



2023-24 SCHOOL YEAR

# Student and Family Handbook



LEAD ACADEMY HIGH SCHOOL

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# Welcome to LEAD Academy

## A Letter from our Principal

Dear Students and Families,

Welcome to the 23-24 school year at LEAD Academy High School. This year we will continue our mission to prepare every Lead Academy student for college, career, and life. Our theme for the 2023-2024 school year is ***"Accelerating Excellence."*** We saw astounding growth in exemplary attendance, academic achievement, and exceptional school culture last year, and we plan to accelerate and build upon those successes to provide you – our students and families – with a best-in-class education. Our expectations for our students are high, but the support we provide is higher: the faculty and staff at LEAD Academy High School are dedicated to every student's academic and personal growth. Our goal is that your student learns and grows more at Lead Academy than they would at any other school.

This Student and Family Handbook is a guide to our school's expectations and policies. The purpose of this handbook is to create a consistent set of positive expectations for students and families. This handbook explains our mission and values, family and community engagement, academics, attendance, and interventions and consequences that will be implemented when students engage in inappropriate behavior. The expectations set forth in this handbook apply to actions of students during school, on the way to and from school, while on school property, while traveling to and from school-sponsored events, at all school-sponsored events, and on social media websites and other internet correspondence. Throughout the year, we reserve the authority to change policies reflected in the handbook to better meet the needs of students. We seek input from our parents and families throughout the school year. Updates will be posted on our website.

Students: you are why we are here. You will be loved, challenged, and supported by your teachers and school staff, and you will be celebrated and valued for your hard work. You will get out of this year what you put into it, and I expect to see amazing things from you this year. Work hard and take advantage of the tutoring, Saturday enrichment, extracurriculars, athletics, and community service available to you. It is our job to prepare you for success, and it is your job to put in the work to achieve your goals.

Families: you are the most important contributor to your student's success, and we look forward to working closely with you. We want and need you to be a part of our school. We are committed to communicating with you in a timely and clear manner, listening to your input, and welcoming you into our school for family. Our school prides itself on its culture. If a problem does arise, we will work hand-in-hand with you to resolve it in a manner that is fair and appropriate based on the circumstances. I look forward to a powerful and positive year where we accomplish our goals together. Please use the information contained within this handbook as a resource throughout the year, and feel free to contact me if you have any questions or concerns.

Sincerely,

Maggie Sneed  
Principal

# LAHS Mission & Values

## ***Mission Statement***

LEAD Academy develops leaders who excel in college, career, and life.

## ***Values***

- All LEADers Can Succeed- We hold ourselves accountable to achieving excellent student outcomes
- Relationships Drive Excellence- We always take personal responsibility for the success and well-being of all school community members.
- LEADers are Learners- We always embrace feedback and continuously improve.

## ***LEAD Academy Ethos***

- **"I LEAD because I am Self-reliant."**
  - I take it upon myself to use my own resources, handle my business, and make no excuses.
- **"I LEAD because I am Disciplined."**
  - I make sure to do the things that need to be done and stay true to the course.
- **"I LEAD because I am Courageous."**
  - I will complete the tasks, even if they are intimidating.
- **"I LEAD because I am Committed."**
  - I am dedicated to putting in hard work and giving my best effort.
- **"I LEAD because I Serve others."**
  - I serve others because I have a giving nature and leave things better than I found them.

# Families and Community

## ***Family Communication***

- **DeansList**
  - Online behavior tracking system. Tracks merits, demerits, and attendance. It can be accessed by students and families.
- **Canvas**
  - Online grades tracking system for students and families.
- **Mastery Connect**
  - Online assessment database where students and families can access their school based assessment data throughout their career at LAHS.

## ***Visitors to Campus***

We welcome parents and community members to our campus to observe classroom teaching and other activities. We are excited to showcase the hard work of our teachers and students. To provide safe and orderly learning environments, please review the following:

1. **All** visitors must report to the office immediately upon entering the school to request authorization and to sign in.
2. Parents/guardians who would like to visit classrooms should attempt to notify a school administrator or teacher.
  - a. Visitors may not talk to a student or teacher during class, although they may call or email the teacher at the end of the school day to discuss what they observed, and they are welcome to drop notes off to the office.
3. Parents have to drop off all items to the school office. Parents may not personally deliver items to the student during the school day.

## ***Parent Volunteer Opportunities***

Parent support is essential to the success of our students. LEAD Academy provides opportunities for parents to show their support through numerous volunteer opportunities including working in the school office and helping with building maintenance. In addition, parents can volunteer to sponsor after-school clubs and help with tutoring. Parents are also needed to help with community outreach, including enrollment activities. Parent chaperones are needed for prom and other social events. When space allows, parents may be invited to help chaperone college trips. Parents who are interested in volunteering should call the school office to let the School Director know what they would like to do and when they are available to volunteer.

## ***Family LEADership Council***

The Family LEADership Council is an administrator lead and parent run meeting that takes place quarterly to promote school and family partnership, while increasing parent voice and awareness. Parents are encouraged to give feedback about what is working well with their children and what are the areas that can be improved upon. Parent feedback is highly valued and has helped shape some of our systems and strategies that promote student and school success. If you are interested in joining the Family Leadership Council, contact our Family and Community Engagement Specialist, Mr. Sean Williams at [sean.williams@leadpublicschools.org](mailto:sean.williams@leadpublicschools.org) or you may call him at 615-965-5276.

## ***Annual Parent Meetings***

Parent Orientation will be held at the start of each school year. During this meeting, parents will receive information about the upcoming school year, including the Student and Parent Handbook. The initial

meeting will also provide parents with the opportunity to verify student/family contact information and receive additional information regarding transportation and school operations. As a Title I school, parents have the right to review how Title I ones are allocated and review/provide input on the School Improvement Plan. These details will be provided during a separate meeting to be held during the first quarter of the school year.

### ***Parent Conferences***

Conferences can be set up at the request of the school or at the request of the parent. Students are expected to attend these conferences as a starting point for self-advocacy. Parents requesting conferences with school personnel for academic or student discipline issues can schedule a meeting by emailing the specific teacher. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the school day.

### ***Change of Address, Phone Number or Contact Information***

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

## **Unique Programs & Services**

### ***Athletics***

Participating in sports for LEAD Academy or its partner school is a privilege and athletes are expected to meet academic and behavioral expectations. Students with failing grades or excessive demerits may not be allowed to participate in their sport for a period of time.

### ***Clubs***

LEAD Academy offers clubs during and after school. Adults are there to act as the advising figure to maintain the function of the club. Clubs that will be offered at LEAD include: Tech Club, Debate, Dance Team, Beats, and Youth in Government.

