



**NASHVILLE  
CLASSICAL**  
C H A R T E R   S C H O O L

# **2020-2021 Virtual School Family Handbook**

At Nashville Classical, we work hard, have fun, and make history.

We educate a diverse community of K-8 scholars through a joyful, rigorous curriculum and within a structured, intentional culture, building a foundation of knowledge and habits for high school, college, and life.

## TABLE OF CONTENTS

1. [Introduction and Purpose](#)
2. [Virtual School Overview](#)
3. [Annual Calendar](#)
4. [Leadership, Staff, and Organizational Chart](#)
5. [Virtual Learning Tools](#)
6. [Virtual Daily Schedule](#)
7. [Virtual Attendance Policies and Procedures](#)
8. [Virtual Supplies](#)
9. [Virtual School Uniforms](#)
10. [Report Cards, Grades, Progress Reports, Lifework, & Promotion](#)
11. [Scholar Expectations and Virtual Behavior Systems](#)
12. [Suspension and Expulsion Policies](#)
13. [Policies for Diverse Learners: C.L.I.P.S., Procedural Safeguards, and Manifestation Determinations for Scholars with IEPs and 504s](#)
14. [Mandated Reporter Policy](#)
15. [Complaint Policy and Contact Info](#)
16. [Ferpa Rights and Directory Information](#)

# INTRODUCTION and PURPOSE

## **MISSION, VISION, and HISTORY**

At Nashville Classical, we work hard, have fun, and make history.

We educate a diverse community of K-8 scholars through a joyful, rigorous curriculum and within a structured, intentional culture, building a foundation of knowledge and habits for high school, college, and life.

To achieve a different result, we have to be a different kind of school. **We are different because...**

- our school is **joyful**.
- our school is **structured**.
- our school is **rigorous**.
- our school is **one K-8 community**.
- our school puts **F.I.R.S.T. things first**.

## **F.I.R.S.T Habits**

Similarly, we believe that our mission is to build a foundation of **habits** for the future. These habits are **Focus, Integrity, Resilience, Scholarship, and Team**. We abbreviate them as our **F.I.R.S.T.** habits and teach scholars to put “**F.I.R.S.T. things first**,” which reflects a life lived with intention.

### **FOCUS**

1. I set goals and make a plan to achieve them.
2. I follow directions the first time they are given.
3. I give 100% attention to my work and learning.

### **INTEGRITY**

1. I tell the truth.
2. I do the right thing no matter who is looking.
3. I treat others fairly.

### **RESILIENCE**

1. I do not give up.
2. I believe that hard work matters as much as talent.
3. I bounce back from difficulties or changes.

### **SCHOLARSHIP**

1. I think it is cool to be smart.
2. I treat books like treasures.
3. I do my best every single day.

### **TEAMWORK**

1. I put what my community needs before what I want.
2. I accept others for who they are.
3. I celebrate and support my peers.

## **PURPOSE**

The Virtual Family handbook is meant to codify key policies and inform families of those policies. This handbook includes information about school policies and procedures for grades, behavior, attendance, and more.

## **VIRTUAL SCHOOL OVERVIEW**

Due to the spread of COVID-19 in our community this Summer, Nashville Classical will start the school year with our building closed. All scholars will be enrolled in virtual school. Currently, school buildings are scheduled to be closed through Labor Day weekend and will not reopen before Tuesday, September 8th.

Nashville Classical will contact families to share an update on the school year on or before August 21.

Nashville Classical's strategy for virtual school was formed after a variety of surveys, focus groups, and town halls. After consulting with families and staff, we believed a virtual school was the safest and best model for our community. Our virtual school is organized around 4 guiding principles.

### **Great teachers are everything.**

- Even in a virtual school, we believe teachers are the key to success.
- For at least 3 hours each day, Scholars will be in front of a live teacher alongside live classmates.
- Teachers will introduce new material, provide academic feedback, and create a sense of safety and belonging for all scholars.
- Teachers will continue to be observed and receive feedback, prepare lesson plans and materials, analyze scholar work, and engage in regular, high-quality Professional Development.

### **Our community can still be together.**

- Even in a virtual school, community is still central to our mission.
- Scholars will be assigned to small groups ('advisories') of 8-12 scholars that will be led by consistent staff members ('advisors').
- These advisories will meet as small groups in the morning and afternoon to build a sense of safety and belonging.
- These advisories will combine to make larger groups (16-24 scholars) for virtual instruction in core content areas:.
- Whole group discussions, Turn and Talks, and celebrations will continue to drive our classroom environments. We believe a virtual class can still be a safe, structured, joyful, rigorous community.

### **Set a predictable, flexible schedule.**

- Even in a virtual school, we believe children thrive with structure and predictability.
- Our daily schedule features staggered start times so older siblings can help younger siblings log-on each morning and advisors can work with more than one advisory group.
- The schedule mixes "live" instruction (time spent learning with peers and teachers) with independent learning and choice-driven, flexible blocks.
- Any graded assignments and mandatory attendance will occur during "live instruction."
- Independent, remote learning (e.g. Zearn, Typing, Specials) can occur at a family's own pace, desire, and schedule.

### **Remove barriers to learning.**

- Even in a virtual school, we are committed to equity and diversity.
- We will distribute chromebooks, headphones, personal whiteboards, writing utensils, novels, notebooks, and grade-specific materials to every scholar before the first day of school.
- We have hotspots available for families who need access to wifi.
- We will continue to offer supports for English Learners and scholars with IEPs or 504 plans. These plans will be individualized for scholars and families.
- We will offer grab and go meals to families during closures.

# ANNUAL CALENDAR

Our school calendar for the 2020-2021 school year has not changed. If COVID-19 closures cause updates to the school calendar, we will contact families via e-mail and social media.

## 2020-2021 Academic Calendar

Calendar Legend		
Staff Only - No Scholars	Holiday - School Closed	1:15 Dismissal
MAP Test	Interim Assessments	Required Conferences - NO SCHOOL
If a date is grey, scholars go to school. If not, they stay home.		

