



Student and Family Handbook
"Ready for College, Ready for Life"

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The content that follows is the LEAD Brick Church 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 Brick Church 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 Brick Church 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 Brick Church 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 Brick Church 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 Brick Church, we believe in giving all students the opportunity to be academically successful by ensuring students get multiple attempts 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 Brick Church:* 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 Brick Church:* 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 Brick Church:* 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 (send every two weeks).

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 Brick Church, 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)	90-100	Exceeds Standard / Advanced
B (3.0)	80-89	Meets Standard / Proficient
C (2.0)	70-79	Nearing Standard / High Basic
D (1.0)	60-69	Nearing Standard / Low Basic
F	50-59*	Below Standard / Below Basic

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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 students final grade. See grading categories and the final grade percentages below.

Summative Assessments 35% of a Student's Grade		Formative Assessments 35% of a Student's Grade			Classwork 30% of Final Grade		
Tests	Projects, Essays	Quizzes	Homework	Exit Tickets, Classwork (Accuracy)	Classwork (Completion)	Attendance	Participation
50-100 points	30-100 points	20-30 points	5-20 points	5-20 points	5-10 points	5 points	5 points

Progress Reports and Report Cards

In order to ensure we communicate student academic progress consistently with parents, progress reports are distributed every other Tuesday to LEAD Brick Church students. Progress Reports are to be signed by a parent or guardian and returned to the student's Crew teacher on Wednesdays.

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 classes.**

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 progress reports or report cards for his or her child, please contact your child's Crew teacher or the front office immediately. See LEAD Brick Church 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 Brick Church 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 Brick Church.

School-Wide Systems

Dress Code

Students are expected to be in dress code 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 dress code so that students are prepared for class without wardrobe distractions. Here are the dress code specifics:

- **Shirts**
 - **All grades:** Students must wear a collared polo shirt. Students will receive a LEAD branded polo when they enroll. Polo shirts should be school colors (red or blue) or neutral colors (black, white, gray) and cannot have large logos other than LEAD logos.
 - During cold months, students may wear any solid color long sleeve shirt underneath their polo
- **Pants**
 - Black, navy, green, or tan khaki pants
 - Pants must be professional “khaki/docker” material
 - No jeans, no leggings, no other color khakis
 - Students may wear black, navy, green, 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
- Students can wear any color shoes they'd like as long as they are closed-toe and have a back
- Students may wear sneakers, boots, flats, or Crocs
- Shoes must be appropriate for participation in PE and/or active recess - students wearing Crocs must bring sneakers for PE
- Students may not wear sliders or sandals
- **Outerwear**
 - Sweatshirts or hoodies are permitted if they are a:
 - LEAD Brick Church logo
 - College name or logo
 - Solid color without logos, preferably in school colors
 - The dress code 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 Brick Church or college logo, the student will simply take it off when entering the building.
- **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 Brick Church 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 not received a reminder or demerit by the end of the day on Thursday, he or she may wear jeans and a LEAD Brick Church branded or college shirt on Friday. Jeans may be any color, but must be school appropriate. Jeans may not have rips that expose legs above the knee and may not be leggings.

Cell Phones

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

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

Here are the student cell phone expectations:

- Turn cell phones off and place in backpacks before entering school
- Once inside the school building, all cell phones must be off / in airplane mode and put away in backpacks
- 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 not 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 8:30-8:50.

We do have a school store available weekly during the lunch/recess period where students can purchase snacks or treats with their Bear Bucks. Students may eat their snacks or treats in the cafeteria only and must place all leftover items in their backpacks to take home after lunch ends.

Students are not allowed to eat in class. Students should 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.

LEAD Brick Church Paychecks

Each week, students begin with \$100 Bear Bucks. They gain and lose points (dollars) based on their behaviors at school. Student paychecks are sent home every Tuesday in red folders for parents to view and sign. The positive points are called plus points or Ethos points. The negative behaviors found on paycheck are called reminders and demerits.

We value consistency in our school because it is the foundation of providing a safe and predictable environment for our students and staff. Providing our students with rewards and consequences requires a strong commitment to consistency. Our commitment to consistency and academic success is how our students will know that we care about their well being.

