



**Student and Family Handbook**  
*“Ready for College, Ready for Life”*

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The content that follows is the LEAD Neely’s Bend 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 Neely’s Bend Appendix.

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# Academics

## Vision for Effective Teaching

We believe in holding all of our students to high academic standards — and in creating a joyful, safe environment where students can accomplish their goals and be proud of their work.

We place a high priority on intentional relationship building so every student feels connected and known at school. We believe a growth mindset is key to developing world-class scholars who develop the habits and grit to succeed. We have a commitment to daily excellence and strive for the best for our scholars and community.

## Academic Integrity

LEAD Neely's Bend faculty and administration believe in academic integrity. Students are expected to do their own homework, to test without external resources, and to submit original work for all assignments. LEAD Neely's Bend scholars are expected to deny all requests to copy from their own work. Students who violate the school's honor code will lose academic points as well as any other appropriate consequences.

## Rigorous Academics and Focus on College Preparation

LEAD Neely's Bend has a rigorous curriculum that promotes a high level of scholarly engagement through real-world learning.. Below you can find a list, by subject, of our core academic curriculum.

- Math - Achievement First
- English Language Arts - Reading Reconsidered
- Science - FOSS and Tennessee Academic Standards
- Social Studies - Gallopade and Tennessee Academic Standards

## Assessments

At LEAD Neely's Bend, we believe in giving all students the opportunity to be academically successful by ensuring students get multiple at bats at mastering content standards. In order for students to be successful, they need to experience high quality assessments and have a consistent grading system that tracks their progress along the way. Our grading and assessment policy is implemented with fidelity to ensure all students have the opportunity to be successful.

There are several important assessments that monitor their progress on grade level standards that are expected to be met prior to moving on to the next grade level. Mastering every standard ensures that students are ready for college and ready for life. National or state assessments that students take throughout the year are as follows:

- **Measures of Academic Progress (MAP) exam**
  - *When:* Every fall and spring
  - *What:* Nationally normed assessment that gives students a score and percentile ranking in reading and math, which compares our students to how other students in the same grade scored nationwide.
  - *At Neely's Bend:* 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. We celebrate success and host events to recognize students' hard work.

- **TCAP TNReady**
  - *When:* Each spring during the state testing window (typically around the end of March - April)
  - *What:* Middle school students are assessed in ELA, math, science, and social studies.
  - *At Neely's Bend:* We use results from the previous year to make decisions about academic programming and intervention programs that we put in place to best support students toward achieving proficiency (mastering of the grade-level, state academic standards)
  
- **ACCESS (English Language Learners only)**
  - *When:* Each spring during the state testing window (typically around the beginning of February - March)
  - *What:* Evaluates students in speaking, reading, writing, and listening
  - *At Neely's Bend:* We use results from the previous year to make decisions about academic programming and intervention programs that we put in place to best support students in their growth 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 on progress reports.

### 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 who score below a 70% on a summative assessment should be encouraged to complete 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

At LEAD Neely's Bend, our goal is to report grades that are accurate, consistent, meaningful, and supportive of learning. Students earn grades based on their demonstration of mastery of TNCore Standards and Tennessee state standards. Grades will include student performance on in-class work, homework, assessments, and other components applicable to each content area. Students will be graded on their mastery of standards using the following grade scale:

Grade	Percent Range	Standards-Based Designation
A (4.0)	93-100	Exceeds Standard / Advanced
B (3.0)	85-92	Meets Standard / Proficient
C (2.0)	75-84	Nearing Standard / High Basic

D (1.0)	70-74	Nearing Standard / Low Basic
F (0.0)	50-69*	Below Standard / Below Basic

## Final Grade Calculation

A student's final grade is a representation of student mastery of the Tennessee Academic Standards. Students have the opportunity to show mastery based on four grading categories, each category represents a specific percent of the student's final grade. See grading categories and the final grade percentages below.

Summative (35%)	Summative Quiz (35%)	Formative (30%)	Formative (30%)
Tests/Project/Essay	Quizzes	Classwork	Exit Tickets

## Paychecks and Report Cards

In order to ensure we communicate student academic progress consistently with parents, paychecks are distributed every Monday to LEAD Neely's Bend students. Paychecks will include a summary of attendance, behavior and academics. Signed paychecks must be returned on Tuesday, to your students' homeroom teacher.

