date:
		Rescinds: EE 3	Issued: 09/09/14

1 The director of schools is responsible for implementing board policies and for interpreting them to
2 staff, students, and the public.¹

3 The director of schools, in consultation with principals, staff members, and other persons and groups as
4 appropriate to the topic, will develop administrative procedures as necessary to implement board
5 policies or for the items deemed necessary for the efficient operation of the schools.²

6 Within the policies and procedures of the board and the director of schools, the principals are
7 authorized to establish rules and procedures for the staff and students of their schools.

8 **DISSEMINATION**

9 The director of schools is directed to establish a plan for preserving the administrative procedures and
10 making them accessible to all employees.

Legal References

1. TCA 49-2-301(b)(1)(A)
2. TCA 49-2-203(a)(2)

Cross References

Qualifications/Duties of the Director of Schools 5.802

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Administrative Committees	Descriptor Code: 1.602	Issued Date:
		Rescinds:	Issued:

- 1 The director of schools may establish such committees as he/she finds necessary for proper
2 administration of board policies and for the improvement of the total educational program.
- 3 All administrative committees created by the director of schools shall be for the purpose of obtaining
4 the advice and counsel of administrative and supervisory personnel of the system and to aid in
5 communication. Authority for establishing policy remains with the board and authority for
6 implementing policy remains with the director of schools.
- 7 The membership, composition, and responsibilities of committees will be defined by the director of
8 schools and may be changed at his/her discretion.
9

Cross References

Qualifications/Duties of the Director of Schools 5.802

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Administrative Reports	Descriptor Code: 1.603	Issued Date:
		Rescinds:	Issued:

At each board meeting, the director of schools shall report the names of new personnel employed since the last meeting of the board.

The director of schools shall make annual reports concerning conditions of efficiency and needs of the school system. Included in this report shall be information regarding employment of instructional staff as follows:

1. Number of applicants interviewed and the number employed;
2. Procedures being used to ensure that the best applicants are being selected;
3. Evidence that all non-tenured teachers were evaluated;
4. Number of non-tenured teachers;
5. Number of teachers non-renewed;
6. Percent of non-tenured teachers who scored at each level on the evaluation scale;
7. Percent of tenured teachers who scored at each level on the evaluation scale;
8. Percent of principals who scored at each level on the evaluation scale;
9. Evidence of high correlation between evaluation and productivity;
10. Percent of supervisory personnel (other than principals) who scored at each level on the evaluation scale; and
11. Summary and explanation of how the school system fared on the Report Card distributed by the State Department of Education.

Board members shall be made aware of all reports prepared by the director of schools' office for transmittal to the local legislative body, the State Department of Education, or any state or federal agency.

Cross References

Qualifications/Duties of the Director of Schools 5.802

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date:
		Rescinds:	Issued:

1 The board is charged with the responsibility of determining the educational goals of the school system.
2 In discharging that responsibility, the board has adopted the following goals in four primary areas:
3 instruction, personnel, students, and operations.

4 The board shall develop policies to implement the goals within each area and shall annually review
5 these goals and revise them as necessary so that each program will at all times support the stated goals.

6 The director of schools is responsible for developing procedures and strategies to implement the goals
7 of the board.

8 **INSTRUCTION**

- 9 1. To promote a plan for the organized improvement of school curriculum, including the
10 articulation between elementary and secondary schools;
- 11 2. To provide offerings which explore a wide range of career and service opportunities;
- 12 3. To promote an integration of academic, physical, social, and emotional growth experiences for
13 each student; and
- 14 4. To promote the recognition of achievement in all endeavors (example, academic, athletic).

15 **STUDENTS**

- 16 1. To structure the overall instructional program to provide sufficient alternatives to meet a
17 variety of individual needs and aspirations;
- 18 2. To ensure that each student's interests, capacities, and objectives are considered in his/her
19 learning program;
- 20 3. To develop a comprehensive program for disabled students providing the least restrictive
21 programs; and
- 22 4. To help students gain understanding of themselves, as well as skills and techniques in living
23 and working with others and being responsible citizens.

24 **PERSONNEL**

- 25 1. To provide high quality performance by the staff, including both professional and support
26 personnel;

2. To establish acceptable performance standards for all personnel;
3. To provide in-service training and professional growth experiences for teachers and administrators; and
4. To maintain an evaluation system for the improvement of the instructional system.

