



LEAD Public Schools
Student and Family Handbook
2019-2020

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Phone: (615) 678-0543

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Welcome to LEAD Public Schools

Our Mission:

LEAD Public Schools prepares **all** of our students with the knowledge and skills to succeed in college and in life.

Our History:

LEAD Public Schools is a network of six public charter schools in Nashville, Tennessee, that operates both open-enrollment (LEAD Academy, LEAD Southeast) and zoned-enrollment schools (LEAD Brick Church, LEAD Cameron and LEAD Neely's Bend).

Founded in 2007 as LEAD Academy in North Nashville, LEAD Public Schools has grown from a fifth- and sixth-grade school of 92 students to become Nashville's largest charter management organization with six schools serving the needs of more than 2,500 students. All six graduating classes starting in 2014 of LEAD Academy High School earned 100 percent acceptance to college.

Our success is due to a strong academic program rooted in the foundation of social-emotional learning programs and practices, including a commitment to our five core Ethos: commitment, courage, discipline, self-reliance and service to others.

Our Results:

- **LEAD Cameron** middle school has been named a Reward School for student growth three times, in 2013-14, 2016-17 and 2017-18. This distinction means that Cameron students grew academically at the 95th percentile and above of all students in Tennessee in grades 3-8. Out of the 1,365 elementary and middle schools in the state, Cameron was number three for student academic growth in 2017-18.
- **LEAD Southeast Middle School** students have met the highest level of academic growth every year since it was founded. Last year, students at LEAD Southeast Middle excelled at the 94th percentile compared to all schools in Tennessee.
- **LEAD Southeast High School** added its first sophomore class in 2018-2019 school year. Our high school students at LEAD Southeast grew at the 95th percentile compared to all high schools in Tennessee for English Language Arts and Math.
- **LEAD Academy** seniors have been accepted to college every single year a class has graduated.
- **LEAD Brick Church** improved from the 40th percentile for growth to the 60th percentile for growth in a single year.
- **LEAD Neely's Bend** went from producing student growth at the 23rd percentile in the state to the 97th percentile. Neely's Bend was #1 overall out of the 32 other schools in the Achievement School District and in the top 3% for academic growth in the state.



2019-2020 School Calendar

July 2019							January 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							28	29	30	31			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
8	9	10	11	12	13	14	15	16	17	18	19	20	21
15	16	17	18	19	20	21	22	23	24	25	26	27	28
22	23	24	25	26	27	28	29	30	31				
29	30	31											

August 2019							February 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

September 2019							March 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31				

October 2019							April 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

November 2019							May 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31				

December 2019							June 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

Color Codes:	
	Students in School
	Teacher PD Day: no students
	Non-instructional Day: Schools Closed
	Half-Day for All Students
	National Holiday: All Personnel Off
	Star dates: HS exams, 1/2 day for HS Students

Grading Periods:	
1st Quarter	8/5/19 - 10/4/19 (43 Days)
2nd Quarter	10/14/19 - 12/19/19 (43 Days)
3rd Quarter	1/7/20 - 3/13/20 (47 Days)
4th Quarter	3/23/20 - 5/21/20 (43 Days)

Days Count:	
Instructional Days	178 Days
PD Days	23 Days

Next Update - 6/15/19

Key Dates:	
7/10-8/2	LEAD University: Staff PD and Planning
8/5	First Day of School
8/30	Staff Professional Development
9/2	Labor Day
10/7-10/11	Fall Break
10/18	Staff Professional Development
11/8	Parent Teacher Conference Day
11/11	Closed for Veteran's Day
11/26	Early Dismissal
11/27-11/29	Thanksgiving Break
12/13-12/19	HS Semester 1 Exams
12/19	Early Dismissal
12/20-1/3	Winter Break
1/6	Staff Professional Development
1/20	Closed in Observance of MLK Day
2/17	Staff Professional Development
3/16-3/20	Spring Break
4/10	Closed for Spring Holiday
5/15-5/21	HS Semester 2 Exams
5/21	Half-Day: Last Day of School for Students
5/21	Annual Staff Gathering
5/22	Half-Day for Staff

Printable versions available via this link: <http://www.leadpublicschools.org/calendar>

LEAD Schools

LEAD Academy High School (9-12): 1034 1st Ave. S., Nashville, TN 37210, 615-800-8293

LEAD Brick Church (5-8): 2835 Brick Church Pike, Nashville, TN 37207, 615-806-6317

LEAD Cameron (5-8): 1034 First Avenue South, Nashville, TN 37210, 615-806-6320

LEAD Neely's Bend (5-8): 1251 Neely's Bend Road, Madison, TN 37115, 615-645-6461

LEAD Southeast High School (9-11): 531 Metroplex Drive, Ste 200A Nashville, TN 37211,
615-338-9672

LEAD Southeast Middle School (5-8): 531 Metroplex Drive, Ste 100B Nashville, TN 37211,
615-678-0543

LEAD Public Schools Start and End Times: 2019-2020

2019-2020 School Start and End Times			
SCHOOL	AM BELL	PM BELL	LENGTH OF DAY
LEAD Academy	7:30 a.m.	2:30 p.m.	7:00 hours
LEAD Brick Church	8:45 a.m.	4:00 p.m.	7:15 hours
LEAD Cameron	8:10 a.m.	3:25 p.m.	7:15 hours
LEAD Neely's Bend	8:45 a.m.	4:00 p.m.	7:15 hours
LEAD Southeast HS	7:20 a.m.	2:20 p.m.	7:00 hours
LEAD Southeast MS	8:45 a.m.	4:00 p.m.	7:15 hours

The LEAD Ethos

Who We Are: It is the mission of LEAD Public Schools to prepare all of our students with the knowledge and skills needed to succeed in college and in life. We live into our mission by being a cohesive, hard working team of educators who share core values, exemplify the LEAD Ethos, and push our students to embody the Ethos, preparing them for college and life.

Ethos in Brief:

The Ethos are the traits we teach our students to live by. The definitions outlined here are through a student lens.

Ethos	Definition
<i>Serve others</i>	I work together with my class and schoolmates. I listen to and understand what they are asking, and I approach each day with an understanding of the importance of being an active and positive member of my school community.
<i>Self-reliant</i>	I take charge of and responsibility for my own life and my own choices both in school and at home. I have confidence in my abilities to do what is right in all situations.
<i>Courage</i>	I stand up for what's right and do the right thing both in school and at home. I believe in myself and my abilities and I show great fortitude.
<i>Committed</i>	I persevere and never give up. I come to my school and my community with the understanding that I will struggle and with the dedication to learning and getting better every day.
<i>Disciplined</i>	I work hard to improve over time through intentional decisions around completing work, changing behaviors, and raising grades. I understand the mission of my school and our community and I work hard every day to put my best self forward.