Report cards are sent home with students after the start of quarters two and three. Student's quarter four report card will be mailed after the last day of school. Quarterly report cards do not come home on the last day of each quarter because teachers must finalize grades that occurred that week. **Notices of academic concern also go home with any students who are failing one or more core content class.**

Any concerns parents have about grading should be addressed to the Classroom Teacher and Assistant Principal of Instruction, (and School Principal, as necessary).

***If parents/guardians do not receive paychecks or report cards for his or her child, please contact your child's homeroom teacher or the front office immediately. See LEAD Neely's Bend Staff Directory.***

## Failing Grades

At the end of each quarter, failing students receive a notice of concern to be signed and returned by families. Additionally, a list of failing students within each grade level will be provided by the Assistant Principal of Instruction to allow GLTs to prepare for Parent-Teacher Conferences.

- Q1: Report card home and *Notice of Academic Concern* and *Notice of Required Academic Meeting* (for students failing 2 or more core classes).
- Q2: Report card home and *Notice of Academic Concern* and *Notice of Required Academic Meeting*.
- Q3: Report card home and *Notice of Academic Concern* and *Notice of Possible Retention*: Required parent meeting for retention letters.
- Q4: Report card home and *Notice of Retention*: Required parent meeting.

## Retention Policy

At LEAD Neely's Bend we believe that in order for students to be Ready for College, and Ready for Life students must first master core academic standards in their individual grade by the end of the academic school year. Students that fail to meet the academic requirements necessary to show standard mastery across four quarters will be subject to retention at the end of the school year. Below you can find student retention indicators:

Students who meet the following indicator will be recommended for retention at the end of the 2021-2022 school year.

- Students that receive a cumulative average of an F in two or more core academic subjects.

### **Celebrating/Recognizing 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.

### **Extracurricular Activities**

All students participating in extracurricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of Neely's Bend.

## **School-Wide Systems**

### **Dress Code**

Students are expected to be in uniform everyday. We are revising our past dress code expectations to ensure all families have access to clothing that best meets their financial needs, while also adhering to a consistent uniform so that students are prepared for class without wardrobe distractions. Here are the dress code specifics:

- **Shirts**
  - **All grades:** Students must wear a black polo. Students will receive one polo when they enroll. They may also wear plain, black polos without large logos
  - During cold months, students may wear any solid color long sleeve shirt underneath their polo
- **Pants**
  - Black, or tan khaki pants
  - Pants must be professional "khaki/docker" material
  - No jeans, no leggings, no other color pants
  - Students may wear black, or tan khaki shorts and skirts as long as they extend past the student's fingertips when their hands are at their sides
- **Shoes**
  - Closed-toe shoes; No Crocs
  - 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 sliders or sandals

- **Outerwear**
  - Sweatshirts or hoodies are permitted if they are a:
    - LEAD Neely's Bend logo
    - College name or logo
    - Solid black
  - The uniform black polo must be under any sweatshirts or hoodies
  - 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 Neely's Bend or college logo, the student will simply take it off when entering the building and store it on designated racks throughout the school.
- **Accessories**
  - Students may never wear paisley print bandanas to school of any color
  - Students may wear solid headbands
  - Students may wear jewelry that does not distract from the learning environment

Because we want the LEAD Neely's Bend 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 earned a paycheck of \$128, by Thursday, they are able to wear jeans on Friday.

## **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 phones 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 in class. During class, any of these types of food will be confiscated. The exception to this is during homeroom when breakfast is served from 8:30-9:00.



Our cafeteria does sell small bags of chips that students are allowed to eat during lunch. Please be aware that in order to purchase snacks from the cafeteria, families must add money to school accounts as cash is not accepted.

Students are not allowed to eat in class. Students MUST bring a water bottle to school. Students will have the opportunity to fill their water bottles during designated times during the day. Water fountains are no longer available and have been replaced with water filling stations.

## Merits

Our students work hard each and every day. It is important that we recognize and encourage those positive behaviors so that we can reinforce the productive behaviors the students are exhibiting. Our goal is to constantly build our students up to be the best people they can be. Though it is important to point out the behavior that is holding a student back, it is more important to acknowledge the behaviors that are pushing our students forward. Along those lines, we want to encourage the positive habits students are displaying. For those reinforcers, students can earn merits, (+3 and +1) that encourage the behavior.