OPERATIONS

1. To make every effort to secure adequate funding for the educational program in support of the stated goals;
2. To maintain an adequate system of fiscal and business management;
3. To develop plans for the efficient use of school facilities; and
4. To ensure appropriate communication between the director of schools and the board.

Cross References

Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Goals 4.100
Personnel Goals 5.100
Student Goals 6.100

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date:
		Rescinds: GP-8	Issued: 06/22/10

The board shall develop comprehensive, long-range plans based on the following:

1. Identifying and analyzing the major factors that affect what and how students learn;
2. Developing and implementing a written five-year plan to include a mission statement, goals, objectives, strategies, and address the State Board of Education Master Plan, and such plan shall be updated every two years;¹
3. Establishing annual program improvement objectives, including major activities, expected outcomes, time-lines, responsible persons, and required resources; and
4. Basing major budget decisions on long-range plans.

Each principal of each school shall work with the director of schools to develop and implement a school improvement plan. The plan shall be updated every two years and include areas such as curriculum, instruction, professional development, and community partnerships and address the long-range strategic plan of the school system.¹

The board shall plan an annual retreat with the director of schools and appropriate staff. The purpose of the retreat shall be to review progress on the implementation of priorities, initiatives, and long-range plans; to determine which goals have been achieved and whether any new efforts are needed; and to review major issues that may affect the school system in the future. The director of schools shall develop necessary procedures, forms, or other measures to implement the goals of this policy.

A planning coordinator may be designated by the director of schools to help coordinate system-wide planning efforts, establish and coordinate an issues management process, aid district staff in developing specific plans, and monitor implementation schedules.

Legal References

1. TRR/MS 0520-01-03-.03(17)

Cross References

Role of the Board of Education 1.101
Qualifications/Duties of the Director of Schools
5.802

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Evaluation of School District	Descriptor Code: 1.702	Issued Date:
		Rescinds:	Issued:

- 1 The basic features of the assessment of the school district shall be as follows:
- 2 1. The form for self-assessment of each area of responsibility shall be designed to indicate
- 3 strengths and weaknesses;
- 4 2. All resources, including personnel, shall be used in the process;
- 5 3. Each evaluation shall be reported to the board for its approval; and
- 6 4. Board-approved reports shall become goals and objectives for each department for the
- 7 forthcoming year.
- 8 At least once each year, the board shall assess the productivity within each area of responsibility and
- 9 establish standards for each area.

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Attendance Areas	Descriptor Code: 1.703	Issued Date:
		Rescinds:	Issued:

- 1 The board shall establish school attendance areas and periodically review boundary adjustments. The
- 2 director of schools shall enforce these areas as established by the board.¹
- 3 The primary considerations governing the establishment of a school attendance area are:
- 4 1. The quality and equity of the educational opportunity afforded students;
- 5 2. The capacity of each school; and
- 6 3. The geographic location of each school in relationship to the surrounding student population.

Legal References

1. TCA 49-6-403(c)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date:
		Rescinds:	Issued:

No later than the end of the school year, the board will adopt, upon the recommendation of the director of schools, an official school calendar for the succeeding school year. The calendar will identify holidays, vacation days, summer sessions, and other extensions of the school year. The calendar may be revised by the board, upon recommendation of the director of schools, due to inclement weather or other factors.

The regular school year shall be 200 days¹ and scheduled as follows:

- A minimum of 180 student attendance days;
- A minimum of five (5) days in-service education for all certificated personnel;
- One (1) days for parent-teacher conferences; and
- Ten (10) days paid vacation for all certified personnel.

The calendar shall be distributed to the school staff at the opening of the school term.

STUDENT ATTENDANCE DAYS

When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement weather, the time lost shall be made up to the required minimum unless otherwise approved by the State Department of Education.

IN-SERVICE EDUCATION

Each day of in-service education included in the school calendar shall be equivalent to not less than six (6) hours of planned activities.²

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. State Board of Education Guidelines for Planning Approvable In-Service Education Activities

Cross References

Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Day	Descriptor Code: 1.801	Issued Date:
		Rescinds: IM 4.159	Issued: 07/01/11

- 1 The minimum length of the school day shall be seven (7) hours total for all grades.¹
- 2 All teachers shall be on duty at least seven and a half (7 1/2) hours and such additional time as the
- 3 administrative organization requires.²

Legal References

1. TRR/MS 0520-01-03-.02(1)(a)
2. TRR/MS 0520-01-03-.03(1)

Cross References

Staff Time Schedules 5.602
Staff Meetings 5.603

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date:
		Rescinds: HR 5.161	Issued: 07/01/04

- 1 The board authorizes the director of schools to close schools in the event of hazardous weather or any
- 2 other emergency which presents a threat to the safety of students, staff members, or school property.¹
- 3 As soon as the decision to close schools is made, the director of schools will notify the public media and
- 4 request that an announcement be made.
- 5 If school is not in session or is dismissed early due to snow or inclement weather, the director of schools
- 6 in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled activities
- 7 in which students are involved shall be postponed or cancelled.

