



“One Student at a Time”

**Student Handbook
2016-2017**

<http://schools.mnps.org/nashville-big-picture-high-school>

MISSION STATEMENT:

From our culture of kindness, we're pursuing our passions to college and beyond.

NBPHS Staff

PRINCIPAL: Ms. Chaerea "Chae" Snorten, EdS

ASSISTANT PRINCIPAL: Dr. Chaney Mosley

SCHOOL COUNSELORS/LTI COORDINATORS:

Ms. Courtney Davis – 10th & 12th Grades

Ms. Tamasa Pinkerton – 9th & 11th Grades

ADMINISTRATIVE ASSISTANTS:

Ms. Donna Spain, Attendance Secretary/Clerk

Ms. Kayretha White, Secretary/Bookkeeper

ADVISORS:

FRESHMAN:

Mr. Wayne Birch, Ms. Vickie Irowa, Ms. Rebecca Way, Mr. Daniel Agyemang

SOPHOMORE:

Ms. Jocelyn Hayes, Mr. Graham Mote, Ms. Laura Davis, Ms. Lakeshia Wright, Ms. Lynn Lavender, Dr. Stephanie Marshall, Mr. Derick Richardson

JUNIOR:

Mr. Daniel Agyemang, Ms. Doris Jones, Ms. Hope Winburn, Ms. Sheryl Clayton, Ms. Lynn Lavender, Mr. Derick Richardson, Mr. Gary Hook, Dr. Stephanie Marshall

SENIOR:

Mr. Gary Hook, Ms. Lynn Lavender, Ms. Hope Winburn, Mr. Derick Richardson, Dr. Stephanie Marshall

Specialists for whole school

Ms. Sheryl Clayton, QR Specialist (Math)

Ms. Vickie Everson, Exceptional Education

Dr. Vickie Cummings, Consulting Teacher

School hours: 8:00 a.m. – 2:30 p.m.

Office telephone number: (615) 353-2081

Workshops are scheduled daily from 8:18 a.m. – 12:15 p.m.

Lunch 12:16 – 12:51

Independent Work Time/Advisory 12:54 p.m. – 2:30 p.m.

ACADEMIC INFORMATION

CREDIT REQUIREMENTS

Students can earn 7 academic credits this year. To graduate from Nashville Big Picture High School, students must earn 22.5 credits. Transfer students will need to talk to their school counselor to determine the number of credits needed for graduation.

STUDENT'S CLASSROOM EXPECTATIONS

1. Be present and on time to class each day.
2. Have all necessary materials for each class (book, planner, notebook, pencil, etc.).
3. Be alert, positive, and attentive.
4. Take notes as needed.
5. Develop consistent work habits at home.
6. Follow advisory and school expectations.
7. Treat advisors, staff and other students with courtesy and respect.
8. Follow expectations of each set advisory.
9. Attend internship on Tuesdays and Thursdays calling in and out upon arrival and departure.

ADVISORS' CLASSROOM RESPONSIBILITIES

1. Explain the course expectations, grading scale, classroom and district discipline policies so that they are fully understood by parents and students.
2. Explain and place on the board weekly the objectives of the lesson, the standards to be covered, and the homework assignments.
3. Provide students with standards based grading practices.
4. Inform students and parents of student's progress (academic and conduct).
5. Align curriculum with the K-12 and Graduate Standards.
6. Assess student's progress regularly and use results to drive instruction.
7. Treat students, parents and colleagues with courtesy and respect.
8. Communicate (phone, e-mail, etc.) with parents on a regular basis within 24 hours.
9. Implement Individual Student Learning Plans.
10. Provide assessments of assignments in a timely manner.

SCHOOL POLICIES AND PROCEDURES

The policies and procedures contained in this handbook are designed to help our school run smoothly to ensure a successful year at the Nashville Big Picture High School. This information has been carefully prepared to help everyone enjoy school life. Remember, our success is directly related to the efforts of everyone at NBPHS.