The following table provides a non-exhaustive list of behaviors that may earn various merits as well as anything notable about particular merits.

Type of Merit	Examples
Excellent Academic Behavior (+3)	<ul style="list-style-type: none"> <li>● Asking questions</li> <li>● Giving, accepting, or applying feedback</li> <li>● Great collaboration with partner/group</li> </ul>
Bounce Back (+1)	<ul style="list-style-type: none"> <li>● “Great job bouncing back and getting on task with your turn and talk partner”</li> </ul>
Modeling Expectations (+1)	<ul style="list-style-type: none"> <li>● Meeting expectations as clearly stated               <ul style="list-style-type: none"> <li>○ Ex: “Sarah is modeling expectations, holding her pen as she reads to make margin notes.”</li> </ul> </li> </ul>
Positive Attitude (+1)	<ul style="list-style-type: none"> <li>● Warmly greets teacher and others</li> <li>● Brings joy to classroom</li> </ul>
Ready to Learn (+1)	<ul style="list-style-type: none"> <li>● Has all materials ready to go</li> <li>● Body language communicates he/she is engaged</li> </ul>

## Ethos and Positive Points

Our Ethos are the following: Serve Others, Committed, Courageous, Self-Reliant and Disciplined. Students can earn +5 Beaver Bucks for displaying behaviors that exemplify these Ethos. We want to encourage those behaviors to serve as examples for both the student and his or her peers. Our goal with awarding Ethos points (+5) is to recognize when students are going outside of the normal expectations, showing a commitment to our Ethos, and living out our values as a school.

## Correction and Consequence

### Reminders

Reminders refer to the response to actions that distract from or deter the learning process. These actions 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 reminders are not warnings, they are *reminders* about how to have positive habits in the classroom.

Reminder	Examples
Talking (-1)	<ul style="list-style-type: none"> <li>● Talking out of turn</li> <li>● Inappropriate volume</li> </ul>
Off Task (-1)	<ul style="list-style-type: none"> <li>● Reading a book instead of focusing on lesson</li> <li>● Drawing on paper</li> <li>● Falling asleep</li> <li>● Putting on Makeup in class</li> <li>● Writing on your body or clothes</li> <li>● On wrong (but appropriate) website during class</li> <li>● Off task conversations in work groups</li> </ul>
Disruptive (-1)	<ul style="list-style-type: none"> <li>● Kicking the table or chair (non-aggressively)</li> <li>● Making any unnecessary noises in class or at whole school events</li> <li>● Pencil tapping, drumming, singing/rapping in class</li> <li>● Slamming book or door</li> <li>● Phone rings in class</li> <li>● Sound effects on computer turned up on purpose</li> </ul>
Wearing Hood/Unapproved Jacket (-1)	<ul style="list-style-type: none"> <li>● Outerwear does not meet school expectations</li> <li>● Wearing hood on head/neck inside the building</li> </ul> <p>*These reminders should not be issued to students when they've just entered the school building. Examples: No hoods once you're through the vestibule, no unapproved outerwear once you're seated in first period until it's time to dismiss EOD.</p>

### Demerits

Demerits are used in times when students are clear on the expectations and are choosing not to follow them

**All -5 demerits automatically trigger silent lunch for the student.** It is appropriate for these behaviors to automatically warrant a high level consequence because they are more immediately harmful to the culture of the school. An accumulation of **any three -3 demerits in the course of the culture week triggers the silent lunch consequence.** While not immediately detrimental to the school, if behaviors that earn -3 demerits persist or go unchecked, they can absolutely erode the culture of a school because not holding students accountable for these behaviors creates an environment in which expectations are unclear and inconsistent.

