



***“We Enter to Learn,
Leave to Achieve”***

**A Guide to Culture at Brick Church
2016-2017**

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INTRODUCTION

Walking through the halls of BC during class time during the 2016-2017 school year will be a remarkable experience. In every classroom, teachers are presenting **rigorous lessons** and scholars are rising to the challenge. Teachers hold scholars to high academic expectations, and are able to focus on effective instruction because every teacher enforces consistent classroom management expectations. Teachers deliver great lessons; scholars are engaged and on-task throughout the entire class period. Classes run fluidly with clear communication between scholars and teacher because teachers **proactively plan** to avoid misbehavior. Across the school, positive reinforcements encourage scholars to follow the Ethos. Additionally, consequences are applied consistently so that scholars' actions are driven away from negative behaviors. Teachers use school-wide systems, individual techniques, strong scholar-teacher relationships, and strong teacher-family relationships to promote and reinforce behavioral expectations. Scholars hold each other accountable and support each other in reaching goals. Scholars internalize the Ethos as they are taught and reinforced at school and make good decisions even when no one is watching. Parents feel welcome at the school and teachers know and feel that they are well-supported by administration. Staff, teachers, scholars, and families work together to achieve a college-preparatory environment.

THE PHILOSOPHY

Scholars are capable of making **choices**. Scholars can choose to follow the rules or they can choose to break the rules. At BC, there are positive motivators for when a scholar chooses to follow a rule or procedure and consequences for when a scholar chooses to break a rule or procedure. Scholars who choose not to meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen.

Straightforward rules coupled with **consistently applied consequences** make clear to scholars what is expected of them and what is unacceptable. No misbehavior goes unchecked at any time for any reason. We must acknowledge misbehavior, address it, and offer a consequence every time.

In order to succeed, our discipline system has more **positive motivators** than consequences. Scholars who choose to follow the rules choose academic success, opportunity, positive recognition, and individual Merits. Classes who choose to support each other in following the ethos earn recognition, privileges, and rewards.

We believe that **intrinsic motivators work**. They are central to our mission. We start with the idea that scholars want to learn and want to be successful: they do. We create a culture in which scholars are serious about making academic gains. We set ambitious goals. We make it clear to our scholars what they can achieve academically, and have faith in ourselves that we will help them to achieve it. Our strongest motivator is a scholar's own desire to succeed.

The school is **proactive** in discipline, building a strong sense of community, getting scholars excited about achievement, and giving teachers and staff the support they need. The school plans proactively to avoid misbehavior. Teachers plan engaging lessons. Clear procedures for all activities reduce confusion, rule breaking, and maximize efficiency. A positive school culture benefits scholars and teachers in the classroom. Good classroom management is a means to an end, not an end itself. The goal is to create a culture of achievement in the school. Together, we place the highest value on scholar achievement and show scholars the path to success. We will create a community where scholars would rather learn than distract or disrupt.

Parents are our partners. Scholars know we communicate frequently with families, reporting their successes and missteps. The school staff enlists parent help in modifying scholar behavior. Parents and scholars are accountable for continued poor behavior.

We believe in a **community** where scholars know what is expected of them, using structure and predictability to allow scholars to feel comfortable, safe, protected, and included. In this community space, they can thrive as scholars and as people. It is our job to provide this. This sense of community will come from showing and earning respect, being firm and positive, and sharing the love that brought us to this job, even when issuing consequences. This school is what we choose to make it.

Ultimately, we realize that consequences, rewards and structures alone will not serve our scholars as well as helping them learn how to make good choices. We must strive to educate scholars around the true costs, benefits, and future implications of their behavior choices. One measure of success of our schools behavioral system is helping scholars grow so that they make the right decisions when no one is watching, because it is the right thing to do, to be accountable to themselves. This education will serve our scholars long after they leave the structures of our school.

BRICK CHURCH - A LEAD PUBLIC SCHOOL, 2016-2017 BEHAVIORAL PRIORITIES

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

At BC, we seek to demonstrate to our scholars that their choices determine their destiny. Scholars who choose to demonstrate our Ethos and make positive behavior choices will be rewarded with full participation in our community as well as additional, fun-filled activities. Scholars who choose not to meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others and will receive clear and predictable consequences. Without a firm and consistent discipline policy, none of what we envision of the school can happen.

OUR ETHOS

Scholars will fulfill our Ethos expectations during their matriculation at Brick Church

I LEAD because I am **COMMITTED**,
I LEAD because I am **COURAGEOUS**,
I LEAD because I am **DISCIPLINED**,
I LEAD because I am **SELF-RELIANT**, and
I LEAD because I **SERVE OTHERS**.

We believe strongly in our Ethos and know that if we are constantly striving to develop scholars who are Committed, Courageous, Disciplined, Self-Reliant and who Serve Others, we will be developing citizens who will succeed in college and career and who will contribute positively to our world. We ask every member of our school community to demonstrate our Ethos in their daily actions, as evidenced in our community commitments outlined on the following page.

