



## **LEAD Southeast Middle School**

**531 Metroplex Dr #100b  
Nashville, TN 37211**

**School Principal: Tom Schoen**

**Grades: 5-8**

**Main Number: (615) 678-0543**

**Website: <https://leadpublicschools.org/schools/se-middle/>**

The content that follows is the LEAD Southeast 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 Southeast Appendix.

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## Principal's Welcome Message

LEAD Southeast Families,

My name is Tom Schoen; it's my honor to start this year with you as principal of LEAD Southeast Middle School (LSEM). LEAD Public Schools is a place I've called LEAD home for over 7 years now, and I'm eager to continue in this new role with each one of you. Though challenged by the unpredictable nature of a global pandemic, we saw our community demonstrate exceptional growth last year. We are excited to continue growing our students and prepare them for high school, college, and life.

Building on the momentum of last school year, I'm excited to partner with you to continue on the path of exceptional growth. Our school-wide mission this year is to ensure ALL of our students feel they belong to our school and get them ready for high school by the time they leave us in 8th grade.

We are the LEAD Southeast Lobos. Lobos is Spanish for wolf and a fitting mascot for several reasons. Not only are many languages represented at LSEM, but wolves survive and thrive based on the collective strength of their pack. In *The Jungle Book*, the wolves are the keepers of the Law of the Jungle. These rules required each animal in the jungle to "know their place," but with "freedom to move between worlds." What is our place? What are our worlds? At LSEM, our place and moving between worlds looks like achieving our mission in all aspects of school life. Therefore, our theme this year is "The strength of the pack is the wolf, and the strength of the wolf is the pack."

What I believe to be true is that this is the very best place in Nashville to learn with the very best people ready to partner with you. I look forward to meeting each of you. In the meantime, don't hesitate to reach out.

Sincerely,

Tom Schoen  
Principal, LEAD Southeast Middle School  
615-972-1834  
thomas.schoen@leadpublicschools.org

## LSEM Vision for Effective Teaching:

Effective teaching at LEAD Southeast is facilitating purposefully planned student learning that is responsive to data and supported by strong relationships, collaboration, and an inclusive environment that celebrates the whole student.

### Assessments:

Each student receives an individualized growth goal for literacy. Where appropriate, this growth goal is measured using the Measures of Academic Progress (MAP) exam, which is typically administered every fall, winter, and spring. The MAP exam is a nationally normed assessment that gives students a score and percentile ranking, which compares our students to how other students in the same grade scored nationwide. We largely use the MAP exam to track student growth, and it is our goal to grow our students at least one and a half grade levels in reading and math every year. Students may have individualized growth goals set based on other assessments in place of MAP.

LSEM students take the TCAP TNReady assessments each spring during the MNPS testing window. Middle school students are assessed in ELA, math, science, and social studies (grades 6-8).

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

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

The results of every scored assessment will be shared with students and their families. Regularly updated classroom grades can be viewed on Illuminate.

### Class Grades:

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

35% of a Student's Grade		35% of a Student's Grade			30% of Final Grade	
Tests	Projects, Essays	Quizzes	Homework	Exit Tickets, Classwork	Attendance	Participation
20-50 points	20-50 points	10-20 points	10-20 points	5-10 points	5-10 points	5-10 points

### Grading Scale:

<b>Grade</b>	<b>Percent Range</b>	<b>Standards-Based Designation</b>
A (4.0)	90-100	Above 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 (0.0)	50-59*	Below Standard / Below Basic

### **Academic Progress Reports and Report Cards:**

Academic progress reports are sent home halfway through each quarter. Report cards are sent home with students shortly after the start of quarters two, three, and four. Quarter 1 report cards will be distributed through parent-teacher conferences. The exact dates will be shared throughout the year. Your child's quarter four report card will be mailed after the last day of school. Final report card grades do not come home on the last day of each quarter because teachers are still entering grades. We work hard right through the end of each quarter. If you ever have questions about whether report cards have been sent home or mailed, do not hesitate to call the main office. Notices of academic concern accompany report cards for any students who are failing one or more core content class.