Type of Demerit	Examples
Dress Code (-3)	<ul style="list-style-type: none"> <li>● Not in uniform pants</li> <li>● Wearing a hot pink shirt</li> <li>● Wearing a shirt without a collar</li> <li>● Wearing slides or slippers</li> </ul>
Out of Area (-3)	<ul style="list-style-type: none"> <li>● In stairwell or hallway when supposed to be in the cafeteria/gym</li> <li>● Leave line/classroom doorway to greet a best friend or teacher across the hall</li> <li>● Walking around classroom without permission</li> <li>● Using a bathroom assigned to a different grade level</li> </ul>

Late to Class (-3)	<ul style="list-style-type: none"> <li>• Enters classroom after the bell rings</li> </ul>
Unprofessional Behavior (-3)	<ul style="list-style-type: none"> <li>• Eating in class during instructional time</li> <li>• Horseplaying</li> <li>• Failure to turn in Progress Report or other signed form</li> <li>• Inappropriate use of school materials, including technology (ex: on explicit website)</li> <li>• Public display of affection</li> <li>• Seeking a different answer (one teacher says no, you ask another teacher)</li> <li>• Repeatedly not follow expectations</li> </ul>
Cell Phone (-3)	<ul style="list-style-type: none"> <li>• Using cell phone</li> <li>• Having cell phone out without permission</li> </ul>
Academic Dishonesty (-5)	<ul style="list-style-type: none"> <li>• Copying or cheating</li> <li>• Trying to change grades</li> <li>• Plagiarism</li> <li>• Not contributing to a group project</li> </ul>
Disrespect (-5)	<ul style="list-style-type: none"> <li>• Writing on school property or sticking/spitting gum not in trash can</li> <li>• Calling someone a negative name</li> <li>• Pushing/kicking/hitting someone with intention to harm</li> <li>• Using profanity directed at others</li> <li>• Refusing to follow a specific direction</li> <li>• Walking away from a staff member who is trying to talk with him/her (This does <b>NOT</b> include refusal to greet or respond to a greeting)</li> </ul>
Skiping Class (-5)	<ul style="list-style-type: none"> <li>• Hiding in bathroom</li> <li>• Lied to Student Support Coordinator about being sent to R&amp;R to avoid class</li> </ul>

### Silent Lunch

If a behavior warrants silent lunch, the student will report to silent lunch during lunch and recess that day. The student will be provided a reflective task, with the purpose being to restore the relationship and reflect on their behavior. The task is also for the student to learn to make better choices going forward. During silent lunch, students are not allowed to communicate, even silently. Students spend the time productively and are only allowed to talk to the adult in the room concerning their reflective task.

## Student Culture & Support

### Crew Rivers

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 them on a deeper level, they are more likely to feel safe and included at school. Crews are named after rivers and we have five rivers school-wide: Rio Grande, Nile, Mississippi, Congo, and Amazon. Each staff member is assigned to a river and leads weekly social/emotional lessons created by our school counselors that focus on student needs. Crew teachers are an advocate for the students in their crew and are the point person for families to call with questions.

## Additional School Rules & Procedures

Topic & Rationale	Rule or Procedure
<p><b>Common hand signals</b></p> <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>Hand signals are all done silently and are used in all school spaces, 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>● Raise ASL letter R (crossed fingers) = bathroom</li> <li>● One hand raised, one hand over nose = kleenex</li> <li>● Raised ASL letter T (fist with thumb between index and middle finger) = trash</li> <li>● Tap wrist = need more time</li> </ul>
<p><b>Bathroom</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>● Three 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>● Bathrooms are closed 10 minutes prior to dismissal at the end of the day</li> <li>● <b>5th graders</b> may only use bathroom in 5th hallway (unless in library or electives or at lunch)</li> <li>● <b>6th graders</b> may only use bathroom in between 6th and 7th hallway (unless in library or electives or at lunch)</li> <li>● <b>7th graders</b> may only use bathroom in between 6th and 7th hallway (unless in library or electives or at lunch)</li> <li>● <b>8th graders</b> may only use bathroom in 8th hallway (unless in library or electives or at lunch)</li> </ul>
<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 procedures help preserve class time while addressing potential needs.</i></p>	<ul style="list-style-type: none"> <li>● Students are expected to bring a water bottle to school</li> <li>● Students need to fill up water bottle on trips to the bathroom and during lunch/recess</li> </ul>
<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 homeroom 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>	<ul style="list-style-type: none"> <li>● Students will only be sent for genuine need and absolute</li> </ul>