BRICK CHURCH – A LEAD PUBLIC SCHOOL
COMMITMENT TO EXCELLENCE

Student Commitment	Parent/Guardian Commitment	Staff Commitment
<p>In an effort to uphold the Brick Church ethos as an active and productive member of the BC community, I will...</p> <p><i>be Committed by...</i></p> <ul style="list-style-type: none"> • Attending BC each day from 7:30am to 3:30pm with a productive positive attitude • Setting aside time outside of school to complete assigned homework, projects or otherwise study class material • Wearing the proper BC uniform as stated in our dress code <p><i>be Courageous by...</i></p> <ul style="list-style-type: none"> • Challenging myself to work through tasks that I may find difficult or “new” • Raising my hand and asking questions in classes to expand my own thinking • Encouraging and supporting teammates to speak positively and respectfully about our community and its members • Honoring CREW time as a time of reflection and support for my entire CREW community <p><i>be Disciplined by...</i></p> <ul style="list-style-type: none"> • Taking responsibility for my own choices and behaviors • Adhering to all community expectations as stated by BC faculty • Treating the hallways, common areas and school busses as if they were classrooms • Using “R and R” as an opportunity for reflection in the situation that I come to class unprepared or otherwise am disrespectful to the BC community <p><i>be Self-Reliant by...</i></p> <ul style="list-style-type: none"> • Doing the right thing even when no one is watching • Taking responsibility for my own learning and personal growth by setting goals and seeking out support so that I can achieve them • Coming to school each day prepared to learn with all of my materials, and my homework neat, completed and correct • Calling my teachers until 8:00pm each evening if I have a problem with the homework or a problem coming to school <p><i>Serve Others by...</i></p> <ul style="list-style-type: none"> • Acting as a productive member of the classroom by listening to my teammates and respecting the ideas of everyone in the BC community • Acting in such a way to protect the safety, interests, and rights of all individuals in the BC community • Leaving classroom and community spaces better than they were found 	<p>In an effort to uphold the Brick Church ethos as an active and productive member of the BC community, I will...</p> <p><i>be Committed by...</i></p> <ul style="list-style-type: none"> • Ensuring that your student attends BC each day from 7:30am to 3:30pm with a productive positive attitude • Providing time and a quiet space outside of school for students to complete assigned homework, projects or otherwise study class material • Ensuring that your student is in the proper BC uniform <p><i>be Courageous by...</i></p> <ul style="list-style-type: none"> • Encouraging and challenging your student to see all perspectives of a situation when they come home with frustrations or concerns • Attending PTO meetings and other programming when available to collectively provide input on how BC can best serve its students and families <p><i>be Disciplined by...</i></p> <ul style="list-style-type: none"> • Making sure that we, not just the school, are responsible for student’s choices and behaviors • Holding your student accountable to all community expectations as stated by BC faculty • Taking the time to reflect with your student anytime they serve “Mark Time”, “Homework Time” or “RISE” • Attending parent meetings, including SLCs, to gather information and address concerns that may arise concerning your student’s academics and behavior <p><i>be Self-Reliant by...</i></p> <ul style="list-style-type: none"> • Reaching out to the school and teachers to ask questions with your student’s educational future in mind • Actively asking your student about her/his learning and personal growth and specifically about their achievement toward their individual goals • Keeping BC updated with personal information and concerns (attendance, new phone number/address, etc.) by notifying the main office as soon as possible. • Calling your student’s teachers until 8:00pm any time you might have any concerns/questions <p><i>Serve Others by...</i></p> <ul style="list-style-type: none"> • Attending parent nights, PTO meetings, field trips and other extra-curricular events to see the achievements of the students in the building • Checking your student’s homework every evening, signing their agenda and allowing her/him to call their teacher if there are any questions • Speaking positively to others about the work that is happening within the BC community 	<p>In an effort to uphold the Brick Church ethos as an active and productive member of the BC community, I will...</p> <p><i>be Committed by...</i></p> <ul style="list-style-type: none"> • Arriving at BC on time each day from 7:30am and staying until 3:30pm with an energetic and positive attitude • Attending and actively participating in professional development meetings throughout the school year • Dressing and acting professionally in all of my interactions both inside and outside of the building <p><i>be Courageous by...</i></p> <ul style="list-style-type: none"> • Having tough, yet respectful, conversations with other members of our community when you perceive that something doesn’t align with our mission • Being transparent with other members of the community about your own weaknesses and times you might need support • Seeking out new ways to present material to students with hopes that it may access and even greater number of learners <p><i>be Disciplined by...</i></p> <ul style="list-style-type: none"> • Delivering rigorous, high-quality curriculum that sets high expectations for all • Displaying consistency in all interactions with each and every member of our community • Taking the time to reflect with students anytime they serve “Mark Time”, “Homework Time” or “RISE” • Turning in lesson plans and completing assigned tasks within the stated timelines <p><i>be Self-Reliant by...</i></p> <ul style="list-style-type: none"> • Doing the right thing even when no one is watching • Reaching out to families to ask questions with each student’s educational future in mind • Regularly providing students with feedback about her/his learning and personal growth and specifically about their achievement toward their individual goals • Taking the initiative and stepping up to address identified needs within the building <p><i>Serve Others by...</i></p> <ul style="list-style-type: none"> • Acting in such a way to protect the safety, interests, and rights of all individuals in the BC community • Providing students and families with your cell phone number for questions about homework until 8:00pm at night. • Attending and facilitating field trips and other extra-curricular events to highlight the achievements of our students • Providing quality homework to students with the goal of enhancing and enriching student learning opportunities • Speaking positively to others about the work that is happening within the BC community • Leaving classroom and community spaces better than they were found