LEAD Educator Values

Our teachers and staff have committed to embracing the following values:

- A. **Bring the joy:** We make sure to recognize our students, parents, and teachers for the joy they bring to their daily work. Specifically joy looks like the following:
 - a. **Urgent** classrooms that do not waste time or resources
 - b. **Invested** students who want to participate because their teachers have created learning lairs where dragon-slaying is rewarded and celebrated through shoutouts, positive phone calls home, etc.
 - c. **Efficacy** as reflected through students' beliefs that they can and will learn and teachers' beliefs that they can and will be able to teach their students

d. **Passionate** teachers who are knowledgeable about the content and who convey the value, intrigue, and importance of our curricula and of our school.

B. Growth mindset in class: Learning is hard and learning is fun. We focus not only on what it takes to grow students to get on grade level, but also on the habits of mind it takes to approach the difficult challenges that prepare our students for college and life.

C. Daily commitment to excellence: Excellence is an iterative process. It is exemplified through refined effort, systematically reworking ideas, and striving for the best in ourselves and our community.

a. **Teach our students our high expectations:** Be transparent with students about your expectations for excellence by making the criteria crystal clear and providing targeted feedback to help students achieve the high expectations you have set.

b. **Sweat the Small Things:** It is the accumulation of little things that add up to a step in the right direction and many steps in the right direction that add up to success.

c. **Have a Good, Better, Best (GBB) attitude:** GBB means picking up trash that someone else left on the floor; it means covering for a teammate because they had to stay home and watch the kids; it means early days and late nights; it means laughing with your students, and it means failing them even when you know they tried as hard as they could; it means doing something that makes you uncomfortable because it needs to be done; it means being firm and it means finding ways to help.

d. **Rigor:** Our students are capable of doing challenging work. The key is providing them with the needed scaffolds and supports to get there. We approach planning classes by determining what students need to know to be competitive with their peers, and then how we will help them get there.

e. **Data driven:** We use, collect, analyze, and act on data before, during, and after class to provide our students with exactly what they need.

LEAD Community Commitment - Students, Parents and Staff

Student Commitment	Parent/Guardian Commitment	Staff Commitment
<p>In an effort to uphold the LEAD Ethos as an active and productive member of the LEAD community, I will be...</p> <ul style="list-style-type: none"> ● COMMITTED: I will follow all LEAD network expectations. I will take responsibility for my 	<p>In an effort to uphold the LEAD Ethos as an active and productive member of the LEAD community, I will be...</p> <ul style="list-style-type: none"> ● COMMITTED: I will help LEAD hold my student accountable to all community expectations. I will take the time to reflect with my student on their weekly 	<p>In an effort to uphold the LEAD Ethos as an active and productive member of the LEAD community, I will be...</p> <ul style="list-style-type: none"> ● COMMITTED: I will display consistency in all interactions with members of our community. I will complete assigned tasks

<p>own choices and behaviors.</p> <ul style="list-style-type: none"> ● COURAGEOUS: I will complete all classwork and homework on-time and to the best of my ability. ● DISCIPLINED: I will challenge myself to work hard and without fear through new and difficult material. ● SELF-RELIANT: I will come to school each day prepared to learn in my correct uniform, with all my materials and with my completed homework. ● SERVE OTHERS: I will respect all other members of the LEAD network through my words, actions and ideas. 	<p>paycheck and behavior report.</p> <ul style="list-style-type: none"> ● COURAGEOUS: I will ensure my student attends LEAD each school day and is prepared with all materials and completed homework. I will attend parent meetings, including Student Led Conferences, to gather information about my student’s performance. ● DISCIPLINED: I will attend parent events and other programming when available to provide input on how LEAD can best serve its students and families. ● SELF-RELIANT: I will reach out to my student’s teachers to ask questions with my student’s educational future in mind. ● SERVE OTHERS: I will actively ask my student about his/her learning and personal growth. 	<p>within the stated timelines.</p> <ul style="list-style-type: none"> ● COURAGEOUS: I will be at LEAD each day on time and with a positive attitude. I will be available to students and families by phone for homework help and related questions. ● DISCIPLINED: I will seek out new ways to present material to students and will ask others for support when I need help. I will actively participate in meetings and professional development. ● SELF-RELIANT: I will regularly provide students and families with feedback on students’ learning, personal growth, and individual goals. ● SERVE OTHERS: I will work respectfully with all members of the LEAD community.
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Admission Policy

New to LEAD

LEAD Public Schools are open to all students in Davidson County who meet the eligibility requirements under Tennessee’s charter school law. All new families interested in attending a LEAD school must complete an application on the MNPS Optional Schools website or complete a paper application at the prospective LEAD school by the required deadline. There are multiple LEAD Public School campuses. If more students have submitted applications by the deadline than there are spots available in the prospective grade level, a public lottery process is held to select students. Students are placed on a waitlist in the order the applications were received. As spots become available, students will be pulled from the waiting list and contacted to determine whether the available seat is

still desired. If they want the seat, the family will be asked to accept the spot online, and the student will then officially be enrolled into a LEAD Public School. In the event a family declines, we will reach out to the families next in line on the waitlist.

Returning to LEAD

Intent-to-return forms are sent home with students who have current enrollment at LEAD and need to confirm a seat for the upcoming school year. These forms will be sent home during the spring semester. Families are given a deadline to complete the form and return it to the Family and Community Engagement Coordinator. LEAD Public Schools enjoys working with all of our families and students and requires all families complete and return an intent to return form by the deadline provided.

Orientation

New students are required to attend an orientation prior to the start of the school year. The purpose of orientation is for families and students to fill out required registration documents, to receive information on school policies and expectations, school culture, as well as ask questions and address concerns prior to the start of school.

Academic Policy

Academic Program Overview

LEAD Public Schools has a rigorous curriculum and promotes a high level of student engagement through real-world learning experiences and by leveraging technology for individualize learning. We prepare our students to meet and exceed grade level proficiency levels while ensuring that high school students on a regular diploma track meet college-ready standards by graduation. All high school students prepare for college and careers in their seminar courses. We offer an occupational diploma pathway with an emphasis on workforce readiness and post-secondary transition for our students with disabilities.

Required Assessments

LEAD students take all national, state and MNPS district assessments, including ACT, TNReady and MAP.

Grading Scale

LEAD's grading scale mirrors the MNPS and State Board of Education Tennessee Uniform Grading Scale.

