



**LEAD Public Schools**  
Student and Family Handbook  
2019-2020

2835 Brick Church Pike · Nashville, TN, 37207

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			
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30	31	

  

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

  

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
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30	31	26	27	28	29	30		

  

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

Color Codes:	
<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Students in School
<span style="background-color: #FFDAB9; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Teacher PD Day: no students
<span style="background-color: #FFB6C1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Non-instructional Day: Schools Closed
<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Half-Day for All Students
<span style="background-color: #FF69B4; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	National Holiday: All Personnel Off
<span style="background-color: #FFA07A; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	See 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"> <li>● <b>COMMITTED:</b> I will follow all LEAD network expectations.</li> </ul>	<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"> <li>● <b>COMMITTED:</b> I will help LEAD hold my student accountable to all community expectations. I will take the</li> </ul>	<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"> <li>● <b>COMMITTED:</b> I will display consistency in all interactions with members of our</li> </ul>

<p>I will take responsibility for my own choices and behaviors.</p> <ul style="list-style-type: none"> <li>● <b>COURAGEOUS:</b> I will complete all classwork and homework on-time and to the best of my ability.</li> <li>● <b>DISCIPLINED:</b> I will challenge myself to work hard and without fear through new and difficult material.</li> <li>● <b>SELF-RELIANT:</b> I will come to school each day prepared to learn in my correct uniform, with all my materials and with my completed homework.</li> <li>● <b>SERVE OTHERS:</b> I will respect all other members of the LEAD network through my words, actions and ideas.</li> </ul>	<p>time to reflect with my student on their weekly paycheck and behavior report.</p> <ul style="list-style-type: none"> <li>● <b>COURAGEOUS:</b> 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.</li> <li>● <b>DISCIPLINED:</b> I will attend parent events and other programming when available to provide input on how LEAD can best serve its students and families.</li> <li>● <b>SELF-RELIANT:</b> I will reach out to my student's teachers to ask questions with my student's educational future in mind.</li> <li>● <b>SERVE OTHERS:</b> I will actively ask my student about his/her learning and personal growth.</li> </ul>	<p>community. I will complete assigned tasks within the stated timelines.</p> <ul style="list-style-type: none"> <li>● <b>COURAGEOUS:</b> 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.</li> <li>● <b>DISCIPLINED:</b> 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.</li> <li>● <b>SELF-RELIANT:</b> I will regularly provide students and families with feedback on students' learning, personal growth, and individual goals.</li> <li>● <b>SERVE OTHERS:</b> I will work respectfully with all members of the LEAD community.</li> </ul>
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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 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 31<sup>st</sup>.**

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 6<sup>th</sup> and 8<sup>th</sup> 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 6<sup>th</sup> and 8<sup>th</sup> 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: School Information



**LEAD Cameron**  
**1034 First Avenue South**  
**Nashville, TN 37210**

**School Principal: Dr. Kate Ring**

**Grades: 5-8**

**Main Number: (615) 806-6320**

**Website: <http://leadcameron.leadpublicschools.org/>**

The content that follows is the LEAD Cameron Appendix to the LEAD Public Schools (LPS) Student and Family Handbook. The information is in addition to what is stated in the LPS and the Metro Nashville Public Schools Student and Family Handbooks, NOT in place of. All school stakeholders-- staff, students, and families -- are accountable to and for the information included in all three sections: MNPS handbook, LPS handbook, and LEAD Cameron Appendix.

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## Principal's Welcome Message

Dear LEAD Cameron Families,

We ended the 2018-19 school year with many successes: our students saw unprecedented growth in their math and ELA MAP scores, we were named a Reward School for Growth by the state for the previous school year, and our very own Abby Upperman was named a Blue Ribbon Award teacher for her excellence in the classroom. We also celebrated as the first LEAD Cameron class graduated high school and started their journeys in college and the workforce.

The 2019-2020 school year holds promise to be even better. Our staff is hard at work making sure our academic program continues to yield high growth and pushes student achievement; we have a new transportation company that will help us get all of our students to school on time; and our teachers are excited and gearing up to facilitate excellence in the classroom.

This year, our school wide focus is on data -- how we set a goal, what benchmarks we look at along the way, and how we communicate our results. We will be encouraging students to do this throughout the year as staff members engage in it too. It can be summed up by our theme: Chart your course. Make the climb. Share the view from the top. As you prepare for the new school year, talk to your child about his/her goals and what it looks like throughout the year to meet them.

We are truly thrilled to have you as a LEAD family, specifically partnering with and entrusting us at Cameron to educate your child. There is no other staff that is as dedicated, passionate, and hardworking as ours. Cameron staff are held to a very high bar. We spend substantial time norming on what makes an exceptional educator, defining and practicing the characteristics of being responsive, being relational, having high expectations, and maintaining urgency. We believe that owning these values creates an excellent classroom and school environment. We also expect every staff member to hold the following values: having a growth mindset, being altruistic and professional, remaining solutions oriented, and doing whatever it takes to help our students be successful. By modeling these professional values, we hope to develop the same in our students.