HOW WILL WE TEACH THE EXPECTATIONS?

During the first week of school, scholars receive in-depth explanations clarifying the expectations and procedures of Brick Church - A Lead Public School. Teachers continue to reinforce these expectations daily during the school year through specific directions, reminders, and explanations or marks/points.

Additional education will be in two forms: proactive interventions provided to all scholars in the form of direct instruction around character values through CREW and Community Gathering and reactive interventions to targeted subgroups/individuals. CREW will provide the chance for scholars to reflect on and recognize their own growth and positive choices, as well as to develop a strong relationship with an adult in the building. Our reactive interventions will work to ensure that our most at-risk scholars are able to learn to make better choices. These interventions will take the form of RISE, increased parental involvement, mentorship, individualized behavior plans/contracts, and other interventions as outlined on the Brick Church Pyramid of Interventions.

HOW WILL WE ENFORCE THE EXPECTATIONS?

First, our school will work to engage and motivate every scholar so that they understand that the high expectations of BC are fully for their own benefit. We will work from a strong system of rules, consequences and rewards that enable the safe, positive, achievement-oriented school culture that we strive for.

The following systems and consequences provide an opportunity for scholars to reflect on their behavior when they make choices that violate BC's behavioral expectations:

- Marks on scholar's paychecks
- Detention
- Parent phone calls, meetings, and home visits
- Restorative justice conversations
- Individualized Behavior Plans/Contracts for scholars who do not respond to our system
- RISE & In-School Reflection

WHAT INCENTIVES AND REWARDS WILL GIVE POWER TO THE EXPECTATION?

The following systems and rewards provide incentives for scholars to reach our goals:

- Scholar paychecks are tracking systems used to identify scholars who have earned rewards
- School Events, e.g., Dances, VIP lunches
- Friday Celebrations (every nine weeks)
- School Store
- Eligibility for Dress Down Passes
- Ethos awards and Community Gathering Recognition
- Earned Field Trips
- Awards Ceremonies
- End-of-Year Trips

HOW WILL WE TRACK OUR PROGRESS? HOW WILL WE REVIEW AND REFLECT?

- **On an individual scholar level:** the scholar paycheck reports provide a weekly tracking system to identify if scholars are progressing. For some incentives, scholar's eligibility will be determined by year-to-date paycheck averages, which are reported on the scholars' paychecks.
- **Weekly:** The DOC Team will track and display the percentage of scholars earning the most money on their paycheck as well as the school wide paycheck average. The DOC Team will use this analysis and work with the leadership team to develop proactive strategies to boost school culture during the upcoming quarter.
- **Quarterly:** each Crew will analyze and reflect upon their 'Scholar Paycheck Analysis' and celebrate successes and/or set goals for the quarter.
- Additionally, the DOC Team will track RISE data to generate and maintain a list of key scholars to target for support and interventions. The team will observe these scholars regularly and work with the teachers and leadership team in making appropriate accommodations and incentive plans.

CREW

Each scholar at our school is a member of a crew – a group of scholars that meets weekly to work on building relationships and developing college-ready character skills. Our primary focus in Crew is to ensure that each scholar: (1) is known well by at least one adult within the school, and (2) is an active member of an on-going, small peer community. Crew is a dynamic vehicle for scholars to explore the three Crew Guiding Questions:

Who am I?

What can I do to become more aware of who I am as an individual, a learner and a contributor to the school and broader community?

How am I doing?

How am I doing relative to the Ethos? Course standards? My own academic, personal and character goals?

What are my plans for the future?

*Where am I going? What steps am I going to take to get there?
Which college will I attend? What careers do I want to explore?
How am I going to benefit my community?*

BUILDING CHARACTER AND AN ETHIC OF SERVICE

Service to the community is an ethic that permeates Brick Church. Scholars will experience authentic service to the community as an important element of their academic work. At BC we are all crew, not passengers.