A	93 – 100
B	85 – 92
C	75 – 84
D	70 – 74
F	0 – 69

Family-School Policy

LEAD Public Schools Open Classroom Policy

LEAD Public Schools operates with an open classroom policy meaning any parent can visit the school or their child's classroom at any time. This is a time to observe your student and the classroom to see the learning that is happening in LEAD Public Schools. Because we place such high value on allowing students time to focus on instruction without distraction, ***we ask that parents/guardians do not interact with the teacher or with students during their visits.*** If you wish to schedule a conference with a teacher, please do so ahead of time by calling or emailing that particular teacher. Prior to visiting any classroom, parents and family members are required to stop at the office sign-in and receive a visitors' badge. Any visitors who take away from the instruction in the classroom may be asked to leave campus.

Birthday Celebrations

Birthday celebrations are at the discretion of individual LEAD schools. Please contact your school's main office for the policy specific to your school.

Photographing and Filming Students

Throughout the school year, LEAD Public Schools, various education groups and outside media representatives (newspaper, television stations, etc.) may be on campus to photograph and/or videotape students in school-related activities or events. Additionally, LEAD Public Schools maintains our own website and social media accounts where we occasionally use pictures to showcase our students' amazing work. Please complete the student and media release form and submit it to the school if you do not want your child's picture to be used for these purposes.

School Phones

All office and classroom phones are reserved for school business only. Students will not be called from class to receive telephone calls. Emergency messages will be delivered to students in their classes. Students will only be allowed to use the phone in the office during school hours with staff permission. LEAD Public Schools strongly recommends that parents/guardians and students discuss all pertinent information prior to arriving at school, specifically communication surrounding transportation. All student cell phones are to be turned off and not used for instructional time unless otherwise directed.

Family Contact Information

Parents are asked to notify the office in writing as soon as any change occurs. This will ensure that any and all mailings will be received without delay or interruption. Additionally, it is vital that all numbers and emergency contact information remain current so as to provide optimal care during a crisis. Parents are ***highly encouraged*** to provide their email addresses for quick and timely communication with the school.

Emergency Contact Form

At the beginning of each academic year, the parents of each student enrolled at a LEAD Public Schools must complete a contact form providing information such as, contact numbers for the parent(s)/guardian(s), updated addresses, persons to contact in the event of an emergency. All persons listed on the “Emergency Contact Form” must be able to make decisions regarding the child if the school is unable to contact the parent at any of the numbers provided. The listed persons are also able to check out the student provided he or she has the appropriate identification. Since these people are able to take the actions listed above, everyone listed on the “Emergency Contact Form” must be at least 18 years of age. **It is imperative that this information be updated as needed in order to provide optimal care to your child during a crisis.**

[Code of Conduct via MNPS Student-Family Handbook](#)

LEAD Public Schools follow the MNPS Code of Conduct for all disciplinary matters. Parents/guardians of students expelled from a LEAD school have the right to appeal that decision to the LEAD Board of Directors Disciplinary Committee within 5 days of expulsion.

If the expulsion is upheld, parents/guardians can next appeal the LEAD Public Schools’ Board of Directors Discipline Committee decision and then to the Student Discipline office of MNPS. For the former, please call 615-974-6975 for further information.

Please refer to the MNPS Student Handbook for details on appealing an expulsion decision.

<https://www.mnps.org/handbook>

LEAD Public School's Family Bus Expectations

Transportation

LEAD Public Schools will provide busing for your student to and from school within the city of Nashville. This is a service we provide to assist our families and make LEAD a great choice for students no matter where they live. However, busing is considered a privilege and if policies and behaviors are not adhered to, bus privileges can be revoked. In order for us to maintain safe and efficient bus service all families who choose to use our buses must agree to the code of conduct and policies below.

Bus Routes and Stops

We will make our best effort to maintain bus stops that are within a reasonable distance from every family's home location and create stops that are convenient for multiple families. We must balance this with making sure we are not making too many stops that will make the bus route extremely long. Changes to bus stops are rarely honored due to various factors including additional time added to the route, impact on distance for other families, traffic patterns, etc.

Timeliness

The bus schedule provided will give each stop a 20-minute window (10 minutes before the scheduled pickup time and 10 minutes after) of time during which you can expect the bus to arrive. This time frame accounts for that day's particular traffic or important conversations that might occur between bus drivers and families. Please, be on time to your stop. **Buses CANNOT wait for you if you are not at the stop.** Please do NOT ask the bus to wait for you out of courtesy and respect to the other families as this delays bus arrival times at later stops along the route.

When there is inclement weather, you can also expect for buses to run an **additional 10 to 15 minutes** behind. While primary roads might appear clear, remember that our buses travel down side streets that can experience additional challenges. The safety of our students is of primary importance and we encourage our drivers to take extra precaution when conditions are less than ideal.

If a bus is running late due to weather or any other circumstance, you are always welcome to bring your student to school if you choose not to wait. Late buses will always make every stop.

Updated Information

Grayline and our staff rely heavily on information that you provide. Please make sure the school has the most up-to-date contact information for you. Also, please reach out to the Main Office to notify us if you need to make permanent changes to a student's dismissal plan or make updates to the family release information.

Communication

We always try to communicate bus delays to families in a timely matter. If we know that a bus left the depot (in the AM) or the school (in the PM) late, we will send a call informing families. If there is a major delay resulting from any trouble on the bus, we will send a call informing families, however minor delays as a result of traffic and weather conditions cannot always be communicated.

Additionally, our call system can take up to 30 minutes to send, so the timeliness of the calls is not always reliable.

Medical and Health Policy

Student Health and Medical

Students' health and wellness are extremely important to their academic success. Annually, parents will be asked to complete a student health information form that requests information about student's medical doctor, insurance, allergies, etc. In order to ensure LEAD Public Schools is able to take care of all students, it is imperative that we have accurate and up to date information. Please note that it is a requirement for members of each campuses team to have First Aid/CPR/AED certifications in order to provide the quickest emergency response to students in the event of an emergency. Note that all health matters are treated confidentially and properly documented.

Medication

Every effort should be made by the parent/guardian to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent/guardian that the student will be administered the medication under the guidance of a trained member of the LEAD staff, as described in the Nurse Practice Act. In order for any medication to be administered on campus a Self-Administration (with or without assistance) Form must be complete and in the student's file. If the medication is a prescription, a physician's signature is required. If the medication is over-the-counter, only a parent's signature is required. **All forms and medications must be submitted to the front office by or before August 31st.**

All prescription and non-prescription medication will be kept in a locked cabinet, with the exception of inhalers for asthma. Students are allowed to carry inhalers on their person.