Sincerely,

Dr. Kate Ring  
Principal, LEAD Cameron  
kate.ring@leadpublicschools.org

## Academics

### **Cameron Vision for Effective Teaching:**

Effective teaching at Cameron is facilitating data-driven, student-centered work that is balanced by both rigor and love and is supported by a strong classroom culture and high expectations.

### **Assessments:**

Cameron students participate in the Measures of Academic Progress (MAP) exam every fall and spring. The MAP exam is a nationally normed assessment that gives students a score and percentile ranking, which compares our students to how other students in the same grade scored nationwide. We use the MAP exam to track student growth and it is our goal to grow our students at least one grade level in reading and math every year.

Cameron students take the TCAP TNREADY assessments each spring during the Metro Nashville Public Schools state testing window. Middle school students are assessed in ELA, math, science, and social studies.

Many of our students are English Language Learners. Our students who are ELL participate in the ACCESS exam. This exam is required by the state. ACCESS evaluates our students in speaking, reading, writing, and listening.

In addition to the larger assessments described above, student learning is regularly assessed in classrooms from every subject area, including electives.

The results of every scored assessment will be shared with students and their families.

### **Assessment Corrections:**

We offer test corrections to all students in order to demonstrate a growth mindset, along with discipline towards and commitment to our goals.

- Students are often asked to make corrections to questions they've answered incorrectly on class assessments. Not only does this help students raise their grade, but more importantly, it helps students learn from their mistakes and practice showing mastery on grade level standards.
- During test corrections, students explain in writing, at a minimum, what the correct answer is, how they know, and what misconceptions they had initially. Test corrections are graded for points back, not to exceed an 85. (best practice for weekly summative assessments for all students)
- Test corrections are looked at carefully by teachers who provide feedback

**Class Grades:**

The chart below is a guideline Cameron teachers use to determine how much assessments and assignments should be worth. Cameron is consistent with point values to keep grading fair for students across grade levels and content areas.

60% of a Student's Grade			40% of a Student's Grade	
Tests	Projects, Essays	Quizzes	Homework	Exit Tickets, Classwork
50-100 points	30-100 points	20-30 points	5-20 points	5-20 points

**Progress Reports and Report Cards:**

Progress reports are sent home in red folders half way through each quarter. Report cards are sent home with students in red folders shortly after the start of quarters two and three. The exact dates will be printed in the weekly notes home. Your child's quarter four report card will be mailed after the last day of school. Final report card grades do not come home on the last day of each quarter, because teachers are still entering grades. We work hard right through the end of each quarter. If you ever have questions about whether reports cards have been sent home or mailed, do not hesitate to call the Cameron main office. Notices of academic concern also go home with any students who are failing one or more core content class.

**Celebrating Academic Progress and Achievement:**

We recognize and celebrate those students who earned honors as evidenced by their academic performance and grades earned in their classes. Every quarter, we invite families to attend an Honors Ceremony. The honors designations can be found below.

Summa cum laude - Average of 95%+ with all grades 93% and above

Magna cum laude - Average of 90% - 94% with all grades above an 85%

Cum laude - Average of 85% - 89% with all grades above an 80%

In addition to recognizing those students who have earned honors, we also recognize students who have made significant academic growth as evidenced by meeting their 1 year growth goal on MAP at the conclusion of the year.

**Procedures & Policies****Attendance:**

In order for students to be ready for college and life, they must come to school on time everyday.

Absenteeism may affect the final grade a student receives in any class, as well as impact services provided for those students working from IEPs. All students are expected to maintain regular attendance.

The school day at Cameron starts at 8:10am and ends at 3:27pm Monday-Friday.

\* Note: Students must be in school for at least 3.5 hours in order to be considered present for the day.

**Tardy to School**



- A student is considered tardy at 7:55am and must sign in the front office.
- Any tardy student will lose 1 point from his/her Cameron paycheck.
- Students must bring a doctor's note to excuse the tardy.

### Absences

- As a public school, Cameron adheres to state guidelines regarding truancy.
- Students must turn in a parent hand-written excuse note or a doctor's note within 3 days of their return.
- LEAD Cameron only allows 5 hand-written excuse notes per school year. The note must include the student's name, date of absence, reason, parent signature, and phone number.
- If a student is absent 3 consecutive days or more, he/she must have a medical note to excuse his/her absence.
- It is the parent and student's responsibility to provide the school with an excuse note; failure to bring this note will result in an unexcused absence.
- Ten (10) consecutive days of absences will result in a student being unenrolled from school.
- Falsely representing a parent/guardian and/or his/her signature in any way is a violation of the Code of Conduct and will result in disciplinary action.
- If a student is absent from school, he or she is not allowed to participate in any after school events that are school-based: athletic practice, sports games (to play or to watch), clubs, NAZA, etc.

**Chronic Absenteeism:** A student is considered chronically absent if he or she missed 10 percent or more of the instructional days he/she is enrolled. This includes all absences (excused, unexcused, or due to suspension). Research shows that students who miss more than 10 percent of school days are far less likely to graduate high school on time.