Our system strives to do the following:

- 1) Consistently recognize our students for exhibiting the behaviors we value
- 2) Create investment in our systems by recognizing and rewarding appropriate behavior
- 3) Provide consistent corrections to behaviors that do not demonstrate LEAD Brick Church values or ethos and tie this correction to the appropriate behavior

In order to do this we have provided the following token economy for Bear Bucks at Brick Church that are based upon our Ethos:

Ethos and Positive Points

Our core Ethos are the following: Serve Others, Committed, Courageous, Self-Reliant and Disciplined. Students can earn between +1 and +3 Brick Church Cash for displaying behaviors that exemplify these Ethos. We want to encourage those above and beyond behaviors to serve as examples for both the student and their peers. Our goal with awarding above and beyond Ethos points (+3) is to recognize when students are going outside of the normal expectations and showing a commitment to our Ethos and living out our values as a school (diversity, growth mindset, excellence, flexibility, humanity, and joy). To make these positive, teachable moments, it is also important for us to provide rationale of why a student earns the +3. This helps the student focus on the behavior to replicate instead of just the points earned. We never reward Ethos points to students who ask for the points. The goal is for students to exemplify the Ethos and earn recognition, not to “pay” them for doing good deeds. Further, when we consistently recognize students for their

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 a (+1) point in our different points categories. These +1 incentives can also be thought of as arrows inside the lanes that point out when a student is on the right track for success.

Correction and Consequence

Minor Behaviors - Reminders

Minor behaviors refer to actions that distract or deter the learning process. These do not necessarily make learning or continuing the lesson impossible for the student or the class, but they are behaviors that we want students to curb or replace with more productive actions. A minor behavior that has been redirected and continues, warrants a (-1). We want to be consistent with our expectations and consequences, so (-1) is not a warning. They are not precursors to a demerit, nor do they culminate or add up to a demerit or major behavior. Reminders are about how to have positive habits in the classroom.

Think of a bowling alley. When a student does something that warrants a (-1), it is as if they are hitting the bumpers along the lane. Teachers can provide redirection for the student to get back on track when assigning a (-1), letting them know where the boundary is.

One example of a minor behavior that would earn a reminder is when a student is fully engaged in the lesson, but calls out the answer to a question when the teacher has asked for hands. A teacher could respond with, "I can tell that you're excited to share your thinking with the class, but when we call out, other teammates lose the opportunity to participate as well. Let's remember to raise our hands before we speak; that's (-1).

Here, the teacher creates a learning opportunity by providing rationale to the student before issuing the consequence. The student is able to see how his/her action has a direct effect on learning in the classroom, and the teacher has given the student a more preferred, replacement behavior for the calling out.

Reminders (-1)	Examples (Not exhaustive)
Talking	Talking out of turn Inappropriate volume Making inappropriate noises
Off Task	Reading a book instead of focusing on lesson Drawing on paper Dozing off Combing/Braiding Hair in class Chewing gum/eating Kicking the table or chair Making any unnecessary noises in class or at whole school events Pencil tapping, drumming, singing/rapping in class Slamming book or door Kicking the table or chair Making any unnecessary noises in class or at whole school events Pencil tapping, drumming, singing/rapping in class
Dress Code	Wearing hood in building, for example <i>*Dressing for success is important to help us cut down on the amount of distractions that take away from learning time. We all have a uniform we wear that shows that we are</i>

	<i>present and ready to work.</i>
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Major Behaviors - Demerits

Everyday we strive to make sure our kids feel safe and respected while they are learning. Therefore, in the instances in which students choose to stop the learning environment by being disrespectful or creating an unsafe learning space, it is considered a major behavior and warrants a demerit (-3).

If (-1) is used to guide students like bumpers in a bowling lane, marks are used in times when students are no longer operating in the lane at all. Here, it is vital that teachers provide rationale for why a mark is given. The delivery of the mark must always include an explanation. This offers students an opportunity to change or make a better choice and not just receive the consequence.

For example:

“Jenny, when you are in the hallway without a pass, it means an adult may not know where you are. It is important, for your safety, that an adult knows where you are at all times. Next time, please make sure you have a pass. That’s a mark because at Brick Church we are disciplined by being in the correct location at all times.”

If a behavior is egregious enough to warrant a mark, keep in mind that a repair conversation will be necessary to have with that student. Consequences are more meaningful when students know that they are given out of love and respect. It’s natural for there to be negative feelings when a mark is assigned, however, as educators, it is our responsibility to help repair and build a positive relationship with the student. In addition, it is important to call home after issuing a mark, so that parents are brought into the conversation and we are continuing to build the partnership between school and home. It may not be necessary to call home after EVERY mark, but if a teacher finds themselves issuing more than one mark to a student in only a couple days OR they notice a pattern of the type of mark emerging in the child’s Kickboard account, a phone call home is made.

Demerit Examples
<ul style="list-style-type: none"> ● Horseplaying or throwing objects ● Copying or cheating ● Public display of affection ● Calling someone a negative name ● Pushing/kicking/hitting someone ● Using profanity ● Minor damage to school property such as writing on a desk or wall ● Refusing to follow specific direction ● Skipping class ● Being anywhere in the building without permission and a pass

Student Culture & Support Crew Dens

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 bears and we have three dens school-wide: Grizzly Bears, Polar Bears, and Panda Bears. Each staff member is assigned to a den 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.