### ***College Counseling***

As students progress in their high school career, LEAD will provide guidance for the college entrance process through seminar classes. Additionally, LEAD will continue to assist graduates as they begin college to ensure a successful transition. As part of the college process, students will fill out a High School Course Plan beginning in the 9<sup>th</sup> grade and review it each semester.

### ***College Trips***

College trips are an integral part of the LEAD Academy program. Students in all grades visit colleges throughout the school year to experience first-hand the life of a college student, including academic requirements, extracurricular opportunities, and other matters related to life on a college campus. Going on a college trip is a privilege and all students are expected to earn the opportunity to attend these trips. Students who fail to meet academic and/or behavioral expectations during the school year may not be invited to go on college trips. If a student is required to stay back from a trip, the student must attend a regular school day instead. Any absences on college trip days will be considered unexcused absences.



### **Crew**

Crew is an essential part of the LEAD Academy academic. The purpose of Crew is to establish an advisory group consisting of an adult and students who work together to develop socially, emotionally, and academically.

### **School-Sponsored Activities**

LEAD Academy holds dances and other school-sponsored activities for the enjoyment of LEAD students and their guests. All school behavioral expectations are in effect at all school-sponsored activities (on or off campus).

### **Student Leadership Opportunities**

Building leadership skills is an essential element of the LEAD Academy program. Student-led clubs provide students the opportunity to learn how to run an organization, including designing club activities, holding members accountable, and working with adult sponsors. Additional student leadership opportunities include tutoring students in other LEAD Public Schools, participating in Model UN and Youth in Government, participating in debate club and competitions, and participating in summer internships in the community and on college campuses.

### **School Counseling**

Lead Academy High School is committed to providing quality education to its students. In an effort to achieve this goal, school staff or parents/guardians may refer students for counseling, or students may request counseling. The aim of the school counseling services is to help students have more effective education and socialization within the school community. Possible counseling topics are coping with changes, life transitions, self-esteem, friendship/relationship issues, study skills, stress management, fears/worries, academic progress, conflict resolution, social skills, adjustment to school or culture, etc. These services are available at no cost. However, these services are not intended as a substitute for medication or psychological diagnosis, which are not the responsibility of the school. School counseling is based on a trusting relationship between counselor and student, the school counselors will keep information confidential with some possible exceptions. We understand that the school counselors may share information with parents/guardians, the child's teacher, and/or administrators who work with the child on a need to know basis, so that we may better help the child as a team. Under the following circumstances, the school counselors are required by law to share information with others:

1. Presenting information about hurting himself/herself or another person.
2. Evidence or disclosure of abuse (physically, emotionally, and sexually) or neglect
3. Threats to school security and,
4. If counseling records are court ordered

If you have further questions regarding LAHS Counseling department please contact Brittney Boucher, Dean of Culture at:

Brittney.Boucher@leadpublicschools.org  
(615) 327-5422

# Academics at LEAD Academy

A set of unique practices define LEAD Academy's academic program. These include both the nature of our academic work and the year-by-year structure of our program.

## ***Academic Integrity: LAHS Honor Code***

LEAD Academy's faculty and administration believe in academic integrity, and the principle of an honor code. Students are expected to do their own homework, to test without external resources, and to submit original work for all assignments. LEAD Academy students are expected to deny all requests to copy from their own work. Students who violate the school's honor code will receive demerits and lose academic points.

## ***Commitment to Excellence***

LEAD Academy believes that students must take responsibility for establishing and maintaining standards for their own behavior. Honesty, integrity, and respect for each other are expected at LEAD. Actions or attempted actions that do not uphold these ideals violate the LEAD Academy Commitment to Excellence.

- A student's word is expected to be completely true. Therefore, lying and forgery are violations of the Commitment to Excellence.
- A student's work is expected to be entirely his/her own, unless properly credited. Therefore, plagiarism and cheating are violations of the Commitment to Excellence.
- The property of others is to be respected. Therefore, stealing – no matter how minor – is a violation of the Commitment to Excellence.

## ***Graduation Requirements for LEAD Academy High School***

Students must earn credit hours in the subjects listed below. The LEAD curriculum is designed to provide a more rigorous program for college-bound students. LEAD Academy students are eligible to earn the Regular High School Diploma/University Path as outlined by Metro Nashville Public Schools. **LEAD Academy High School neither offers nor accepts credit recovery of any kind.**

Course	Number of Credits
English	4
Math (including Integrated I, II, III, and a fourth course)	4
Science (including Biology, Chemistry or Physics, and a third lab course)	3
<ul style="list-style-type: none"><li>• Social Studies<ul style="list-style-type: none"><li>○ World Geography – 1 credit</li><li>○ AP World Geography OR World History - 1 credit</li><li>○ U.S. History - 1 credit</li><li>○ Economics/Government - 1/2 credit</li><li>○ Personal Finance - 1/2 credit</li></ul></li></ul>	3.5
Physical Education and Lifetime Wellness (1 year of each)	2
World Language	2 (in same language)
Fine Arts	1
Seminar	4

## ***Grading and GPA***

The LEAD Academy grading scale is aligned to the MNPS and State Board of Education Tennessee Uniform Grading Scale.

Grade	Scale	Percent
A	4.0	90 – 100
B	3.0	80 – 89
C	2.0	70 – 79
D	1.0	60 – 69
F	0.0	0 – 59

To calculate a student's GPA, add the total number of points earned and divide by the number of courses taken.

LEAD Academy Advanced Placement (AP) courses will be awarded five additional points in compliance with Tennessee State law. In computing numerical grades, five points (5) shall be added to each nine weeks grade and the exam grade (not the semester average) for each AP course. Courses designated as “Honors” will be awarded three (3) additional percentage points. In computing numerical grades for Honors courses, three (3) additional points shall be added to each nine weeks grade and the exam grade (not the semester average).

#### ***Honor Roll***

**High Honor Roll:** 93 minimum average with no mark below 85

**Honor Roll:** 88 minimum average with no mark below 80

## **Behavior at LEAD Academy**

#### ***Disciplinary Procedures***

Each student is expected to behave in a manner that exemplifies honesty, loyalty, courtesy, consideration, and respect. Students will be held responsible and accountable if they fail to embody these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. Students who consistently or repeatedly fail to uphold the LEAD Academy standards of conduct and behavior are in jeopardy of not being able to continue at the school.

#### ***Successful Students:***

- Respect Yourself
  - Come to school on time every day
  - Come to school prepared with all materials
  - Come to school ready to try everything to the best of your ability even when it's difficult.
- Respect Others
  - Use professional language towards peers and teachers.
  - Accept that others are different and may learn differently.
  - Help others when you can.
- Respect the School
  - We are in our professional dress
  - Keep spaces clean

#### ***Incentives***

Merits are used to celebrate character development. Students earn merits when they exceed expectations. LEAD is committed to providing rewarding opportunities to merit recipients throughout

the year. Students begin each week with 20 merits. Our week runs Thursday-Wednesday in order to provide students with weekly incentive opportunities. Students can earn +5 merits for meeting and/or exceeding expectations throughout the quarter (no tardies, perfect attendance, etc.).