### Tennessee Compulsory Attendance Laws

(Compulsory School Age is 6 Years to the 18th Birthday)

T.C.A. 49-6-3001 – School Age - (c) (1) Every parent, guardian or other person residing within this state having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend a public or non-public school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided. (The courts have ruled that the word "inclusive" requires a child to attend school until the day before his/her eighteenth birthday.)

T.C.A. 49-6-3007 – Attendance and truancy reports. - (e) (1) It is the duty of the principal or instructor of every public, private or parochial school to report promptly to the superintendent, or to the superintendent's designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

T.C.A. 49-6-3009 – Penalty for Violations - (a) Any parent, guardian or other person who has control of a child, or children, and who violates the provisions of this part commits a Class C misdemeanor (b) Each day's unlawful absence constitutes a separate offense.

T.C.A. 40-35-111 – Terms of Imprisonment or Fines - (3) Class C misdemeanor, not greater than thirty (30) days or a fine not to exceed fifty dollars (\$50.00), or both, unless otherwise provided by statute.

## Early Dismissal

- Must be arranged prior to departure and a parent/guardian or pre-approved representative who is 18 years of age or older and who has a photo ID, must report to the Main Office and sign that student out prior to the student being dismissed.
  - Siblings, persons unrelated to the student, or persons under the age of **eighteen (18)** will not be permitted to sign out a Cameron student. ONLY pre-approved adult representatives will be permitted to sign out a Cameron student after showing ID.
- If a child attends less than one half of a school day, the student will be marked as absent. A written excuse note or doctor's note should be turned in to the front office for this to be considered an excused absence.
- You will NOT be able to do the following past 2:30 pm each day:
  - Call and request the office communicate a message to your student.
  - Bring an item to the office for us to deliver to your student
- Early pick up after 3:00 PM is not allowed.

## Missed Work

- Cameron follows MNPS's guidelines for make-up work.
- Make up work must be requested by the student or parent no later than three days after returning to school or he or she may forfeit the opportunity to complete the work. Teachers must have a designated place in their classroom for students to collect missed work.
- The work must be turned in by a mutually agreed upon time frame between the teacher and student.

## Before & After School:

To ensure the safety of all students, we have specific guidelines for student arrival and dismissal.

## Morning Arrival

- At 7:35am, the Cameron school doors open to students and our main office opens.
- Students who arrive to school before 7:35 am are welcome to wait outside in front of the school until school staff opens the door.
- Students are expected to wait outside respectfully and should NOT engage in any unsafe behaviors or activities.
- There will be staff inside the building much earlier than 7:35, but they are not permitted to allow students into the building as there is no supervision of students until 7:35.
- If you have concerns about your child waiting outside in inclement weather, please make plans for them to arrive to school as close to 7:35 as possible. Weather does not change the policy of when our doors open.

## Dismissal

- At the end of each school day, we dismiss our city bus riders, car riders, and walkers before our school bus riders.
- City bus riders and walkers are escorted through the back gate in our bus lane and up to the city bus stop where there is a crossing guard. Students are expected to immediately leave school premises and begin their journey home.
- If your child is a car rider, he or she will be dismissed through the front doors facing 1st Avenue South. You and your student(s) are expected to adhere to the following pick up rules to maximize student safety during dismissal:

- 1st Avenue South is a ONE WAY street during dismissal. This is enforced by the Metro Nashville Police Department.
  - Cars may only travel north toward LaFayette. NO cars will be permitted to drive south, in the direction of Chestnut Street.
- All car riders must wait for their ride directly in front of the Cameron school building- on the porch, the steps, or the brown, pebbled zone immediately in front of the school. There are staff stationed to help monitor students in this zone.
- Students may only leave the waiting zone when their car is directly in front of the school.
- Students are NOT ALLOWED to walk to the Mr. Burger parking lot or down the sidewalk toward Chestnut St. to get into a vehicle.
- Students are NOT ALLOWED to return to campus once they have left.

### **Late Pick-up**

- Adults stay with walkers and car riders after school until 3:45. At that time, all adults are relieved and students are not allowed back into the building but may wait in front of the school or, in the event there is inclement weather, in the security vestibule.
- Students who are waiting outside after school will not be supervised by a school staff member after 3:45pm.
- Please be mindful that in the months of October-January, it becomes dark early in the afternoon and students should not be waiting outside of school in the dark. Please make arrangements for someone to pick up your child before it becomes dark.
- In the event of a school bus running late at dismissal, students from that bus will wait with school staff in a classroom until their bus arrives. Students will be allowed to call parents to inform them of the delayed bus.