Medication to be given for any period of time will require written permission and instructions from a person licensed to prescribe as described in the Nurse Practice Act. Medication must be properly labeled with the *student's name, name of medication, dosage and time to be administered*. In the event an Individualized Health Plan is required, the parent would have to meet with the School Nurse in order to complete this document.

All medication to be administered requires:

1. Written orders from a licensed prescriber detailing the name of the medication, dosage, time to be given, and the expected duration of administration.
2. Medication must be brought to school in the original container appropriately labeled by the licensed prescriber for the prescription drugs or by manufacturer for non-prescription (Over-the-Counter medication).

The school accepts no responsibility for reactions when the medication is dispersed in accordance with the licensed prescriber's directions. **LEAD Public Schools' staff cannot administer non-prescription or over-the-counter medications that do not meet the requirements listed above.**

Immunization Requirements

All students must meet Tennessee state immunization requirements. The school is required to maintain official school records indicating:

1. DTP Vaccine (diphtheria and tetanus toxoid and pertussis vaccine): A 10-year booster shot is recommended for all students in grades 6-12.
2. Polio Vaccine
3. Measles Vaccine
4. Rubella Vaccine
5. Mumps Vaccine
6. Hepatitis B Vaccination Series

School personnel will annually review records and advise parents and students of deficiencies or updating requirements. Students transferring must submit documentation of compliance with the law in the form of official school records, records from a public health department, or a certificate signed by a licensed doctor.

Non-compliance with these requirements may result in a student being excluded from school until such time that appropriate documentation is provided.

Children entering the 7th grade in August must provide the school an updated Tennessee Immunization Certificate with proof of two additional immunizations:

1. Tetanus-diphtheria-pertussis booster ("Tdap"): required regardless of TD history
2. Verification of immunity to varicella; (2 doses or history of disease)

Per State law, parents must provide the updated certificate to the school **before** a student can attend school in seventh grade. Only proof of the two additional immunizations is required on the updated immunization certificate.

On/Off Campus Injuries and Incident Reports

When students are injured on or off campus during school hours or school related events, students are encouraged to inform a LEAD Public School Staff as quickly as possible, specifically any LEAD staff who may have witnessed the event or was in close proximity. If a student is injured at school, LEAD may request copies of the child's insurance documentation.

When to Stay Home Due to Illness

Students should home if s/he has any of the following:

- **Fever:** Temperature above 100° F (taken by mouth) without the use of fever reducing medication.
- **Diarrhea:** Any watery stools not contained in under clothes.
- **Vomiting:** Throwing up.
- **Rash:** Covering entire body.

When your child has these symptoms they must be kept at home the next day from school. They also need to be without symptoms for a full 24 hours before returning to school.

If your child has:

- **Strep Throat:** Students must be fever free for 24 hours before returning to school. .
- **Communicable Disease:** If your child has chickenpox, mumps, measles, rash all over their body, strep throat, or “pink eye,” they have to hours and not have a fever over 99.9 (under 100° F), stay home until you have a note from a health care provider stating your child is not contagious and may return to school.

Signs your child may be getting sick include and may need to stay home include: Excessive coughing and/or an upset stomach.

If we think your child is getting sick at school, we will call you. If you cannot be reached, someone on your emergency list will be called. Please be sure that all phone numbers are current. If a student begins to feel sick or becomes injured while at school, s/he should contact a teacher or administrator as soon as possible. Contacting parents via personal phone without prior approval will unfortunately result in disciplinary action. Students who are unable to remain in class because of illness will be sent home. Parents will be contacted to make transportation arrangements for the student to go home. Students will not be released until a parent, guardian or anyone listed as an emergency contact comes to pick up the student.

Hearing and Vision Screening/Physicals

In the state of Tennessee students in grades 6th and 8th are required, at minimum, to have an annual hearing and vision screening. LEAD Public Schools partners with an organization that provides hearing and vision screenings to all of our 6th and 8th grade students FREE of cost to families. Approximately two weeks prior to the scheduled screening, LEAD will send home an “Opt- Out” form in students’ weekly folders reminding families about the screening. All students will participate unless a parent/guardian sends the form back selecting the “Opt Out” Option. Should a family not opt out nor return a permission slip, the student will be screened.



Student Media Participation/Authorization Release Statement

Throughout the school year, LEAD Public Schools and outside media representatives (newspaper, television stations, etc.) may be on campus to videotape and/or photograph students in school-related activities or events.

Please notify the office in writing to request that your child's picture NOT be used for these purposes.

I, _____, give permission for my child,

(Print Parent/Guardian Name)

_____, a student at LEAD Public Schools to be,

(Print Student Name)

Filmed Photographed Interviewed by the media and LEAD Public Schools during the school year. (Please check all that apply).

I affirm that all information given is complete and accurate.

Parent Name (Printed): _____

Parent Signature: _____

Date: _____

LEAD Public Schools Acknowledgement Page

Please return **the media release form and this page** to your school as a part of your registration packet.

By signing this page you are acknowledging that:

- You and your child have read the LEAD Public Schools handbook.
- You and your child understand and will adhere to the policies and procedures set forth by LEAD Public Schools.
- You and your child understand the consequences that will result in failure to adhere to LEAD Public Schools policies and procedures.

Documents/Policies and Procedures

- Parent-Student Handbook (Information about ALL school policies)
- Attendance/Tardy/Early Dismissal Policy (per individual school appendix)
- Transportation Policy/Bus Rules
- School Uniform and Dress Code Policy (per individual school appendix)
- Mark and Point System Policy
- Computer Assignment and Student Internet Use Agreement (per individual school appendix)
- Student Health History and Medication Administration Policy (per individual school appendix)

Parent Acknowledgement:

I acknowledge that I have received, read, reviewed, and understand all of the policies listed above.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Student Acknowledgement:

I acknowledge that I have received, read, reviewed, understand, and will adhere to all of the policies listed above.

Signature of Student

Date

Print Name of Student

Appendix: LEAD Brick Church



**LEAD Brick Church
2835 Brick Church Pike
Nashville, TN 37207**

School Principal: Mr. Marcus Moye

Grades 5-8

Main Number: (615) 806-6317

Website: <http://leadbrickchurch.leadpublicschools.org/>

Dress Code

All students are required to wear Standard School Attire (SSA) as prescribed by MNPS: Polos and khaki and/or dark slacks. LEAD supplies one school polo per student for those who are new to LEAD.