**Merits:**

One Merit (+1)	Three Merits (+3)
Bounce back	Excellent Academic Behavior <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>
Modeling Expectations	
Positive Attitude	Five Merits (+5)
Ready to learn	Courageous Disciplined Self Reliant Committed Serve Others

**Demerits:**

<b>Dress Code (-3)</b>	<ul style="list-style-type: none"> <li>• Not in dress code pants</li> <li>• Wearing non dress code shirt</li> <li>• Wearing slides or slippers</li> <li>• Non dress code outerwear</li> </ul>
<b>Late to Class (-3)</b>	<ul style="list-style-type: none"> <li>• Enters classroom after the bell rings</li> </ul>
<b>Unprofessional Behavior (-3)</b>	<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> </ul>
<b>Cell Phone (-3)</b>	<ul style="list-style-type: none"> <li>• Using cell phone</li> <li>• Having cell phone out without permission</li> </ul>
<b>Academic Dishonesty (-5)</b>	<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>
<b>Disrespect (-5)</b>	<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> </ul>

	<ul style="list-style-type: none"> <li>Walking away from a staff member who is trying to talk with him/her (This does NOT include refusal to greet or respond to a greeting)</li> </ul>
<b>Skipping Class (-5)</b>	<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>

When a student earns a demerit it takes away from their total point bank. This may impact their ability to earn incentives throughout the year such as Jeans Friday, Merit trips, and the merit store. When a student earns three (-3) demerits that will earn Silent Lunch. If a student earns multiple Silent Lunches in one school week, they will have to serve a mandatory after school detention the following Wednesday. Student's and their families will be notified 5 days in advance to plan accordingly. If a student refuses or skips after school detention it will be an immediate parent meeting and could possibly lead to in school suspension (ISS) or out of school suspension (OSS).

### **Silent Lunch**

Lunch detention will be held daily during each lunch period. A student earns lunch detention when they receive a -3 or more demerits on the previous school day. Students will serve lunch detention during their assigned lunch.

#### ***Silent Lunch Expectations***

- Students will serve lunch detention in silence unless otherwise specified.
- Students are expected to read or do homework.
- Students are not permitted to sleep.
- Students who chose to not show will be assigned a second silent lunch that week.

#### **Afterschool Detention Expectations**

- Will run on Wednesdays after school 2:30 - 3:45 pm
- Students will either do community service throughout the building, work on homework/classwork they may have missed, or sit silently until the time is over.
- Students who refuse or skip will have an immediate parent meeting and possibly earn in school suspension (ISS) or out of school suspension (OSS)

## **LAHS School Policies**

### ***Attendance***

Regular attendance and punctuality are essential to academic success. At LAHS the purpose of the attendance policy is to ensure that all students are aware of the expectations regarding attendance and punctuality in order to create a positive learning environment.

- In order for the student to be counted present for the day, they have to be at school for 3.5 consecutive hours not including lunchtime.**

- That 1/2 day is considered a full attendance day. If a student is absent, it'll count as a whole day of absence if they are tardy.
- Students with 10 or more consecutive unexcused absences are in jeopardy of being dropped from LEAD Academy on the 11th day of absence.
- Students with 15 or more individual class absences in a semester are at risk of being dropped from the course and losing credit.
- Students with 10 or more unexcused absences will be referred to the Metro Schools Attendance Center for truancy.
- More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

**Chronic Absence:** A student is considered chronically absent if they miss 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 on time. The following steps will be taken as a student accumulates absences (excused and unexcused):

1. Each absence = DeansList message from the school notifying parent/guardian of student absence
2. Every accumulated 5 unexcused absences, a 5-day truancy letter will be mailed home.
3. 5 absences = mandatory parent/guardian meeting

### ***Excused Absences***

LEAD Academy defines excused absences as those due to one or more of the following:

- Personal Illness
- Family Emergency
- Medical/Dental, including appointments
- Bereavement/Funeral (up to 3 days)
- School-sanctioned activities
- Religious observances
- Absences related to the legal system
- Head lice (up to 3 days per infestation)
- Deployment of a parent/guardian serving in the military (1 day for deployment; 1 day for return; and up to 10 days when the service member is on temporary leave at home)
- Other reasons requested in writing in advance by the parent/guardian and considered legitimate by principal or designee.

**All of these listed absences require written documentation signed by the parent/guardian upon the student's return to school. A doctor's note is also acceptable when appropriate.**

A student will be given the opportunity to make up work missed due to an excused absence. However, it is the responsibility of the student, immediately upon his or her return to class from an absence, to request and complete an absentee form with any assignments or tests missed because of an absence.

### ***Extended Absences***

If a student anticipates an extended absence, the parent/guardian must notify the school as to the reason for the absence and the dates out of school. Any extended absence must be approved by the principal unless it was an emergency. These absences could result in loss of credit for the class if the student exceeds the number of days allowed and/or student fails to pass the course.

### ***Unexcused Absences***

An absence from school is unexcused if it does not meet the criteria for an excused absence. A student whose absences are unexcused will only be able to earn partial credit (up to 50%) on all homework and classwork. All absent students, excused or unexcused, can complete major and minor assessments for full credit.

Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, or car problem is not a valid excuse for an absence. The school will take into account extenuating circumstances before applying any disciplinary action. Punctual transportation to and from school is both the student's and parent's responsibility.

### ***Truancy***

Truancy is a major violation of LEAD Academy High School regulations. Any student who misses school or a class without prior permission or who misses for reasons other than those outlined in the excused absence section may be considered truant. In an effort to deter students from missing school, all truancy violations are cumulative for one school year. The following steps will be taken for truant students.

1. 3 unexcused absences = Parent phone call
2. 5 unexcused absences = Mandatory parent meeting, truancy paperwork filed
3. 10 or more unexcused absences = Truancy paperwork filed

Please note the inserted Tennessee Compulsory Attendance law regarding truancy for minors.

#### 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.

### ***Tardy to School***

The only excuses accepted for tardiness to school are emergency situations and late school buses. **If tardiness to school results in full class period absence(s), these full class period absences, if 15 or more, can result in the student being at risk of being dropped from the course and losing credit.** A student will receive a demerit each day that he/she is tardy to school.

### ***Tardy to Class***

A student is considered tardy to class if he/she arrives late to class without a note from a teacher or an administrator. Demerits will be given to all students tardy to class.