### **Students Staying After School**

- To participate in clubs and sports:
  - Students are expected to report to the auditorium during dismissal.
  - Coaches and club leaders pick up participants from the auditorium at 3:45
  - If students leave school, they may not re-enter to participate
  - Students must have a ride home from practice and club meetings. The school is not responsible for transporting students home.
  - Parents are expected to pick up students at the time determined by the coach or club leader. Students who are not picked up by this time may no longer be allowed to participate in the club or sport, at the leader or coach's discretion.
- To attend sporting events
  - Must have turned in a signed permission slip to stay after school to attend the sporting event. A phone call the day of will not suffice as the school must have written permission.
  - Must have a ride home. The school is not responsible for transporting students home from after school events
  - Students staying after school to attend a sporting event are not allowed to leave campus and then return to the "stay after" group. If students leave campus and want to return to attend a sporting event, they must return with a parent.

### **Emergency & Inclement Weather Days:**

In the event of particularly dangerous weather conditions, Cameron will either cancel or delay the opening of school. Such announcements will be made on local news channels as well as an “all call”. 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).

### **Families Visiting Students or Observing Their Child in Class:**

If you are requesting a quick conference with your student during the school day, your child will be brought to the main office for you to speak with him/her. Cameron does not allow families to come eat with their student in the cafeteria, unless the parent is shadowing the student for the day. Additionally, bringing in celebratory food for students and their friends is prohibited- no pizza, cupcakes, or birthday celebrations are allowed as it excludes others and creates conflict among students.

We love when families visit and welcome guests in our classrooms. If you are interested in observing your child in class, you must reach out to the teacher of the class and let him/her know you’d like to sit in. When you come into the school for an observation, you will sign in at the main office and review the Parent Observation Guidelines with a staff member. It is important to us to allow families to see what learning looks like at Cameron, but we are also aware of how some visits can be distracting or even embarrassing for students in class. Because learning is our top priority, we have created the following guidelines for parent observations:

### **Parent Observation Guidelines**

Thank you for coming in to see your child's classroom! We are excited to have you and appreciate our partnership in providing an excellent education to your child.

Below are some guidelines we have put in place to preserve the classroom environment during your time here:

1. Introduce yourself to the teacher.
2. Don't distract or interact with other students or your own child during class unless the teacher asks you to participate.
3. Please refrain from using your phone/technology while in the classroom. We want to make sure the students are not easily distracted by having a guest using technology.
4. Write down any questions or comments you have.
5. If you are not staying until a transition time, leave your phone number with the teacher so he/she can follow up with you after.

### **Reglas para Visitas de Padres a las aulas de su Estudiante**

¡Gracias por venir a ver el aula de su estudiante! Estamos muy contentos de recibirle y apreciamos su colaboración en la provisión de una excelente educación para su estudiante.

Debajo hay algunas reglas que hemos puesto en efecto para preservar el ambiente del aula durante su visita:

1. Preséntese con el maestro.

2. No distraiga o interactúe con los estudiantes (incluyendo el suyo) durante la clase a menos que el maestro le pida su participación.
3. Por favor absténgase de usar el teléfono u otro artefacto electrónico mientras esté en el salón de clase. Queremos asegurarnos que los estudiantes no se distraigan porque nuestro invitado esté usando tecnología.
4. Escriba cualquier pregunta o comentario que tenga.
5. Si usted no se piensa quedar hasta el cambio de clases, déjele su número de teléfono al maestro para que pueda darle seguimiento después.

### قواعد زيارات الآباء إلى فصل الطلاب الخاصة بك

أشكركم على حضوركم في الفصول الدراسية لرؤية طفلك! نحن سعداء جداً باستقبالكم ونقدر تعاونكم في توفير تعليم ممتاز لطلابك.

فيما يلي بعض الإرشادات التي وضعناها للحفاظ على بيئة الفصل الدراسي زيارتك:

١. قدم نفسك للمعلم.

٢. لا تشتت انتباه أو تتفاعل مع الطلاب الآخرين أو طفلك خلال الفصل الدراسي إلا إذا طلب منك المعلم مشاركتك.

٣. يرجى الامتناع عن استخدام الهاتف أو أي جهاز إلكتروني آخر أثناء وجودك في الفصل الدراسي. نريد أن نتأكد من أن الطلاب لا ينتشنت انتباههم لأن ضيفنا يستخدم التكنولوجيا.

٤. اكتب أي أسئلة أو تعليقات لديك على ورقة وإعطائها للمعلم أو في المكتب الرئيسي عند الانتهاء من الزيارة .

٥. إذا كنت لا تخطط للبقاء حتى تغيير الفصول ، اترك رقم هاتفك للمعلم حتى تتمكن من المتابعة معه.

### Parent Conferences and Parent Nights:

We encourage parents to set up conferences whenever you would like to sit down and discuss your child's progress. Additionally, teachers or administrators may contact you to set up conferences. There will be days and times throughout the year that are open to families who want to come in. Look for these specific days in the weekly notes that get sent home in red folders. Parent nights also happen at least three times a year. We encourage all families to attend these to stay current on and involved in school happenings. These days and times will also be in the weekly notes.

### School Conduct Policies:

In reference to behavioral offenses and corresponding consequences, Cameron adheres to the policies outlined in the Metro Nashville Public Schools and LEAD Public Schools Student and Family Handbooks.