Teachers use Illuminate, an online platform, to regularly enter grades. Each family has access to see their child's grades in Illuminate, including grades on individual assignments and lists of missing work. Families are encouraged to login to Illuminate every two weeks and have a conversation with their child about work completion, study habits, and final grades. Families are also encouraged to call teachers with questions about grades and assignments. Additionally, your child will receive a weekly paycheck with important academic and behavioral information. Please review and sign that each week!

## **Procedures & Policies**

## Attendance:

In order for students to be performing on grade level by the time they leave us for high school, they must come to school on time everyday.

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

At LSEM, homeroom begins at 8:15am and the school day ends at 4:00pm Monday-Friday.

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

### Tardy to School

- A student is considered tardy at 7:45am and must sign in the front office.
- Students must bring a written excuse note in order for the tardy to be considered for “excused.”

### Absences

- As a public school, LSEM adheres to state guidelines regarding truancy (see Tennessee Compulsory Attendance Laws below).
  - A student is considered truant if they have 5 or more unexcused absences. If a student is truant there will be an in person meeting and an Attendance Improvement Plan will be created with the family.
- Students who are absent from school must turn in a parent hand-written excuse note or a doctor’s note within 3 days of their return.
- LSEM 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, they must have a medical note to excuse their 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.
- 10 consecutive days of unexcused absences will result in a student being unenrolled from school.
- Falsely representing a parent/guardian and/or their 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, they are not allowed to participate in any after school events that day: after-school program, athletic practice, sports games (to play or watch), clubs, etc.

**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 legal custodian 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 the child or children to attend public or nonpublic school, and in event of failure to do so, shall be subject to the penalties provided in this part. (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 & Truancy Reports - (e)**

(1) By the beginning of each school year, the principal or head of school of a public, nonpublic, or church-related school shall give written notice to the parent, guardian, or person having control of a student subject to compulsory attendance that the parent, guardian, or other person having control of the student must monitor the student's school attendance and require the student to attend school. The written notice must inform the parent, guardian, or other person having control of a student that a student who accumulates five (5) days of unexcused absences during the school year is subject to the LEA's progressive truancy interventions and that continued unexcused absences may result in a referral to juvenile court. The five (5) days of unexcused absences need not be five (5) consecutive days of unexcused absences.

(2) The principal of a public school must report promptly to the director of schools, or to the attendance supervisor, the names of all students who have withdrawn from school or who have accumulated three (3) days of unexcused absences. Upon a student's accumulation of three (3) days of unexcused absences, the director of schools or the attendance supervisor may serve, or cause to be served, upon the parent, guardian, or other person having control of a child subject to compulsory attendance who is unlawfully absent from school, written notice that the child's attendance at school is required by law.

(3) Additionally, the principal of a public school must report promptly to the director of schools, or to the attendance supervisor, the names of all students who have withdrawn from school or who have accumulated five (5) days of unexcused absences. Each successive accumulation of five (5) days of unexcused absences by a student must also be reported.

(4)

(A) When a student accumulates five (5) days of unexcused absences, the director of schools or attendance supervisor shall serve, or cause to be served, upon the parent, guardian, or other person having control of a child subject to compulsory attendance who is unlawfully absent from school written notice that the child's attendance at school is required by law. The director of schools or attendance supervisor shall send a new notice after each successive accumulation of five (5) unexcused absences.

(B) After the child has accumulated five (5) unexcused absences, and after given adequate time, as determined by director of schools or attendance supervisor, the child's parent, guardian, or other person having control of the child has failed to turn in documentation to excuse those absences, the director of schools or attendance supervisor shall implement the truancy intervention requirements of the second tier of the progressive truancy plan as described in § 49-6-3009.

(C) This section does not prohibit a local board of education from adopting a progressive truancy plan that allows the LEA to take intervention actions before those required in this subsection (e). Such actions may include any of the truancy intervention actions required for the second or third tier of the LEA's progressive truancy plan.