Legal References

1. TCA 49-6-3004(e)(1)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Extended School Day / Year Programs and School Age Children	Descriptor Code: 1.8012	Issued Date:
		Rescinds: SS 3.108	Issued: 12/01/12

- 1 The board authorizes the establishment and operation of Extended School Day/Year Programs in any
- 2 of its schools to be conducted before and after the regular school day and during summer months and
- 3 other times when school is not in session.¹
- 4 The director of schools shall establish program objectives, eligibility requirements, and times of
- 5 operation through administrative procedures.

Legal References

1. TCA 49-2-203(b)(11); TCA 49-5-403(c)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date:
		Rescinds: SBO 1.111	Issued: 01/01/13

The board is committed to maintaining equitable employment/educational practices, services, programs, and activities that are accessible and usable by qualified individuals with disabilities.

DEFINITION

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.¹

Title II of the Americans with Disabilities Act, 1990 provides that: No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.²

COORDINATOR³

The board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

504 Coordinator Contact Information: 615-259-8781, 504coordinator@mnps.org

NOTICE⁴

The board shall make available the name, office address, and telephone number of the ADA/Section 504 coordinator. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks, and distribution of memoranda or other written communications.

COMPLAINT PROCEDURE⁵

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

DUE PROCESS HEARING PROCEDURES

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Request for Hearing

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504 shall make an oral or written request for a due process hearing to the Section 504 coordinator. The request shall be submitted on or reduced to writing on a form provided through the Central Office.

Impartial Hearing Officer

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

Scheduling of Hearing

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

1 *Continuances*

2 Upon a showing of good cause, the hearing officer, at his/her discretion, may grant a continuance of
3 the hearing date and set a new hearing date.

4 *Legal Representation at Hearing*

5 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must
6 inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least
7 seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the
8 coordinator's request.

9 *Pre-Hearing Conference*

10 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her
11 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing
12 Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the
13 parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via
14 telephone or in person depending on the hearing officer's decision based on the convenience to both
15 parties.

16 *Dismissals*

17 If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law,
18 alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section
19 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the
20 basis for such finding.

21 *Hearing*

22 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to
23 the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably
24 limit testimony and introduction of exhibits for reasons or relevance.

25 *Recording*

26 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will
27 be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon
28 request. In order for an accurate recording to be made, the parties and witnesses shall introduce
29 themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the
30 hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript
31 of the hearing to be offered to the court as an exhibit.

32 *Witnesses*

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

Format of Presentation

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next.

At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

Submission of Exhibits

As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

Closing Arguments

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

Decision

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/ guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

Review Procedure/Appeal

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170, 35.172
6. 34 CFR §104.36

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Tobacco-Free Schools	Descriptor Code: 1.803	Issued Date:
		Rescinds: HC 5.159	Issued: 08/01/14

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district.^{1,2} Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.³

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

Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer.⁴ The director of schools, in cooperation with the juvenile court and the local police/sheriff's department, is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the district's facilities to notify students, employees, and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is prohibited by law in seating areas and in restrooms.*⁵

Legal References

- 20 USCA § 6083; Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
- TCA 39-17-1604(6)
- TCA 39-17-1604(10)
- TCA 39-17-1505
- TCA 39-17-1605

Cross References

Community Use of School Facilities 3.206

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Drug-Free Workplace and Duty to Report	Descriptor Code: 1.804	Issued Date:
		Rescinds: HC 132	Issued: 05/01/15

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 “Workplace” shall include any school building or any
4 school premise; any school-owned or any other school-approved vehicle used to transport students to
5 and from school or school activities; and off-school property during any school-sponsored or school
6 approved activity, event, or function.