### School-wide Systems

#### Dress Code:

Students are expected to be in neat and complete uniform everyday. A consistent uniform ensures that students are professional and prepared for class without wardrobe distractions. Here are the dress code specifics:

- LEAD Cameron polo- 5th and 6th grade is royal blue. 7th and 8th grade is gray.
  - Shirts must be kept tucked in throughout the day
  - During cold months, students may wear any solid color long sleeve shirt underneath their LEAD Cameron polo

- Tan or navy khaki pants- Pants must be professional “khaki/docker” material. No jeans, no leggings, no black pants, no other color khakis.
  - Students may wear tan or navy khaki shorts and skirts as long as they extend past the student’s fingertips when their hands are at their sides.
  - Pants may never be tucked into socks.
- Belt- If a student’s pants have belt loops, they must wear a belt. The belt can be any color as long as it is school appropriate.
- Closed-toe shoes- Students can wear any color shoes they’d like as long as they are closed-toe. Students may wear sneakers, boots, flats. Students may not wear clogs, sliders, or sandals.
- Cameron/ College outerwear- All student outerwear must have the LEAD Cameron logo or a college name or logo. We provide Cameron and college logo patches in our main office that can be ironed on a solid navy, gray, black, or white sweatshirt. Patches cannot be pinned on and will be ironed on during the school day at the request of a student. .
  - Students may not wear blankets throughout the school day.
  - Students are always encouraged to wear a coat or jacket to school on cold days. If the coat or jacket does not have a LEAD Cameron or college logo, the student will simply take it off when entering the building and keep in on their chair during class.
- Students may never wear paisley print bandanas to school of any color

Because we want the Cameron student wardrobe to be free of distractions, students should not bring any items to school that are not needed for a day of learning or are not part of the school uniform. For example, students may never bring in toys, stuffed animals, balloons, hats clipped around belt loops, or blankets.

If a student has a \$100 paycheck balance at the end of the day on Thursday, he or she may wear jeans and a Cameron or college shirt on Friday. Jeans may be any color, but must be school appropriate. Jeans may not have rips that expose legs above the knee and may not be leggings.

### **Cell Phones:**

Many families would like to have a means to communicate with their student before or after the school day. However, cell phones are distracting during the day. Students may NEVER use their cell phone during the school day.

If a family is trying to reach their child, they must call the main office and the student will be pulled from class. Please do not call or text your student during the day. If a student’s phone is in use during school hours, the phone may be confiscated and locked in our main office until a guardian comes to retrieve it.

Here are the student cell phone expectations:

- Turn cell phones off before entering school
- Once inside the school building, ask permission to shut off phone if you haven’t already.
- Student is responsible for keeping phone safe. School is not responsible for any lost or missing phones.
- Cell phones must be in backpacks, NOT in pockets. Cell phones in pockets will be taken if a student refuses to put it in his or her bag.
- Cell phones must stay off and be in bags until students are on the bus or out front at dismissal
- Students may never play music or stream video out loud from their phone when on campus
- Students may never use cell phones to record other students while on school property, including the school bus and city bus stops.

**Food/Snacks:**

We want to provide a healthy environment for our students. Students are never allowed to have gum, candy, chips, soda, or energy drinks. Any junk food brought to school will be confiscated.

Our cafeteria does sell small bags of chips that students are allowed to eat during lunch. No outside chips can be brought to school.

Students are not allowed to eat in class. Students can and should bring a water bottle to school. Water bottles can be purchased using Cameron cash from the school store. Students will not be allowed to leave class to get water.

**Homework & Agendas:**

- Students have homework every single night for all subjects they attended that day.
- All students are given an agenda in which they write the learning target from each class that day AND their homework for each subject.
- Parents are expected to sign their child's agenda each night. Students show their signed agenda to their first period teacher every morning.
- If a student's agenda is not signed, he/she loses points from his/her weekly paycheck.

**Homework Time:**

Homework assignments are planned practice opportunities that support our students' understanding of class content. Additionally, the responsibility of completing and returning homework requires the demonstration of three of our five Ethos: Discipline, Commitment, and Self-reliance. We give homework not just for the extra exposure to content, but also because it reinforces skills needed to succeed in college and in life- skills that are an essential component of a comprehensive middle school curriculum.

We consistently hold students accountable for quality homework completion. Below outlines the process for holding students accountable to their homework:

- Every subject teacher will check homework during his/her classes. Students with missing or incomplete homework will receive a homework deduction from their bank accounts in Kickboard. The teacher will select the "No HW AM" or "No HW PM" button, determined by whether his class is in the morning or the afternoon. This deduction must be entered before the student leaves the classroom.
- Students with a homework deduction in Kickboard, either from the previous afternoon or that morning, will serve "homework time" during lunch and recess.
- Students receive a "No Homework" for any missing homework, including if they were absent the previous day. This is because they missed work when they were absent and are expected to use the lunch/recess time to complete any missed work.
- During Homework Time:
  - Students complete the previous night's and day of homework assignments.
  - Student-tutors may assist homework time students with homework and organization
  - The homework time teacher circulates to check on student work and help students organize their folders, backpacks, agenda, etc.
  - The homework time teacher calls the parents of students who have served HWT more than once that week and communicates with the student's Crew teacher regarding any academic patterns/concerns

- If a student earns Homework Time, but has also earned a mark, the student will serve Mark Time. See more on Mark Time below.