<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>	<p>emergencies e.g. pink eye, throw-up, very high temperature, etc.</p> <ul style="list-style-type: none"> <li>● Examples of when students will not be permitted to leave class and go to the nurse: bandage for minor scrapes (all teachers have bandaids in class), stomach ache, non-descriptive complaints of “not feeling well”</li> <li>● Teachers will use best judgment 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>	<ul style="list-style-type: none"> <li>● Students need to bring their own supplies, but can ask for them in the main office in the case of emergencies.</li> </ul>
<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 bring in breakfast or lunch from outside restaurants.</li> <li>● If parents drop food off for a student, it must be during the regularly scheduled lunch break. Food dropped off outside of the regularly scheduled lunch break will be held in the main office until the end of the school day.</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>	<ul style="list-style-type: none"> <li>● Students are never allowed to heat up lunch in the microwave or use the refrigerator to store packed lunch</li> </ul>
<p><b>Writing on skin, clothes or shoes</b></p> <p><i>Writing on clothes or skin is unprofessional and signifies that the student was not engaged in learning during class.</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> </ul>
<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, and sharpies</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, toys, candy, etc.</li> </ul>

# Procedure & Policies

## Attendance

In order for students to be ready for college and life, we need them at 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. We support students and families in maintaining regular attendance.

The school day starts at 9:00am and ends at 4:00pm Monday-Friday. Doors open and homeroom begins at 8:30. All students should be cleared from the building no later than 4:15pm each day.

\* 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 9:01am and must sign in the main office.
- Students arriving late must have a guardian escort them into the building to check them in for the day.

## Absences

- As a public school, LEAD Neely's Bend 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 Neely's Bend 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.

**Excused Absences** (It is the student's responsibility to arrange for all make-up work following an excused absence. LNB defines excused absences as those due to one or more of the following:)

- Illness
- Medical/Dental, including appointments
- School-sanctioned activities
- Absences related to the legal system
- Family Emergency
- Bereavement/Funeral
- Religious observances

**Unexcused Absences** (An absence from school is unexcused if it does not meet the criteria for an excused absence)

Students who are absent from school and who fail to return to school with a note signed by a parent/guardian explaining the absence will be given an unexcused absence. Assignments given that day will result in a zero. This includes tests and quizzes.

## 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 student. ONLY pre-approved adult representatives will be permitted to sign out a 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.
- In order to maintain and safe dismissal, you will NOT be able to do the following past 3:45 pm each day:
  - Call and request the Main office to communicate a message to your student.
  - Bring an item to the Main office for us to deliver to your student.

## **Missed Work**

- LEAD Neely's Bend follows MNPS's guidelines for make-up work.
- Makeup 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 are required to 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 8:30am, the LEAD Neely's Bend school doors open to students and our main office opens.
- Students are expected to wait outside respectfully and should NOT engage in any unsafe behaviors or activities.
- Staff is not permitted to allow students into the building as there is no supervision of students until 8:30.
- If you have concerns about your child waiting outside in inclement weather, please make plans for them to arrive at school as close to 8:30 as possible. Weather does not change the policy of when our doors open.

### **Dismissal**

- At the end of each school day, we dismiss our walkers and car riders before our school bus riders.
- Walkers and car riders are escorted to the gym door closest to the side parking lot. Walkers are expected to immediately leave school premises and begin their journey home.
- If your child is a car rider, he or she will wait in the gym until they are ready for pick-up. You and your student(s) are expected to adhere to the following pick up rules to maximize student safety during dismissal:
  - All car riders must wait for their ride in the gym. There are staff stationed to help monitor students in this zone.
  - Cars must have the student name printed on white paper on the dashboard of their car. LEAD Neely's Bend will provide the sign to all families who proactively inform us of their car-rider status. Having the sign clearly posted on your dashboard will ensure a timely pick-up of your student.
  - A staff member will message for the students to be sent out from the gym at which point they will meet their car and leave school grounds.
  - Students may only leave the waiting zone when their car has arrived.
  - Students are NOT ALLOWED to walk to the MapCo or down the sidewalk toward Neely's Bend Elementary 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 4:15. 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 at the front of the building.
- Students who are waiting outside after school will not be supervised by a school staff member after 4:15pm.



- 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 designated location until their bus arrives. Students will be allowed to call parents to inform them of the delayed bus. An all call to families will also be sent if buses are expected to arrive at LEAD Neely's Bend after 4:25pm.

### **Students Staying After School**

- To participate in clubs and sports:
  - Students are expected to report to the cafeteria during dismissal.
  - Coaches and club leaders pick up participants from the auditorium at 4:15.
  - 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, LEAD Neely's Bend will either cancel or delay the opening of school. Such announcements will be made on local news channels as well as a text blast through TalkingPoints.. 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).

