



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	31				

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 Southeast Middle School



LEAD Southeast Middle School
531 Metroplex Drive
Nashville, TN 37211

School Principal: Ms. Emma Mac

Main Number: (615) 678-0543

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

Attendance Policy

Daily Attendance At School

Daily attendance at school matters as we want to ensure that ALL students have daily access to a high-quality and rigorous education putting them on a successful path for graduation. For this reason we ask that families make every attempt to schedule appointments during the four extended breaks throughout the school year-Summer, Fall, Winter, and Spring Break. Students are considered present for the day when in school 4.5 hours therefore we suggest appointments are scheduled in a way that allows them to be present the allotted number of hours.

In the event a student has to miss school, an official excuse note must be submitted to the front office (not student's teacher) within three days of the absence. Excuse notes will not be accepted after the three day window and the absence will remain unexcused. All excuse notes should be official excuse notes, i.e. doctor's notes, obituaries, etc. We will accept up to five handwritten parent notes throughout the school year (August-May). We define excused absences as results of the following:

Student Illness (including head lice infestations)	Bereavement/Funeral (up to 3 days)
Medical/Dental, including appointments	Personal religious observances
School-sanctioned activities	Court related or mandated absences
Family Emergency	School Nurse Excuse (sent home for 24hrs)

In efforts to support the mission of the State of Tennessee and Metro Nashville Public Schools we ask all families to keep absences (excused or unexcused) to less than 10 school days. Unexcused absences are those that do not meet the criteria in the table above. Missing the bus is not an unexcused absences unless the bus did not run. In the event a student misses the bus, families should make every attempt to get the child to school, i.e. personally transport or car pool.

Chronic Absenteeism/Truancy

The State of Tennessee and Metro Nashville Public Schools are on a mission to reduce the number of students who are chronically absent from school. We want to support families with making sure students are at school daily. When a student misses school, whether excused or unexcused, it impacts their academic and social growth. Therefore **ALL** absences, both excused and unexcused, are included when considering chronic absenteeism. A student is considered chronically absent if s/he missed more than 10% of the school year. An example would be if a student misses 18 days or more of the 180 day school calendar year.

Students can also have truancy as a status. Students who have 5 or more “unexcused” absences are considered truant. For both chronic absenteeism and truancy, families are sent letters and brought in for meetings in order for the school to best support the family. The policy we follow to combat chronic absenteeism and truancy is as follows:

Truancy	Chronic Absenteeism (C.A.)
Step 1: Student reaches 5 or more unexcused absences	Step 1: Student misses 10% or more of the school year to date, i.e. If a student misses 1 day of school out of the first 10 days of school s/he has missed 10% of the days we have been in school.
Step 2: School sends a truancy letter home to family informing them of truancy status	Step 2: Families will receive a letter when a student has missed 10% of the school year
Step 3: Family/Student returns letter to the front office signed.	Step 3: Family/Student returns letter to the front office signed.
Step 4: Excuse notes are requested for submission (<i>case by case basis</i>)	Step 4: School will begin to schedule meetings (over the phone or in person) with families whose students have 7 or more absences to create attendance plans.
Step 5: School will send a letter home every 5 unexcused absences, i.e. 5, 10, 15, etc.	Step 5: School will schedule manifestation meetings for Ex Ed students who have 10 or more unexcused absences to create an attendance plan and include in IEP.
	Step 6: Follow ups will occur with families whose students are continuing to miss school 10+, 15+, etc. Once school has exhausted all attempts, school leaders will meet and decide whether a petition needs to be filed to the District.

Tardy to School

Students who arrive at school at or after 8:40a.m. are considered tardy and must be signed into school by a parent/guardian in order to obtain a tardy slip to class. Tardies will be excused in the event of a late bus due to a LEAD Public School issue. Emergencies will be handled on a case by case basis.