### **Communication From School to Families:**

It is the policy of LEAD Public Schools that timely communications between school personnel, students and families is crucial to the success of our schools, as is the work/life balance of our employees. Therefore, teachers are expected to communicate with students and families as a best practice to track progress, behavior and other school-related issues. However, all phone calls and text messages to students and families must be made before 7 p.m. Any communication to a teacher from a student or parent after 7 p.m. will be answered the following school day. Teachers are not expected to communicate with students and parents during the weekend. In case of any emergency with students and families communicate after 7 p.m. or on weekends, teachers will immediately contact their Principal, Assistant Principal or Deans, and/or Head of Schools.

Every Tuesday, Cameron sends home a red folder with each student. Your child will get a filled red folder in his or her last period class. The folder will contain:

- The “weekly notes” which lists and describes all Cameron events and important dates for the upcoming month.
- Behavior progress report, which lists all the positive and negative behaviors of your child from the previous week. You are expected to sign this report and your child must turn it in to his or her Crew teacher the following morning. Students who do not turn in a signed progress report will earn an “unprofessional mark” and serve mark time (lunch detention/no recess).
- Academic progress reports or report cards. Academic progress reports come home in red folders twice a quarter. At the end of each quarter, your child will bring home his or her official report card with final grades. Parents are expected to read the progress reports and contact the school with questions or concerns. These must also be signed and shown to your child’s Crew teacher. An unsigned academic progress report or report card also earns an unprofessional mark and mark time.
- All important school information- Any paper communication from the school will come to you via the red folder. This includes: notices of academic concern, immunization reminders, home language survey, field trip permission slips, continuation forms, and MANY other important documents.

In addition to calling the school, families are encouraged to email teachers directly with any questions or concerns. All staff emails are the teacher’s [firstname.lastname@leadpublicschools.org](mailto:firstname.lastname@leadpublicschools.org). Every Cameron student is issued a LEAD email that he/she can use to contact teachers for homework help at night until 7pm.

### **Cameron Paychecks:**

Each week, students begin with \$100 Cameron Cash. They gain and lose points (dollars) based on their behaviors at school. Student paychecks are sent home every Tuesday in red folders for parents to view and sign. The negative behaviors found on paycheck are called misbehaviors and marks. The positive points are called plus points or Ethos points. Below is a description of each of these categories as well as examples.

**Misbehaviors-** Misbehaviors refer to actions that distract from or deter the learning process. These do not necessarily make learning or continuing the lesson impossible for the student or the class, but they are behaviors that we want students to curb or replace with more productive actions. We want to be consistent with our expectations and consequences, so misbehaviors are not warnings. Misbehaviors are reminders about how to have positive habits in the classroom.



Misbehaviors	Examples (Not exhaustive)
Talking (-1)	Talking out of turn Inappropriate volume Making inappropriate noises
Off Task (-1)	Reading a book instead of focusing on lesson Drawing on paper Dozing off
Disruptive (-1)	Kicking the table or chair Making any unnecessary noises in class or at whole school events Pencil tapping, drumming, singing/rapping in class Slamming book or door
Unprepared (-1)	Not having class materials (Notebook, packet, etc) <i>If a student is missing easily replaced class materials such as a pencil, eraser, notebook paper, charge their Cameron Cash account instead of issuing an "Unprepared" misbehavior</i>

**Marks-** Every day we strive to make sure our kids feel safe and respected while they are learning. Therefore, in the instances in which students choose to stop the learning environment by being disrespectful or creating an unsafe learning space, a mark is warranted.

Mark	Examples
<p><b>Unprofessional (-5)</b> Dressing for success is important to help us cut down on the amount of distractions that take away from learning time. We all have a uniform we wear that shows that we are present and ready to work. In addition to looking professional, there are duties that come along with the "job." We are trying to build in the habit of accountability to major duties for our students.</p>	<p>Combing/Braiding Hair in class Writing on your body or uniform Putting on Makeup in class Shirt Untucked (out of uniform generally) Sleeping in Class after reminders to stand or walk around Chewing Gum, eating in class, etc. Horseplaying or throwing objects Failure to turn in Progress Report or other signed form Phone rings in class On wrong website, inappropriate use of school materials Copying or cheating Public display of affection</p>
<p><b>Disrespect (-5)</b> As a school we are fostering a culture of respect. Respect of each other and respect of learning must be paramount. We do not allow disrespect and take</p>	<p>Calling someone a negative name Pushing/kicking/hitting someone Using profanity Seeking a different answer (one teacher says no, you</p>

it very seriously because we want all students and staff members to work in a safe environment.	ask another teacher) Writing on school property Refusing to respond to a staff member Refusing to follow a specific direction Walking away from a staff member Skipping others in line for breakfast or lunch
<b>Out of Area (-5)</b> It our responsibility to keep our students safe. Therefore, it is important that we know where students are at all times. This helps our students learn responsibility and communication skills.	Skipping class Being late to class without a pass (give the mark but keep the student in class. Do not send them to get a pass). In the hallway during class without a pass (paper or digital) Being anywhere in the building without permission