### ***Early Dismissal***

Early dismissals for appointments must be arranged prior to departure and a parent/guardian or pre-approved representative must report to the Main Office and sign the student out prior to the student being dismissed. **No student will be released until a parent/guardian or pre-approved representative has signed that student out through the main office.** Persons unrelated to the student, or persons under the age of 18 will not be permitted to sign out as a LEAD Academy student. Only pre-approved representatives and those listed as contacts will be permitted to sign out a LEAD Academy student.

### ***Re-entry***

Once the school day is over, students are not permitted to re-enter the school building unless an adult escorts them back inside for tutoring, clubs, or athletic events. Students found in the school after dismissal without permission are subject to disciplinary actions.

### ***Dress Code Expectations***

LEAD Academy encourages a professional environment with concern for ethical values, self-discipline and the continuing individual growth of faculty and students. LEAD's dress code policy promotes these goals by reducing competition between students based on the style and expense of their clothes. The dress code is an important part of the culture and education at the school.

Students are to be in approved dress code attire at all times when on the school grounds. **Students who are in violation of LAHS Dress Code are in jeopardy of being held out of class until a parent brings the appropriate clothing items.**

**LAHS dress code unites us as a community.** When you look at a group of students in the LEAD Academy dress code policy, it is a powerful visual statement of our community. Students make a commitment that when attending LAHS, they are agreeing to live up to the school's high expectations.

LAHS dress code policy consists of the following items. The listed items may be purchased online.

Acceptable Attire	Unacceptable Attire
Closed-Toe / Hard-Sole Shoes	Open-Toe shoes or shoes with soft soles (house shoes, flip flops, etc)
Khakis/Navy Pants	Black Pants
Khakis/Navy Skirt (Within 3" of the knee)	Shorts
<a href="#">LEAD Polo</a> (green, blue, or white)	Sagging Pants



LEAD Outerwear (must wear polo underneath if zips)	Hoods inside the building
College Outerwear	Hats/Bandanas/Du-rags
Student Earned- LEAD T-Shirts anyday, college T-shirts, or military shirts ( <b>Fridays only for 9th-11th</b> )	Jean Jackets
Headwraps	
<b>Seniors Only-</b> LEAD T-Shirts anyday, college T-shirts, or military shirts	



### ***Jeans Day***

When students earn jeans day, they are permitted to wear any color jeans. Distressed jeans are allowed if holes are not located in inappropriate areas. It is up to the Student Support Team's discretion on what is appropriate for school.. Only college t-shirts, LEAD t-shirts or LEAD polos may be worn with jeans.

### ***Cell Phones***

Students may have their cell phones with them during the school day. Acceptable times to use a cell phone is during breakfast, lunch, and transitions between classes. **Taking video of other students is not permitted.** Phone calls should not be made during transitions.

Students who use their phones during the school day without permission will be asked to put them away and will receive a cell phone demerit. **If a student earns 4 separate (-3) Demerits in one month they will be given a cell phone contract.** The contract states that students must turn their phones into SST at the beginning of the day for 5 school days. Phones will be locked in a safe until the student picks them up at the end of the day. Refusal to comply with the cell phone contract policy could result in further consequences determined by the Dean of Students and Principal. The school is not responsible for any lost, stolen or damaged phones.

### ***Closed Campus Policy***

Providing a safe and orderly campus environment is important. Therefore, all students are required to stay on campus upon arrival. It is considered on campus as soon as a student gets on the bus or steps inside the school. Leaving campus without permission is a suspendable offense. If it is necessary to leave campus for doctor or dental appointments or for reasons of illness, all students must check out through the main office.

### ***Discrimination***

State and federal law prohibits discrimination. LEAD Academy complies with all non-discrimination rules and regulations and does not permit discrimination against students on the basis of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. This holds true for all students who are participating in educational programs and/or co-curricular school activities. Inquiries regarding compliance procedures may be directed to LEAD Academy's Principal.

### ***Bullying and/or Harassment***

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

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

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

#### ***Verbal Bullying and/or Harassment***

Any written or verbal language or physical gesture directed at a teacher or student that is insolent, demeaning, or abusive and that implicitly or explicitly implies a threat of bodily harm is unacceptable and shall be deemed harassment and will be dealt with as such.

#### ***Physical Bullying and/or Harassment***

Unwanted physical touching, contact, assault, impeding or blocking movements, or any intimidating interference with normal work or movement shall be deemed as physical harassment and will be dealt with as such.

#### ***Visual Bullying and/or Harassment***

Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures shall be deemed as visual harassment and will be dealt with as such.

### ***Sexual Bullying and/or Harassment***

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

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

### ***Technology Based Bullying and/or Harassment***

The use of electronic communication to harass, threaten, or bully LEAD students and/or staff is prohibited and will result in strict consequences, possibly including expulsion. Please be aware that LEAD staff may view students' social media web pages.

### **Responsibilities for Preventing Harassment**

It is the responsibility of LEAD Academy to:

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

It is the responsibility of the student to:

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

It is the responsibility of the parent/guardian to:

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

6. Monitor student's electronic communications to include texts, phone calls, social network accounts and sites, etc.

### **Complaint filing and investigation procedures for harassment claims:**

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

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

### ***Consensual Sexual Behavior***

Students engaging in any type of consensual sexual behavior on campus grounds are subject to dismissal from LEAD Academy High School.

### ***Gang Activity***

LEAD Academy does not tolerate gang activity in any way. Examples of gang activity include for are not limited to: signs, drawings, nicknames, clothing, threats, etc. LEAD follows the MNPS guidelines regarding consequences for gang activity and may expel a student for gang activity.

### ***Child Abuse Reporting***

Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, any instructor, or other staff member, who suspects that a minor has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment, is mandated by the Child Abuse Reporting Law to notify the proper authorities.

### ***Confidentiality Policy***

There are four instances in which a teacher/staff member is legally bound to inform a parent and/or authority with information given during a "confidential" counseling session: 1) when a student indicates he or she is going to physically harm himself or herself or jeopardize his or her life; 2) when a student indicates he or she is going to physically harm another or jeopardize another's life or has knowledge that another's well-being is threatened; 3) when a student indicates he or she is being physically and/or emotionally abused; 4) when a student indicates he or she has committed a felony (i.e. selling drugs, stealing a car, etc.).

### ***Photographing and Filming Students***

Throughout the school year, LEAD Academy organizations (yearbook students, the webpage designer, etc.), as well as outside media representatives (newspaper, television stations, etc.) may be on campus to videotape and/or photograph students in school-related activities or events. Please notify the Principal in writing to request that your child's picture NOT be used for these purposes.

**\*\*\*Please return the media release form located at the back of the handbook.\*\*\***

### ***Forged Notes***

A forging of parent/guardian, instructor, or another student's signature on any letter to the school or any school document will result in disciplinary action.