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					31

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

Key Dates	
July 6	Deans report for Summer PD
July 13	GLTLs report for Summer PD
July 14	Teachers report for Summer PD
Sept 4	Q1 Progress Reports
Sept 7	No School: Labor Day
Sept 21 - 23	Q1 Interim Testing
September 28	Quarter 1 Ends
Oct 2	No Scholars: Conferences
Oct 5-9	No School: Fall Break
Oct 12	12 No Scholars: Staff PD
Nov 11	No School: Veterans Day
Nov 13	Q2 Progress Reports
Nov 25-27	No School: Thanksgiving
Dec 2-4	Q2 Interim Testing
Dec 7-8	MAP Testing
Dec 14	Q2 Ends
Dec 17	1:15pm Dismissal All Students
Dec 18	No Scholars: Conferences
Dec 21 - Jan 1	No School: Winter Break
Jan 4	No Scholars: Staff PD
Jan 18	No School: MLK Holiday
Feb 5	Q3 Progress Reports
Feb 15	No Scholars: Staff PD
Mar 1-3	Q3 Interim Testing
Mar 8	Q3 ends
Mar 12	No Scholars: Conferences
Mar 15 - 19	No School: Spring Break
April 2	Spring Holiday
May 20-21	EOY MAP Testing
May 24 - 25	1:15pm Dismissal All Grades
May 26	No Scholars: Conferences
May 27	No Scholars: Staff Records Day
May 31	Memorial Day
June 1 - June 11	NCCS Closed for Summer

# **LEADERSHIP, STAFF & ORGANIZATIONAL CHART**

## **LEADERSHIP**

### **BOARD OF DIRECTORS**

The school is governed by a Board of Directors that brings community, educational, and professional perspectives to the governance of the school. They are dedicated to our mission and committed to our scholars.

Shani Dowell: Founder and CEO, Possip

Laura Encalade: Senior VP of Strategy and Innovation, National Institute for Excellence in Teaching

Don Hardin: Founder and CEO, Don Hardin Group

Andrew Maxwell: Senior Vice President, Foundry Commercial

Javier Solano: Vice President, MP&F Strategic Communications

Scott Van Dusen: Vice President and Investment Office, Equitable Trust Company

David C. Wells, Jr., Vice President, Woodmont Investment Counsel, LLC. (Chairman)

### **FOUNDER AND HEAD OF SCHOOL**

Nashville Classical is led by Charles Friedman.

Mr. Friedman is an accomplished, experienced educator. A graduate of Yale University, Mr. Friedman began his education career in Philadelphia with Teach For America and—as a first year teacher—led his scholars to more than two years of growth within a single year on externally validated national reading and math assessments. After his TFA commitment ended, he joined the organization's staff and managed the training of forty humanities teachers during the school year and the summer school program of Frankford High School, the city's largest comprehensive high school, as part of Teach For America's Philadelphia Summer Institute. In 2013, Mr. Friedman opened Nashville Classical Charter School. Since then, he has earned a variety of Fellowships and Awards including Nashville Emerging Leaders, The Replicating Quality Schools Fellowship, The Leverage Leadership Institute Fellowship, and Nashville Business Journal's 40 Under 40. In 2018, Nashville Business Journal named Nashville Classical the city's Best Nonprofit.

### **PRINCIPAL**

Lizzie Eisen is the Principal of Nashville Classical Charter School. A graduate of The George Washington University, Mrs. Eisen served as one of Nashville Classical's founding Kindergarten teachers, became the school's first Grade Level Team Leader and served as the school's first Director of Curriculum and Instruction. Mrs. Eisen began her career as an elementary teacher in Huntsville, Alabama. This school year, Mrs. Eisen enters her fourth year as Nashville Classical's Principal.

## **STAFF**

During virtual learning, your scholar will continue to be supported by a team of talented educators and teachers.

### **Grade Level Team**

In all grades, scholars will be taught by multiple grade level teachers, including a designated Grade Level Team Leader.

### **Scholar Supports Team**

For scholars who need additional support or have exceptional needs, a dedicated Scholar Supports Team will be available to help. Our Scholar Supports Team also contracts with an outsider provider,

Project Play Therapy, for school counselors, speech therapists, physical therapists, and other services.

### **Leadership Team**

Each team at Nashville Classical is led by a member of the school's Leadership Team. Our Deans, Assistant Principals, Directors, Principal, and Head of School design programs, monitor our progress, and work directly with students and families.

### **Advisors**

During virtual learning, your scholar will have an advisor to work closely with them. Advisors are assigned to small groups of scholars and will meet with scholars twice per day. They're also available to troubleshoot with families.

### **Specials Team:**

Your scholar will take lessons from Ms. Frank (music), Ms. Watson (art), Madame Cooper (French), and Ms. Norris (PE) during virtual learning. Specials lessons will, primarily, be pre-recorded and available on demand.

A full list of the 2020-2021 Nashville Classical staff can be found on the next page. To contact a staff member, you can email them at [firstname.lastname@nashvilleclassical.org](mailto:firstname.lastname@nashvilleclassical.org). For example, Charlie Friedman's email address is [cfriedman@nashvilleclassical.org](mailto:cfriedman@nashvilleclassical.org)