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

9 All employees shall report being charged with any criminal offense to their immediate supervisor within
10 72 hours of the offense.² The supervisor must report the offense to the director of schools immediately
11 and the director of schools must report the offense to the board chairman as soon as practical.²

12 The director of schools shall be responsible for providing a copy of this policy to all school system
13 employees.

Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103
2. 34 CFR 84.205-84.215

Cross References

Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date:
		Rescinds:	Issued:

Electronic mail capability among board members and district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore, all staff and board members who have access to the district network shall adhere to the following guidelines when sending or receiving messages via system-wide electronic mail (e-mail):

1. Because all computer hardware and software belong to the board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/board members have no right to privacy with regard to such data. Confidentiality of e-mail communications cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.¹
2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent requirements of the Open Meetings Act.²
3. Staff/board members will be asked to sign an application for terms and conditions for *Use of the Internet*. Staff/board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that the e-mail has been accessed by someone without authorization, he/she shall contact the technology coordinator immediately.
4. It is the responsibility of the sender not to violate copyright laws.
5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist, or promote illegal or unethical activity.

Any usage contrary to the above shall be reported immediately to the director of schools and may result in the suspension and/or revocation of system access, or if deemed necessary, appropriate disciplinary action may be taken.

Legal References

1. TCA 10-7-512
2. TCA 8-44-102

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Advertising and Distribution of Materials in the Schools	Descriptor Code: 1.806	Issued Date:
		Rescinds: SS 3.100	Issued: 08/01/11

No part of the school system, including the facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any political, or other non-school agency or organization except that:

1. Schools may cooperate in furthering the work of a non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational programs of the schools;
2. Schools may participate in radio or television programs under acceptable commercial sponsorship when such programs are educationally beneficial;
3. Community, educational, charitable, recreational, and other similar civic groups may advertise event pertinent to students' interests or involvement. Such advertisement, including the distribution of materials, shall be subject to any procedures related to time, place, and manner established by the principal;
4. Principals shall screen all materials prior to distribution to ensure their appropriateness. The principal may prohibit materials that:
 - a. would likely cause substantial disruption of the operation of the school;
 - b. violate the rights of others;
 - c. are obscene, lewd, or sexually explicit; or
 - d. students would reasonably believe to be sponsored or endorsed by the school;
5. The school may, upon approval of the director of schools, cooperate with any governmental agency in promoting activities which advance the education or other best interests of the students;
6. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mail boxes, lounges, or on school premises;
7. Political signs for people who are running for public office shall not be allowed on school property except those yard signs placed on school property two weeks in advance of election day and those held by poll workers on election day; and
8. School publications may accept and publish paid advertising under procedures established by the director of schools.

Cross References

Board-Community Relations 1.500

Vendor Relations 2.809

Political Activities 5.606

Student Publications 6.704

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Use of School Name	Descriptor Code: 1.807	Issued Date:
		Rescinds:	Issued:

- 1 No school or community organization, employee, student, or other person may use the name of the
- 2 school system or an individual school in any promotional manner or for personal benefit without prior
- 3 approval of the director.
- 4

Cross References

Board-Community Relations 1.500

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Registered Sex Offenders	Descriptor Code: 1.808	Issued Date:
		Rescinds:	Issued:

Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of any school in this district, except for the limited circumstances stated in this policy.¹

EMPLOYMENT

An individual listed by the state of Tennessee or any other state as a registered sex offender is ineligible for employment within the school district.

PRESENCE ON SCHOOL PROPERTY

No registered sex offender, other than a student enrolled in the school in question, shall come on, about, or within 1,000 feet of a local school's property line, except as provided below.² If any employee of the school district becomes aware of any registered sex offender's presence on school property, he/she shall immediately inform the principal, who shall direct the individual to leave the premises immediately. The principal shall request assistance from local law enforcement authorities if offender resists the principal's directives. If the registered sex offender repeats this restriction of coming on to school property, the principal may confer with legal counsel to take appropriate legal action.

Neither this policy nor state law impose any duty upon a principal or any other employee of the local school district to review the sex offender registry for individuals who may come upon the property.

PARENTS WHO ARE REGISTERED SEX OFFENDERS

A parent/guardian of a child who is enrolled in the school may attend a conference with school officials with the written permission of the school's principal.

An offender may come within the 1,000 feet limit provided that the individual is dropping off or picking up a child or children enrolled in the school.