**T.C.A. 49-6-3009 – Penalty for Violations - (a)** Any parent, guardian, or other person who has control of a child, and who violates this part commits educational neglect, which is 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 - (e) (3) (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 LSEM student. ONLY pre-approved adult representatives will be permitted to sign out a LSEM student after showing ID.
- If a child attends less than one half of a school day, the student will be marked as absent. A written excuse note or doctor's note should be turned in to the front office for this to be considered an excused absence.

- You will NOT be able to do the following past 2:30 pm each day:
  - Call and request the office communicate a message to your student.
  - Bring an item to the office for us to deliver to your student
- Early pick up after 2:45 PM is not allowed.

### **Missed Work**

- LSEM follows MNPS's guidelines for make-up work.
- Make up work must be requested by the student or parent no later than three days after returning to school or he or she may forfeit the opportunity to complete the work.
- 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 LSEM school doors open to students and our main office opens.
- Students who arrive at school before 8:30 via car will need to wait in the car until 8:30am.
- There will be staff inside the building much earlier than 8:30, but they are not permitted to allow students into the building as there is no supervision of students until 8:30.

#### **Dismissal**

- At the end of each school day, we dismiss our car riders, sports, and our school bus riders in a staggered order.
- If your child is a car rider, they will be dismissed to the one-way car rider line. You and your student(s) are expected to adhere to the following pick up rules to maximize student safety during dismissal:
  - The car rider lane is a ONE WAY street during dismissal.
  - All car riders must wait for their ride as directed by LSEM staff. There are staff stationed to help monitor students in this zone.

#### **Late Pick-up**

- Adults stay with car riders after school, but it is important that you are on time to pick up your student from school. If you are consistently late to pick up your students, you will be contacted by the principal to come up with a solution.
- In the event of a school bus running late at dismissal, students from that bus will wait with school staff in a classroom until their bus arrives. Students will be allowed to call parents to inform them of the delayed bus.

#### **Students Staying After School**

- To participate in clubs and sports:
  - Students are expected to report to the cafeteria during dismissal as announced by LSEM staff.
  - Coaches and club leaders pick up participants from the cafeteria
  - If students leave school, they may not re-enter to participate
  - Students must have a ride home from practices 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 a ride home. The school is not responsible for transporting students home from after school events

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

In the event of particularly dangerous weather conditions, LSEM will either cancel or delay the opening of school. Such announcements will be made on local news channels as well as an "all call". Please note that we will follow Metro Nashville's lead on cancellation or delays. On such days, please do not call the school as all information on school cancellations or delays will be reported via the television and radio by Metropolitan Nashville Public Schools (MNPS).

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

If you are requesting a quick conference with your student during the school day, your child will be brought to the main office for you to speak with him/her. LSEM does not allow families to come eat with their student in the cafeteria, unless approved by the principal, Mr. Schoen, or assistant principal Mr. James.

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 LSEM, 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:

### **LEAD Southeast Middle Parent Observation Guidelines**

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

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

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

### **Reglas para Visitas de Padres a las aulas de su Estudiante en LEAD Southeast Middle**

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

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

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

### قواعد زيارات الآباء إلى فصل الطلاب الخاصة بك

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

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

1. قدم نفسك للمعلم.
2. لا تشتت انتباه أو تتفاعل مع الطلاب الآخرين أو طفلك خلال الفصل الدراسي إلا إذا طلب منك المعلم مشاركتك.
3. يرجى الامتناع عن استخدام الهاتف أو أي جهاز إلكتروني آخر أثناء وجوده في الفصل الدراسي. نريد أن نتأكد من أن الطلاب لا يشتت انتباههم لأن ضيفنا يستخدم التكنولوجيا.
4. اكتب أي أسئلة أو تعليقات لديك. يمكنك استخدام المساحة في الخلف.
5. إذا كنت لا تخطط للبقاء حتى تغيير الفصول ، اترك رقم هاتفك للمعلم حتى تتمكن من المتابعة لاحقاً.