All expectations (used in exchange of the word rules due to expected positive outcomes) apply ANYWHERE on or near school grounds (including hallways, cafeteria, buses, and

sidewalks during, before, or after school hours. ANY adults may enforce these school expectations. Failure to follow the instructions of an adult is regarded as insubordination and is subject to disciplinary action.

ABSENCE/ATTENDANCE (Compulsory Attendance SP 6.113)

Parents, guardians, and other persons with parental rights, with legal responsibility of any child or children between the ages of six (6) and Seventeen (17) years, both inclusive, shall be responsible for their attendance in a public or non-public school. In the event of failure to do so, the parents, guardian, or other persons will be subject to the penalties provided in the Compulsory School Attendance Law. Nothing shall preclude a student from attending high school beyond the age of seventeen if the student has not graduated but maintains good behavior, attendance and continues to make academic progress.

All absences must be verified in writing from the parent or guardian within three (3) days. All absences for which no written verification is received will be considered unexcused.

ABSENCES - EXCUSED

- Personal illness
- Illness in the family requiring student's temporary help (documentation required)
- Death in the family (not more than 3 days)
- Recognized religious holidays regularly observed by persons of the student's faith
- Court appearance or legal mandates
- Documented college visitations (juniors/seniors only, for no more than 3 days per year)

MAKE-UP WORK

Students with excused absences are expected to begin making up any missed class work on the day they return to school. All make-up is to be completed within one week unless the advisor makes other arrangements. Make up tests will be administered at a time designated by the advisor. A student returning from an absence will be expected to take any test or exhibition on the day of his/her return unless the advisor approves a later test or exhibition time. Students are expected to keep up with their schoolwork during absences.

ANIMALS IN SCHOOLS (Animals in Schools SS 3.116)

Animals should only be brought to aid or enhance classroom instruction, to provide service to impaired individuals, or to render therapeutic services. Household pets or other animals are not permitted on MNPS campuses without prior approval from the building administrator.

ARRIVAL AND DEPARTURE TIMES

Students are permitted inside the school at 7:30 a.m. when staff supervision begins. At 7:30 a.m. students are to report to the front foyer or the cafeteria for breakfast at 7:35 a.m. Students will remain in the cafeteria or the foyer until 7:55 a.m. Students should not be in any other area of the building unless they are with a staff member; PRIOR

written permission must be obtained from a staff member to be allowed in other areas of the building. Failure to comply with this rule may result in disciplinary action.

The building will be locked at 2:45 p.m. After that time students are not permitted to roam the building freely but must be with a staff member. It is the responsibility of the parent to ensure that after school transportation is planned accordingly. Once tutoring has started, any student in the building after 2:45 will be required to go to tutoring until their transportation has come or will have to stay in the vestibule area.

ATHLETIC ELIGIBILITY

In order to be eligible to participate in TSSAA sanctioned sports or activities, students must pass 3 out of 4 classes during the semester prior to participation and not be 19 years-old before August 1st. All students, parents, and spectators are expected to display good sportsmanship at all times. Failure to do so may result in disciplinary action from TSSAA, the coach, and / or the school.

NBPHS students are eligible to participate in sports at our athletic partner schools if they meet the above criteria and any criteria required by the partner school. Our partners are Hillsboro High School (football) and Hume Fogg Academic Magnet (all other sports). Students should see Ms. Sheryl, Athletic Director for additional information.

BUS TRANSPORTATION

The Metro Transit Authority (MTA) provides buses that are available daily. NBPHS students may ride to and from school using these services. If you have any questions regarding MTA services, please call MTA customer service at 862-5950. MTA bus stop for NBPHS is at the corner of Corbett and White Bridge Road - Bus Route 3 and waits in the afternoon until 2:20 p.m. Students are released from school at 2:15 PM in order to arrive at the corner of Corbett Lane and White Bridge Road to catch the MTA that stops at that corner. Bus Route 10 stops at regular intervals at the corner of White Bridge Road and Charlotte Avenue. Students are to walk along the sidewalk of White Bridge Road in a responsible manner for their own safety and the safety of drivers. Students who cross White Bridge Road in a non-crosswalk zone, could be cited a ticket for illegal crossing of a road.