Arrival Times

Arriving to school after 9:00 am is considered tardy. The only excuses accepted for tardiness to school are emergency situations and late buses. A parent or guardian **must** sign in tardy students. Please be advised that 5 tardies to school will change to an unexcused absence. It is very important that your scholar is present and on time daily to prevent this unexcused absence. **Our school day goes from 8:45am to 4:00pm.**

Early Dismissal

Early dismissals for appointments must report to the Main Office and be signed out by a parent/guardian or a pre-approved representative. No scholar will be released until a parent/guardian or pre-approved representative has signed that scholar out through the main office. Siblings, persons unrelated to the scholar, or persons under the age of 18 will not be permitted to sign out a Brick Church scholar. **ONLY** pre-approved representatives will be permitted to sign out a Brick Church scholar. Scholars may not be picked up for early dismissal during the last 30 minutes of the school day unless prior arrangements have been made with an administrator. Early dismissal ends at 3:30 pm daily.

Late pick-up

Dismissal begins at 4:00pm. Scholars are not allowed to stay after school unless they have prior permission from a parent/guardian and the approval of a teacher or administrator. All scholars should have plans to be picked up and off campus by 4:30 pm unless prior permission to remain on campus after this time has been granted by a LBC staff member who will remain with the scholar until they are picked up. **Consistent failure to pick up a scholar on time may result in a scholar's losing permission to participate in athletics, other school activities or alternative disciplinary action including truancy procedures.** Scholars not picked up by 4:45pm daily, will receive a written notice of late pick up. After the 3rd written notice, a meeting will be scheduled with an administrator to discuss alternatives.

Incllement Weather

In the event of particularly dangerous weather conditions, LEAD Brick Church will either delay opening or cancel school. Such announcements will be made on local news channels. Please note that we will follow Metro Nashville’s lead on cancellation or delays. On such days, please do not call the school as all information on school cancellations or delays will be reported via the television and radio by Metropolitan Nashville Public Schools (MNPS). We will also use an all-call system to communicate to families when school is either delayed or canceled. Please be sure to keep your contact information up-to-date with the front office.

Merits/Demerits

School Wide Behavior System

Mission Statement	Ready for College. Ready for Life.
Philosophy Statement	We believe in a community where scholars know what is expected of them, using structure and predictability to allow scholars to feel comfortable, safe, protected, and included.
School Wide expectations	<u>Ethos</u> : Be Committed, Be Courageous, Be Disciplined, Be Self-Reliant, Serve Others *See Expectation Matrix
PBIS Team	Administration, teachers, Common Ground Cooperative, and Student Support Team

PBIS Methodology

Teach	Reinforce	Correct	Track
<ul style="list-style-type: none"> ✓ All expectations and procedures will be taught to faculty and staff prior to the beginning of the school year. ✓ Scholars will participate in Brick Student University and review the expectations in CREW and during Grade Level Meetings. ✓ Mobile R&R will be used to teach scholars expected behavior. 	<ul style="list-style-type: none"> ✓ Provide scholars reinforcement using the point system and behavior specific praise. ✓ Teachers will receive reinforcement for fidelity of the system and providing feedback to the PBIS team. (i.e. 80% returned surveys to do a drawing for free car wash, extra free period, gift card, etc.) 	<ul style="list-style-type: none"> ✓ For minimal behaviors, scholars will be redirected and supported with in-classroom Tier 1 supports. ✓ Minor behaviors will result in a loss of designated points and support from the Student Support Team. ✓ Major behaviors will result in lunch detention and support from the Student Support Team. ✓ Critical behaviors will result in an out of school suspension and trigger behavioral support. ✓ Zero Tolerance behaviors will result remand. 	<ul style="list-style-type: none"> ✓ Scholar behavior will be tracked through kickboard. ✓ Teacher behavior/ feedback will be tracked through PBIS team fidelity checks and surveys.

Brick Church Expected Behaviors in Various Locations

Be Committed						
Classrooms	Cafeteria	Arrival/ Departure	Hallways	Gym	Bathrooms	Technology

<ul style="list-style-type: none"> • Sit up straight • Eyes on the speaker. • Do my best 	<ul style="list-style-type: none"> • Pick up my area • Wipe up spills • Put trash in the trash can • Stay in my seat • Ask for permission to get up 	<ul style="list-style-type: none"> • Come to school everyday • Be on time • Have all necessary supplies and materials including homework 	<ul style="list-style-type: none"> • Get to class on time 	<ul style="list-style-type: none"> • Be safe • Make good choices 	<ul style="list-style-type: none"> • Use during designated times • Use in a timely manner 	<ul style="list-style-type: none"> • Use electronics and media to better my education • Remember the importance of being responsible with media
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Be Courageous						
Classrooms	Cafeteria	Arrival/Departure	Hallways	Gym	Bathrooms	Technology
<ul style="list-style-type: none"> • Ask questions • Answer questions 	<ul style="list-style-type: none"> • Remind my peers to have a quiet voice and calm body 	<ul style="list-style-type: none"> • Encourage peers to arrive on time. • Model being on time • Encourage family to be on time. 	<ul style="list-style-type: none"> • Encouraging my peers to get to class. 	<ul style="list-style-type: none"> • Encourage my peers to remain calm and use a level 1 voice • Encourage my peers to listen to instruction 	<ul style="list-style-type: none"> • Tell someone if soap, paper towel, or toilet paper is empty. 	<ul style="list-style-type: none"> • Remind my peers to use the media for academic purpose. • Report the misuse of technology and media.

Be Disciplined						
Classrooms	Cafeteria	Arrival/Departure	Hallways	Gym	Bathrooms	Technology

<ul style="list-style-type: none"> • Follow instructions • Raise my hand • Keep a quiet voice during instruction time • Stay in my seat • Feet under my desk • Keep a calm body in my seat • Ask questions when needed • Use a conversational or presentation voice when permitted. 	<ul style="list-style-type: none"> • Use a conversational voice (level 1) when talking to my friends next to and across from me when eating 	<ul style="list-style-type: none"> • Arrive on time • Be in dress code upon arrival • Keep a calm body when entering school • Use a conversational voice (level 1) when entering • Leave at the appropriate time 	<ul style="list-style-type: none"> • $\frac{7}{8}$ grade will walk on the right side of the hallway at a voice level 1. • Line up outside of door in a straight line, facing forward, one block apart, and one block away from the wall. • $\frac{5}{8}$ grade will walk in a straight line, facing forward, one block apart and one block away from the wall with a voice level 0 when traveling with my class • Keep my hands to myself 	<ul style="list-style-type: none"> • Enter the gym with a calm body • Keep space between myself and my peers unless permitted by a game • Be mindful of where my body is and the force of my body when in a group or during an activity/game 	<ul style="list-style-type: none"> • Flush the toilet • Wash my hands • Make sure water remains in the sink • Throw away my trash 	<ul style="list-style-type: none"> • Use media only for its' intended purpose • Follow instructions
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Be Self-Reliant						
Classrooms	Cafeteria	Arrival/ Departure	Hallways	Gym	Bathrooms	Technology