Principals shall speak with the parent upon learning of their status as a sex offender to communicate the restrictions of this policy and to establish open dialogue with the parent, as much as is possible or reasonable. The principal shall take all appropriate measures to protect the privacy of the sex offender's child.

Legal References

1. TCA 40-39-201, *et seq.*
2. TCA 40-39-211(a)

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.900	Issued Date: Click here to enter a date.
		Rescinds: EE 17	Issued: 02/28/17

1 SCOPE

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It
3 shall not apply to public charter schools converted from existing public schools pursuant to TCA 49-
4 13-106 (b) (2).

5 DEFINITION

6 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates
7 within a public school district. It shall be subject to all state and federal laws and constitutional
8 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national
9 origin, religion, ancestry or need for special education services.¹

10 The purposes of charter schools are to:²

- 11 1) Improve learning for all students and close the achievement gap between high and low
12 students;
- 13
- 14 2) Provide options for parents to meet educational needs of students in high priority schools;
15
- 16 3) Encourage the use of different and innovative teaching methods, and provide greater decision
17 making authority to schools and teachers in exchange for greater responsibility for student
18 performance;
19
- 20 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to
21 reach proficiency on state academic assessments;
22
- 23 5) Create new professional opportunities for teachers; and
24
- 25 6) Afford parents substantial meaningful opportunities to participate in the education of their
26 children.

27 APPLICATION PROCESS³

28 A prospective charter school sponsor shall send the director of schools notice of its intent sixty (60)
29 days prior to April 1 of the year preceding the year in which the proposed charter school plans to begin
30 operation as a public charter school.

A sponsor seeking board approval of an initial charter school application must complete the form provided by the Tennessee Department of Education. In the application, the sponsor must demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a charter school and the proposed charter school will be able to implement a viable program of quality education for its students. In the case where a traditional public school is seeking to convert to a charter school, the application must include documents showing the necessary parental or teacher support.

Applications must be submitted to board on or before 4:30 p.m. on April 1 of the year preceding the year in which the proposed charter school plans to begin operation as a public charter school. Applications will be accepted only between March 1 and April 1. If the 1st of April falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will be accepted on the next business day on or before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of \$500.00.³

The director, in coordination with this unified school plan shall prepare an impact statement to be provided to the board before approving any new charter school application. The statement should assess the school's impact on the unified school plan and identify the role that the charter intends to fill within the overall system.

REVIEW PROCESS

The director shall make recommendations to the board with respect to all charter school applicants that include an analysis of the strengths and weaknesses of each chart application. Recommendations shall be compliant with the Board's vision for the use of charter schools as a district component of meeting district goals. Further, the director shall not allow contracts to be recommended if fiscal jeopardy or failure to make consistent progress towards their stated objectives is a likely outcome or is evident.

APPROVAL, DENIAL OF APPLICATION⁴

The board shall rule by resolution on the approval or denial of a charter application within ninety (90) days of receipt of the completed application or the application shall be deemed approved by law.

Approval

The sponsor of a public charter school that is approved by the board shall enter into a written agreement with the board, which shall be binding on the charter school's governing body. This agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board. In the application, the sponsor must demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a charter school and the proposed charter school will be and shall include all aspects of the sponsor's approved application as well as any reporting requirements prescribed under state or federal laws.⁵

All charter agreements shall include provisions requiring that:

1. members of charter school governing boards, as well as charter school administrators and any employees with contracting or purchasing authority, complete statements of disclosure of interest reports (consistent with forms filed by members of the Board and key MNPS

administrators) and provide them to the Board on an annual basis;

2. charter schools be fully compliant with all local, state, and federal laws, including the Tennessee Open Meetings Act and Tennessee Public Records Act;
3. charter schools comply with Tenn. Code. Ann. §§12-4-101 and 12-4-102, which prohibit conflicts of interest in contracting, and require that charter schools disclose all vendor or service contracts upon request and, for contracts over \$10,000, submit for publication on the MNPS website; and
4. charter schools comply with the Annenberg standards.

All charter schools that include high schools (grades 9-12) must be regionally accredited. It is expected that the candidate school status for accreditation will be received during the first year of the charter school operation.

Charter schools approved by the board of education are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to statute and the charter school agreement.

The board should not be expected to provide services to charter schools that are not requested during the application process except for those services that are required under state or federal laws. Services agreed to be provided to the charter schools by the board shall be provided at board actual cost.