**Mark Time:**

If a behavior warrants a mark, the student will serve mark time during lunch and recess. This is a negative consequence for negative student behavior. During mark time, students are not allowed to communicate, even silently. This includes the sharing of food or materials. All communications go through the adult and are communicated with a silently raised hand. Students spend this time productively- they must do their homework or be reading. Different from other settings where talking or being off task warrants a T, if a student violates the rules of mark time, it is an automatic mark.

**Student Culture & Support**

**Crew Mountains:**

Crew is a joyous and formative experience that fosters connectedness within our community. We believe that if every student has at least one adult in the building that knows him/her on a deeper level, Cameron will have a high level of student engagement and efficacy. Crews are named after mountains. We have six mountains school-wide, with a male and female Crew representing each mountain at each grade level. Each staff member will be assigned a single grade and gendered crew. Crew teachers are an advocate for the students in their crew and are the point person for families to call with questions. Crews meet once a week with lesson plans being designed by the school counseling team.

**Cameron Student Survey:**

We survey our students two times a year, once in the fall and once in the spring, to get their perspective of our school culture and to assess their individual student needs. The student survey is taken in two parts, both administered during Crew or Intervention class. Every student takes part one, pertaining to whole school culture. Some families may elect to opt out of part two, which surveys student needs. The data from the Cameron Student Survey is confidential, but trends and conclusions are shared with the staff. This data informs interventions run by the Student Support Team.

**Additional School Rules & Procedures**

<b>Topic &amp; Rationale</b>	<b>Rule or Procedure</b>
<b>Common hand signals</b>	Hand signals are all done silently and are used in all school spaces,

<p><i>In order to minimize distraction in classrooms, we ask that students use the following basic hand signals to ask for specific needs</i></p>	<p>including cafeteria, gym, auditorium</p> <ul style="list-style-type: none"> <li>● Pencil in air – sharpen pencil</li> <li>● Pointer finger in air- need a pencil/utensil</li> <li>● Crossed fingers - bathroom</li> <li>● One hand raised, one hand over nose- kleenex</li> <li>● Raised fist- trash</li> <li>● Tap wrist- need more time</li> </ul>
<p><b>Bathroom- 5th/6th</b></p> <p><i>Class time is valuable. Students should be in classrooms at all times. There is also a safety piece involved. We are responsible for students at any and all times of the day. This involves knowing their whereabouts. Specific bathroom time windows may be created if a pattern of destructive or unsafe behavior emerges.</i></p>	<ul style="list-style-type: none"> <li>● Empty pockets and leave your bags in the classroom</li> <li>● You must have a pass</li> <li>● Five minutes or less to the bathroom</li> <li>● Two bathrooms per day in addition to breakfast and lunch</li> <li>● Leave the place cleaner than you found it</li> <li>● 5th graders may only use bathroom in 5th hallway (unless in library)</li> <li>● 6th graders may only use bathroom in 6th hallway (unless at lunch/recess- then use 5th grade bathroom)</li> </ul>
<p><b>Bathroom- 7th/8th</b></p> <p><i>Rationale is the same as above</i></p>	<p>Dismissed only during designated bathroom windows, including from electives and ISR:</p> <ul style="list-style-type: none"> <li>● From gym during breakfast (students must enter the gym and be seated, leaving bag in gym, before asking permission for bathroom)</li> <li>● Morning time</li> <li>● Lunch/Recess <ul style="list-style-type: none"> <li>○ Lunch will be sent by lunch leads</li> <li>○ Recess students will have a pass</li> <li>○ MKT/HWT will be escorted by admin</li> </ul> </li> <li>● Small afternoon window</li> <li>● Afternoon time</li> </ul> <p>Bathrooms remain locked at all other times of day, including dismissal. The only time that a bathroom door may be unlocked NOT during a bathroom window is when a student has an emergency</p>
<p><b>Water</b></p> <p><i>While access to water throughout the day is important, students are known to use “getting water” as an excuse to leave class. These</i></p>	<ul style="list-style-type: none"> <li>● Students are expected to bring water or water bottle to school</li> <li>● Students may also purchase a water bottle from the school store (open every Monday)</li> <li>● Students need to fill up water bottle on trips to the bathroom and during lunch/recess</li> <li>● Once all students have had the opportunity to visit the store, they</li> </ul>