<ul style="list-style-type: none"> • Come to class with my agenda, paper, pencils, and homework • Complete homework the night before it's due. 	<ul style="list-style-type: none"> • Keep my trash until the end of lunch • Remember to get everything I need the first time through the lunch line. 	<ul style="list-style-type: none"> • Do everything I can to arrive on time. • Ask for help if I need it. 	<ul style="list-style-type: none"> • Remain in dress code • Make sure I have all necessary materials before class (binders, agenda, pencils, and paper, etc.) 	<ul style="list-style-type: none"> • Remain in necessary dress code • Attend to instructions or the speaker 	<ul style="list-style-type: none"> • Keep conversations to a minimum so I can stay on time • Use the bathroom quickly 	<ul style="list-style-type: none"> • Hold myself accountable to use technology and media appropriately to benefit my education.
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Serve Others						
Classrooms	Cafeteria	Arrival/Departure	Hallways	Gym	Bathrooms	Technology
<ul style="list-style-type: none"> • Use a silent voice (level 0) when someone else is talking. • Look at the speaker • Help peers keep classroom clean 	<ul style="list-style-type: none"> • Throw away any trash that may not be mine. • Keep space between myself and my peers when entering and exiting. • Push in seats as I exit 	<ul style="list-style-type: none"> • Remind my peers what they might need for class • Make sure I model a calm body and voice 	<ul style="list-style-type: none"> • Pick up any trash I see. • Stay on the right side when walking. 	<ul style="list-style-type: none"> • Encourage my peers during activities • Help keep the gym free of trash and other things on the floor 	<ul style="list-style-type: none"> • Pick up trash in and around the bathroom • Make room for my peers to wash their hands • Use the facilities quickly so everyone has time to go 	<ul style="list-style-type: none"> • Model appropriate media use • Assist those who don't understand

VOICE LEVEL EXPECTATIONS

Level	Expectation
0	<p style="text-align: center;">Silence</p> <p style="text-align: center;">*Scholars are not talking or making noise *Teachers are giving directions but are otherwise silent Universal signal for 0 = adults hand is raised</p>
1	<p style="text-align: center;">Conversation Voice</p> <p style="text-align: center;">*Only the people next to you should hear you. *A whisper</p>
2	<p style="text-align: center;">Presentation Voice</p> <p style="text-align: center;">*Level you use when answering a question in a whole group setting or presenting in front of a class</p>
3	<p style="text-align: center;">Outside Voice</p> <p style="text-align: center;">*Level you use during Friday Celebration, recess, or a ball game</p>

Process	
<p>Positive Behavior Strategies are used to increase the likelihood that expected and appropriate behaviors will occur. This system is developed to focus on the delivery of reinforcement as a preventative and supportive tool. Scholars that demonstrate the expected behaviors will have the opportunity to receive points combined with behavior specific praise.</p>	
Delivery	
Daily	<ul style="list-style-type: none"> ● Positive points are delivered to students on a daily basis <ul style="list-style-type: none"> ○ Students will earn up to 5 points in Breakfast (<i>Scholars will not lose points for not having these things</i>) <ul style="list-style-type: none"> ▪ Attendance ▪ Uniform ▪ Homework ▪ Agenda ○ Students will earn one point for demonstrating expected behavior ○ Students will earn 2-3 points for demonstrating exemplary behavior
Weekly	<ul style="list-style-type: none"> ● At the start of every week, CREW leaders will discuss the status of points earned from the previous week and set goals that are unique to the group's needs. ● Each week, grade level teams will set a grade level points goal and reward the CREW at lunch that meets or exceeds the goal. ● Every Wednesday, students will receive a paycheck that lists points earned. ● The school store will open once a week during lunch for students to purchase items with the points they have earned.
Monthly	<ul style="list-style-type: none"> ● Each month there will be at least one grade level activity in which students can participate dependent on points earned <ul style="list-style-type: none"> ○ On average scholars will need 25 points/week to attend (100 points a month) ○ Student must have a 75% progress report return rate to qualify for grade level incentives. <p><i>*at the discretion of the staff/faculty events/activities can be planned as reinforcement for a specific group/student.</i></p>

Individual Positive Points

Minor		
Points	Behavior	Definition
+1	Self-Reliant	<i>See definitions and specific expected behaviors on pages 3-5.</i>
+1	Disciplined	
+1	Committed	
+1	Courageous	
+1	Serve Others	

Major		
Points	Behavior	Definition
+5	Self-Reliant	<i>See definitions and specific expected behaviors on pages 3-5.</i>
+5	Disciplined	
+5	Committed	
+5	Courageous	
+5	Serve Others	

Corrective Points Procedure	
Process	
Corrective Behavior Strategies are used to decrease the likelihood that unexpected and inappropriate behaviors will occur. These consequences are given following a specified behavior.	
Delivery	
Minor	Loss of points 2 Minors = In Class Support (following 2 teacher strategies) 2 In Class Support= Lunch Detention
Major	1 major = Mobile R&R = Lunch Detention
Critical	See behavior list: results in suspension, Tier 3 intervention, etc. NEC List
Corrective Procedures	
In Class Support	SSC pushes into class and supports student behavior. This intervention follows 3 minor behaviors and the loss of 2 points. <ol style="list-style-type: none"> 1. Demonstration of minor behavior 2. Teacher uses 1 strategy 3. Demonstration of minor behavior 4. Loss of point & 2nd teacher strategy 5. Demonstration of minor behavior 6. Loss of point & in class support
Mobile R&R	SSC pulls a scholar out of class in order to reset after 1 major behavior and the loss of 4 points. <ol style="list-style-type: none"> 1. Demonstration of major behavior 2. Mobile R&R pull out by the SSC 3. Restorative conversation with SSC, scholar and teacher scheduled by SSC via a calendar invite
Support Interventions	
Lunch Detention	Lunch detention will be assigned to scholars that receive -4 points in a day. Scholars will serve lunch detention the following day. Lunch detention is 50 minutes. Scholars will eat their lunch