## Parent Conferences and Parent Nights:

We will have scheduled parent conferences and parent nights throughout the year. Details about whether they will be in person or virtual will be sent prior to any such event. Academic conferences are often required for students who are failing multiple classes. Additionally, you are always welcome to schedule a conference with your child's teachers.

## School Conduct Policies:

In reference to behavioral offenses and corresponding consequences, Cameron adheres to the policies outlined in the [Metro Nashville Public Schools Student-Parent Handbook](#). Find policies for Bullying & Harassment, Conduct, and Bus Riding attached at the end of this document.

## School-wide Systems

## Dress Code:

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

- Solid navy, school-color collared shirt (polo).
  - During cold months, students may wear any solid color long sleeve shirt underneath their polo or a solid navy blue crewneck sweatshirt.
- Tan, navy, or black khaki pants- Pants must be professional “khaki/docker” material. No jeans, no leggings, no other color khakis.
  - Students may wear tan, navy, or black khaki shorts and skirts as long as they extend past the student’s fingertips when their hands are at their sides.
  - Pants may never be tucked into socks.
- Belt- If a student’s pants do not remain on his or her hips, he/she will be required to wear a belt. Families are expected to provide belts as needed.
- Closed-toe, full coverage shoes- Students can wear any color shoes they’d like as long as they are closed-toe. Students may wear sneakers, boots, flats. Students may **not** wear clogs, sliders, or sandals.
- Outerwear- Any outerwear is permitted as long as the student is wearing an LSEM polo beneath. Outerwear, including hoodies, must be LSEM or college (no logos representing alcohol, drugs, hate speech, adult-themes, etc.).
  - Students may not wear blankets throughout the school day.
  - Students are always encouraged to wear a winter coat or jacket to school on cold days. The student will simply take it off when entering class and keep it on the back of their chair during class. Students who have classes in portables are allowed to wear any jacket during transition.
- Students may never wear paisley print bandanas to school of any color, including as protective masks.

Because we want the LSEM 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 105 points at the end of the day on Thursday, he or she may wear jeans and a LSEM 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.

Students who are top point earners in their grade will be rewarded for excellent behavior and attendance by being allowed to attend school in free dress for one week. Any student who qualifies for free dress will be informed. Additionally, there are times when all students are allowed to come to school in free dress or in silly-themed clothing as part of school celebrations. These instances will always be communicated to students and families in advance.

## **Cell Phones:**

Many families would like to have a means to communicate with their child 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 in backpacks before entering school.
- Students are responsible for keeping their 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 in their car for 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.
- If a student's cell phone rings, he or she will be issued a reminder and will be told to shut the phone off and keep it stored away. If the student responds with disrespect and refuses to turn off the phone or put it away, the phone will be confiscated.
- Anytime a cell phone is confiscated, it will be locked in the assistant principal's office and a guardian must come pick it up at a time that is convenient for them.

### **Food/Snacks:**

We want to provide a healthy environment for our students. Students are never allowed to have soda or energy drinks. If it was being eaten or distributed, it will not be returned. If it is unopened, students may retrieve it at the end of the day.

Students are not allowed to eat in class. Students can and should bring a water bottle to school. All bottles brought to school must be plastic, no glass bottles are allowed. Students will not be allowed to leave class to get water.

### **Homework:**

- Students may have homework for their subjects they attended that day.
- Students and families are encouraged to reach out to teachers with any questions about homework.

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

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

Every Friday, LSEM sends home a student's paycheck. This document includes the student's weekly attendance, grades, and behavior summary.

- Your student's Paycheck: This includes information on current grades from the quarter, weekly attendance and homework completion, points earned, and merits and demerits from the week. It is communicated to your student that we expect a parent/guardian to review this report and sign it for your student to turn into their Crew teacher the following morning. Students who do not turn in a signed progress report will earn an unprofessional demerit.
- Academic progress reports or report cards. Academic reports come home in red folders twice a quarter- one is a progress report and one is a report card. Parents are expected to read the progress reports and contact the school with questions or concerns. These must also be signed and shown to your child's Homeroom teacher. An unsigned academic progress report or report card also earns an unprofessional demerit (-3 points in DeansList)
- All important school information- Any paper communication from the school will come to you via the red folder. This includes: notices of academic concern, immunization reminders, home language survey, field trip permission slips, continuation forms, and MANY other important documents.