The Governing Body of an approved public charter school shall make a written report to the board annually between August 1 and September 1. This reporting requirement shall begin in the year after the year in which the public charter school begins operation. This annual report shall include: a report on the progress of the school in achieving its goals, objectives, pupil performance standards, content standards, and all other terms of the charter agreement; and a financial statement disclosing the financial health of the school including the costs of the administration, instruction and other spending categories of the school.⁶

New public charter schools, conversion schools, and all renewals of charter agreements are approved for ten year periods. However, following the fifth year of a charter school's initial period of operation or the fifth year of any renewal of a charter school agreement, the LEA must conduct an interim review of the charter school according to the guidelines developed by the Department of Education.

No later than October 1 of the year prior to the year in which the charter agreement expires, the governing body of a public charter school shall submit a renewal application to the board. The board shall make its renewal decision based on the progress of the school towards its stated goals and on the financial status of the school.⁷

The board may revoke or deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-122.

1 Denial

2 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit
3 an amended application to correct the deficiencies. The board shall have thirty (30) days either to deny
4 or to approve the amended application or the application shall be deemed approved by law.⁴

5 A denial of an application by the board may be appealed by the sponsor, within ten (10) days of the
6 final decision to deny to the State Board of Education.

Legal References

1. TCA 49-13-105; TCA 49-13-111(a)-(c)
2. TCA 49-13-102
3. TCA 49-13-107, 108; TCA 1-3-102
4. TCA 49-13-108; TRR/MS 0520-14-1-.01 &
.02
5. TCA 49-13-110
6. TCA 49-13-120
7. TCA 49-13-121

Cross References

Charter School Oversight 1.901

Metropolitan Nashville Board of Education

Monitoring:

Review: Annually, in August

Descriptor Term:

Charter School Oversight

Descriptor Code:

1.901

Issued Date:

Rescinds:

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Contracts shall not be continued if fiscal jeopardy is likely or there is failure to make consistent progress towards their stated objectives. In addition, the director shall ensure that existing charter schools operate in a manner that does not jeopardize the learning or wellbeing of their students.

The director shall:

1. Monitor the charter school environment and progress towards goals at least twice a year for the first 2 years and at least once a year for each subsequent year.
2. Require, review and analyze at least annually all available financial reports from each charter school.
3. Request that charter schools make financial documents available to MNPS, and publish such documents on the MNPS website. The documents should include (but not be limited to) full disclosure of sources of private funds, the duration of commitments of private funds, and detailed information about the use of both public and private funds by the school and its management entities.
4. Document, in writing, any discrepancies or deficiencies—whether fiscal, educational or related to school climate—and the steps and timelines for correction and additional monitoring. Copies shall be provided to the charter administration, the charter board chair, and directly to each individual member of the Board of Education.
5. Ensure compliance with the charter contract.
6. Inform the board annually of the student achievement attained by charter schools as well as regular public schools, using, where appropriate, the same statistical analyses.
7. Make all reasonable efforts to finalize contracts with approved charter schools before the end of the current fiscal year.
8. Assure, in any new or renewed charter contract, that the MNPS Payroll Department not be used to provide payroll services for the charter school.
9. Publish the following on the MNPS website:
 - a. the charter school's original application, charter agreement, and any charter agreement amendments; and

b. a full list of the charter school's governing board members and officers with work affiliation and contact information.

10. Obtain minutes of charter school governing board meetings, the charter school's policies, and charter school staff member names and contact information and publish such information on the MNPS website.

11. Monitor charter school contracts to ensure compliance with Tenn. Code. Ann. §§12-4-101 and 12-4-102, including conducting spot-checks on contracts from each charter.

12. Ensure that complaints about charter schools are handled consistently with administrative policies for handling complaints at other MNPS schools.

13. Require that governance of charter schools is consistent with state law.

ANNENBERG STANDARDS

The board adopts the following Annenberg standards. The director shall ensure all schools, both traditional and charter, comply with these standards.

1. *Traditional districts and charter schools should work together to ensure a coordinated approach that serves all children.*

The director shall develop and regularly update a citywide multiyear school plan that includes projected demographic changes, criteria for new school openings or closings, and equitable geographic distribution of schools and students to ensure that all students have access to schools in their communities and a range of specialized programs. The development and reevaluation of this unified school plan shall be subject to robust public input to ensure equity and transparency across the district.

All MNPS schools are required to report on their websites and in enrollment and marketing materials the full range of academic, enrichment, and extracurricular offerings that they provide.