### ***Hallway Transitions***

Effective transitions are part of what makes our school efficient and safe.

1. Horseplay, touching, and/or rough housing are not permitted.
2. The hallway noise should be kept at a talking level.
3. No running is permitted. There is ample time to transition between classes.

### ***Public Displays of Affection***

Students are expected to exercise self-control and respect for the reputation of others. Specifically, excessive kissing and or other inappropriate displays of affection are not allowed at school or at school events. Students failing to respect this policy will be disciplined

### ***Use of Tobacco***

LEAD Academy promotes and maintains a smoke-free environment. All LEAD Academy employees, students, parents, guests and vendors are prohibited from smoking, using tobacco products, or having tobacco in possession at any time during the school day or at any school-sponsored activities. Students in violation of the tobacco/smoking regulation will be subject to disciplinary action including expulsion.

### ***Zero Tolerance Policy***

LEAD Academy follows the Metropolitan Nashville Public Schools' policy on zero tolerance concerning offenses that include firearms, assault, drugs, and explosives. Under MNPS policy, students incurring a zero-tolerance infraction are subject to expulsion. In addition to MNPS policy, LEAD Academy reserves the right to place on probation or dismiss students for violations including but not limited to alcohol, sexual activity, tobacco, theft, fighting, bullying and harassment or all types, and any other egregious infraction as determined by the LEAD Academy administration.

### ***Health Services***

1. A staff member will assist a student in need of help for sudden illness or injury that occurs in school. Conditions occurring at home should be taken care of before coming to school.
2. Students should be covered under family insurance. The school is not responsible for medical bills for injuries occurring at school.
3. The Office Manager/administrator does not diagnose illnesses. Students who are unable to remain in class because of illness will be sent home. Parents will be contacted to make transportation arrangements for their student to go home if she/he is too ill to stay in school. No student will be allowed to leave the campus without parent notification. If ill, the student should be given care at home or, if the condition persists, the student should seek medical attention.
4. Arrangements to leave school because of illness or injury must be made through the office.

5. The school follows the recommendations of the Davidson County Health Department in excluding students with communicable conditions. A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department or physician before s/he is readmitted to school. Current laws require that Tuberculosis (TB) and Hepatitis B test results be on file with the office upon entrance into the school.
6. All health matters are treated confidentially.

All injuries and illnesses must be reported to the nearest faculty member or to the Main Office. Most injuries are avoidable if safety rules are observed.

Parents are advised that if their child is hurt at school, there is no school insurance to cover medical costs. In case of injury, LEAD staff will administer first aid. An ambulance will be called in case of serious injury. The school will immediately notify parents or other adults listed on the emergency form.

If a student is running a fever or has severe illness symptoms, parent(s) will be notified. Students cannot be released until a parent or guardian (listed on the emergency card) comes to pick them up. Please keep emergency contact information continually updated so as to provide optimal care for your son or daughter during a crisis.

### **Medication**

Every effort should be made by the parent/guardian to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent/guardian that the student will be administered the medication under the guidance of a trained member of the LEAD staff. All prescription and non-prescription medication will be kept in a locked cabinet, with the exception of inhalers for asthma.

Medication to be given for any period of time will require written permission and instructions from a person licensed to prescribe as described in the Nurse Practice Act. Medication must be properly labeled with the student's name, name of medication, dosage and time to be administered. Forms will be available to the parent/guardian for their use. **\*\*\*If your student has prescription medication, please fill out the attached form at the end of the handbook.\*\*\***

All medication to be administered requires:

1. Written orders from a licensed prescriber detailing the name of the medication, dosage, time to be given, and the expected duration of administration.
2. That medication must be brought to school in the original container appropriately labeled by the licensed prescriber for the prescription drugs or by manufacturer for non-prescription.
3. That a record be kept designating time and date of dispensation and will include the initials of persons administering the medication, indicating that the medication has been examined and determined to be in the original container accepted by the school.
4. The requests for administration of medication is valid only as ordered by the licensed prescriber and the dates indicated in writing, and in no case shall the period exceed one school year.
5. No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent/guardian shall submit a written statement that grants a staff member the authority to act according to the specific written orders and supporting directions provided by a licensed prescriber (e.g., medication administered to counteract a reaction to a bee sting). The Health Coordinator shall administer such medication.

The school accepts no responsibility for reactions when the medication is dispersed in accordance with the licensed prescriber's directions. Non-prescription or over-the-counter medication may only be administered by the Health Coordinator and/or office staff members with signed permission of the parent/guardian.

### ***Emergency Contact Form***

At the beginning of each academic year, the parent(s)/guardian(s) of each student enrolled at LEAD Academy must fill out an information sheet, providing such information as contact numbers for the parent(s)/guardian(s), allergies that the student has, and who to contact in case of an emergency. All persons listed on the "Emergency Contact Form" must be able to make decisions regarding the child if the school is unable to contact the parent at any of the numbers provided. The listed persons are also able to check out the student provided he or she has the appropriate identification. Since these people are able to take the actions listed above, everyone listed on the "Emergency Contact Form" must be at least 18 years of age. A copy of the "Emergency Contact Form" can be obtained from the office. It is imperative that this information be updated as needed, so as to provide optimal care to your child during a crisis.

### ***Immunization Requirements***

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

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

School personnel will annually review records and advise students of deficiencies or updating requirements. Students transferring into LEAD must submit documentation of compliance with the law in the form of official school records, records from a public health department, or a certificate signed by a licensed doctor. *Non-compliance with these requirements may result in a student being excluded from school until such time that appropriate documentation is provided.*

### ***Property***

#### ***School Property***

All students are expected to respect and care for all property of LEAD Academy including building facilities, desks, dry erase boards, dry erase markers, books, lavatories, lockers, etc. Any student damaging or defacing school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is just cause for disciplinary action and may result in expulsion. Official student grades and transcripts will be withheld until all costs from the said damages have been paid in full.

## ***Student Property***

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

Electronic devices that are capable of accessing servers are not permitted on campus. Items will be confiscated and appropriate disciplinary action will be taken. Confiscated items will only be returned to the parent or guardian once they have come to school and met with the Principal.

The following items will be immediately confiscated if brought to campus: skateboards, skates, roller blades, TVs, electronic game systems (PS2, Game Cube, etc.), flat irons, curling irons, or aerosol cans (hair spray, deodorant, etc.), and fragrances of any type. This is not an exhaustive list. Inappropriate items will be returned to parents at the discretion of the Principal.

Student property that is traditionally considered confidential (journals, purses) will be turned over to the 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.