# ORGANIZATIONAL CHART

**Head of School:** Charlie Friedman

- **Director of Talent and External Affairs:** Arshia Saiyed
- **Director of Data Finance and Operations:** Alix Gessouroun
- **Principal:** Lizzie Eisen
  - **Behavior Support Coordinator:** Erskine Collins
  - **Behavior Support Coordinator:** Jasmine Parker-Gant
  - **Dean of Operations:** Bobbe Chaffin
    - **Operations Coordinator:** Haley Hodgson
    - **Office Manager:** Rocquel Hambrick
  - **Director of Knowledge and Curriculum:** Emma Colonna
  - **AP K-2:** Caitlin Talley
    - **Dean of Kindergarten:** Nakia McWhorter
      - **Kindergarten Homeroom and Grade Level Team Leader:** Ella Junior
      - **Kindergarten Homeroom:** Kathleen McGahan
      - **Kindergarten Homeroom:** Nia Coleman
      - **Kindergarten Homeroom:** Francesca Heflin
    - **1st Grade Grade Level Team Leader:** Brigid Lanigan
    - **1st Grade Homeroom:** Kaitlin Mullen
    - **1st Grade Homeroom:** Jess King
    - **1st Grade Homeroom:** Maddie Ryan
    - **2nd Grade Grade Level Team Leader:** Molly Blackburn
    - **2nd Grade Homeroom:** Ruth Barry
    - **2nd Grade Homeroom:** Catherine Schwartz
    - **2nd Grade Homeroom:** Sarah Eddings
    - **K-2 Scholar Supports:** Ryan Del Casino
    - **K-2 Scholar Supports:** Denedy Romero
  - **AP Math:** Jackie Wong
    - **3rd Grade Math:** Treaundra Arms
    - **4th Grade Math:** Ian Notario (GLTL)
    - **5th Grade Math:** Jessica Sullivan
    - **6th Grade Math:** Heidi Vestal
    - **7th Grade Math:** Savannah Brunet (GLTL)
    - **3-7 Math Scholar Supports 1:** Marcus Maphis
    - **3-7 Math Scholar Supports 2:** Kris Sargent
  - **AP ELA:** Laura Baxter
    - **3rd Grade ELA:** Sarah Paquin (GLTL)
    - **4th Grade ELA:** Claire Whitcomb
    - **5th Grade ELA:** Rachel Harley (GLTL)
    - **6th Grade ELA:** Hasan Clayton (GLTL)
    - **7th Grade ELA:** Lauren Tanner
    - **3-7 ELA Scholar Supports 1:** Renata Wilson
    - **3-7 ELA Scholar Supports 2:** Robyn Burrows
  - **AP Writing/Sci/SS:** Lucy Scachetti
    - **3rd Grade Writing/Sci/SS:** Alissa Ly
    - **4th Grade Writing/Sci/SS:** Lynn Clausell
    - **5th Grade Writing/Sci/SS:** Whitney Graham
    - **6th Grade Writing/ Sci/SS:** Dr. Yasmine Johnson
    - **7th Grade Writing/Sci/SS:** Trent Carlson
    - **Resident:** Lakeia Covington
  - **Dean of Arts and Culture:** Marisa Frank
    - **Art:** Kelly Watson
    - **French:** Charlotte Cooper
    - **PE:** Taylor Norris
  - **Dean of Scholar Supports:** Kate Campbell
    - **EL Teacher:** Alli Barns
    - **Scholar Supports Resident:** Chenera Brown
    - **Paraeducator:** Donnika Bell



# VIRTUAL LEARNING TOOLS

Virtual learning requires a new set of tools and technology that may be new to many scholars and families. We have defined these tools below.

**Internet:** All families should have access to a high-speed internet connection. If you do not have access to a high-speed connection or typically access the internet using a cell phone, Nashville Classical has a limited number of “hotspot” devices available. These will be distributed to families with a demonstrated economic need, families with 3 or more simultaneously enrolled scholars, and families where multiple adults are working from home. We will prioritize families with a demonstrated economic need and without high speed internet access and cannot guarantee every family a hotspot.

**Chromebook and headphones:** Every scholar will receive an NCCS Chromebook and pair of headphones. While some families may have a personal device, we suggest that you use an NCCS Chromebook. This is because our Chromebooks come with all educational software installed and also include software to block inappropriate content and monitor web browsing.

**Clever Card:** This is a green card that all families will receive. Do not lose it. A clever card has a QR code, which gives your scholar access to their Chromebook and all software.

**Google Classroom:** Scholars will use Google Classroom for finding announcements, submitting assignments, and finding their Daily Schedule. The schedule scholars should follow can be found in their advisory's Google Calendar.

**Google Calendar:** Each day, they will navigate to their Google Classroom page, then click Classwork, then click Google Calendar. This will include live class sessions and any interventions they will be participating in. To log on to a Zoom lesson, scholars will need to access their Google Calendar and click on the lesson they're trying to attend. They will click the large blue button that says “Join Zoom Meeting.”

**Zoom:** Scholars will use the Zoom video conferencing platform to attend live lessons with their teachers. Once they click “Join Zoom Meeting” in their calendar event, they will be prompted to join the virtual lesson. Scholars will automatically have their video on and their microphones muted. Please anticipate helping K-2 scholars enter their Zoom meetings until they are familiar with the routine. We have done everything we can to streamline this process and believe scholars will make it a habit quickly.

**Deanslist:** DeansList is a tool we use for behavior and attendance data. Usually, we send home weekly DeansList reports on green paper. While we are virtual, we will still use DeansList but how we use it will look a bit different.

- Daily Report:
  - A daily report will include attendance information and points and strikes.
  - This report will be emailed to families each night.
- Weekly Report:
  - A weekly report will also be sent to all families on Fridays.
  - This will include the week's points and strikes totals and a snapshot of grades collected that week.
- Parent Portal:
  - To sign up for these email reports, you'll need to opt in on DeansList's parent portal.
  - We will provide directions at Family Orientation and links on our website.

**Other Platforms:** Nashville Classical will use a variety of other platforms for independent instruction. These include **Khan Academy**, **Zearn Math**, and **Amplify Reading**. If you have questions about a specific platform, please contact your scholar's advisor.

# VIRTUAL DAILY SCHEDULE

## Overview

During virtual learning, scholars will attend mandatory **live** classes and optional **independent classes**.

**Live:** In all grades, scholars will attend a live Math, ELA, and LL/SciSS/Writing class. Live classes are attended via Zoom and taught by an NCCS teacher and alongside a group of NCCS Students.

**Independent:** During designated independent work time, scholars have options for what to work on and complete. Families can choose the order that works best for your family and your scholar. These activities are optional. If your scholar is overwhelmed or you're looking for less screen time, you do not have to complete these activities. However, we believe each one will be enriching and meaningful.