	<i>and complete a behavior reflection. Scholars that do not attend will be assigned an after school detention.</i>
After School Detention	<i>After school detention is assigned to scholars that receive 3 or more lunch detentions in a week. After school detention is served on Tuesdays after school from 3:45pm-4:45pm. Scholars that do not attend will be suspended the following day.</i>
Suspension	<i>See critical behaviors chart below. In order to return to school from a suspension scholars and their parents must complete the following:</i> <ol style="list-style-type: none"> 1. <i>Recommitment form</i> 2. <i>Behavior Contract</i> 3. <i>Student Support Plan (as needed)</i> 4. <i>Student & Family Manual Review</i>
NEC List	<i>Scholars will be added to the NEC list once suspended. Being on the NEC list takes away the scholars opportunity to participate in all school joy events (i.e Friday Celebrations and Monthly Joy Events)</i>
Remand	<i>See critical behaviors chart below. Remand is applied for by the DoC. However, Metro and the ASD will give the final notice of approval.</i>

Individual Problematic Behavior

Minor		
Points	Behavior	Definition
-1	Tardy to class	Arriving to class after the expected time
-1	Lack of appropriate materials	Missing, incorrect, or misplaced items required for class
-1	Noncompliance with a reasonable request	Failure or refusal to comply w/ an instruction or understood expectations; repetitive delay in following instruction
-1	Agitating other students	repetitive, unwanted verbal interaction
-1	Profane/Indecent Language	Using profane/indecent language to oneself or to a peer
-1	Physically agitating other students	Pushing, shoving, grabbing, poking, unwanted contact, etc.
-1	Uniform Infraction	Out of SSA: missing shirt, untucked shirt, jeans, other unauthorized modifications to SSA

Major		
Points	Behavior	Definition
-4	Electronic devices	Possession/use of unauthorized electronic devices (i.e. cell phone, gaming device, iPad, tablet, etc.)
-4	Profane/Indecent Language directed toward a teacher	Profane/indecent language spoken toward a teacher/administration
-4	Inappropriate physical contact towards student	Forceful contact to another student using a body part or object
-4	Inappropriate sexual behavior	Unwanted sexual advances towards another individual (physical or verbal)
-4	Cheating	Copying someone's work, plagiarism, unauthorized possession of teacher materials/answers

-4	Vandalism/theft less than \$500	Destruction, defacement, or theft of personal or school property valued less than \$500
-4	Harassment (race, religion, gender, etc.)	Verbal insults, intimidation, threats, coercion, pressure, etc. pertaining to race, religion, gender, looks, sexual orientation, etc.
-4	Skipping Class	Intentionally missing a class without permission
-4	Inappropriate contact with a teacher	Forceful contact to a teacher using a body part or object
-4	Stopping the Learning Process.	Inappropriate conduct that completely stops the learning process inside a classroom that requires support from school leadership or support staff member.

Critical		
Consequence	Behavior	Definition
1 day of OSS	Vandalism/theft over \$500	Destruction, defacement, or theft of property valued more than \$500
1 day of OSS	Class 1 Threat	Written, verbal or electronic threat to cause harm to other students, staff or school in which no plan has yet been created to carry out the treat.
2 days of OSS	Alcohol or Drug Like Substance	Use, possession or under the influence of alcoholic beverages or drug like substance that causes student to be under the influence
2 days of OSS	Fighting	Forceful physical altercation between 2 or more students w/ potential for injury
2 days of OSS	Extreme Disruption of the School Environment	Intentionally disrupting the school environment to the extent that the safety of other students is at risk.
5 days of OSS	Assault of teacher	Forceful contact to a teacher using a body part or object w/ the potential to cause harm <i>(possible remand if injuries are severe)</i>
3 days of OSS	Assault of a Student	Forceful physical altercation on student w/ extreme potential for injury
5 days of OSS	Sexual Assault	Unwanted sexual contact with the use of force against a person's will or when the victim is unable to give consent that poses physical, emotional or psychological distress.
5 days of OSS	Reckless Endangerment	An intentional action in which the behavior causes injury or may potentially cause injury to students or staff.
See bullying steps on page 12-14	Bullying/Harassment <i>(includes cyberbullying)</i>	Repetitive harassment. <i>See bullying steps on pages 14-15 for full description.</i>
Zero Tolerance-Remand	Threat by Electronic Transmission	A student who transmits by an electronic device a credible that to cause bodily injury or death to another student or school employee and creates actual disruptive activity at the school that requires administrative intervention.

Zero Tolerance-Remand	Aggravated Assault of Teacher or Staff	Intentionally or knowingly causing serious bodily injury to a teacher or school staff.
Zero Tolerance-Remand	Drugs: Use, Possession or Distribution of Drugs	Possession/use of banned substance such as illegal drugs, etc.
Zero Tolerance-Remand	Possession of a firearm (Handgun, Rifle, Shotgun)	Possession/use of a weapon w/ potential to cause harm

LEAD Brick Church's administration team reserves the right to alter consequence days based off of the behavior that has taken place. We use the above table as a reference although other behaviors can warrant a suspension or remand. MNPS discipline matrix will be used to make decisions in regards to suspensions and remands.

Primary Prevention Support

Tier 1	
Objective: To use rules, routines, and reinforcement to teach and maintain expected behaviors, as well as prevent problematic behaviors.	
Procedures for Teaching	
Brick Student University	Training for all scholars at the beginning of the year. We use this time to incidentally teach expected behaviors by frequently reinforcing with points.
CREW	Teach student specific expectations and set weekly goals. Students will participate in SEL training in the school-wide, supportive environment; students will receive direct SEL instruction in the classroom and/or one-on-one
Classroom Management	Each teacher will arrange the environment and classroom management in order to teach and facilitate expected behaviors.
Classroom Environment	All expected behaviors will be posted in each classroom as well as in all school environments
Procedures for Reinforcing	
Points	Provide points for demonstrating expected behaviors; provide continuous reinforcement at beginning of school year and thin reinforcement as the semester progresses.
Praise	Provide behavior specific praise for demonstrating expected behaviors
Activities	Opportunities to earn special activities based on points earned
Group Contingencies	CREW competitions for points and classroom group contingencies. grade level contingencies will be based off of their weekly goals. Schoolwide daily contingencies based off of designated ethos.
Procedures for Correcting	
Redirection	Redirect minimal behaviors by referring to the points system in relation to expected behaviors
Point Deduction	Repetitive behaviors flow to minor behavior procedure (Tier 2 support)
Monitoring Procedures	
Student Behavior	Kickboard
Program Measures	Teacher surveys, PBIS team observation and data collection

Secondary Prevention Support

Tier 2	
Objective: To demonstrate the expected behaviors by utilizing self-management tools; eventually to maintain in Tier 1	
Procedures for Teaching	