Students must abide by all rules and regulations concerning school bus safety when loading, riding, or unloading MTA buses. Any violation of these policies and regulations shall result in disciplinary action by the principal and/or by MTA. MTA's Code of Conduct can be found at <http://www.nashvillemta.org/news/pub186.pdf>.

CELL PHONES Student Use of Personal Technology SP 6.107

The new policy allows students to use a cell phone and personal technology during hours of lunch and transition. Personal technology includes, but is not limited to, cellular phones, wireless earpieces, iPods, iPads, mp3 players, calculators, and portable gaming devices. These devices are not to be used during instructional hours unless it is used as an aid to classroom instruction. This will be determined by the classroom advisor and

building administrator, not the student. The student who possesses a cell phone/personal technology shall assume responsibility for its care.

A student who brings his/her device to school shall do so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices. If a student is in violation of this policy, the item will be confiscated and the student will face disciplinary action. At no time shall Nashville Big Picture High School be responsible for theft, loss, or damage to cell phones or other personal technology items brought onto its property.

CONFLICT RESOLUTIONS

When students encounter conflicts with other students, they are expected to consult one of their advisors immediately. If this does not resolve the issue, then talk with your school counselor. The next step, if a resolution cannot be found, is to consult with the Assistant Principal or the Principal.

CONTRACTED HONORS

Students are able to participate in contracted honors. Advisors and school counselors develop the curriculum which includes cooperation and signature approval from student and parents. Students interested in contracted honors should contact their school counselor for additional details. Students receive an additional 3 points added to their final grade but must meet all of the course requirements. Honors grades receive an additional 0.5 weight in their GPA calculation (i.e. an A in honors class is weighted at 4.5)

DELIVERIES

Student deliveries including balloons, gift baskets and flowers are not allowed at NBPHS. Such items cause disruptions to the learning environment and if delivered will be kept in the main office until students are dismissed from school at the end of the day.

DISCIPLINE

We will adhere to all discipline policies included in the MNPS Student Code of Conduct 2016-2017. Students are held accountable for any disorderly conduct on school grounds; at bus stops, in route to and from school, including, but not limited to, school buses and MTA buses; off school grounds at a school activity, function, event or school-related circumstances as determined by the principal and/or the Chief Support Services Officer. Teachers, principals, and administrators have the authority to discipline the student in accordance with district policy and local, state, and federal laws.

The MNPS Code of Conduct is the controlling authority with respect to student discipline and details offenses for which disciplinary action may be taken. It is designed to create a safe and secure environment on school campuses, school buses, and at school functions.

In our school our discipline expectations will be posted and compiled into a school wide plan based on collective advisory expectations as well and will use the MNPS Student Code of Conduct as guidance for disciplinary concerns.

DRESS CODE Personal Appearance and Dress Code SP 6.114

NBPHS has been approved to opt out of standard school attire. The following dress code will be strictly enforced:

1. Skirts, skorts, and shorts must extend below the fingertip. Leggings/tights must be worn with a top or skirt that extends below the fingertip.
2. Outerwear such as long or oversized raincoats and heavy cold-weather jackets or coats may not be worn in the classroom.
3. All pants must be worn at the waist. No sagging or low riding.
4. No see through type clothing is to be worn.
5. Appropriate footwear must be worn at all times.
6. Head coverings such as bandanas, scarves, sweatbands, caps, do-rags or hairnets are not to be worn in school.
7. Undershirts and tank tops, if worn, must be worn with another "cover up" shirt. Shoulders, backs, chests, and midriffs must be covered.
8. Torn clothing must not reveal skin.
9. Writing or images of substances that are illegal for teens (i.e. drugs, alcohol, or tobacco products) or are otherwise offensive, lewd, indecent, vulgar, obscene, profane, gang-related or constitute racial or ethnic slurs may not be worn.
10. Tattoos that display drugs, alcohol or tobacco products, or gang or sex-related words or images must not be seen at any time.
11. Chains and spiked accessories are not permissible.
12. Hats are not to be worn in the building by males nor females unless it is a school spirit activity.
13. Backpacks must be placed in lockers before the start of the day. Students have ample time to retrieve items from their lockers before each workshop.