A grade-by-grade list of independent activities is below

### K-2:

- Specials (30 minute pre-recorded lesson)
- Independent Reading (If a scholar does not complete during the school day, an adult must read with them at night. This is the #1 thing you can do to help your child be successful in school. In Kindergarten, we suggest you **read aloud** to your child each night.)
- Amplify Reading (a computer program)
- Zearn Math (a computer program)

### 3-5:

- **Specials** (30 minute pre-recorded lesson)
- **Independent Reading** (If a scholar does not complete during the school day, they must read at night. This is the #1 thing you can do to help your child be successful in school.)
- **Zearn Math** (a computer program)
- **Social Studies Pre-Work** (this is a pre-recorded lesson and a reading that should be completed before the Social Studies lesson the following day. If it isn't completed during the school day, it should be completed for Lifework after school.)

### 6-7:

- **Specials** (30 minute pre-recorded lesson)
- **Independent Reading** (If a scholar does not complete during the school day, they must read at night. This is the #1 thing you can do to help your child be successful in school.)
- **Khan Academy** (a computer program)
- **Social Studies Pre-Work** (this is a pre-recorded lesson and a reading that should be completed before the Social Studies lesson the following day. If it isn't completed during the school day, it should be completed for Lifework after school.)
- **Great Books Pre-Work** (this is a pre-recorded lesson and a reading that should be completed before the Great Books lesson the following day. If it isn't completed during the school day, it should be completed for Lifework after school.)

**Interventions:** Scholars in some advisories will also receive hour long interventions ("small groups" or "clubs") in the afternoon. These are small group tutoring blocks led by content teachers or scholar support teachers. We have used previous academic data to create and designate interventions.

## **VIRTUAL ATTENDANCE POLICIES & PROCEDURES**

In order to achieve our ambitious mission, scholars at Nashville Classical must attend virtual classes on time, all day, every day. Regular attendance is a key factor that leads to academic and social success.

### **POLICY OVERVIEW**

All scholars are scheduled for 5 “live” classes: AM Advisory, ELA, Math, Social Studies/Science, and PM Advisory. Attendance will be taken in each live class via “Deanslist,” the school’s internal Student Information System. Official attendance -- present or absent -- will be entered into Infinite Campus, the district’s official attendance system, each day.

### **PRESENT**

Scholars must attend a minimum of 3 out of 5 “live” classes to be marked present. Scholars will be counted as present for half a day if they attend 1 or 2 “live” classes.

### **ABSENT**

Absences should only occur for appointments, illness, or a family emergency. When possible, a note should be sent via text message or email to a scholar’s advisor. If your scholar is sick, of course we do not expect them to participate. However, we will provide a video recording of the lesson and will encourage scholars to make up any assignments they miss.

If a scholar misses all 5 “live” classes, they will be marked absent.

### **EXTENUATING CIRCUMSTANCES**

We understand that extenuating circumstances are possible. For example, a family’s work and childcare schedule may make “live” attendance impossible. In these instances, we will work with families on a one-on-one basis. All “live” lessons will be recorded and all classwork will be uploaded to Google Classroom.

### **EXCESSIVELY POOR ATTENDANCE**

After 18 absences (10% of days) or 36 tardies/early dismissals (20% of days) in a school year, a child is at risk for retention due to attendance. Exceptions to this policy are made on rare occasions for long-term hospitalizations, court-mandated appearances, religious observances, or other extenuating circumstances. Additionally, scholars are afforded rights under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act should their absences be related to a disabling condition.

If a scholar is absent the first five (5) days of school, or at least ten consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absence, then that scholar may lose his or her seat at Nashville Classical and be considered un-enrolled from the school.

Finally, According to T.C.A § 49-6-3001, all children under 18 are expected to be in school. All scholars under the age of 18 will be expected to comply with these laws and the school will follow procedures set out in TCA § 49-6-3007 if the scholar does not comply with the law. In cases of truancy, the Head of School (or her/his designee) will investigate the situation. This includes, but is not limited to, attendance update letters, required parent/guardian meetings, and mandatory services to bolster scholar attendance. Except in the case of Section 504 health accommodations, Nashville Classical is required to report excessive absences and tardies to appropriate state agencies in compliance with TCA § 49-6-3007.

## **VIRTUAL SUPPLIES**

On August 3rd and 4th, families will pick up all virtual learning materials through a safe, contactless curline procedure.

All materials will be put into a scholar backpack. All scholars will receive the technology, scholar supplies, and printed materials they need.

### **TECHNOLOGY**

**Chromebooks:** Any scholar that did not receive a Chromebook from Nashville Classical in the Spring will receive a Chromebook device. We are providing one Chromebook to each scholar, not just one to each family. Scholars and families will be responsible for any purposeful damage to chromebooks. Costs for Chromebook replacement will vary and depend on the damage, but could reach a maximum of \$299. Receipt of this handbook indicates accepting responsibility for a Chromebook device. If you do not wish to accept responsibility for a Chromebook device, contact Alix Gessouroun at AGessouroun@nashvilleclassical.org within 10 days of receipt of the Family Handbook and make plans to return your device.

**Headphones:** We will provide headphones to any scholar that did not previously receive them and can provide additional headphones upon request.

**Hotspots:** We have a limited number of digital hotspots available. You can request a hotspot by completing our online survey. Because of limited availability, if a hotspot breaks, we will not be able to replace it. Families can request hotspots by contacting their child's advisor.

### **SCHOLAR SUPPLIES**

Specific supplies vary by grade, but include pencils, erasers, notebooks, markers and crayons. Each scholar will be provided with required supplies. If you are concerned about access to scholar supplies, please contact your scholar's advisor directly.

### **PRINTED MATERIALS**

Each scholar will receive printed materials for all core subjects through Labor Day. In the event of future closures, we will contact you about additional printed materials. If your scholar's printed materials are lost or damaged, please contact your scholar's advisor directly.

### **ASSESSMENTS**

Each scholar will receive printed assessments to complete at home and return to school at a later date. We will provide additional information about assessments during distance learning.

### **INDEPENDENT READING BOOKS**

Scholars are encouraged to regularly seek and read high quality texts. Nashville Classical has made a lending library available on the front steps of the school for scholars and families to use safely during school closures. All children in Davidson County also have access to the public library online! Scholars can use their MNPS 190 number as their login and their birthdate (MMDD) as their password. NPL is offering curbside pickup at many of their locations as well.