2. *School governance should be representative and transparent.*

Each charter school's original application and charter agreement shall be made available online on the websites of both the individual school and MNPS.

Members of charter school governing boards are required to file full financial disclosure reports and identify any potential conflicts of interest, relationships with management companies, or other business dealings with the school, its management company, or other charter schools. These documents shall only be available online through MNPS' website.

Governing boards of charter schools are required to hold all meetings in the district in which their school or schools operate. All meetings are to be open to the public and publicized in advance in accordance with applicable state law.

All MNPS schools shall provide online access to minutes from school governing board meetings, the school's policies, information about staff, instructional strategies, curriculum, school rules and

- 1 behavior codes, school budgets, and information about management companies or other large
2 contracts.
- 3 Charter schools and MNPS are subject to state laws regarding freedom of information, public records,
4 and public meetings.
- 5 Complete contracts for management services are required to be electronically posted on the schools'
6 websites within ten days of execution. The posting shall include detailed information about the
7 services to be provided by the management company and all financial commitments and compensation,
8 as well as all fees and bonuses to be provided to the management company.
- 9 The director shall require full public financial disclosure by all MNPS schools of their expenditures
10 and net revenues related to the operation of each school they serve.
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12 organization or the staff of any authorizing agency from serving on the governing board of any charter
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- 17 Charter schools and traditional schools are prohibited from utilizing enrollment and registration
18 procedures that directly or indirectly exclude or discourage certain students from enrolling at the
19 school. Certain schools, such as academic magnets and performing arts schools, shall be exempted.
- 20 All new charter applications are required to include detailed plans for the school's enrollment and
21 registration procedures to ensure that they will not result in unlawful selectivity. Enrollment forms and
22 requirements are to be posted on the schools' websites in the district's major languages.
- 23 The director shall monitor all MNPS schools enrollment and retention practices through uniform and
24 consistent data requirements to ensure that charter schools are enrolling a proportionate share of
25 students across subgroups.
- 26 The director shall create an independent ombudsman office to whom parents can challenge or appeal
27 enrollment, classification (e.g. special education), or withdrawal decisions by all MNPS schools. The
28 ombudsman's office shall be given the authority to take certain actions that are compliant with state
29 law or to report to the authorizer any school found to be in violation of the law.
- 30 The director shall establish a cross-sector student identification system that allows the district to track
31 student mobility during the course of the school year.
- 32 The director shall require public documentation and reporting of student attrition throughout the school
33 year, including date, reason, and disposition (i.e. where the student ends up). This shall include all
34 disciplinary actions, including both in- and out-of-school suspensions and referrals to law enforcement,
35 and "voluntary" and "involuntary" exits. It shall be disaggregated by race/ethnicity, gender, age, grade
36 level, free/reduced meal status, disability status, and English proficiency status.

Before any student withdraws from a MNPS school, the student, his or her parent or guardian, and charter school personnel sign a document stating that the student is withdrawing voluntarily and that charter school personnel have not prohibited, discouraged, or attempted to discourage the student from continued enrollment in the charter school.

Per pupil funding, provided to schools based on their enrollment, shall be adjusted throughout the school year, pursuant to state law or regulations, to accommodate changes in enrollment due to mobility.

4. *Chart school discipline policies shall be fair and transparent.*

The director shall ensure that all MNPS schools discipline policies and practices are promulgated and implemented to avoid discriminatory and/or disproportionate punishments of students based on race, gender, or other characteristics and are consistent with federal school discipline laws and guidance.

Every MNPS school shall make its school discipline policy publicly available on the school's website, so that parents can thoroughly review the policy before enrolling their child. All charter discipline policies should include explicit provisions regarding due process for students, including the right to a hearing before long-term removal, suspension, expulsion, disciplinary or safety transfers, or alternative school placements, as well as parental appeals and notification rights.

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The director shall establish standards, not inconsistent with federal or state law, for disciplinary codes, expressly identifying and defining inappropriate strategies and barring their use.

5. *All students deserve equitable and adequate school facilities. Districts and charter schools should work together to ensure that facilities arrangements do not disadvantage students in either sector.*

For non-ASD schools, the director shall require that parents, educators, and community members from both traditional public schools and charter schools be consulted and engaged in any decision to co-locate a charter school within an existing public school facility.

The director shall establish strong guidelines for co-location, including the criteria on available space for administrative and educational functions and equitable arrangements for access to the building's gym, cafeteria, and other common spaces.