Special Provisions

Approved head coverings worn, as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy. NBPHS will provide reasonable accommodation to students whose bona fide religious belief; medical condition or disability requires special clothing.

NBPHS reserves the right to modify this policy as necessary and reserves the right to determine what might be disruptive and unsafe.

DRIVER'S LICENSE OR PERMIT Student Driving Policy SP 6.148

The state of Tennessee has mandated that juveniles must be full-time students and progressing academically passing at least six classes in order to receive a driver's license. In addition, a student cannot have more than five unexcused absences per semester. In order for students to get their permits, the school must verify that the student has satisfied the above requirements. Students who plan to get their permits must allow at least one (1) school day for the form to be completed. Students who drive to school must register their car in the front office including their driver's license and proof of insurance.

Students who drive to school **MUST** register their car with the school by having their valid driver's license and proof of insurance on file. Parking permits cost \$5.00 and are valid until the end of the school year. The ability for a student to drive to and park on an MNPS campus is a privilege. Parking privileges may be forfeited by any student for excessive absences and violation of the MNPS Student Code of Conduct.

DRIVING AND PARKING PRIVILEGES

Students who drive to school must come into the building after parking their cars and should arrive no earlier than 7:30 a.m. No students are allowed to sit in their cars or stand in the parking lot after arriving at school. When school is dismissed students must get into their cars and exit school grounds. Students are not allowed to "hang out" in the parking lot after school.

Students who drive recklessly, leave school without permission, and/or take other students off campus without permission will have their driving privileges suspended for a specified period of time. PURSUANT to TCA 49-6-4204: Any vehicle driven on school property is subject to search at any time. There will be no loitering in the parking lot before or after school. Remember: Students must receive permission from administration to go to their vehicles during school hours. Students are not to park in spaces designated as "faculty parking".

AUTOMOBILE AND PARKING LOT REGULATIONS Parking for students is very limited. The recognized parking areas are on the far right of the building. All other parking is at the student's discretion and/or risk. The school assumes no responsibility for any damage to any vehicle. Drivers must abide by the following directives:

- * Exiting the NBPHS driveway to the LEFT or RIGHT.
- * Students are not to be in the parking lot area during school without a note from the administration.
- * Students driving to school must be on time and abide by the speed limit of 15 miles per hour.
- * Drivers are advised to lock unattended vehicles since the school is not liable for loss of valuables from cars. Tapes, books, musical instruments, and other valuables should not be left in plain view in unattended vehicle. Such articles should be stored in the trunk of the car.
- * In the event of an accident on school grounds involving personal injury or property damage, the Metro Police Department should be notified by the student(s) involved in order to make an official report of the accident. This record may be requested by the insurer of the vehicle for purposes of arriving at the settlement of damages.
- * Any student operating a vehicle on the school campus shall assume the responsibility for the conduct of ALL passengers in his or her vehicle. Loud music is not to be played on campus.
- * It is a privilege to drive your car to school; driving privileges can be suspended. The parking lot areas are considered to be a part of the school campus, accordingly, all other rules and regulations governing school conduct that are stated in the NBPHS and the Metropolitan Student Conduct Code apply to the parking lot areas.

DUAL ENROLLMENT

Students are required to have a minimum GPA of 2.75 to be considered for dual enrollment at Tennessee College of Applied Technology or GPA of 3.0 for Nashville State Community College. Registration will take place the spring semester before junior year. Additional information will be given at that time.