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

### LEAD Southeast Paychecks:

Each week, students begin with 100 points. They gain and lose points based on their behaviors at school. Student progress reports are sent home every Tuesday in red folders for parents to view and sign. The negative behaviors found on progress reports are called reminders or demerits. The positive points are called merits or Ethos points. Below is a description of each of these categories as well as examples.

**Merits-** Students can earn positive points on their progress reports ranging from +1 to +3 by showing readiness, having a positive attitude, demonstrating excellent academic behavior, etc. Students can earn +5 points on their progress reports by demonstrating the ethos: commitment, discipline, self-reliance, courage, service to others.

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

Ready to Learn (+1)	<ul style="list-style-type: none"> <li>● Has all materials ready to go</li> <li>● Body language communicates they are engaged</li> </ul>
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**Reminders & Demerits-** Demerits include behaviors ranging from those that distract from or deter the learning process to those behaviors that intentionally disrupt the learning environment and make other students feel unsafe. Consequences for negative behaviors correspond to the level of severity- the extent to which learning is disrupted and students feel unsafe. The table below outlines the categories of reminders and demerits along with some examples.

Reminder	Examples
Talking (-1)	<ul style="list-style-type: none"> <li>● Talking out of turn</li> <li>● Inappropriate volume</li> </ul>
Off Task (-1)	<ul style="list-style-type: none"> <li>● Reading a book instead of focusing on lesson</li> <li>● Drawing on paper</li> <li>● Falling asleep</li> <li>● Combing/Braiding Hair in class</li> <li>● Putting on Makeup in class</li> <li>● Writing on your body or clothes</li> <li>● On wrong (but appropriate) website during class</li> <li>● Off task conversations in work groups</li> </ul>
Disruptive (-1)	<ul style="list-style-type: none"> <li>● Kicking the table or chair (non-aggressively)</li> <li>● Making any unnecessary noises in class or at whole school events</li> <li>● Pencil tapping, drumming, singing/rapping in class</li> <li>● Slamming book or door</li> <li>● Phone rings in class</li> <li>● Sound effects on computer turned up on purpose</li> </ul>
Wearing Hood/Unapproved Jacket (-1)	<ul style="list-style-type: none"> <li>● Outerwear does not meet school expectations</li> <li>● Wearing hood on head/neck inside the building</li> </ul>
Demerits	Examples (Not Exhaustive)
Dress Code (-3)	<ul style="list-style-type: none"> <li>● Not in uniform pants</li> <li>● Wearing a hot pink shirt</li> <li>● Wearing a shirt without a collar</li> <li>● Wearing slides or slippers</li> </ul>
Out of Area (-3)	<ul style="list-style-type: none"> <li>● In stairwell or hallway when supposed to be in the cafeteria/gym</li> <li>● Leave line/classroom doorway to greet a best friend or teacher across the hall</li> <li>● Walking around classroom without permission</li> <li>● Using a bathroom assigned to a different grade level</li> </ul>
Late to Class (-3)	<ul style="list-style-type: none"> <li>● Enters classroom after the bell rings</li> </ul>

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

### Silent Lunch:

If a behavior warrants a Demerit for disrespect, academic dishonesty or skipping class, the student will serve silent lunch during lunch and recess. Additionally, if a student earns three other demerits within 1 week, they will serve silent lunch during lunch & recess. This is a negative consequence for negative student behavior. During silent lunch, students are not allowed to communicate with one another, even silently. This includes the sharing of food or materials. All communications go through the adult and are communicated with a silently raised hand. Students spend this time productively- they must do their homework or be reading. Different from other settings where talking or being off task warrants a T, if a student violates the rules of Silent Lunch, it is an automatic unprofessional demerit.