ETHOS IN ACTION

Common Area Expectations

Demonstrating our Ethos in the HALLWAY	
I am DISCIPLINED by...	<ul style="list-style-type: none"> - Making sure I use the bathroom if necessary so I don't have to go during class. - Leaving the grade level hallways (for electives/activity period/lunch/school assembly) at a level 0 during transition, staying in a straight line one block apart from the person directly in front of me, and facing forward. - Transitioning to classrooms on my grade level hallways, walking on the right hand side of the hallway, and transitioning at a conversation voice (Voice level 1).
I am COMMITTED by...	<ul style="list-style-type: none"> - Getting to class on time. - Keeping my hands to myself, off the walls, off the bulletin boards, and off the college banners.
I am COURAGEOUS by...	<ul style="list-style-type: none"> - Encouraging my peers to get to class.
I am SELF-RELIANT by...	<ul style="list-style-type: none"> - Making sure I'm in dress code. - Making sure I have all of my materials before class.
I SERVE OTHERS by...	<ul style="list-style-type: none"> - Picking up any trash I see. - Staying on the right side when walking.

Demonstrating our Ethos in the CAFETERIA	
I am DISCIPLINED by...	<ul style="list-style-type: none"> - Entering the cafeteria silently (Voice level 0) for lunch and while going through the lunch line. - Once seated talking in a conversation voice (Voice level 1) to the people sitting right next to me and right across from me, i.e., at my table.
I am COMMITTED by...	<ul style="list-style-type: none"> - Making sure that I pick up my area – spills are wiped up, all trash makes it into the trashcan, and we leave our cafeteria neat and clean. - Staying in my seat and asking my teacher for permission before getting up once seated.
I am COURAGEOUS by...	<ul style="list-style-type: none"> - Pushing in my chair, and others' chairs if necessary, when I leave the table.
I am SELF-RELIANT by...	<ul style="list-style-type: none"> - Holding on to my trash until the end of lunch when everyone will throw it away together. - Remembering to get everything I need the first time through the lunch line.
I SERVE OTHERS by...	<ul style="list-style-type: none"> - Picking up trash that may not be mine and throwing it away.

ETHOS IN ACTION (CONT.)

Common Area Expectations

Demonstrating our Ethos in the BATHROOM	
I am DISCIPLINED by...	- Using the bathroom quickly and cleanly (dispose of waste properly, flush, the toilet, etc.).
I am COMMITTED by...	- Using the bathroom during transition times so that I do not miss out on classroom instruction time.
I am COURAGEOUS by...	- Reporting any bathroom concerns (empty soap or paper towels, graffiti) to a teacher or administrator immediately.
I am SELF-RELIANT by...	- Keeping my voice at a conversation level (Voice level 1) and keep my conversations to a minimum.
I SERVE OTHERS by...	- Picking up trash on the floor inside and around the bathroom floors.

Demonstrating our Ethos in the CLASSROOM	
I am DISCIPLINED by...	- Following all teacher directions the first time.
I am COMMITTED by...	- Sitting up straight with my feet under my desk and tracking the speaker. - Doing my best and taking risks.
I am COURAGEOUS by...	- Respecting my classroom and keeping it neat and clean.
I am SELF-RELIANT by...	- Coming to class prepared - having agenda, pencil and paper everyday. - Completing all my homework the night before.
I SERVE OTHERS by...	- Silently (Voice Level 0) listening when someone else is talking and tracking the speaker. - Following my teacher's directions about Voice Level at all other times.

VOLUME LEVEL CHEAT SHEET

Level	Expectation
0	<p style="margin: 0;">Silence</p> <p style="margin: 0; font-size: 0.8em;">*Scholars are not talking or making noise *Teachers are only giving directions but are otherwise silent</p>
1	<p style="margin: 0;">Conversation Voice</p> <p style="margin: 0; font-size: 0.8em;">only the people next to you should hear you</p>
2	<p style="margin: 0;">Presentation Voice</p> <p style="margin: 0; font-size: 0.8em;">level you use when answering a question in a whole group setting or presenting in front of a class</p>
3	<p style="margin: 0;">Outside Voice</p> <p style="margin: 0; font-size: 0.8em;">level you use during Friday Celebration, activity period outside, or a ball game</p>

THE BC DISCIPLINE CODE, PROCEDURES, & POLICIES

Kickboard & the Point/Mark System

We use an online program called Kickboard to track our point/mark system to recognize scholar behaviors that both meet and/or fail to live up to our expectations. This system provides a weekly paycheck for scholars and builds a school bank account that can be used to buy items at our school store. Scholars that demonstrate evidence of our LEAD ethos will be rewarded with points totaling anywhere from \$1 to \$5. Disruptive behaviors will earn scholars a mark that withdraws funds from a scholar's account anywhere from -\$1 to -\$3.