EARLY DISMISSAL

A student should bring a note of explanation from his/her parents and present it to the office before school. The note must include a telephone number where a parent can be reached. In an emergency, the student should report to his advisor for parental contact and the advisor should contact the office when permission is granted. A student may not wait in the front lobby or office. They will be called down to the office from advisory. **Under no circumstances should a student leave school without prior written permission from the principal or principal designee.** All students will be dismissed through the office where they MUST sign out. In order to protect the safety of each student, dismissals by phone will not be permitted. All students regardless of their age must be signed out by a parent/guardian.

FIGHTING

Fighting will not be tolerated. Students who fight may be suspended for one or more days and may be excluded from extracurricular events, from prom, senior week, graduation and any other event/activity based upon the principal's discretion.

FREE/REDUCED LUNCH

All students receive free lunch. If a student would like additional snacks, it is their responsibility to pay for it. Each year two forms are sent home which tells us who your child is, where you live and how to get in touch with you. The other helps us know how many of our families are economically disadvantaged.

FUNDRAISERS

All fundraising activities must be sponsored by a faculty member and have prior approval from principal and the central office. There will be no private solicitation on school grounds. Private solicitation items will be subject to confiscation.

GAMBLING

Gambling on school property is prohibited. Dice and playing cards are not allowed at school.

GANG ACTIVITY

Gang activity will not be tolerated at Nashville Big Picture High School (see Metropolitan Nashville Public Schools' Code of Acceptable Student Behavior and Discipline). Students participating in such activities as identical dressing, turf ownership, tagging, intimidation, using gang signs, handshakes, bandanas, footwear advertising gang-related colors, and other such activities will face disciplinary consequences. For

repeated offenses (more than one), students can receive up to ten days of suspension and can be removed from NBPHS.

GRADING CLASSIFICATION

Credits earned in grades 9-12 shall be by semester and not by yearly averages. For attendance and accounting purposes, grade level classification will be made only at the beginning of the fall semester.

A Student Needs:

- * 6 credits earned to be classified as a sophomore
- * 12 credits earned to be classified as a junior
- * 18 credits earned to be classified as a senior
- * 22 credits to graduate

If a student fails English or Math course they are retained in that grade level until the course content has been recovered.

GRADING PROCEDURES

We follow the grading procedures listed in IM 4.144 Grading Policy for MNPS.

HARRASSMENT & INTIMIDATION

A student shall not exhibit conduct that has the purpose or effect of unreasonably interfering with another student's academic development or creating an intimidating, hostile, or offensive learning environment. Behavior that intentionally intimidates or demeans another person or group on the basis of sex, race, or ethnic background will never be tolerated in the school environment. Students should refer to the CODE OF STUDENT CONDUCT booklet for more information.

IDENTIFICATION

All students must have on their person an official NBPHS ID badge which will be provided to the student at no cost. If this badge is lost, a replacement ID will cost \$5.00. Students failing to respond or who give misinformation will be subject to further disciplinary action including suspension from school. When a student has an internship, the student should have documentation stating where their internship location and hours.

ILLNESS

If a student becomes ill, the student must notify the nearest advisor or principal immediately. The nurse, when present in the building, will then be notified. Students are not to leave school.

INSURANCE

School insurance is available for a nominal fee. They will be sent home at the beginning of the school year by the advisor.

INTERNET USAGE

Students must have an Internet Agreement Form signed by their parent or legal guardian on file before being allowed to use the Internet. Please see the Student-Parent Code of Conduct and Handbook for additional information.

INTERNSHIPS (Learning Through Internship/Interest)

All students are required obtain an internship while attending NBPHS. The process begins with training from our LTI Coordinators with follow up training from the advisors. Students are then able to schedule informational interviews, then shadow days and lastly the internship upon approval of a background check for the potential mentor.