The director shall require yearly impact reports from co-located facilities, providing administrators, educators, school staff, students, and parents from both schools the opportunity to reflect on how the co-location is working and what challenges have arisen, so these challenges can be addressed.

The director shall require annual, detailed reports of capital improvements in co-located charter schools to be posted online.

1 6. *Strong monitoring and oversight of charter schools are critical to protect the public*
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3 The director shall establish minimum capacities to adequately monitor all MNPS schools.

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Charter School Applications 1.900

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Cross References

Charter School Applications 1.900

Early College High School- Proposal

Dr. Sito Narcisse
Chief of Schools



METRO
NASHVILLE
PUBLIC
SCHOOLS

Why is it important to have Early College HS in MNPS?

- Students **are not** graduating from high school prepared for college and/or a career.
- Only **34%** of all college students graduate with a degree from a two or four-year college.
- There is a **shortage of employees** in the areas of Health Care and Information Technology in the Nashville area.

Early College vs. Middle College

Early College	Middle College
<ul style="list-style-type: none">• Grades 9 – 12	<ul style="list-style-type: none">• Grades 10 – 12
<ul style="list-style-type: none">• Students required to complete 60 college credits	<ul style="list-style-type: none">• No requirement for number of college credits
<ul style="list-style-type: none">• 100 Associate Degrees per year	<ul style="list-style-type: none">• Average 3-7 Associate Degrees per year

How does Early College HS benefit students?

Increase number of:

- Students graduating prepared for success in a four-year college program and/or a career
- Students graduating with STEAM degrees
- Available applicants to meet the economic demand of the greater Nashville area



How does Early College HS benefit families?

- No out-of-pocket cost to students and families
- Long term college cost savings to students and families
- Up to 60 transferrable credits to use towards a 4 year degree



What will Early College HS look like in MNPS?

- Partnership with Nashville State Community College (NSCC)
- 2 school, 100 seats per grade, located at NSCC
 - Main Campus (2018-2019) – convert MNPS' Middle College High School to grades 9 – 12
 - Southeast Antioch Campus (2019-2020) – open new high school for grades 9 –12

Early College HS Advisory Committee

Academies of Nashville	Family Engagement
Budget	Human Resources
City & State Representatives	Facilities & Planning
Communications	Mayor's Office
District Executives	Middle College HS Representatives
Community and Business Partners	NSCC representatives
Counseling	Office of School Choice
Curriculum & Instruction	Parents
English Learners	Students
Equity & Diversity	Student Enrollment
Exceptional Education	Student support

Proposed Curriculum

- Prescribed course scope and sequence for healthcare and technology pathways
- First year: high school courses only
- Second year: 2-4 college courses with only high school students
- Third year: 50% college courses with mix of high school and college students
- Fourth year: All college courses

Proposed Admissions Criteria

- Complete 8th grade course requirements
- Grade point average: 80
- Application
- Essay
- Interview
- MAP-R and MAP-M tests scores (if available)
- Letter of recommendation – *optional*
- Included in MNPS School Choice process



Proposed Selection Process

- Review applications and conduct interviews
- Identify application and interview panels
 - Both panels to include school-based staff, Central Office staff, and Advisory Committee members
 - Participants attend training on application review and/or interview rubric, process, and guidelines
- Selection process if more than 100 qualifying students at each campus
- Appeals process for students not selected

What are key considerations for students & families?

- Location
- Pathway
- Transportation
- Extracurricular activities



How will students be supported?

Academic Support	Social & Emotional Support
Tutoring	School counselor
College/career coach	Monthly advisory sessions
Business partner integration	Mentors
Teachers, administrators, and school staff will be trained to provide ongoing support for students	
Additional structures will be in place to support students' transition in to college courses	


How are we communicating this opportunity?

- Developed communications plan for initial awareness of ECHS
- Designing logo and marketing materials
- Marketing to include brochures, mailings, website, information sessions, Q&A sessions



Next Steps

- Advisory Committee will develop systems and structures
- Partner with TDOE for new school application process
- Execute marketing plan
- Finalize budget



What's the
next step?

A stylized background graphic featuring a light blue graduation cap (mortarboard) with a white tassel, positioned above an open book. The book has light blue covers and yellow pages. The entire scene is set against a large, light yellow circular backdrop.

Thank you
Exceeding Great Expectations!