## ***Theft***

Committing an act of theft may result in suspension from a full schedule of classes for a certain period to be determined by proper school authorities. 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 of lockers 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 lockers, clothing, bags or purses, unless reasonable and specific suspicion exists.
3. Locker/Desk/Storage Area Inspections - All lockers and other 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.



5. Motor Vehicle Searches – Motor vehicles that are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched.

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

### ***School Office Phones***

The office phone is reserved for school business purposes. Students will not be called out of class to receive telephone calls. Emergency messages will be delivered to students in their classes.

If parents need to communicate with their student, a message will be taken by an office staff member and given to the student. LEAD Academy strongly encourages parents and guardians to communicate all relevant information regarding transportation arrangements before the school day begins. Cell phones are only able to be in use during certain designated times of the day so your child may not always be accessible.

### ***Student Cars***

Students are permitted to drive their own cars to school only if they have a valid Tennessee driver's license and proof of insurance. Students are not permitted to park in faculty parking lots. Street parking is the only available option and spots are not guaranteed. In accordance with campus policy and security ALL students who drive their own cars must have and display LAHS parking passes. Parking passes can be obtained in the main office.

### ***Student Permit/Driver's License Revocation***

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

### ***LEAD Public Schools Transportation***

LEAD Public Schools will provide busing for your student to and from school within the City of Nashville. This is a service we provide to assist our families and make LEAD a great choice for students. However, busing is considered a privilege and if policies and behaviors are not adhered to, bus privileges can be revoked. Families should be aware that all of the rules contained in this Handbook are applicable to their conduct and actions while riding LEAD Academy-provided transportation.

### ***Bus Routes and Stops:***

We will make our best effort to maintain bus stops that are within a reasonable distance from our family's home location and create stops that are convenient for multiple families. Our goal is to maximize bus route efficiency while limiting the amount of time students spend in transition to and from

school. Requests for the creation of new bus stops/routes will be considered based on the amount of additional time added to the route, impact on distance for other families, traffic patterns, etc. Please contact the school office 615-800-8293 if you have any questions regarding transportation.

### **Timeliness:**

The bus schedule provided will give each stop a 20 minute window (10 minutes before the scheduled pickup time and 10 minutes after) of time during which you can expect the bus to arrive. This time frame accounts for that day's particular traffic or important conversations that might occur between bus drivers and families. Please, be on time to your stop. **Buses CANNOT wait for you if you are not at the stop.**

Inclement weather can delay a bus's normal drop off and pick time by 10-15 minutes. If a bus is running late due to weather or any other circumstance, you are always welcome to bring your student to school if you choose not to wait. Late buses will always make every stop.

### ***Dismissal Changes:***

Requests for a student to ride a different bus home must be made prior to 1:00 pm. These requests must be approved by school administration and should only be requested due to an extenuating circumstance. If there is the need for a permanent change in bus transportation, the family must make that request in writing and present it to the school's operations manager for final approval. Requests for a student who normally rides the bus home to be dismissed as a car rider must be made before 1:00 pm.

***Updated Information:*** Grayline and our staff rely heavily on information that you provide. Please make sure the school has the most up-to-date contact information for you.

Also, please reach out to the Main Office to notify us if you need to make permanent changes to a student's dismissal plan or make updates to the family release information.

### ***Communication:***

Unfortunately we cannot always communicate bus delays to families. If we know that a bus left the depot (in the AM) or the school (in the PM) late, we will send a call informing families. If there is a major delay resulting from any trouble on the bus, we will send a call informing families, however minor delays as a result of traffic and weather conditions cannot always be communicated. Additionally our call system can take up to 30 minutes to send, so the timeliness of the calls is not always reliable.

In the afternoon, you can contact the school directly if you have a concern or an issue. If you would like to file a complaint about a bus or have a question about bus location, you may contact **Mrs. Maggie Stampley at 251-533-6774.**

## **Bus Management and Consequences**

### ***Student Behavior Expectations:***

Our buses are staffed with a bus driver and at times a bus monitor. A driver's primary objective is to transport your child to and from school safely. Bus transportation is a privilege and school leadership reserves the right to remove a student from the bus for the violation of school rules and/or creating an

unsafe environment. All school rules apply when students are riding on a bus and the following are examples of unacceptable behaviors while riding the bus, in addition to our student code of conduct.

### Examples of Unacceptable Behavior

- Throwing objects anywhere near driver
- Horseplay
- Getting out of seat before the stop
- Profanity
- Tossing objects
- Turning around in seat
- Sticking any body part outside of a bus window
- Not following directions the first time
- Standing up while the bus is in motion
- Playing of music while not wearing headphones

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

### **Consequences for these behaviors:**

#### **First Incident:**

- Verbal warning from bus driver.

#### **Second Incident:**

- Bus referral and parent notification.

#### **Third Incident:**

- One-day suspension from the bus; Parent/Guardian conference with Principal or Dean of Culture when student is brought to school

#### **Fourth Incident:**

- Three-day bus suspension; Conference with student, parent/guardian and School Director or Dean of Culture when Three student is brought to school

#### **Fifth Incident:**

- Ten-day bus suspension; Conference with student, parent/guardian and School Director or Dean of Culture when student is brought to school

#### **Sixth Incident:**

- Loss of bus privileges for the rest of the year

*If a student is suspended off the bus, it is the parent's responsibility to get their child to school. LEAD Public Schools must continue to follow our attendance policy and Tennessee law if a child misses school. An absence due to bus suspension will be an unexcused absence.*

### **Family Expectations:**

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

### ***Bus Fare***

LEAD Academy does not provide bus fare to students riding the MTA.

### ***Exceptional Education Services***

#### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education or 504 Services**

If a child is experiencing learning difficulties, the parent may contact the school to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students. Response to Intervention (RTI) will be explored before automatically categorizing a student as having a disability. LEAD Academy recognizes that students are individuals and each individual has a preferential learning style(s).

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, MNPS and LEAD Academy must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. LEAD Academy must complete the evaluation and the report within 60 calendar days of the date it receives the written consent. LEAD will provide a copy of the report to the parent.

If the school determines that the evaluation is not needed, it will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities.

### **Section 504**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the LEAD Academy has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students.

### ***Technology Acceptable Use Policy***

LEAD Academy High School complies with the MNPS Technology Acceptable Use Policy. LEAD Academy students and parents/guardians are required to sign that they have read and understand the policy below before they are allowed to use LEAD technology.

LEAD Academy High School and MNPS recognize that the effective use of technology enhances the quality of education in our school by enabling access to unique sources of information and by providing significant opportunities for collaborative work.

**Students who violate any part of this agreement are at risk of losing computer privileges, suspension, and/or expulsion**

1. Purpose. This policy will establish standards for the acceptable use of technology by students, staff members, and visitors to MNPS facilities.