On Tuesdays, scholars will receive a paycheck that also serves as their behavior report for the week. It will include any points gained, marks earned or homework missing. **The paycheck is the main update parents will receive on their scholar's behavior. Therefore, it is incredibly important that the paycheck is reviewed, signed and returned to their crew teacher by the following day. Any questions regarding behavior should be directed to the classroom teacher issuing the mark/point.**

Restoration and Reflection

This intervention is designed to remove scholars from the learning environment who are being disruptive, while resetting their behavior and allowing them to return to class. At BC, our overall goal is to teach our scholars how to properly control their reactions without disrupting the flow of learning.

Restorative Justice

Restorative justice is a revolutionary program based on respect, responsibility, relationship-building and relationship-repairing. It focuses on mediation, discussion and empathy rather than punishment. It aims to keep scholars in school and to create a safe environment where learning can flourish.

Mediation

Mediation is the attempt to help parties in a disagreement to hear one another, to minimize the harm that can come from disagreement, to maximize any area of agreement, and to find a way of preventing the areas of disagreement from interfering with the process of seeking a compromise or mutually agreed outcome.

In School Reflection

This intervention is designed to remove scholars from the learning environment for a more extended amount of time without suspending the scholar from school. This intervention is used when other interventions have been exhausted. At BC, one of our goals is to keep our scholars in school, continuing to learn, and restoring those scholars back to our BC community.

THE BC DISCIPLINE CODE, PROCEDURES, & POLICIES (CONT)

Detention at BC

At Brick Church - A LEAD Public School, we believe in developing scholars into lifelong learners with character habits that will help them reach their goal of college acceptance. Our discipline system reflects that belief as our consequences for disruptive behavior stem from helping scholars learn that being a part of our community means consistently demonstrating our Ethos. Therefore, scholars aren't just "serving time" during Detention - they are working to learn from their mistakes. Scholars constantly serving detention may be referred to our school counselor or a member of our DOC team for further restorative opportunities. The time removed from the BC community during Detention serves two purposes:

- (1) The scholar silently is able to reflect on his/her mistakes.**
- (2) The scholar takes responsibility for his/her actions.**

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

Earning Detention

Scholars earn Detention in one of three ways:

- (1) Six or more minor marks in one day.** Minor marks include behaviors that are disruptive to class. Examples include the following: talking at inappropriate times (during the mini-lesson/independent work), being unprepared for class, putting one's head down, etc.
- (2) Two major marks in one day.** Major marks include violations of respect (to an adult, to another student or to our community). If a scholar is displaying disrespectful behavior to anyone in our school, we take it very seriously.
- (3) R.I.S.E.** Scholars who are on will serve Detention each day that they are on RISE.

Notifying Parents

The Tuesday paycheck is the main update parents will receive on their scholar's behavior. On this paycheck, parents can see what points their scholar has earned or marks they have received and direct any questions to the classroom teacher issuing the mark/point. Parents should review their scholar's paycheck with them every Tuesday to discuss their behavior and choices. Paychecks need to be signed and returned every Wednesday Morning to scholars' crew teacher. Additionally, parents will be contacted by phone if their scholar has repeat violations or extreme behaviors.

Suspensions

At Brick Church our goal is for our scholars to take responsibility when they fail to demonstrate our Ethos, and then restore their place in the community. However, when a destructive behavior repeats the scholar will be suspended.

When one individual is allowed to disregard the BC Ethos, community strength gradually erodes until many individuals undermine community values. When an extreme violation is allowed to happen, community strength is destroyed immediately. For this reason, both repeated violations and one extreme violation may lead to suspensions from school so that the community can maintain its strength.

When a scholar returns to school from out of school suspension, the scholar will report to in school reflection on the return day before re entry back into the BC community.

R.I.S.E. (RESTORING INDIVIDUAL STUDENT EXCELLENCE)

Scholars who exhibit repeat violations and/or extreme behaviors will be placed on RISE. Scholars may earn their way off RISE and back into the community by making consistent, positive behavior choices over a consecutive period of time. In order to earn their way off RISE, scholars must earn back three consecutive days or earn four days out of a week. A day is earned when a scholar earns all 3's and 4's on their RISE tracker for that particular day and gets their tracker signed by a parent/guardian that evening.

RISE is a three-tiered system with increasingly high expectations at each level. A scholar that is new to RISE will start at the first level (green) and will move to the next level if he/she fails to demonstrate success after the first week. The expectations at each level are stated below:

RISE Level 1 – Green

1. A scholar on RISE should enter the building with his/her grade level BC polo shirt and BC sweatshirt. The scholar will check in with the DOC Team to exchange his/her grade level polo for a gray BC polo shirt or sweatshirt before his/her first block class. The scholar will return the gray polo during the last 5 minutes of the school day. All other uniform expectations remain as usual.
2. A scholar on RISE must report to Detention each day during lunch and activity period.
3. A scholar on RISE must have their RISE tracker on them at all times throughout the school day. The scholar is responsible for keeping their RISE tracker in good condition (not folded, torn or drawn on).
4. A scholar on RISE must have his/her RISE tracker signed by a parent/guardian each evening (regardless of whether the day is earned or not). Failure to have their tracker signed will result in a scholar not earning that day as well as additional consequences if necessary.
5. A scholar who continues to fail to meet BC's expectations will move to the next level of RISE at the discretion of the DOC Team.