Students are required to be at their internship for a minimum of five and half (5.5) hours on Tuesday and five and half (5.5) hours on Thursday. If students have an informational interview and shadow days lasting less than three and one half (3.5 hours) they are to report back to school. Students are responsible for returning all paperwork necessary for documentation of their LTI related activities as directed by the LTI Coordinators and advisors

LOCKERS

Every student is assigned a locker and they are not to be shared. Lockers are the property of the school and are subject to random search by school principals. Students are responsible for all contents of their assigned lockers. The school is not responsible for personal belongings or valuables. Lockers will be assigned by the student's advisor. One lock will be available for students upon their request. Students must share the combination with their advisor in the event they forget their combination.

LOST AND FOUND

Any article found in the building will be placed in the "Lost & Found" located in the main office. If such items are not claimed within a reasonable length of time, they will be donated to charity.

LUNCH POLICY

The entire NBPHS school community will eat during one lunch period. This lunch period is from 12:16 p.m. to 12:51 p.m. Students have the privilege of eating in areas outside of the cafeteria (on campus). The gym, courtyard and common rooms are available daily at lunch. Only seniors who have permission forms signed are able to leave campus for lunch.

MEDICATION

All medication brought to school must be kept in the office during school hours. If students are to take medication while at school the School Medication form must be completed and medication must be in the packaging that correlates with the medication.

MONEY TO SCHOOL

As a safety issue, students are not to bring more than \$25.00 in cash to school. If, on a rare occasion, a student needs to bring more than \$25.00 to school, permission should be obtained from the office upon entering the building.

OPTIONAL SCHOOL CONTINUATION POLICY

Continuation in a magnet/optional school is given with the understanding that the student's attendance, conduct, and effort (grades) will be satisfactory to the principal. The principal will identify the concerns, arrange for interventions for student success, document the interventions, and communicate with the parents. If these areas are not satisfactory and repeated interventions are not successful, the student's continuation is subject to revocation at the end of the academic school year and he/she may not reapply to attend that school for the following year. The areas of concern include:

- * student drop-off and pick-up times (must conform to NBPHS established school hours)
- * attendance
- * behavior
- * academic performance

PARENT'S RESPONSIBILITY

All parents are expected to attend all student family meetings and exhibitions. Lack of fulfilling that requirement, not following student school attendance/behavior expectations and lack of supporting your student could cause revocation at the end of the school year.

RELEASE OF STUDENTS POLICY

No school official shall release a student to a person other than a known legal custodian unless the school official has either (1) the permission of a legal custodian, or (2) a valid, court-approved visitation order that includes permission for the non-custodian to pick-up the student from school.

- * When permission has been obtained, the school official responsible for releasing the child must be satisfied that the person to whom the child is released is the person for whom permission was given.
- * In the event of emergency circumstances, due to which the custodian's permission for release cannot be obtained, school officials should use extreme caution in determining the identity of a person to whom the child may be released.
- *Derived from T.C.A. §36-6-105.

RELEASE OF STUDENTS (ADMINISTRATION REGULATIONS)

Information cards should be kept on file for each student in order to facilitate the implementation of Policy #5140.

An "emergency" DOES NOT exist when a person presents himself/herself to school officials and declares that his/her visitation or custody arrangement requires that person to take physical custody of the child at school.

If either legal custody or visitation arrangements have changed, the person attempting to take physical custody of the child (1) must present to school officials a certified copy of a valid court order and (2) must give school officials reasonable advanced notice if the person intends to take physical custody of the child at school. The same documentation is required if a person is asserting an existing custody or visitation arrangement if school officials have no record of it.

RESTROOMS

Restrooms for students are located in the middle areas of all three hallways.

SAFETY AND SECURITY

We all want to attend a school that is safe. Towards that goal, we must all work together to assure that safe practices exist at our school. If a student knows or suspects another student may be carrying a weapon, otherwise indulging in illegal activities or acting in an unsafe manner, they need to notify the school resource officers or the nearest teacher or principal. The student's identity will be protected.

SCHEDULE CORRECTION POLICY

Schedule corrections will only be done for the following reasons:

- * The class has already been passed.
- * A counselor's scheduling error.
- * The student lacks prerequisite course.