Early Dismissal

Early dismissal hours are **before 3:15p.m. (11:15 a.m. on an early release day)** Students will not be dismissed after 3:15p.m. due to students transitioning and the school preparing for afternoon dismissal. When early dismissal is required please arrive by or **before 3:15p.m.**, report to the front office to sign the student out of school, and wait for the office staff to call the child to the office. Picture ID will be required for any adult that is checking out a student. If an adult other than the parent/guardian is picking up the student, a signed note from a parent must be given to the Office Receptionist upon the student's entrance to school. Without prior notification from the student's parent/guardian, a student will not be released to an adult whose names is not documented. Emergencies will be handled by a School Administrator on a case by case basis.

Late Pick-Up

The LEAD Public Schools office closes at 4:00 p.m. All students must be off campus by 4:00 p.m. unless prior permission to remain on campus after this time has been given by a parent/guardian AND granted by a LEAD Public School staff member who will remain with the student until the student is picked up. This information needs to be communicated to the Front Office. **Car riders who do not have permission to stay after school and have not been picked up at 4:00p.m. will be waiting unsupervised for parent's arrival as the front office closes at 4:00p.m.** Emergencies will be handled by a School Administrator on a case by case basis.

Transportation Assistance

Students are classified as either car riders or bus riders. LEAD Public Schools will not send a student home in an UBER or cab nor should a family member send a child to school in an UBER or cab. Families are responsible for dropping off and picking up students from school.

Daily or Short Term Dismissal Change

Dismissal changes make it difficult for us to ensure that every student is exactly where they need to be in order to make it home safely. **Dismissal change requests must be made to the school by 2:30 p.m.**

To request a DAILY dismissal change, you must:

1. Call the school main office **prior to 2:30pm**. Leaving a voice message is not a sufficient way to make a bus change; you do need to reach someone in person. The office is a busy place and office staff will not be able to answer each of these calls. Please use the cell phone numbers of the operations team (Office Receptionist, Office Manager, School Operations Manager) if the office phone is not answered.
2. Your dismissal change request is only confirmed once you have received a reply from the main office or school staff member.
3. **Texts, emails and calls to any teachers or other administrators WILL NOT result in a dismissal change!**
4. **If you arrive at school to pick up your student, you must use the car rider lanes to pick up your students. YOU MAY NEVER PICK UP A STUDENT FROM THE BUS WHILE IT IS IN THE BUS LANE. If you did not make a dismissal change in time, then you MUST pick your student up from a bus stop on their route.** Your student's safety is our number one concern and priority. When families attempt to pick students up from the bus lane or front parking lot directly, this can lead to confusion as to the student's location, an inability for staff to properly check and verify identifications and lastly can jeopardize the safety of the other students who are being dismissed at that time.

Bus Behavior Expectations and Code of Conduct

Student Behavior Expectations

It is important for our families and students to understand that school rules, expectations and consequences surrounding student behavior still stand in relation to all school based events and activities. This means behaviors on the bus, bus stops, before and/or after school events, etc. will be handled according to LEAD Public Schools' discipline policy.

Our buses are staffed with a bus driver at all times. A driver's primary objective is to transport your child to and from school safely.

Since staff members cannot be with our students at all times, and we want our drivers to focus on helping our students get to and from school safely, **we are very strict with our behavior policies on the bus. Busing is a privilege, and even minor behavioral issues will be dealt with seriously because we must ensure that buses are safe and orderly.**

Examples of Unacceptable Behavior

- Not following directions, the first time
- Disrespect toward the driver
- Disrespect toward other students
- Intentional destruction of bus or bus property
- Play-fighting
- Fighting
- Touching another student
- Inappropriate physical contact
- Threats
- Throwing objects (near the driver or on the bus in general)
- Eating on the bus
- Getting out of seat before the stop
- Standing up on the bus while it is in motion
- Turning around in seat
- Leaning over students or putting body into the aisle of the bus
- Sticking any body part outside of a bus window
- Kicking seat
- Using unkind words
- Inappropriate language
- Loud voice
- Technology use: no inappropriate content and students can only listen to their phones through headphones.
- **Students are NOT allowed to take pictures or videos on the bus. Some students do not have a media release therefore parents have not approved for their children to be photographed and/or posted on social media.**

This list above is **not exhaustive** and the school may decide another consequence is appropriate to the infraction after investigating what occurred.