RISE Level 2 – Yellow

*After one week on RISE 1, scholars who don't successfully complete RISE 1 will be automatically moved to RISE Level 2. Additionally, scholars on RISE for the third time will automatically be moved to RISE Level 2. A scholar on RISE 2 is subject to **all the same expectations as a scholar on Level 1 as well as:***

1. A scholar on RISE 2 must attend a meeting with his/her parent and the DOC Team.
2. A scholar on RISE 2 is not allowed to participate in any in-school or out of school extra-curricular activities.
3. A scholar on RISE 2 is not allowed to attend electives. Scholar must report to In-School Reflection during electives time.

RISE Level 3 – Red

*After one week on RISE 2, scholars who don't successfully complete RISE 2 will be automatically moved to RISE Level 3. A scholar on RISE 3 is subject to **the same expectations as a scholar on Level 1 & 2 as well as:***

1. A scholar on RISE Level 3 must have a parent/guardian shadow him/her during the school day as well as attend an after school meeting with the scholar's parent/guardian, teachers, and the DOC Team.
2. During this meeting an individual behavior plan/contract will be set-up for the scholar with teacher, parent, and scholar's input. The goal of this behavior plan/contract will be to focus on targeted behaviors for the scholar to work on, as well as to set personalized goals and rewards to ensure success integrating the scholar back into the BC community.

Notifying Parents about RISE Assignment

A phone call home will be made to the parent/guardian of scholars who are placed on RISE by the DOC Team. At this time, the expectations for RISE will be reviewed as well as the protocol for earning their way off of RISE.

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

THE BC DISCIPLINE CODE, PROCEDURES, & POLICIES (CONT)

NEC LIST (NO EXTRACURRICULAR ACTIVITY LIST)

The No Extracurricular List is designed to identify scholars who have not met the behavior requirements to participate in extracurricular activities outside of the general classroom setting within a week's time span. The NEC list will generate weekly and scholars on the list will remain on the list for one week at a time.

The following is how a scholar is added to the NEC list:

1. The Dean of Culture can place scholars on the NEC list at anytime for repeated trips to R and R or any major offense that directly causes safety concerns (e.g., sexual harassment or theft)
2. It takes two members of a grade-level at grade to vote a scholar on the NEC list. Teachers will use the spreadsheet provided, click the drop down box with the misbehavior a scholar exhibited, and type in rationale in comment section. Ideally, a scholar should not be placed on the NEC list if the teachers who want to put them on have not done their due diligence to solve the problems in other ways beforehand (i.e. calling the parent to make the parent aware of the problems occurring and partnering with that parent)
3. Suspensions are automatic NEC List. If you acquire a suspension, you are on the NEC list the remainder of that week and the following week.

To determine scholars who are placed on the NEC list, the teachers will add scholars to the grade level spreadsheet by 5:00pm Friday of each week. The DOC team representative will generate the Suspension list each Friday afternoon after 5:00pm, add scholars who have been suspended to the NEC list, retrieve scholars to add to the NEC list from grade-level spreadsheet, and post the NEC list by 9:00 a.m the following Monday. The NEC List will remain posted for one week on the bulletin board leading to the instructional hallway and take effect the Monday it is posted until the last extracurricular activity is over on Friday of that week.

Scholars who are placed on the NEC list will not be allowed to participate in the following extra curricular activities:

- BC Sports
- BC Field Trips
- BC Friday Celebrations
- BC Dances/Fun Committee Activity
- BC Store
- And potentially other events as determined by the SLT

To be removed from the NEC List a scholar must exhibit the ethos, refrain from being suspended from school, not being placed on by 2 grade level teachers, and not being placed on by the DOC team.

The Dean of Culture will pull spreadsheets weekly and track trends among grade levels.

The Dean of Culture has the authority to override a scholar going onto the NEC list if necessary.

THE BC DISCIPLINE CODE, PROCEDURES, & POLICIES (CONT)

Fighting/Assault Policy

At Brick Church we provide a safe and orderly learning environment for all of our scholars during every part of the day. We believe that the structure provided is what allows scholars to grow and learn. If the learning environment is disrupted **the following actions will be taken**, including but not limited to: removal from the classroom, contact with parents/guardians, removal from extracurricular activities, suspension, restorative conversations, behavior contracts and more.

Fighting and physical assaults are taken even more seriously and come with more severe consequences to ensure our school environment remains safe. Scholars must take their responsibility for following school behavior and safety rules seriously.