R&R	This will be used to reflect on the problematic behavior and ways to demonstrate expected behavior; specific SEL training
Mediation	Peer-to-peer and scholar-to-teacher mediation to provide a safe place to discuss disagreements and problematic behavior; tool for relationship restoration (restorative justice)
Tutoring	Provide tutoring in academic subjects that may be the catalyst for problematic behavior
CLIMB	Self-management tracker; check-in/check-out, counseling Scholars will be put on CLIMB via STeam procedures
Procedures for Reinforcing	
Points	Provide points for demonstrating expected behaviors; provide continuous reinforcement at the onset of Tier 2 and thin reinforcement as the expected behavior progresses.
Praise	Provide behavior specific praise for demonstrating expected behaviors
Activities	Opportunities to earn special activities based on points earned
Group Contingencies	CREW competitions for points; classroom group contingencies
Procedures for Correction	
Deduction of Points	Deduction of points for minor behaviors
In Class Support	This will be used to provide support within the classroom for minor behaviors.
R&R	This will be used to interrupt problematic major behaviors; redirect, wait for student to be calmer, send to R&R
Lunch Detention	This will be used as a correction for 1 major behavior
After School Detention	This will be used for scholars that receive 3 or more lunch detentions in a week.
NEC	This will be used after a scholar has been suspended once.
Monitoring Procedures	
Student Behavior	Kickboard
Program Measures	Teacher surveys, PBIS team observation and data collection

Tertiary Prevention Support

Tier 3
<i>Objective: To demonstrate a decrease in target behaviors and an increase in replacement behaviors and maintain these changes in Tier 2</i>
Procedures for Teaching
Teach skills in which deficit is resulting in interfering behaviors
Procedures for Reinforcing
Reinforce replacement behaviors
Procedures for Correcting
Individualized correction procedures

Suspensions

At LEAD Brick Church our goal is for our scholars to take responsibility when they fail to demonstrate our Ethos, and then restore their place in the community. However, when a destructive behavior repeats or is considered suspension worthy by the MNPS matrix, the scholar will be suspended. Please see table on page 10 for some suspension criteria. Our number one goal is for scholars to be in class, learning every day. Unfortunately, when a scholar is suspended they are missing key instructional minutes. Suspension counts as an absence and can impact not only your attendance record but academic success as well.

When one individual is allowed to disregard the LBC Ethos, community strength gradually erodes until many individuals undermine community values. When an extreme violation is allowed to happen, community strength is destroyed immediately. For this reason, both repeated violations and one extreme violation may lead to suspensions from school so that the community can maintain its strength.

Zero Tolerance Policies

LEAD Brick Church follows the Achievement School District and Metropolitan Nashville Public Schools’ policy on zero tolerance concerning offenses that include gangs, weapons, assault on staff, and substance abuse. Under MNPS policy, scholars incurring an infraction in any of these categories are subject to remand to an alternative school for up to 180 school days. In addition to MNPS policy, LEAD Brick Church reserves the right to dismiss scholars for violations including alcohol, tobacco, theft, bomb threats, bullying, fighting, sexual harassment, and any other egregious infraction as determined by the LBC administration. Please see table on page 9 for zero tolerance behaviors.

Bullying and/or Harassment

No one should be subjected to bullying or harassment at school for any reason. Therefore, it is the policy of Brick Church that all employees, volunteers, parents, and scholars will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. Acts of bullying, harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action, including suspension and/or expulsion from school. Legal agencies may be contacted.

A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Those found to have filed false or frivolous charges would also be subject to disciplinary action, up to and including expulsion.

Bullying and/or harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual’s race, creed, color, national origin, physical disability, gender or sexual orientation. Bullying and/or harassment may occur any time during school hours or during school related activities. It includes, but is not limited to, any or all of the following:

<p>Verbal Bullying and/or Harassment Any written or verbal language or physical gesture directed at a teacher or scholar that is insolent, demeaning, or abusive and that implicitly or explicitly implies a threat of bodily harm is unacceptable and shall be deemed harassment and will be dealt with as such.</p>
<p>Physical Bullying and/or Harassment Unwanted physical touching, contact, assault, impeding or blocking movements, or any intimidating interference with normal work or movement shall be deemed as physical harassment and will be dealt with as such.</p>
<p>Visual Bullying and/or Harassment Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures shall be deemed as visual harassment and will be dealt with as such.</p>

Sexual Bullying and/or Harassment

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. Harassment can include, but is not limited to:

1. Sexually suggestive looks or gestures
2. Sexual jokes, pictures or teasing
3. Pressure for dates or sex
4. Sexually demeaning comments
5. Deliberate touching, cornering or pinching
6. Attempts to kiss or fondle
7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

Technology Based Bullying and/or Harassment

The use of electronic communication to harass, threaten, or bully teachers or scholars is prohibited and will result in strict consequences, possibly including expulsion. Please be aware that Brick Church staff may view scholars' social media web pages, including SnapChat, Facebook, Twitter, Instagram, etc..

Responsibilities for Preventing Harassment

It is the responsibility of LEAD Brick Church to:

1. Implement this policy through regular meetings with all administrators, faculty and staff, ensuring that they understand the policy and its importance.
2. Make all faculty, staff, scholars, and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.
5. Investigate fully all charges of harassment

It is the responsibility of the scholar to:

1. Conduct herself/himself in a manner that contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report immediately all incidents of discrimination or harassment to the DOC Team.
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct to discontinue that conduct immediately.

It is the responsibility of the parent/guardian to:

1. Conduct herself/himself in a manner that contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report immediately all incidents of discrimination or harassment to the DOC Team.
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct to discontinue that conduct immediately.
6. Monitor scholar's electronic communications to include texts, phone calls, social network accounts and sites, etc.

Complaint filing and investigation procedures for harassment claims

The following procedures must be followed for filing and investigating a harassment claim:

1. The scholar may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the scholar must report the harassment to the DOC Team.
2. The scholar alleging harassment will be asked to complete a written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations.
4. Once the facts of the case have been gathered, the DOC Team will decide what, if any, disciplinary action is warranted for a scholar and the principal will decide what, if any, disciplinary action is warranted for a Brick Church employee.
5. If the complaint is against a non-employee or non-scholar, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem including barring that parent, volunteer, or vendor from BC facilities, events, and activities and may include the parent/guardian's forfeiture of their scholars' place at Brick Church and may include intervention on the part of the local, state, or federal law enforcement.

LBC Consequences for bullying/harassment are:

- 1st offense: mediation, phone call, major point deduction, sign bullying [contract](#)
- 2nd offense: mediation, phone call, major point deduction, AS detention
- 3rd offense: mediation, phone call, one day of OSS, mandatory parent conference, referral for counseling
- 4th offense: mediation, phone call, two days of OSS
- 5th offense: mediation, phone call, three days of OSS, mandatory parent conference
- 6th offense: recommendation for remandment