Consequences for these behaviors:

First Incident:

- Verbal warning from bus driver.

Second Incident:

- Bus referral, major mark, and parent notification.

Third Incident:

- One to three day bus suspension (number of days is determined by the incident)

Fourth Incident:

- Three to five day bus suspension (number of days is determined by the incident)

Fifth Incident:

- Five to ten day bus suspension (number of days is determined by the incident) A required conference with the student, parent/guardian, and the Dean of Culture or a member of the Student Support Team must take place before student can resume riding the bus.

Sixth Incident:

- Loss of bus privileges for the rest of the school year.

Below are behaviors that **will** result in an **automatic** bus suspension, possibly suspension from school:

Fighting Making threatening remarks Damaging a school bus (student may also be fined) Use of profanity	Disrespectful behavior toward driver/students Possession of weapons, drugs or alcohol Taking pictures or videos on the bus/bus stop and posting on social media
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If a student is suspended off the bus, it is the parent's responsibility to get their child to school. LEAD Public Schools must continue to follow our attendance policy and Tennessee law if a child misses school. An absence due to bus suspension will be an unexcused absence.

Family Expectations

Because it is our responsibility to ensure that students and staff get home every day in a safe manner, we will strictly adhere to all of the above policies and procedures. Failure for families to adhere to these policies will also result in consequences including suspension of bus privileges.

LEAD Public School's Family Bus Communication Expectations

Parent Concerns that should be reported to the **School Operations Manager**

- Bus hardware
 - Bus is unsafe or any other concerns about the bus itself
- Bus driver complaints
 - Driver is driving in an unsafe manner
 - Driver is rude/acting in an unprofessional way
- Route complaint

- Route is too long
- Stop is unsafe
- Can we add a new stop
 - The operations managers then communicate these concerns/changes to Gary who will coordinate changes with Grayline. If possible, family will be informed within 2 wks.

Parent Concerns that should be reported to the **Dean of Culture/Student Support**

- Bus behavior concerns
- AM bus running late:
 - Bus leaves depot late:
 - Grayline notifies Operations Manager to give updated times
 - Operations Team then puts out an all call to the route affected
- PM bus running late:
 - Bus arrives late to school, leaves late or due to traffic concerns will be off track on route times
 - Grayline notifies the School Operations Manager to give updated times
 - Operations Team then puts out an all call to the route affected

Academic Policies

Communicating Academic and Other Concerns

Open and respectful communication is one of the primary goals at LEAD Southeast. Students and parents are encouraged to keep in close communication with staff members via phone, e-mail or by requesting a conference. If a concern or complaint arises, please refer to this channel of communication to direct your concern to the appropriate staff member:

1. Teachers: Teachers should be the primary point of contact for parents/students as it relates to a student's academic and behavioral progress. Concerns that should be discussed with teachers include:
 - a. Student homework assignments, quizzes, and tests
 - b. A child's academic progress or difficulty learning
 - c. Course content, instructional materials, extra help
 - d. Issues related to classroom discipline, relationships with other pupils and the teacher
 - e. Personal matters relating to student development, behaviors, interactions with others

Note: If translation assistance is required please contact Ms. Cruz (Spanish) or Mr. Abdallah (Arabic).

2. Office Related Issues: Please contact the main office in the front office for any concerns related to:
 - a. Student attendance or tardiness
 - b. Changes in home address or telephone number
 - c. Student records
 - d. Student medical issues
 - e. Changes in student transportation

From time to time, parents or community members may have a concern or complaint that they would like a member of the school administrative team to resolve. Please consult the chart below in order to ensure your concern is directed to the appropriate member of the administrative team.

3. Assistant Principal of Instruction: If any academic concern remains unresolved after discussing the issue with the classroom teacher, parents may contact the Assistant Principal of Instruction.