<p><i>procedures help preserve class time while addressing potential needs.</i></p>	<p>will not be sent from class to get water</p>
<p><b>Sharpening Pencils</b></p> <p><i>Students need to arrive for the day prepared for school, which includes more than one pencil.</i></p>	<p>Students are expected to:</p> <ul style="list-style-type: none"> <li>● Carry a hand held sharpener</li> <li>● Use breakfast time to sharpen at least 3 pencils for the day</li> <li>● Only sharpen pencils when the teacher is not providing direct instruction</li> <li>● When you go to the sharpener, sharpen more than one pencil</li> </ul>
<p><b>Nurse</b></p> <p><i>The nurse is here to provide emergency services to students in need and services to our students with prior medical needs.</i></p> <p><i>When it comes to students going to the nurse, most visits to the nurse are to escape class.</i></p>	<ul style="list-style-type: none"> <li>● Students will only be sent for genuine need and absolute emergencies e.g. pink eye, throw-up, very high temperature, etc.</li> <li>● Examples of when students will not be permitted to leave class and go to the nurse: bandage for minor scrapes, stomach ache, non-descriptive complaints of “not feeling well”</li> <li>● Teachers will use best judgement to determine whether or not the student needs to see the nurse - when at all possible, teachers will keep students in class so that they don’t miss instruction</li> <li>● The nurse will log students in and note name, class, reason for seeing nurse -- investigate reasons for repeat visitors</li> </ul>
<p><b>Feminine supplies</b></p> <p><i>Students should arrive at school prepared.</i></p>	<p>Students need to bring their own supplies but can ask for them in office in emergencies.</p>
<p><b>Outside food</b></p> <p><i>During breakfast and lunch, food from restaurants will not be allowed to be eaten in our public spaces.</i></p>	<ul style="list-style-type: none"> <li>● Students and parents may not bring in breakfast or lunch from outside restaurants to be eaten in the big gym or cafeteria</li> <li>● If students come to school with breakfast from a restaurant, they will be given a few minutes to eat it before entering into the main hallways of the school.</li> <li>● Please refer to the previously stated rules in this appendix and in the LPS handbook regarding families bringing in lunch or treats</li> </ul>
<p><b>Microwaving student lunches</b></p> <p><i>We have a large number of students and cannot accommodate this for every child.</i></p>	<p>Students are never allowed to heat up lunch or use refrigerator to store packed lunch.</p>
<p><b>Writing on skin, clothes or shoes</b></p> <p><i>Writing on clothes or skin is unprofessional and signifies that</i></p>	<ul style="list-style-type: none"> <li>● Students are not allowed to draw on their skin, clothes, or shoes.</li> <li>● Having writing on your clothing is breaking the dress code.</li> <li>● Students are to write important things in their agenda, not on their hands</li> </ul>

<p><i>the student was not engaged in learning during class.</i></p>	
<p><b>Prohibited supplies and materials</b></p> <p><i>We take pride in our school property and permanent markers &amp; gum can be destructive to walls, desks, clothes, etc.</i></p>	<ul style="list-style-type: none"> <li>● Students may not bring sharpies or flair pens to school or chew gum. All sharpies and gum found will be taken from students</li> <li>● Students may only use pencils and pens to complete classwork- no markers, flares, gel pens</li> <li>● The following are never allowed at school: glass bottles, gum, sharpies, candy, chips, soda, energy drinks</li> <li>● The school reserves the right to determine if a school material is too distracting to instruction. For example: jumbo size pencils or pens, extra large backpacks, etc.</li> </ul>

### Athletic Policy

The following is from the MNPS Middle School athletic policy:

- **Age:** Any student who becomes **15 years of age before August 1** is not eligible for athletic participation.
- **Sports Physicals:** MNPS Middle School bylaws state that all sports physicals must be given after April 15<sup>th</sup> of the **current school year**.
- **Length of participation:** Middle School students are allowed on **six consecutive semesters** of eligibility for athletic purposes. The semester counts begins the first day a student **enters the 6<sup>th</sup> grade** and is inclusive of all schools attended not just Cameron.
- **Grades:**
  - **Fall:** Review previous/last semester's grades. If a student failed two classes, the student is ineligible.
  - **Spring:** Review previous/last semester's grades. If a student failed two classes, the student is ineligible.

The following is Cameron-specific and begins from the time of the first game:

- Any student not at school is unable to **play in that day's game or participate in practice. He/she may not attend either.**
- Any student suspended more than once before or during the season in that same school year will not be able to be a player of the team.
- Coaches and Athletic Directors are required to monitor Kickboard for behaviors. (Daily/Weekly). Coaches and Athletic Directors are empowered to work with teachers/staff to address any/all student issues.
- Any student that is sent to ISR or earns two or more marks during the day will be reported to the Coach/AD. The Coach/AD, after discussing the issue with the teacher, will make a decision regarding the student's ability to play, practice, or attend a game/practice.
- Any student failing one or more classes for longer than 1 month will not be allowed to play until he/she brings grades up to passing. (Monitored by Coaches, Teachers, AD)
- Any student who has more than one unexcused absence in the span of any given two weeks is ineligible to play in games that current week.
- Any student who is tardy more than two days in a week is ineligible to play in games that week.

**Note: Decisions around eligibility and participation, beyond MNPS requirements, are ultimately at the discretion of the Principal, Assistant Principal, and Athletic Director.**