*\*Students may be issued additional Silent Lunch beyond the demerit earned depending on a greater consequence issued by the Student Support Team. This will be communicated directly to the student, family, and teachers.*

### Student Culture & Support

#### Crew:

Crew is a meeting time that happens each week during which students participate in lessons geared toward their personal/social development that are planned by the school counselors. Crew happens every single morning in students' homeroom groups. These meeting times are joyous and formative experiences that foster

connectedness within our community. 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:

## Additional School Rules & Procedures

Topic & Rationale	Rule or Procedure
<p><b>Student supply kits</b>  (Encouraged NOT required)</p>	<p>It is helpful if each student maintains a school supply kit that includes:</p> <ul style="list-style-type: none"> <li>● 3+ pencils with erasers</li> <li>● 1+ pens</li> <li>● Hand held pencil sharpener that catches trimmings</li> <li>● Hand sanitizer</li> </ul>
<p><b>Common hand signals</b>  <i>In order to minimize distraction in classrooms, we ask that students use the following basic hand signals to ask for specific needs</i></p>	<p>Hand signals are all done silently and are used in all school spaces, including cafeteria, gym, auditorium</p> <ul style="list-style-type: none"> <li>● Pencil in air – sharpen pencil</li> <li>● Pointer finger in air- need a pencil/utensil</li> <li>● Crossed fingers - bathroom</li> <li>● One hand raised, one hand over nose- kleenex</li> <li>● Raised fist- trash</li> </ul>
<p><b>Bathroom- All grades</b>  <i>Class time is valuable and student safety is paramount. Therefore, students are permitted to use the bathroom during times throughout the day. The only exception is in the event of a true emergency or if a guardian provides a written doctor's note allowing for additional bathroom breaks.</i></p>	
<p><b>Water</b></p>	<ul style="list-style-type: none"> <li>● Students are encouraged to bring a water bottle to school</li> <li>● Students need to fill up water bottle on trips to the bathroom and during lunch/recess.</li> </ul>
<p><b>Sharpening Pencils</b>  <i>Students need to arrive for the day prepared for school, which includes more than one pencil.</i></p>	<p>Students are expected to:</p> <ul style="list-style-type: none"> <li>● Use breakfast time to sharpen at least 3 pencils for the day</li> <li>● Only sharpen pencils when the teacher is not providing direct instruction</li> <li>● When you go to the sharpener, sharpen more than one pencil</li> </ul>



<p><b>Nurse</b>  <i>The nurse is here to provide emergency services to students in need and services to our students with prior medical needs.</i></p>	<ul style="list-style-type: none"> <li>● Students will only be sent for genuine need and absolute emergencies e.g. pink eye, throw-up, high temperature, showing any COVID-19 symptoms, etc.</li> <li>● Examples of when students will not be permitted to leave class and go to the nurse: bandage for minor scrapes, stomach ache, non-descriptive complaints of “not feeling well”</li> <li>● Teachers will use best judgment to determine whether or not the student needs to see the nurse - when at all possible, teachers will keep students in class so that they don’t miss instruction</li> <li>● The nurse will log students in and note name, class, reason for seeing nurse -- investigate reasons for repeat visitors</li> </ul>
<p><b>Feminine supplies</b>  <i>Students should arrive at school prepared.</i></p>	<p>Students need to bring their own supplies but can ask for them in the office in emergencies.</p>
<p><b>Outside food</b>  <i>During lunch, food from restaurants will not be allowed to be eaten in our public spaces.</i></p>	<ul style="list-style-type: none"> <li>● Please refer to the previously stated rules in this appendix regarding families bringing in lunch or treats.</li> </ul>
<p><b>Microwaving student lunches</b>  <i>We have a large number of students and cannot accommodate this for every child.</i></p>	<p>Students are never allowed to heat up lunch or use a refrigerator to store packed lunch.</p>
<p><b>Writing on skin, clothes or shoes</b>  <i>Writing on clothes or skin is unprofessional and signifies that the student was not engaged in learning during class.</i></p>	<ul style="list-style-type: none"> <li>● Students are not allowed to draw on their skin, clothes, or shoes.</li> <li>● Having writing on your clothing is breaking the dress code.</li> <li>● Students are to write important things in their notebooks, not on their hands</li> <li>● Writing on self or uniform will be a -1 on student scorecards</li> </ul>
<p><b>Prohibited supplies and materials</b>  <i>We take pride in our school property and permanent markers can be destructive to walls, desks, clothes, etc.</i></p>	<ul style="list-style-type: none"> <li>● Students may only use pencils and pens to complete classwork- no markers, flares, gel pens</li> <li>● The following are never allowed at school: glass bottles, sharpies, candy, soda, large bags of chips, energy drinks. These items will be confiscated if found.</li> <li>● The school reserves the right to determine if a school material is too distracting to instruction. For example: jumbo size pencils or pens, extra large backpacks, etc.</li> </ul>