4. Exceptional Education Coordinator:
 - a. Any question or concern that could not be resolved through the Special Education Team
 - b. Requests for information about special education or evaluation of children with a disability
 - c. Concerns about a child's Individual Education Program (IEP)
 - d. Questions about parents' rights under federal and state law and regulation
 - e. Questions or concerns about the Special Education program as a whole

5. Dean of Culture: If any behavior concern remains unresolved after discussing the issue with the classroom teacher, parents may contact the Dean of Culture. Additionally, there are a couple of items that should be initially directed towards the Dean of Culture:
 - a. Concerns about behavior support plans
 - b. Concerns about bus behavior

6. School Operations Manager: If any there are operational concerns such as facilities, transportation, school nutrition, technology, health screenings/immunizations, non-instructional systems/procedures, campus events/calendars, etc.

7. Principal: If the matter remains unresolved (after working with the teachers and the Deans/AP) or the matter involves an issue broader than any one classroom or teacher, the parent should contact the Principal directly. The Principal will have authority to make final judgments regarding student discipline and other building policy matters. The following items should be directed towards the Principal:
 - a. Complaints, dissatisfaction, or concerns regarding school personnel
 - b. Matters related to the physical school building
 - c. Matters that remain unresolved

In the event that a concern is unresolved after following this chain of communication and meeting with both the teachers and administrators, parents can request to have an issue evaluated the Head of Schools.

In all matters of communication, staff members are expected to respond within two school days, barring mitigating circumstances such as sickness or school cancellation. In order to make sure concerns or complaints are handled effectively, efficiently, and timely, please follow the above channels of communication in order to address your concerns to the appropriate staff member.

Promotional Criteria/Retention

LEAD Southeast reserves the right to retain any student who fails to demonstrate academic mastery in core subject areas. Retained students may be required to repeat specific classes or an entire grade level depending upon the individual student's performance. Progress reports will be send out during each quarter – these will serve as the first notification to parents of academic progress. Additionally, Notices of Academic Concern will be sent home before the end of the second quarter. If a student continues to struggle academically, further notices and meetings will be held with the student, parent and grade level teachers to determine the best course of action to ensure success for every student at LEAD Southeast.

Honor Code/Academic Integrity

LEAD Southeast believes that students must take responsibility for establishing and maintaining standards for their own behavior. Honesty, integrity, and respect for each other are expected at LSE and actions that do not uphold these ideals violate the LSE Honor Code.

- A student’s word is expected to be complete truth. Therefore, lying and forgery are violations of the Honor Code.
- A student’s work is expected to be entirely his/her own, unless properly credited. Therefore, plagiarism and cheating are violations of the Honor Code.
 - Students who are caught cheating or plagiarizing may receive a grade of 0 on that assignment, based on the circumstances of the event.
- The property of others is to be respected. Therefore, stealing – no matter how minor – is a violation of the Honor Code.

Students who witness an Honor Code violation are expected to report the action to the LSE staff. Working together, we can ALL create a community of learners that serve others, value hard work and are committed to college success. It is crucial that every member of the LSE community – students, parents, staff, and directors—understands the importance of the LSE Honor Code and strives to maintain its integrity.

Discipline Policies

Our Philosophy of Discipline

At LEAD Southeast, we believe that creating a safe, positive, achievement-oriented school culture is critical to fulfilling our mission. We believe that the most efficient way to address behavior is through engaging and relevant instruction, proactive discipline, a strong sense of community, and support for teachers and staff. Our goal is to create a culture of achievement and accountability within the school where students would rather learn than distract or disrupt.

At LSE, we seek to demonstrate to our students that their choices determine their destiny. Students who choose to demonstrate our ethos and make positive behavior choices will be rewarded with full participation in our community as well as additional, fun-filled activities. Students who choose not to meet the school community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others and will receive clear and predictable consequences. Students who consistently or repeatedly fail to uphold the LEAD Southeast’s standards of conduct and behavior may be expelled or may not be invited back the following year. **Without a firm and consistent discipline policy, none of what we envision for the school can happen.**

Kickboard & Points / Marks System

We use a program called Kickboard and a point/mark system to recognize student behaviors that both meet and/or fail to live up to our expectations. This system provides a weekly paycheck for students and builds a school bank account that can be used to buy items from our quarterly Fun Calendar. Students that demonstrate evidence of our LEAD ethos will be rewarded with points totaling anywhere from +\$1 to +\$5. Students whose choices do not mirror the LEAD ethos will earn a mark that deducts funds from a student’s account from anywhere to -\$1 to -\$5.