2. Definitions.

a. "Student". For the purposes of this policy a "Student" is defined as any individual enrolled in a class at any MNPS school or MNPS supervised charter school.

b. "Staff Member". For the purposes of this policy a "Staff Member" is defined as any employee of LEAD and MNPS, any contractor employed by a company that is providing paid services to MNPS, or any employee or contractor of a charter school under the supervision of MNPS

c. "Visitor". For the purposes of this policy a "Visitor" will be defined as any non-employee of LEAD or MNPS that is accessing any technology resource within any facility that is owned by LEAD or MNPS or occupied and used by LEAD or MNPS staff members.

d. "Parent". For the purposes of this policy, a "Parent" will be defined as a natural or adoptive parent or other person acting in the capacity of a parent (step-parent, grandparent, guardian, etc.)

e. "Users". For the purposes of this policy, a User will be defined as a collective group that is comprised of Students, Staff Members and Visitors.

f. "Technology Resource". For the purposes of this policy, a "Technology Resource" will be defined as any Local Area network; Wide Area Network or any telecommunications circuit whether wired or wireless, that is used to access the Internet or any information source that is, or is not owned or controlled by MNPS; or any computing device, regardless of operating system or form factor.

g. "Account". For the purposes of this policy, an "Account" will be defined as any Active Directory account or other set of credentials consisting of a unique username and password that are collectively designed to authenticate the user's identity for the purpose of providing access to LEAD and MNPS technology resources.

3. General Policies. The use of technology resources by students, staff members, or visitors is a privilege and is subject to all applicable state and federal laws and policies of the district. Students are responsible for their ethical and educational use of the computer online services.

a. Account Usage. The user for whom an account is created is assumed to be responsible for all activities that occur in connection with the use of this account.

b. Expectation of Privacy. All MNPS technology resources, and all information processed by, created on, or transmitted through MNPS technology resources are subject to the provisions of applicable Public Records laws. **At no time shall there be an expectation of privacy by students, staff or contractors while utilizing any MNPS technology resource, any MNPS network, stand-alone system, or other device.** The district reserves the right to examine, at their sole discretion, any information originating on, accessed by or processed through MNPS owned computers, networks or other information system components. This examination may occur with or without the user's prior knowledge and may be conducted in real time or by examining access history and/or related files.

c. Monitoring and Reporting Alleged Policy Violations.

1) System administrators will not routinely monitor user Internet, online services and e-mail activities and will take reasonable precautions to protect user privacy. However, LEAD and MNPS may monitor a user's Internet, online services and/or e-mail activity when there is a legitimate business or technical need to do so. Circumstances that would warrant this level of access or monitoring include, but are not limited to:

a. When there is a need to access information when a user is absent for an extended period

- of time or unavailable to assist technical personnel
- b. When there is a need to diagnose and/or resolve technical problems involving system hardware, software or communications
- c. As an incidental activity when conducting network maintenance
- d. When there is a need to gather information required for litigation
- e. As a part of testing performed by auditors
- f. When a reasonable suspicion exists that a user is engaging in unprofessional and/or illegal activities that are facilitated by or otherwise involve use of the MNPS network
- g. As a part of an investigation of a possible crime or violation of MNPS policy
- h. When there is a legal requirement to disclose e-mail or internet activity to law enforcement officials
- i. When there is a request for access to information under the Open Records Act

2) Alleged violations involving employees shall be reported to the appropriate principal or department head, which will investigate the incident with input from the Information Technology Department. Clear and willful violations or abuse of acceptable usage as set forth in this policy will be subject to disciplinary actions, depending on the severity of the transgression and policy abuse, up to and including termination. Criminal or civil action may be initiated if the violation involves action that is against the law.

d. Data Security. Users should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed and/or stored by third parties, even if these communications occur on LEAD and MNPS owned systems or on LEAD and MNPS owned networks. Electronic communications are also retrievable after the user has deleted them from his/her system. It is best practice to not to store personal confidential information on a district resource.

e. Respect for Copyrighted information. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District's Website. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses. Users may access copyrighted material for research purposes, but its use must strictly adhere to the agreement posted by the author and/or current copyright law (17 USC §101).

f. Network Filtering. LEAD and MNPS will undertake good faith efforts to ensure that users are provided filtered Internet access that prevents access to unacceptable content. All users and parents should understand that despite good faith efforts at network filtering, objectionable content might be available either as a result of the users using unauthorized techniques designed to bypass filtering or as a result of the creation of objectionable content that has not yet been identified by filtering software.

g. Enforcement of External Laws and Policies.

1) In accordance with federal law, LEAD and MNPS shall ensure the safety of students through strict enforcement of acceptable use guidelines and a filtered network that is consistently monitored for unacceptable content pursuant to 47 USC §254(h) and the Children's Internet Protection Act (CIPA).

2) LEAD and MNPS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. The Tennessee Open

Records Act governs contents of email and network communications; therefore, proper authorities will be given access to their content.

3) Violations of applicable state and federal law, including the Tennessee Code, Computer Crimes, Chapter 39 will result in criminal prosecution, as well as disciplinary actions by the District.

h. Unacceptable Use. Users will not engage in unacceptable use of technology resources. Unacceptable use consists of activities described below.

1) Using the network for illegal activities includes violating copyright laws, downloading software without the proper license, or contract violations or downloading inappropriate materials, installing viruses and/or similar software, such as but not limited to hacking and host file-sharing software.

2) Accessing or transmission of threatening, offensive or harassing information (text or images) which contains defamatory, abusive, obscene, pornographic, profane, sexually oriented, racially offensive, or otherwise biased, discriminatory or illegal materials shall be strictly prohibited.

3) Transmission of incendiary statements that potentially might incite violence or describe or promote the use of weapons or devices associated with terrorist activities shall be strictly prohibited.

4) Using the network for financial or commercial gain, advertising, or political lobbying.

5) Attempting to subvert network security, impair the functionality of the network, or to bypass restrictions set by network administrators is forbidden. This includes creation and use of proxy servers.

6) Use of "system" or "administrative" passwords is prohibited by unauthorized individuals.

7) Downloading "pirated" copies of copyrighted music, video recordings, or unapproved or illegal software onto the LEAD or MNPS network is prohibited.

8) Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites or sites that are intended to engage in or encourage the cyberbullying of LEAD and MNPS students or staff.

9) Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.

10) Causing congestion on the network or interfering with the work of others, e.g., chain letters, broadcast messages to lists or individuals or video streaming of non-instructional material on LEAD and MNPS or personal equipment using school resources.

11) Intentionally wasting finite resources, i.e., online time, real-time music.

12) Gaining unauthorized access anywhere on the network.