Fighting and physical assault at Brick Church are defined as acts which intentionally inflict bodily harm upon another person.

Consequences for Fighting/Assault Policy:

First Incident	In School Reflection (1) week, Conference Parent/Guardian, Contract, Mediation
Second Incident	Out of school suspension, Parent/Guardian Conference before scholar can return to school, (1) day In School Reflection upon return, Contract Addendum, Mediation
Third Incident	Recommendation for Expulsion

**Extreme cases may result in an adjusted consequence and will be determined at the discretion of the administration.*

Profane Language Policy

Brick Church strives to provide an environment free of profane language. Profane language undermines the BC mission and vision as well as the good order and discipline of the school.

It is unacceptable for scholars to use foul or profane language while at Brick Church or while representing Brick Church. The use of foul and profane language is considered destructive and demeaning to all those subjected to it. Its use will lead to immediate disciplinary action.

Scholars who violate this policy will face the following consequences:

First Incident	Detention, reflection letter about use of profane language, and parent call home
Second Incident	(1) day In School Reflection and parent call home
Third Incident	(1) week In School Reflection, behavior plan/contract, and parent conference requested
Fourth Incident	Out of School Suspension
Fifth Incident	Continue to move up the pyramid of intervention, including home visits, counseling or other supports

**Extreme language may result in an adjusted consequence and will be determined at the discretion of the administration.*

THE BC DISCIPLINE CODE, PROCEDURES, & POLICIES (CONT)

Personal Cell Phone Policy

Brick Church's policy allows the possession of cell phones by scholars on campus during the regular school day. BC policy also states that the cell phone may not be kept on the scholar's person. This means that the device must be kept in a purse, book bag, etc. It cannot be kept in the pocket of pants, coats, sweatshirts, etc. During the school day is defined as being from the time a scholar arrives on campus each morning at 7:30am until school is dismissed for the day and scholar is outside of the building. Not only are these devices a potential distraction to the classroom learning environment and potentially disruptive to the school climate, but the technology available makes it possible for scholars to photograph and send copies of tests to other scholars, text message answers to test questions to other scholars, and otherwise compromise the integrity of our teachers' assessments and grading of scholars' learning.

There is no reason that a scholar should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a scholar, our school will immediately take down the name, the phone number, and have the student call back as soon as possible.

The only reasons for school personnel to ask a scholar to surrender a cell phone would be:

A - if the cell phone rang or vibrated

(which would mean that the phone was on, and in violation of the policy), or

B - if school personnel saw the cell phone, etc.

(which would mean that the device was visible or on the scholar's person, and in violation of the policy)

If a scholar is found to be in violation of the Cell Phone Policy, the device (cell phone, etc.) will be confiscated by school personnel. Refusal by a scholar to surrender the device is not an option. Cell phones confiscated may only be returned to a parent or guardian who comes up to the school to retrieve the phone.

Scholar Refusal to Surrender Cell Phone Procedure:

<p>Level 1: If a scholar is found to be in violation of the Cell Phone Policy, he/she will be asked by school personnel (teacher) to surrender the device. If he/she does so, the device will be returned to a parent or guardian who comes up to the school to retrieve the phone.</p>
<p>Level 2: If the scholar refuses to surrender the device immediately, a DOC Team member or an administrator will be called to assist, and the scholar will be taken to the office of an administrator. The administrator will attempt to obtain the device from the scholar. If the scholar does so, the device will be returned to a parent. As a result of refusing to surrender the device immediately, the scholar will serve one (1) week on the NEC list.</p>
<p>Level 3: If the scholar refuses to surrender the device to the administrator, an attempt will be made to contact a parent to obtain assistance in convincing the scholar to surrender the device. If the scholar does so, the device will be returned to a parent. As a result of having to call a parent to bring about compliance with the administrator's request, the scholar will serve two (2) weeks on the NEC list.</p>
<p>Level 4: If the scholar still refuses to surrender the device after parent intervention, he/she will be given In School Reflection (ISR) for (1) day, loss of cell phone privilege for the remainder of the year (meaning, you can't bring your cell phone to school), and the scholar will serve the remainder of the quarter on the NEC list.</p>

THE BC DISCIPLINE CODE, PROCEDURES, & POLICIES (CONT)

Zero Tolerance Policies

Brick Church - A LEAD Public School follows the Achievement School District and Metropolitan Nashville Public Schools' policy on zero tolerance concerning offenses that include gangs, weapons, assault on staff, and substance abuse. Under MNPS policy, scholars incurring an infraction in any of these categories are subject to expulsion. In addition to MNPS policy, Brick Church reserves the right to dismiss scholars for violations including alcohol, tobacco, theft, bomb threats, bullying, fighting, sexual harassment, and any other egregious infraction as determined by the BC administration.