Points (+)		Marks (-)	
Committed (Com)	+1	Unprepared (U)	-1
Courageous (Cou)	+1	Talking (T)	-1
Disciplined (D)	+1	Off Task (OT)	-1
Self-Reliant (SR)	+1	Countdown (C)	-1
Serving Others (SO)	+1	Disruptive (D)	-1
Class Point (CP)	+1	Failure to Comply (FC)	-5

Above and Beyond (AB)	+5	Disrespect (DA, DS, DC)	-5
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At the end of each week, students will receive a paycheck that also serves as their behavior report for the week. It will include any points gained, marks earned or homework missing. **The paycheck is the main update parents will receive on their scholar's behavior. Therefore, it is incredibly important that the paycheck is reviewed, signed and returned each week. Any questions regarding behavior should be directed to the classroom teacher issuing the mark/point.**

Daily Reflection Time at LSE

At LEAD Southeast, we believe in developing students into lifelong learners with character habits that will help them reach their being ready for college and ready for life. Our discipline system reflects that belief as our consequences for disruptive behavior stem from helping students learn that being apart of our community means consistently demonstrating our ethos. Reflection Time occurs daily during lunch and students in Reflection Time aren't just "serving time" - they are working to learn from their mistakes and spend time talking with a member of our staff as to how they can make better choices in the future. Students constantly serving Reflection Time may be referred to a member of our Student Support Team for further restorative opportunities. The time removed from the LSE community during Reflection Time serves three purposes:

- (1) The student silently is able to reflect on his/her mistakes.
- (2) The student takes responsibility for his/her actions.
- (3) The student makes a plan for how to make better choices in the future that demonstrate our ethos.

We believe that consequences are most powerful when they allow students to own their misbehavior and plan for how to fix it in the future, and Reflection Time at LSE reflects that belief.

Students earn Reflection Time in one of three ways:

- (1) **Multiple minor marks in one day (5 or more minor marks in 5th and 6th grade and 3 or more minor marks in 7th and 8th grade).** Minor marks include behaviors that are disruptive to class. Examples include the following: talking at inappropriate times (during instruction or independent work), being unprepared for class, putting one's head down, etc.
- (2) **One major mark in one day.** Major marks include violations of respect (to an adult, to another student or to our community).
- (3) **RISE.** Students who are on will serve Reflection Time each day that they are on RISE.

Notifying Parents

The weekly paycheck is the main update parents will receive on their scholar's behavior. On this paycheck, parents can see what points their scholar has earned or marks they have received and direct any questions to the classroom teacher issuing the mark/point. Parents should review their scholar's paycheck with them weekly to discuss their behavior and choices. Paychecks need to be signed and returned every Monday morning.

Additionally, parents have the option to constantly monitor their scholar's points and marks through our online paycheck system, Kickboard. Information about accessing the parent portal on Kickboard will be sent home in the first few weeks of school. If you experience difficulty accessing the parent portal, questions can be directed to the Dean of Culture.

RISE (Restoring Individual Student Excellence)

RISE is a behavior support system that is used to support students who consistently struggle to demonstrate our ethos. RISE is determined based on a student's weekly pay total. If a student falls below his/her grade level's point criteria, he/she will be on RISE starting on Monday. Criteria for earning RISE is listed in the table below:

Grade Level	On RISE
5 th and 6 th	Below \$80
7 th and 8 th	Below \$85

Students can earn their way off RISE by making consistent, positive behavior choices over a consecutive period of time. In order to earn their way off RISE, students must earn back three days out of a week. A day is earned in the following ways:

Grade Level	Earn day by -
5th	Student earns all 4's and 5's on their RISE tracker for that particular day and gets their tracker signed by a parent/guardian that evening.
6th, 7th, and 8th	Student receives no major marks that school day

Notifying Parents of RISE Status

Parents will be contacted via talking points if their student is on RISE. Parents with questions about how their student ended up on RISE that week should consult their student's paycheck.