- 13) Revealing the home address or phone number of one's self or another person.
- 14) Invading the privacy of other individuals.
- 15) Using another user's account, password, or ID card or allowing another user to access student's personal account, password, or ID.
- 16) Coaching, helping, observing, or joining any unauthorized activity on the network.
- 17) Posting anonymous messages or unlawful information on the system.
- 18) Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, slanderous, or encouraging the cyberbullying of school students or staff.
- 19) Falsifying permission, authorization, or identification documents.
- 20) Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.
- 21) Knowingly placing a computer virus on a computer or network
- 22) Network and Email Etiquette
  - a. Be polite.
  - b. Use appropriate language and appropriate keying etiquette (Example: using all caps is considered yelling).
  - c. Do not reveal personal data (picture of yourself, home address, phone number, phone number of other people, picture of others).
  - d. Remember that the other users of the school's computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.
  - e. Users should be polite when forwarding e-mail. The intent of forwarding email should be on a need-to-know basis.
  - f. The distribution of chain letters, spam, advertisements and unauthorized solicitations is unacceptable and forbidden.
  - g. E-mail should be used for educational or administrative purposes only.
  - h. E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
  - i. All email and all email contents are property of the District.



## j. Disclaimer of Liability

1) MNPS and LEAD make no warranties of any kind, either express or implied, that the functions or the services provided by, or through, the MNPS network will be error-free or without defect. MNPS will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruption of services.

2) MNPS and LEAD are not responsible for the content of any advice or information received by a user from a source outside of the school, or any costs incurred as a result of such advice.

3) Neither MNPS nor LEAD will be responsible for financial obligations incurred or arising through the use of the system by employees.

4) Neither MNPS nor LEAD is responsible for the communications of individuals utilizing the school network.

5) MNPS and LEAD will undertake good faith efforts to filter “scam” e-mails. Despite good faith efforts, some “scam” e-mails will inevitably be delivered to MNPS users via e-mail or other means. Users are expected to independently evaluate the legitimacy and merits of any solicitation or offer that they might receive via e-mail or other electronic communication. LEAD nor MNPS will not be responsible for any loss that a user might suffer as a result of a scam transmitted via e-mail or other electronic communication method.

4. Student Specific Policies. The policies enumerated in this section are specific to students and are intended to supplement the general policies listed elsewhere in this policy. These student specific policies are provided so that students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CDROM/DVDs, digitized information, communication technologies and Internet access. In general, these responsibilities require efficient, ethical, and legal utilization of all technology resources.

a. We will undertake good faith efforts to filter objectionable material available on sites that can be accessed by students; however, filtering efforts may not completely block objectionable content. Any parent wishing to restrict his/her student’s access to the internet and network are required to notify the school in writing about this decision.

b. Alleged violations involving student use shall be reported to the teacher who was supervising the student at the time of the alleged offense. The teacher or staff person shall report the alleged violation to the principal, who will investigate the incident, with appropriate input from the Information Technology department. If after the investigation there is a reasonable certainty that a violation actually occurred, the principal will impose sanctions, which may include limiting or suspending a student’s Internet privileges. Serious or repeated violations of Internet, online services and/or e-mail use could result in permanent loss of Internet, online services and/or e-mail privileges, and other disciplinary action consistent with the Student Code of Conduct. If a student’s misuse of Internet, online services, and/or e-mail is in violation of the law, such misuse shall be reported to the appropriate authorities and could be punished as a criminal offense.

c. Use of Personal Technology and Social Media. Personal web logging, blogging, tweeting, texting and

personal usage of social media sites (such as, but not limited to, MySpace and Facebook) is not permitted without the express approval of the instructional staff for the course(s) in which a student is enrolled. Further, students are prohibited from posting, using MNPS resources to any internet site outside the official Metro Nashville Public Schools network, or through any electronic media, any material that identifies students or provides any information that would be considered confidential according to the Family Education Rights and Privacy Act (FERPA).

d. Expectations for Use

1) A staff member only allows student use of computers, other technology hardware, software, and computer networks, including the Internet, when supervised or granted permission. Students will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.

2) Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

3) Students who identify or know about a computer security problem or a way of bypassing established filtering and other network security procedures are expected to convey the details to their teacher without discussing it with other students.

4) Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of that individual, a campus administrator, or a technology administrator, will be considered an act of vandalism and subject the student to disciplinary action in accordance with the District's Student Code of Acceptable Behavior.

e. Consequences for misuse. Students who violate any part of this agreement are at risk of losing computer privileges, suspension, and/or expulsion.

### ***Complaint Procedure for Parents***

The purpose of this guide is to aid parents in securing at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints. Complaints about school personnel will be investigated fully and fairly.

Whenever a complaint is made directly to the school, the Principal will discuss the matter with the CEO and LPS Board of Directors.

#### **A. STEP NO. 1 – DIRECT CONVERSATION**

If a parent has a disagreement or misunderstanding with an instructor, the parent should address the concern to the specific instructor directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than five (5) school days after the instructor has been notified of the concern (subject to change by mutual agreement). The parent should calmly and respectfully request such a meeting both verbally and in writing.

#### **B. STEP NO. 2 – FACT AND POSSIBLE RESOLUTION**

If a parent or the instructor is not satisfied with the outcome of Step No. 1 or the parent/instructor is unwilling to meet independent of an administrator, a meeting with the instructor, appropriate administrator, and parent will be arranged at a mutually convenient time, but in no case more than five school days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will

be taken beyond Step No. 2, unless the parent submits in writing a signed and dated statement of facts giving rise to this concern, the name of the accused instructor, and the remedy sought. It is imperative that all parties involved maintain a professional demeanor at all times.

#### C. STEP NO. 3 – FORMAL PROCESS

If a parent's concern is not satisfactorily resolved at either the first or second level, the parent should then refer this concern to the Dean of Instruction in writing. At that time another meeting will be arranged at the convenience of the parent and staff member directly concerned, but in no case later than ten (10) school days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. The Principal or his/her designee will supply written dispositions to all parties within five school days. Copies of the disposition will be sent to the Board of Directors. The disposition may also be placed in the instructor's personnel file when deemed appropriate by the Principal. The instructor and parent shall be informed if the letter is to be placed in the personnel file.

#### D. STEP NO. 5-EXECUTIVE SESSION

If either party is still dissatisfied with the outcome of Step No. 4, the problem will be placed on the agenda of the next regularly scheduled Board of Directors meeting. The meeting will be held in executive session with only the Board of Directors members and the affected persons present.

#### E. DISPOSITIONS

Dispositions of all meetings will be rendered in writing within five school days of the meeting with reason(s) stated.

#### F. REPEAT CONCERNS

If a parent believes there has been a repeat of the previous concern, they may go directly to Step No. 3 - "Formal Process."