### **BACKPACKS**

In order for scholars to successfully organize their own supplies, Nashville Classical provides each scholar with a backpack. If the backpack is lost or damaged, Nashville Classical charges a \$10 replacement fee. This fee will be communicated to families in the form of an invoice. Scholars who have outstanding invoices may not be allowed to attend school-sponsored field trips until the fee is paid to the school.

## **VIRTUAL SCHOOL UNIFORMS**

During virtual learning, we are not requiring all scholars to wear uniforms. This is because we cannot safely distribute enough uniforms to all families to require this. So, scholars are welcome to wear any clothing they wish so long as it: covers the shoulders and is not a distraction to learning. So that we can see faces, scholars may not wear hats or hoods. Teachers may ask scholars to change clothes or turn off a scholar's camera during a virtual lesson if a child's attire is inappropriate or distracting.

# REPORT CARDS, GRADES, PROGRESS REPORTS, LIFEWORK, & PROMOTION

## REPORT CARDS

Teachers and staff utilize report cards each quarter to formally communicate scholars' academic and behavioral performance. Nashville Classical does not send home report cards without a conference.

For the 2020-2021 school year, Nashville Classical has scheduled mandatory parent report card conferences on the following dates: October 12th, December 18th, March 12th, May 26th. We will work with families to schedule a 15-minute time slot for their conference. Please note that scholars do not report to school on these days and are not expected to attend their conference.

If, due to the spread of COVID-19, conferences must be virtual, we will e-mail or send report cards via text message.

Report cards include the following information

- Scores on nationally-normed assessments, such as the NWEA/MAP Test
- Scores on Reading benchmarks, include the STEP and F&P Assessment (K-2 only)
- Scores on interim-assessments, teacher created tests that mirror the rigor and format of Tennessee's standardized assessment, the TNReady.
- A grade on a 1-4 scale that reflects mastery of learning standards.
- Attendance and Behavior data, include absences and referrals.
- Diverse learners, specifically EL scholars and scholars with disabilities, may receive additional information, including progress to individualized goals.

## GRADES

In K-2, scholars receive grades in 3 subjects: ELA, Math, and Listening and Learning/Writing. In grades 3-7, scholars receive grades in 4 subjects: ELA, Math, Social Studies/Science, and Writing.

During Virtual School, scholars will receive grades on their work. These are official grades for scholars' school records. Scholars will be graded on a variety of assignments. These include:

- **Exit Tickets:** scholars will submit daily exit tickets for writing (K-7), math (K-7), and reading (3-7). These will be graded 2-3 times a week.
- **Quizzes:** in some subjects, scholars will take short quizzes during their instructional block. Teachers will administer these quizzes during the live Zoom lesson and scholars will work with their mics off and their cameras on. Families will place the finished quiz back in the Assessment folder to return to school.
- **Unit Assessments:** in all subjects, scholars will take a Unit Assessment at the end of the unit. Teachers will administer assessments during a live Zoom lesson and scholars will work with their mics off and their cameras on. Families will place the finished assessment back in the Assessment folder to return to school.

## PROGRESS REPORTS

We will send home a weekly report via email. This report will include all grades your scholar received during the week. In addition, we will send home a progress report on **Friday, September 4**. This will include all grades for the first month of school. If you are ever wondering about grades or your scholars academic work, you can contact the teacher for the subject you're curious about.

## **LIFEWORK**

Because all of our learning is now happening at home, we wanted to be intentional about Lifework.

- **K-2:** Scholars will have about 15 minutes of Lifework each night. This includes working with a family member to check the day's independent work and read.
- **3-7:** The only Lifework scholars have during virtual school is to complete their Independent Reading and Social Studies and Great Books Pre-Work. There is time during the school day to complete, but scholars can complete it in the evening if they wish.

## **PROMOTION POLICY**

Nashville Classical considers a holistic approach to retention and promotion. In order to be promoted to the next grade level, scholars must meet the following criteria. In 2020-2021, these criteria will be applied at the school's discretion to reflect the reality of virtual learning.

### **Kindergarten - Second Grade:**

- A minimum 90% attendance rate for the year (18 absences maximum).
- Passing grade (2, 3, or 4) in Language Arts and Mathematics
- Grade Level Achievement OR one year's worth of progress on STEP or F&P Assessment
- Above the 25th percentile OR one year's worth of progress on the NWEA/MAP Assessment

### **Third - Seventh Grade:**

- A minimum 90% attendance rate for the year (18 absences maximum).
- Passing grade (2, 3, or 4) in Language Arts and Mathematics
- Above the 25th percentile OR one year's worth of progress on the NWEA/MAP Assessment

If one or more of these criteria are not met, the scholar may not be eligible for promotion. While this criteria provides key data points, other data points may be taken into consideration as well. These additional data points include grades throughout the year, interim and end of year assessments, and classroom observations.

Nashville Classical does not offer a summer program to make up for missing academic credit, but may recommend remediation programs offered by other organizations.



# SCHOLAR EXPECTATIONS AND VIRTUAL BEHAVIOR SYSTEMS

Discipline is a foundation for learning. It refers to organized and orderly classrooms, where time is used efficiently and everyone is working their hardest. An important component to discipline is structure. Structure provides a clear framework for learning to take place. Nashville Classical's structure provides a safe place where scholars can focus on their learning and growth.

We have clear consequences for what will happen if a scholar chooses to not meet an expectation, as well as systems to reinforce good behavior and reward the scholars who are meeting expectations.

Our management system is one part of an effective classroom. In general, we have adopted a system that strives to be simple, clear, and predictable. The goal of our system is to catch and reinforce students when they do something good and to discourage students from poor choices. Ultimately, excellence is a habit and we think that small, quick reinforcements are much more powerful than threats, punishments, or cajoling.

## **VIRTUAL BEHAVIOR SYSTEMS**

During virtual learning, Nashville Classical will seek to make our expectations even more clear than usual. This is because we know so much is new for scholars and we don't want there to be any confusion about what is expected.

To set clear expectations, we've established school-wide procedure plans for things like "How do I ask to use the restroom during Virtual School?" "How do I unmute myself to answer a question?" and "What materials do I need to have ready for each lesson".