Top Point Earners

We believe it is important to recognize our students who go above and beyond for their education and for their school community. Students are issued positive and negative points throughout the week based on behaviors they exhibit. Those who meet all school expectations and are demonstrating our Ethos are issued merits throughout the week by teachers and staff. These students are our highest point earners in the school and we celebrate them in the following ways:

- **Weekly Free Dress:** Each Friday, the top two point earners in each grade level will be announced and will be given a free dress pass for the following week. If there are more than 2 students who qualify because their points are tied, all students who qualify will be granted free dress. Any repeat winners within a quarter will get free dress but will not occupy one of those top two spots, so the next highest will also get free dress.
- **Bear Claws:** Each time a student is a top point earner and earns free dress, he/she also collects a Bear Claw. Students can collect Bear Claws throughout the year to earn elevated rewards.
- **The No Negative Nation:** Students who go the first three weeks of each month without losing any points from their paycheck will have increased freedoms and various rewards during the fourth week of the month. The freedoms and rewards may change monthly.

School Conduct Policies

In reference to behavioral offenses and corresponding consequences, LEAD Brick Church adheres to the policies outlined in the [Metro Nashville Public Schools Student-Parent Handbook](#).

Additional School Rules & Procedures

Topic & Rationale	Rule or Procedure
<p>Student supply kits</p> <p><i>Basic school supply kits ensure that students are always prepared to fully engage in learning.</i></p>	<p>It is helpful if each student maintains a school supply kit that includes:</p> <ul style="list-style-type: none"> • Backpack • 1 2" binder • Pencil case • 3+ pencils with erasers • 1+ pens • Highlighter
<p>Common hand signals</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"> • Pencil in air = sharpen pencil • Pointer finger in air = need a pencil/utensil • Raise ASL letter R (crossed fingers) = bathroom • One hand raised, one hand over nose = kleenex • Raised ASL letter T (fist with thumb between index and middle finger) = trash • Tap wrist = need more time
<p>Bathroom</p>	<ul style="list-style-type: none"> • Empty pockets and leave your bags in the classroom • You must have a pass • Five minutes or less to the bathroom

<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"> ● Two bathrooms per day in addition to breakfast and lunch ● Leave the place cleaner than you found it ● Bathrooms are closed 10 minutes prior to dismissal at the end of the day ● 5th graders may only use bathroom in 5 / 6 hallway (unless in library or electives or at lunch) ● 6th graders may only use bathroom in 5 / 6 hallway (unless in library or electives or at lunch) ● 7th graders may only use bathroom in 7 / 8 hallway (unless in library or electives or at lunch) ● 8th graders may only use bathroom in 7 / 8 hallway (unless in library or electives or at lunch)
<p>Water</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"> ● Students are expected to bring a water bottle to school ● Students need to fill up water bottle on trips to the bathroom and during lunch/recess
<p>Sharpening Pencils</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"> ● Carry a hand held sharpener ● Use homeroom time to sharpen at least 3 pencils for the day ● Only sharpen pencils when the teacher is not providing direct instruction ● When you go to the sharpener, sharpen more than one pencil
<p>Nurse</p> <p><i>The nurse is here to provide emergency services to students in need and services to our students with prior medical needs.</i></p> <p><i>When it comes to students going to the nurse, most visits to the nurse are to escape class.</i></p>	<ul style="list-style-type: none"> ● Students will only be sent for genuine need and absolute emergencies e.g. pink eye, throw-up, very high temperature, etc. ● 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” ● Teachers will use best judgement to determine whether or not the student needs to see the nurse - when at all possible, teachers will keep students in class so that they don’t miss instruction ● The nurse will log students in and note name, class, reason for seeing nurse -- investigate reasons for repeat visitors
<p>Feminine supplies</p> <p><i>Students should arrive at school prepared.</i></p>	<ul style="list-style-type: none"> ● Students need to bring their own supplies, but can ask for them in the main office in the case of emergencies.
<p>Outside food</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"> ● Students and parents may bring in breakfast or lunch from outside restaurants. ● Students will not be allowed to eat during classes. ● 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

	<p>school day.</p> <ul style="list-style-type: none"> • Please refer to the previously stated rules in this appendix and in the LPS handbook regarding families bringing in lunch or treats
<p>Microwaving student lunches</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"> • Students are never allowed to heat up lunch in the microwave or use the refrigerator to store packed lunch
<p>Writing on skin, clothes or shoes</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"> • Students are not allowed to draw on their skin, clothes, or shoes • Having writing on your clothing is breaking the dress code
<p>Prohibited supplies and materials</p> <p><i>We take pride in our school property and permanent markers & gum can be destructive to walls, desks, clothes, etc.</i></p>	<ul style="list-style-type: none"> • Students may not bring sharpies or flair pens to school or chew gum. All sharpies and gum found will be taken from students • Students may only use pencils and pens to complete classwork: no markers or glitter gel pens • The following are never allowed at school: glass bottles, gum, and sharpies • 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.