While a 5th grade student is on RISE, parents will receive a daily report of behavior through the RISE Tracker. Therefore, it is incredibly important that **the RISE Tracker is reviewed, signed and returned everyday**. Any questions regarding behavior score should be directed to the classroom teacher signing the tracker.

Family Information

Uniform Guidelines

Shirts / Sweatshirts

- Students are expected to wear the **LSE logoed navy blue polo shirts** each day.
- Shirts must be tucked in at all times.
- Students may wear a solid-colored undershirt or long-sleeve shirt underneath their uniform polo.
- Only **LSE logoed outerwear, completely solid navy blue cardigans or completely solid navy blue crewneck sweatshirts** may be worn inside of the classroom.
 - Sweatshirts with hoods and/or a front pocket cannot be worn inside of the classroom
 - Jackets with stripes or logos cannot be worn inside of the classroom
 - Jackets that not navy blue cannot be worn inside of the classroom
 - Non-uniform compliant coats/jackets will be stored on hooks immediately upon entering the classroom and cannot be worn inside the classroom.

Pants / Skirts

- Students are expected to wear **khaki/navy pants** or **khaki/navy shorts**. No khaki/navy colored jeans, or pants with rip or holes.
- Shorts and skirts must hit **right above the knee**. Pants/shorts must be worn at the waist. Leggings or tights worn under skirts must be solid-colored.

Shoes / Belts

- Students wearing belts is **optional** however pants must be on students waist. No sagging or sight of undergarments is allowed at any time.
- Shoes must be closed-toed and must allow students to participate in PE everyday.
 - No high heels, sandals, Crocs, slides, house-shoes, or flip-flops are permitted.

Accessories

- Student's accessories should not be a distraction to learning. Example: Earrings should not drop below a student's chin; a student should not wear a watch that makes loud noises.
- No hats, hoods, or bandanas may be worn while on campus (or on field trips).

Free Dress Days

- Students may earn the privilege to dress down on some days by meeting certain goals on their paychecks or as celebrations throughout the year. On these dress-down days, the following free dress rules apply:
 - Shoulders must be covered
 - Skirts/dresses should be knee-length
 - No inappropriate logos or words
 - No leggings as pants and no ripped jeans
 - Closed toed shoes only

Violations to Uniform Guidelines

- Students that arrive to school in violation of the uniform policy will receive a major mark and be asked to fix the infraction. If necessary, a student may need to call home for a parent/guardian to bring an appropriate pair of clothes for the student to carry out the day.

Student Cell Phones and Technology

LEAD Southeast assumes no responsibility for any loss or theft of students' personal property or for items such as (but not limited to), cell phones, headphones, cameras, iPods, airpods, tablets, handheld game systems, toys, smart watches, and cards.

If students choose to bring cell phones to school, they are not allowed to be used during the school day for any reason. If students are found using cell phones during school hours, the following actions will be taken:

- 1st Offense: Student receives a Failure to Comply Mark
- 2nd Offense: Student received a Failure to Comply Mark. Teacher takes up the cell phone and returns it to the student at the end of that day
- 3rd Offense: Student receives a Failure to Comply Mark. Teacher takes up the cell phone and turns it into the front office. The phone will be returned **only when a parent/guardian comes to school** to collect the cell phone.
- Note: This applies to students using their phone during class, in the bathroom, in the cafeteria and/or evidence of student posts or activity on social media during the school day.

Technology Policy

Lead Southeast provides each student with a Chromebook to be used during the school day for educational purposes only. The student and the student's parents/guardians are responsible for the actual cost of repair or

replacement, whichever is less, when a device is damaged or destroyed intentionally. The matter will be reported to the Principal and Dean of Culture and fees will be assigned accordingly.