These expectations will be carefully taught to scholars during the first week of school. We'll never ask scholars to do something without first teaching and practicing the way we expect them to do it. We also understand that this is not a typical learning environment and will provide reminders when scholars seem confused

**Points and Strikes:** Even while virtual, we want to celebrate scholars for making good choices, engaging in content, and supporting each other. So, we'll give points when we see desired behavior. A point is intended to tell a scholar that what they are doing is great and it should continue.

While virtual, we also want to help scholars build successful habits that support their own learning and the team's learning. So, we'll give strikes as a reminder to fix behavior. Strikes are not meant to be a punishment - they are meant to message a warning to scholars that the current behavior doesn't meet expectations and should change. We say this every year and it is still true - it is **OKAY** to get strikes! Strikes help scholars learn. Every scholar will get a strike at some point. They are normal and this is okay.

Virtually, we will send home a WEEKLY "FIRST Report" with each scholar. This will come through DeansList as an email each evening. In order to receive this email, parents need to opt in through DeansList's Parent Portal.

**Logical Consequences:** During Virtual Learning, there will be no "reset room" or "reset referrals". But, we understand that scholars may still have tricky days or difficult moments where they need time to cool off and reset.

If a teacher notices that a scholar is too upset to learn, that their behavior is a distraction to the rest of

the class, or is disrespectful to a teacher or scholar, the teacher may turn off their camera and use the private chat feature to ask them to take some time before joining the team. Or, the teacher may ask them to stay on after the lesson so they may have a private conversation. Whenever a scholar requires a logical consequence during class, the teacher will follow up with the family by that evening. We know this is a new environment and want to work together to make sure that all scholars can learn.

# SUSPENSION AND EXPULSION POLICIES

## SUSPENSION

When choosing suspension, an administrator will consider:

- the student's age, health, disability, decision-making ability and prior intervention history
- the student's willingness to repair the harm
- the seriousness of the act
- the harm caused or the potential to cause harm, including any injuries caused
- the extent of actual disruption to the learning environment

There are five types of suspension that can be issued at Nashville Classical:

- **In-School Suspension (ISS):** During ISS, scholars complete classwork and consequences to repair their misbehavior. During virtual learning, scholars on ISS will not be able to join their teammates on "live" Zoom calls for one day. Scholars will be expected to complete all assignments by either watching recorded videos or completing independent work.
- **Early Dismissal Suspension (EDS):** For this type of suspension, scholars are no longer allowed to participate in "live" Zoom calls for the rest of the day.
- **Out-of-School Suspension (OSS):** This type of suspension is reserved for extreme cases of suspendable behavior or when Early Dismissal Suspension or ISS is not an option. During Virtual Learning, for OSS, scholars will not be able to use NCCS devices. They either will not be allowed to access websites or required to temporarily return devices.
- **Suspension Pending Investigation:** This type of suspension is reserved for possible zero tolerance offenses (described below) or for the sixth suspension of the scholar within the academic year. For this type of suspension, the Principal or Head of School will serve as the point of contact for the family.

The following behaviors can result in a suspension during virtual learning. This is not an exhaustive list and consequences will occur at Administrator discretion.

- **Inappropriate use of electronic devices** - Inappropriate images, video, links, files, intentionally loud audio, etc.
- **Profane language towards a peer or an authority figure** - Inappropriate language, video sent to peers and teacher, chat message, etc.
- **Threats** - Inappropriate threats sent to peers via images, video, links, files, audio, etc. If there is a credible plan, additional consequences are possible.
- **Harassment of Peers or Staff** - Inappropriate harassment directed toward staff via images, video, links, files, audio, etc.
- **Cyber Bullying** - Inappropriate images, video, links, files, audio, etc. sent to the same person multiple times; organizing multiple people to send inappropriate images, video, links, files, or audio to a single person
- **Disruption of School/Virtual Classroom** - Inappropriate language, images, video, links, files, audio, etc. shared in a way that disrupts the academic or school environment.

In order to directly and clearly communicate with families regarding scholar behavior, Nashville Classical requires a reinstatement meeting following all suspensions. Families are required to attend a virtual reinstatement meeting via zoom or phone call before the scholar returns to school classes.

# EXPULSION

## Expulsion Policies and Practices

Expulsion is defined as the exclusion from Nashville Classical for more than 10 days and up to a permanent basis, at the discretion of the School. There are two types of expulsion at Nashville Classical: **Zero Tolerance Expulsions** and **Specific or Repeated Infraction Expulsions**.

### Zero Tolerance Expulsions

The following behaviors are considered "Zero Tolerance" behaviors.

- **Drugs (505-E ZT)** – Unlawful possession, use or distribution of drugs on school grounds, including any controlled substance, controlled substance analog or legend drug (prescription drug). Prohibited drugs include, but are not limited to, ketamine, bath salts and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug for money or other benefit.
- **Aggravated Assault of Staff (506-E ZT)** – Intentionally or knowingly Causing serious bodily injury or Committing an assault with a deadly weapon of a teacher, school staff, or SRO. "Serious bodily injury" is injury that requires more than basic first aid. A "deadly weapon" is a weapon, such as a firearm or knife, that is designed to inflict serious bodily injury.
- **Explosives (507-E-ZT)** - Possession of any destructive device, which includes any explosive, incendiary device or poison gas, including bombs, grenades, rockets, missiles, mines and similar devices. Possession of fireworks altered or modified to constitute an explosive may be considered a Zero Tolerance offense.
- **Firearm (508-E-ZT)** - Possession of a firearm or bringing a firearm to school or displaying it in virtual environment. This includes, but is not limited to, handguns, rifles and shotguns. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.

**Zero Tolerance Offenses as defined by state law require an expulsion. All Zero Tolerance offenses require a mandatory expulsion of 180 school days. If a Zero Tolerance incident occurs off campus, but impacts the safety of the school community, administrators will investigate and apply consequences at their discretion.**

When the school suspects that a zero tolerance incident has occurred, it will take the following steps.