## Athletic Policy

This year, LSEM is participating in the Nashville Charter School Athletic District. LSEM’s Athletic Director, Coach Thomas, will communicate more details of the athletic policy as soon as they are finalized.

The following is LSEM-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 ISR will not be eligible to play in a game the same day.
- Students who are sent to ISR 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 MNPS requirements, are ultimately at the discretion of the Principal, Assistant Principal, and Athletic Director.**

### School Resources & Tools for Families

Resource	How to access	Details
Facebook	Search Facebook for “The LEAD Southeast” or go to this URL	<ul style="list-style-type: none"> <li>● Updates about school events and calendar</li> <li>● Student Celebrations</li> <li>● Community events</li> <li>● Inclement weather updates</li> </ul>
Instagram	@leadsoutheast	<ul style="list-style-type: none"> <li>● Updates about school events and calendar</li> <li>● Student Celebrations</li> <li>● Community events</li> </ul>
DeansList		<ul style="list-style-type: none"> <li>● Access your students merits, demerits, and progress report average</li> <li>● See notes from their teachers</li> </ul>

		<ul style="list-style-type: none"> <li>● Receive text messages from school staff regarding any school, grade, or class updates or announcements</li> </ul>
Illuminate	<a href="#">Illuminate Family Access Video</a> You will be given an access code for your student's Illuminate at Family Orientation Night.	<ul style="list-style-type: none"> <li>● Access your students grades</li> </ul>
School Website	<a href="https://leadpublicschools.org/schools/se-middle/">https://leadpublicschools.org/schools/se-middle/</a>	<ul style="list-style-type: none"> <li>● School calendar</li> <li>● Family Resources</li> <li>● Links</li> </ul>
Infinite Campus	You will be given a username and password at Family Orientation Night. You can access Infinite Campus by: <ul style="list-style-type: none"> <li>- Go to familyportal.mnps.org</li> <li>- Click 'Campus Parent'</li> <li>- Enter the given username and password</li> </ul>	<ul style="list-style-type: none"> <li>● Student grades</li> <li>● Student schedule</li> <li>● Student attendance</li> </ul>
Teachers (Direct Contact)	Teachers provide all students with their contact information at the beginning of the school year and/or when a new student enrolls.  All teachers have an email address that is firstname.lastname@leadpublicschools.org Example: thomas.schoen@leadpublicschools.org  Families are always welcome to call the front office and request a direct contact for teachers. The front office phone number is (615) 678-0543	
Administrator Contacts	Principal: Tom Schoen <ul style="list-style-type: none"> <li>● Email: thomas.schoen@leadpublicschools.org</li> <li>● Phone: 615-972-1834</li> </ul> Assistant Principal of Students: Delano James <ul style="list-style-type: none"> <li>● Email: delano.james@leadpublicschools.orh</li> <li>● Phone: 615-971-5197</li> </ul> Assistant Principal of Instruction: Jonathan Brocco <ul style="list-style-type: none"> <li>● Email: jonathan.brocco@leadpublicschools.org</li> <li>● Phone: 615-815-8632</li> </ul>	