Procedures & 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 8:30am and ends at 4:00pm Monday-Friday. Doors open at 8:30 and homeroom begins at 8:40. 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 8:46am 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 Brick Church 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 Brick Church 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. LBC 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 they are 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 Brick Church 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 Brick Church 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

- Early checkouts are not permitted after 3:30pm.
- At the end of each school day, car riders are called for dismissal at 4pm.
- Car riders will exit through the front doors. Families should be in the pickup line by 3:55pm.
- Bus riders are escorted to the cafeteria at 4pm and dismissed to their buses by school staff.
- Students are NOT ALLOWED to return to campus once they have left.

Late Pick-up

- Adults stay with 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 be brought inside for late pickup at 4:15pm.
- If you are running late for pickup, please call the school.
- 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 Brick Church 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 Brick Church 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).

Families Visiting Students or Observing Their Child in Class

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

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

Because learning is our top priority, we have created the following guidelines for parent observations:

Parent Observation Guidelines

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

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

1. Introduce yourself to the teacher.
2. Do not distract or interact with other students or your own child during class unless the teacher asks you to participate.
3. Please refrain from using your phone/technology while in the classroom. We want to make sure the students are not easily distracted by having a guest using technology.
4. Write down any questions or comments you have.

5. If you are not staying until a transition time, leave your phone number with the teacher so he/she can follow up with you after.

Personal Belongings

LEAD Brick Church 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, DeansList communications, 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, the Brick Bulletin, or our social media pages (Instagram and Facebook).

Use of Tobacco

LEAD Brick Church promotes and maintains a smoke-free environment. All LBC 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 Brick Church 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.

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.

Athletics Policy

The following is from the TMSAA athletic policy:

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

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

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

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

School Resources & Tools for Families

Resource	How to access	Details
Facebook	Search facebook for "The LEAD Brick Church Family" or go to this URL https://www.facebook.com/groups/242255186827001/	<ul style="list-style-type: none"> • Updates about school events and calendar • Student Celebrations • Community events • Inclement weather updates
Instagram	@leadbrickchurch	<ul style="list-style-type: none"> • Updates about school events and calendar • Student Celebrations • Community events
DeansList	Deanslist Family Access Video You will be given an access code for your student's Deanslist at Family Orientation Night.	App where you will receive updates and attached documents from the school and individual teachers related to: <ul style="list-style-type: none"> • Grades • Behavioral Progress • School calendar and events • Any school, grade, or class updates or announcements. • Access your students merits, demerits, and scorecard average • See notes from their teachers
Illuminate	Illuminate Family Access Video You will be given an access code for your student's Illuminate at Family Orientation Night.	<ul style="list-style-type: none"> • Access your students grades
School Counseling Website	https://sites.google.com/leadpublicschools.org/brick-counseling/home	<ul style="list-style-type: none"> • Community resources in English and Spanish

School Website	https://leadpublicschools.org/schools/brick-church/	<ul style="list-style-type: none"> ● School calendar ● Family Resources ● Links
Infinite Campus	<p>You will be given a username and password at Family Orientation Night. You can access Infinite Campus by:</p> <ul style="list-style-type: none"> - Go to familyportal.mnps.org - Click 'Campus Parent' - Enter the given username and password 	<ul style="list-style-type: none"> ● Student grades ● Student schedule ● Student attendance
Teachers (Direct Contact)	<p>Teachers provide all students with their contact information at the beginning of the school year and/or when a new student enrolls.</p> <p>All teachers have an email address that is <code>firstname.lastname@leadpublicschools.org</code> Example: kathryn.mckinzie@leadpublicschools.org</p> <p>Families are always welcome to call the front office and request a direct contact for teachers. The front office phone number is (615) 806-6317</p>	
Administrator Contacts	<p>Principal: Kathryn McKinzie</p> <ul style="list-style-type: none"> ● Email: kathryn.mckinzie@leadpublicschools.org ● Phone: 225-721-2011 <p>Assistant Principal of Students: Jauriustee Brooks</p> <ul style="list-style-type: none"> ● Email: jauriustee.brooks@leadpublicschools.org ● Phone: 615-543-8650 <p>Assistant Principal of Instruction: Lemuel Holifield</p> <ul style="list-style-type: none"> ● Email: Lemuel.holifield@leadpublicschools.org ● Phone: 615-808-1091 <p>Assistant Principal of Instruction: Deirdra Smith</p> <ul style="list-style-type: none"> ● Email: deirdra.smith@leadpublicschools.org ● Phone: 917-622-7304 	

PARENT/STUDENT SIGNATURE PAGE
LEAD Brick Church
2022-2023

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 Brick Church 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.

Signature of Parent/Guardian

Date

Signature of Student

Date

Print Name of Student

Grade of Student