1. An administrator contacts the scholar's parent or guardian and suspends the student. The parent or guardian should be told that their child cannot return to school until the incident is investigated and a meeting is scheduled.
2. Within 24 hours, the Principal or designee should investigate the incident.
3. After investigating, an incident report should be shared. The Principal or designee is responsible for writing the report. It should be shared with the Head of School, the scholar's family, a Behavior Support Coordinator, Grade Level Team Leaders, and any staff or adult witnesses to the incident. A report can contain
  - a. Statements or documentation from the student.
  - b. Statements or documentation from student witnesses.
  - c. Statements or documentation from other staff, including teacher witnesses.
  - d. A communication log with the parent or family.
  - e. If the scholar has a 504 plan, IEP, or other exceptional circumstance, it should be documented on the report.
4. Afterwards, a meeting should be scheduled with the scholar and his or her families. At the meeting, the following must occur
  - a. Head of School reviews NCCS suspension and expulsion policy and zero tolerance policies.
  - b. The Principal shares the incident report.

- c. The Principal makes a recommendation of whether this was a zero tolerance offense and what consequence will be administered.
- d. If the incident is a zero tolerance offense, the family is notified of the expulsion and their right to appeal expulsion. Their appeal is only regarding the child's guilt/innocence or due process. Appeals of Zero Tolerance Incidents go directly to the MNPS Office of the Director of Schools.

All zero tolerance expulsions are for a minimum of 180 school days.

### **Specific or Repeated Infraction Expulsions**

In addition, The Principal reserves the right to recommend expulsion for a specific, severe behavioral infraction or for repeated disregard of school policies and procedures. After the sixth suspension incident in a school year, a scholar and family will be required to attend a conference with the Principal. At this conference, a scholar and family will be notified of the school's procedures and will sign a behavior contract. Breaches of this behavior contract can result in an expulsion for repeated infractions.

In the event of an incident that does not meet the threshold for zero tolerance, but is the sixth (or greater) incident of the year or could be eligible for expulsion, the school will take the following steps.

1. The principal determines that a "specific or repeated infraction expulsion" may be necessary.
2. An administrator on duty should contact the scholar's parent or guardian and suspend the student. The parent or guardian should be told that their child cannot return to school until the incident is investigated and a meeting is scheduled.
3. Within 48 hours, the Principal or designee writes an incident report. The report can include
  - a. Statements or documentation from the student.
  - b. Statements or documentation from student witnesses.
  - c. Statements or documentation from other staff, including teacher witnesses.
  - d. A communication log with the parent or family.
  - e. A decision to expel or apply other consequences
  - f. Documentation of a 504 plan, IEP, or other extenuating circumstances.
4. If a scholar is being expelled for a non-ZT offense, the following steps will occur.
  - a. Immediately following the decision to expel, the student's parent(s)/guardian(s) shall be immediately notified, in writing, of the expulsion and the student's right to appeal within five (5) school days.
  - b. The written notification shall be accompanied by copies of all school policies and procedures related to appeals.
  - c. Within five (5) school days of the suspension/expulsion/remand decision, a student or the student's parent(s)/guardian(s) may appeal the suspension/expulsion/remand, orally or in writing, to the school via an Ad Hoc expulsion committee.
  - d. The school shall then provide written notification to the parent(s)/ guardian(s) of the student, the student, and any other appropriate person(s), in a language that he or she understands, of the time, location, and date of the hearing. The school should make every attempt, within reason, to accommodate the schedule and transportation restrictions of the parties involved, particularly those of the student or parent(s)/guardian(s).
  - e. However, pursuant to T.C.A. § 49-6-3401(c)(4)(A), the hearing shall be held no later than ten (10) days after the beginning of the suspension/expulsion/remand. The DHA hearing shall be held according to the policies and procedures set forth by the school and shall take one (1) the following disciplinary actions:
    - i. Affirm the decision of the school principal.
    - ii. Order removal of the suspension/expulsion/remand unconditionally.
    - iii. Order removal of the suspension/expulsion/remand upon such terms and conditions as it deems reasonable.
    - iv. Suspend/expel/remand the student for a specified period of time.
  - f. Within five (5) school days of the school rendering a decision, the student, the student's parent(s)/guardian(s), principal, principal-teacher or assistant principal may request, orally or in writing, a review by the school's governing board, and the governing board shall review the appeal record.

## **CLIPS, PROCEDURAL SAFEGUARDS, and MANIFESTATION DETERMINATIONS FOR SCHOLARS WITH INDIVIDUALIZED EDUCATION PLANS (IEPs) and 504 plans**

### **CLIPS**

During virtual learning, Nashville Classical will use “Continuous Learning Individualized Plans” or CLIPS for exceptional learners. The CLIP does not replace the IEP, but rather documents how the services will be implemented during virtual learning. If services as outlined in an IEP cannot effectively be implemented in a virtual setting then the IEP team will convene an IEP meeting to discuss options on how we can best meet all services in a virtual setting. The CLIP will be used for the 2020-2021 school year whenever Nashville Classical is required to complete learning virtually.

### **Procedural Safeguards**

Federal and state law provide certain procedural rights and protections relating to discipline of scholars who have been identified as having an educational disability or exceptional needs based. A copy of the Notice of Procedural Safeguards can be found in the Main Office and online at the school's website.

Nashville Classical campus officials may suspend scholars with Individualized Education Plans (IEPs) and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards and services. In School suspension (ISS) do not count toward the 10-day limit, if the scholar continues to receive special education services. The Head of School has discretionary flexibility in regards to the amount of days of suspensions, not exceeding 10 consecutive or cumulative days.

### **Manifestation Determination Review:**

When campus officials anticipate a referral for expulsion or the scholar has been suspended for 10 cumulative or 10 consecutive days, the following apply for students with IEPs:

- Schools provide prior written notice to the parent/guardian or surrogate parent of the intervention or consequence being considered and schedule a manifestation determination meeting.
- This meeting must be held within 10 days of the date of the decision to discipline the scholar. Manifestation reviews may be conducted on as little as 24 hours notice to the parents. Parents are encouraged to attend but not required.
- At an MD meeting, the IEP team and school psychologist must:
  - a. Determine whether the misconduct is related to the scholar's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the scholar, and the scholar's IEP and placement. The behavior is not a manifestation of the scholar's disability if:
    - The scholar was given appropriate special education supplementary aids and intervention strategies; and
    - The behavior incident isn't a manifestation of the disability.
  - b. Determine the appropriateness of an interim alternative educational setting for up to 45 days, and as indicated, include in the IEP those services and modifications that will enable the scholar to continue to participate in the general curriculum and address the behavior so it will not recur.