### **Personal Belongings**

LEAD Neely's Bend assumes no responsibility for any loss of students' personal property or for items such as (but not limited to) cameras, cell phones, iPods, tablets, handheld game systems, toys and cards.

Parents and students are advised that it is a violation of school code to use these personal items during school hours. Items in use during school hours will be confiscated and appropriate disciplinary action will be taken. Confiscated items will have to be picked up by the parent in the front office.

The following items will be immediately confiscated if brought to campus: skateboards, skates, roller blades, TVs, large electronic game systems (PS2, GameCube, etc.), basketballs, footballs, flat irons, curling irons, or aerosol cans (hair spray, deodorant, etc.), and other items deemed inappropriate. Inappropriate items will have to be picked up by the parent in the front office.

Basketballs and footballs will be provided during recess by the school.

Student property that is traditionally considered confidential (journals, purses) will be turned over to the Principal and/or Assistant Principal if it is found to pose a risk to its owner or anyone else.

### **Lost and Found**

Items that have been found should be returned to the Office Manager. Students who have lost an item at school may come to the Office during a break or before or after school to check for lost items with written permission from his/her teacher. All items not picked up at the end of each month will be donated.

### **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 in student binders, Talking Points or our social media pages (Instagram and Facebook). We encourage all families to attend night events and to stay current on and involved in school happenings. These days and times will also be in the weekly notes in Red Folders, Blackboard or our social media pages (Instagram and Facebook).

### **Use of Tobacco**

LEAD Neely's Bend promotes and maintains a smoke-free environment. All LNB employees, scholars, parents, guests and vendors are prohibited from smoking or using tobacco products. Students may not have tobacco in their possession at any time during the school day, at any school-sponsored activities or on any school grounds. Students in violation of the tobacco/smoking regulation will be subject to disciplinary action including expulsion.

### **Property**

All students are expected to respect and care for all property of LEAD Neely's Bend including building facilities, desks, dry erase boards, dry erase markers, books, lavatories, lockers, belongings of scholars/staff, etc. Sharpies and Markers are prohibited items that damage property and will be taken if student is in possession of it. Any student damaging or defacing property may be required to pay for the damage or loss, including professional labor costs. Willful destruction or defacement of property at any time is just cause for disciplinary action and may result in expulsion.

### **Theft**

Committing an act of theft may result in suspension and other disciplinary actions. The student will also be required to pay for or replace the item(s) stolen. Proper outside authorities may be contacted. Any student involved in theft will be denied participation in school activities for a certain period of time to be determined by proper school authorities.

### **Search and Seizure**

School authorities may seize any contraband, substance, or object, the possession of which is illegal or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. *Authority to Conduct a Search* - The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. *General Inspection* - School authorities reserve the right to make general inspections for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in clothing, bags or purses, unless reasonable and specific suspicion exists.
3. *Desk/Storage Area Inspections* - All storage areas provided for student use on school premises remain the property of the school and are subject to inspection, access for maintenance, and search.
4. *Personal Searches* - A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized items.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the scholar pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

### **LEAD Public School's Family Bus Expectations and Code of Conduct**

LEAD Public Schools will provide busing for your student to and from school within the "school zone" limits of Nashville and is more than 1.25 miles from school. If a student is less than 1.25 miles away from school, they are designated as a walker or can be dropped off at school by a legal guardian. This is a service we provide to assist our families. However, busing is considered a privilege and if policies and behaviors are not adhered to, bus privileges can be revoked. In order for the school to maintain safe and efficient bus service, all families who choose to use our buses must agree to the code of conduct and policies. Students, who are bus riders, must be at their bus stop 10 minutes prior to the assigned time and prepared to wait 10 minutes after if needed due to traffic patterns.

**PARENT/STUDENT SIGNATURE PAGE**  
**LEAD Neely's Bend**  
**2021-2022**

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students. We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. This form is part of the student registration process at LEAD Neely's Bend and must be returned as a condition of enrollment.

Signing below is evidence that parents and students have or will read and understand the contents of this handbook. It also grants permission for school photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable television station or network. Parents understand that their child's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about their child or his/her schoolwork will be revealed without prior consent.

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Signature of Parent/Guardian

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Date

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Signature of Student

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Date

-----  
Print Name of Student

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Grade of Student