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 Friday, LEAD Southeast sends home a weekly folder with each student. The folder will contain:

- The “weekly notes” which lists and describes all LEAD Southeast events and important dates for the upcoming month.
- Paycheck or 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 homeroom teacher the following Monday morning. Students who do not turn in a signed progress report will earn a “no homework” mark.
- Academic progress reports or report cards. Academic progress reports come home in weekly folders twice a quarter. Parents are expected to read the progress reports and contact the school with questions or concerns. These must also be signed and turned in to your child’s homeroom teacher. An unsigned academic progress report a “no homework” mark. At the end of each quarter, your child will bring home his or her official report card with final grades. These report cards should be kept by the parent.
- All important school information- Any paper communication from the school will come to you via the weekly folder. This includes: notices of academic concern, immunization reminders, home language survey, field trip permission slips, continuation forms, and MANY other important documents.

Each student is also given a daily agenda at the start of each school year that they can use to keep track of their class homework and other important class information or announcements. Students are expected to keep up with and utilize these agendas throughout the year. If a student loses their agenda, they will be charged \$100 paycheck dollars to replace their agenda.

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. Every LEAD Southeast student is issued a LEAD email that he/she can use to contact teachers for homework help at night until 7pm.

Conferences

Once a year in January, parents will have a chance to hear from their student about their academic and behavioral progress. We strongly believe in student self-advocacy and as such, these conferences will be Student Led Conferences (SLCs). After preparation during CREW, students will lead the discussion with their parent/guardian about how they have been successful at LSE and in what areas they can improve. SLCs are a very important part of LSE’s culture so please make every effort to attend this night!

Additional conferences can be set up at the request of the school or at the request of the parent. Parents requesting conferences with school personnel for academic or student discipline issues can make an

appointment by calling the school office or by emailing an administrator or teacher. Conferences requested by the school will include a mutually agreed upon specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the school day.

College Trips, Field trips and End of the Year Trips

College trips are an integral part of the LEAD Southeast's program. Students in all grades visit colleges throughout the school year to experience first-hand the life of a college student, including academic requirements, extracurricular opportunities, and other matters related to life on a college campus. Going on a college trip is a privilege and all students are expected to earn the opportunity to attend these trips. Students who fail to meet academic and/or behavior expectations during the school year may not be invited to go on college trips. Grade levels may also have field trips or incentive trips throughout the year which have also have behavior requirements set by the grade level. Behavior requirements for college trips and field trips are outlined on the permission slip and communicated to all students in advance. Finally, all students have the opportunity to participate in an end of the year trip which celebrates the end of a great year with a fun activity, sometimes also paired with a second college trip. There are costs associated with the end of year trip which would be included on the permission slip. If a student is required to stay back from a trip, the student must attend a regular school day instead (unless suspended). Any absences on college trip days will be considered unexcused absences.

School Nutrition Program

LEAD Southeast partners with Metro Nashville Public Schools and the Tennessee School Nutrition Association to serve our students high quality meals every day at no cost. Students are also able to bring in their own food to eat during lunchtime; however, there will be no microwave or refrigerator available to students who are bringing their lunch. Students are allowed to use the healthy vending snack machine however any and all items purchased must be consumed during their assigned lunch time. No food or drinks will be allowed to exit the cafeteria. Student lunch times are between 11:09am-12:42pm based on their grade level. Finally, we welcome families to come to the school and eat lunch with students however we ask that when bringing lunch it is a **healthy option; limiting fast food**. We want to ensure students are able to remain focused during the school day and a balanced meal including fruits and vegetables help.

Additionally, breakfast is served every morning in the cafeteria from 8:15am-8:40am. **Students who arrive after 8:40am will not be able to eat breakfast at school (except in the event of a late bus).**

Birthday Celebrations

Parents are highly encouraged NOT to send flowers, balloons, and other items for celebration to students during the school day. They are distractions and take away from the school day. If items are delivered, they will be kept in the office until the end of the school day. Parents can bring a class set of cookies, cupcakes, etc. that can be taken to the front office until the students' lunch time. During lunch the cohort can celebrate the student's birthday with the treats provided.