After the second week of a semester, no student initiated schedule changes will be accepted.

SCHOOL FEES

Lost or damaged textbooks from all schools must be paid before a new book is issued. All financial obligations must be settled before receiving report cards, driver's license forms, graduation, withdrawing, transferring or any other school functions involving school records.

SEARCHES

To maintain a safe and secure learning environment, students and visitors are subject to random searches at any time of all personal possessions by any principal, campus security guard, or Metro school security. This includes clothing, purses, book bags, vehicles (on or in close proximity to school grounds), lockers, etc. Classrooms will not be searched for lost/stolen cell phones, iPods, electronic devices, etc.

SELECTIVE SERVICE

Federal Law requires all 18-year old males to register with the Selective Service System within 30 days of their 18th birthday. To register for the draft, male students need to go to the Attendance office, the Guidance office, or the library to register on-line (using the Internet).

SENIOR EXAM EXEMPTION POLICY

Seniors may be exempt from semester examinations if they meet the following criteria:

- Senior exam exemptions are determined by individual class attendance by semester. Students must not miss more than three (3) classes on a block schedule or six (6) classes on a traditional schedule. All absences (excused and unexcused) count toward exam exemption unless they fall within an exception. Absences due to college visits or recognized religious holidays (regularly observed by persons of the child's faith), will not be counted against the student, as long as proper

documentation is provided. Students on school related field trips are not counted as absent from school.

- The student must have a minimum average of a 90 in the course (prior to extra points being awarded for honors courses) for the semester average.
- The student must not have been suspended out of school or expelled during the semester.
- Seniors **MAY NOT** be exempt from exams that require End of Course testing.
- Students decided through a democratic process that a senior with more than eight (8) tardies to school could not be exempt.

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. When that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive employment or educational environment, it should be prohibited.

Sexual harassment may include, but is not limited to

- * verbal written/graphic harassment or abuse.
- * subtle pressure for sexual activity.
- * intentional brushing against the individual's body
- * any unwelcome touching of a sexual nature
- * unwelcome discussion which is sexual in nature

SMOKING ON SCHOOL GROUNDS

Students found with tobacco products in their possession shall be issued a citation and will be required to attend court where they will be fined and ordered to participate in an anti-smoking class. Students found smoking may be suspended from school.

TARDINESS TO SCHOOL

Students must sign in at the front office whenever they are late to school. Excessive tardies to school result in disciplinary action which may include parent communication and meetings.

TELEPHONE

No student is to miss class or leave the cafeteria to use the telephone without permission of the individual supervising the lunch period. In case of medical emergency, students are to call from the advisory or office.

TEXT BOOKS

All textbooks are scanned and then distributed to advisors, upon request, who form classroom sets of books. If an advisor assigns a student a book to take home, that student is financially responsible for that textbook. Books damaged or lost must be paid for before a new book is issued. All financial obligations must be settled before receiving report cards, driver's license forms, graduation, withdrawing, transferring, or any other school functions involving school records.

TRUANCY

In cases of chronic absence or truancy, and after consultation with the appropriate staff, in accordance with policy and procedures, principals must take strong action up to, and including, seeking juvenile court intervention.

VISITORS

All visitors (including parents and former students) must check in at the main office to obtain a visitor's pass. No one under the age of 21 will be permitted in the building during school hours with exception of exhibitions and that individual is a family member of the student. Current MNPS students will not be allowed on campus during regular school hours without permission from administration.

WEAPON REPORTING

School safety is everyone's issue. It is very important that students report the presence of any weapon on school grounds, school buses, etc. They may report this to any teacher, administrator, campus supervisor, bus driver, or school resource officer at any time. These reports will remain confidential. **To report a weapon call (615) 232-AGUN.**

WEATHER PROCEDURES

When school must be closed due to an emergency, the following procedures will be used: An announcement will be made as early as possible over local television and/or radio stations. If no announcement is made, it can be assumed that the school is open.