When the conduct IS a manifestation of the scholar's disability, the school must address his or her behavior through a functional behavior assessment (FBA), unless one has been recently completed examining similar conduct. A behavior intervention plan (BIP) must be developed or modified to address the behavior in question. The scholar is returned to the placement from

which he or she was removed unless the parent and school agree to a change of placement as part of the modifications of the behavior intervention plan and/or LRE. This does not apply to the IDEA Special Exceptions clause for drugs, weapons, and serious bodily injury as outlined in the IDEA Discipline document.

<http://www.state.tn.us/education/speced/doc/73112ideadisc.pdf>

When the conduct IS NOT a manifestation of the scholar's disability, the school may discipline him or her just as it would a non-disabled child. However, the scholar must continue to receive services during any period of removal. It is advisable to review, and modify as necessary, any behavior plan which might be in place to address the conduct so that it does not recur. Removal or suspension to an alternative educational setting is, in most cases, a change of placement. The IEP team determines the interim alternative educational setting for services

Scholars with Individualized Education Plans (IEPs) may be referred for an expulsion hearing if they are in violation of any Zero Tolerance offense, as defined by Metro Nashville Public Schools (MNPS). MNPS Zero Tolerance offenses are described above under Expulsion.



## **MANDATED REPORTER POLICY**

According to TCA 37-1-403(i)(1), all school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reason to believe that harm has come to a child that "reasonably appears to have been caused by brutality, abuse or neglect." Under this law, failure to report such abuse is a Class A Misdemeanor.

Once any staff member becomes aware that a scholar may be the victim of abuse or neglect, they must:

- Call the DCS central intake hotline at (877) 54-ABUSE (552-2873)
- Notify the Head of School
- Complete a Nashville Classical incident report.

When calling the hotline, the staff member must have the following information (or as much as is known): the name, birthdate, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.

While these steps are taking place, the Head of School or designee will assist both the faculty member and scholar in understanding the ramifications of the call. The Head of School or designee will debrief the scholar and, when appropriate, will contact the parent(s)/guardian.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

# **COMPLAINT POLICY AND CONTACT INFO**

## **CONCERNS AND COMPLAINT POLICY**

The school and the Board of Directors work in conjunction with one another to hear and resolve any complaints. If a problem arises, we encourage families to take the following steps.

1. First, the complainant should attempt to address the problem directly and respectfully with the specific staff member(s).
2. If the complainant is dissatisfied with the proposed resolution by the appropriate faculty or staff member, the complaint should be delivered in writing to an Assistant Principal or Principal, This complaint can be delivered in handwriting or via Email.
3. If the resolution is still not satisfactory, the complainant can bring their concern to the Head of School. They should submit this complaint in writing via letter or email. The Head of School will investigate and request a written report from the appropriate students, faculty or staff member. After reviewing the written statements by the staff member and the complainant and undertaking any additional investigation deemed necessary by the situation, the Head of School will present an appellate decision to the complainant.
4. If the situation has still not been resolved, the Board encourages the family to email them using [Board@nashvilleclassical.org](mailto:Board@nashvilleclassical.org). The Board will not be able to adjudicate all complaints. However, they will ensure that school management has investigated the complaint fairly. The Board will send a written response to the complainant within 10 business days. If prior steps have not been followed, the Board reserves the right to require complainants to follow proper protocol. Finally, meetings of the Board of Directors are open to the public and the schedule is on the NCCS website. At meetings, the Board will not hear complaints that have not followed all of the above procedures.

## **CONTACT**

We welcome you to visit or contact us at any time. Please use the information below to contact us at your convenience.

Nashville Classical Charter School  
2000 Greenwood Ave.  
Nashville, TN 37206  
615-538-5841

# FERPA RIGHTS and DIRECTORY INFORMATION

## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Nashville Classical Charter School receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected
  
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask School to amend their child's or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  
3. The right to provide written consent before School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - o One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by School or the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Nashville Classical Board of Directors; a volunteer, contractor, or consultant who, while not employed by School, performs an institutional service or function for which School would otherwise use its own employees and who is under the direct control of School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- o Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll. Upon request from the new school, School forwards education records to such officials for purposes of the student's enrollment or transfer. Parents have the right to request a copy of the records that were released.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## DIRECTORY INFORMATION

FERPA allows Schools to disclose appropriately designated "directory information" from a student's education record without written consent. "Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. School has designated the following as "Directory Information:" the student's name, address, email address, grade level, date and place of birth, telephone number, and his/her parents' or guardians' names, mailing addresses, email addresses, telephone numbers, participation in officially recognized activities and sports, awards and honors received, photographs and videos of students participating in school or school-sponsored activities that have appeared in school publications, and dates of attendance.

**Student social security number or student identification or unique student identifier will NOT be designated as Directory Information.**

Schools may disclose Directory Information from time to time to the general public, including to military recruiters, the media, colleges and universities, prospective employers, and other outside organizations, such as companies that manufacture class rings, publish yearbooks, or offer opportunities to engage civically and for voter registration. In addition, School may reach out to parents to inform them of, and/or connect them with, opportunities to engage civically, including to advocate for educational issues that impact their student and school.

Schools may release Directory Information, namely parent names and contact information (mailing addresses, email addresses, and telephone numbers), to contractors and partners involved in those efforts. The School does not engage directly in any electoral activities, including to support or oppose any political party or candidate for public office, nor do its contractors or partners engage in such efforts on behalf of the School.

Parents can object to the release of Directory Information regarding their student, which includes parent contact information. **Please contact Charles Friedman at [cfriedman@nashvilleclassical.org](mailto:cfriedman@nashvilleclassical.org) within 10 business days of provision of this notice if you do not wish for your student's Directory Information to be released.**

## **FAMILY HANDBOOK SIGNATURE**

By receiving a copy of the Family Handbook via e-mail, families implicitly agree to all policies and procedures.