Bullets :*Bullets of any kind on school property are prohibited. Violation of this policy will lead to disciplinary action.*

Food Policy

Scholars may bring their own breakfast and/or lunch if they choose not to eat the breakfast and/or lunch provided by the school. Be aware that refrigeration and microwave services are not available for scholar use. Scholars are not allowed to have anyone, family included, bring fast food up to the school for them during the school day. Scholars may not order food online or by phone and have it delivered to the school. Scholars may not bring chips, snacks, candy, soda pop and/or juice to school that is not included in their lunch, i.e., scholars may not eat throughout the day during class. All breakfast and lunch items brought to school by scholars must be eaten in the designated areas and times for breakfast and lunch. Consumption of food, drink, or candy is prohibited in the hallways and classrooms at all times. No gum or sunflower seeds are ever allowed.

Forged Notes

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

Gang Activity

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

Use of Tobacco

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

THE BC DISCIPLINE CODE, PROCEDURES, & POLICIES (CONT)

Property & Personal Belongings

Brick Church assumes no responsibility for any loss of scholars' personal property or for items such as (but not limited to) cameras, cell phones, iPods, tablets, hand-held game systems, toys and cards.

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

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

******Basketballs and footballs will be provided during the activity period by the school.***

******Scholar property that is traditionally considered confidential (journals, purses) will be turned over to the School Director and/or Dean if it is found to pose a risk to its owner or anyone else.***

Damaging School/Staff/Scholar Property

All scholars are expected to respect and care for all property of Brick Church including building facilities, desks, dry erase boards, dry erase markers, books, lavatories, lockers, belongings of scholars/staff, etc. Sharpies and Markers are prohibited items that damage property and will be taken if scholar is in possession of it. Any scholar damaging or defacing property may be required to pay for the damage or loss, including professional labor costs. Willful destruction or defacement of property at any time is just cause for disciplinary action and may result in expulsion. Scholars should always request a receipt when paying any bills. All services, goods and bills paid by check are subject to a \$10 returned check fee. Official scholar grades and transcripts will be withheld until all costs from the said damages have been paid in full.

Theft

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

THE BC DISCIPLINE CODE, PROCEDURES, & POLICIES (CONT)

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

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

LOST AND FOUND

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

THE BC DISCIPLINE CODE, PROCEDURES, & POLICIES (CONT)

BULLYING & HARRASSMENT

Bullying and/or Harassment

No one should be subjected to bullying or harassment at school for any reason. Therefore, it is the policy of Brick Church that all employees, volunteers, parents, and scholars 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 scholar 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 teachers or scholars is prohibited and will result in strict consequences, possibly including expulsion. Please be aware that Brick Church staff may view scholars' social media web pages, including Snap Chat, Facebook, Twitter, Instagram, etc..

THE BC DISCIPLINE CODE, PROCEDURES, & POLICIES (CONT)
BULLYING & HARRASSMENT

Responsibilities for Preventing Harassment

It is the responsibility of Brick Church 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, scholars, 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

It is the responsibility of the scholar 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 DOC Team.
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 DOC Team.
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct to discontinue that conduct immediately.
6. Monitor scholar'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 scholar 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 scholar must report the harassment to the DOC Team.
2. The scholar alleging harassment will be asked to complete a 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.
4. Once the facts of the case have been gathered, the DOC Team will decide what, if any, disciplinary action is warranted for a scholar and the the School Director will decide what, if any, disciplinary action is warranted for a Brick Church employee.
5. If the complaint is against a non-employee or non-scholar, 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 BC facilities, events, and activities and may include the parent/guardian's forfeiture of their scholars' place at Brick Church and may include intervention on the part of the local, state, or federal law enforcement.

ATTENDANCE POLICIES

Our goal at Brick Church is 95% attendance everyday. Any more than two missed days per quarter for individual scholars will drop her/his attendance below the goal of 95%. **Brick Church's school day goes from 7:30am to 3:30pm Monday-Friday.** Scholars are expected to be on time and present everyday. Scholars who are not at school cannot reach their goal of a four-year college or university. Attendance is required to achieve the big goals of BC scholars. Scholars with more than 5 absences per semester will be referred to the MNPS truancy office.

Excused Absences

It is the scholar's responsibility to arrange for all make-up work following an excused absence. BC defines excused absences as those due to one or more of the following:

- School-sanctioned activities
 - Absences related to the legal system
 - Family Emergency
 - Bereavement/Funeral
- All of these listed absences require written documentation signed by the parent/guardian upon scholar's return to school. If a scholar is habitually absent, the school may require signed notification from a doctor or other appropriate documentation in order for the absence to be recognized as excused. If you have any questions regarding documentation, please contact school administration.

A scholar will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the scholar, 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.

Remember that make-up work is the responsibility of the scholar. It is not the teacher's job to track down scholars to administer make-up tests and collect homework. Also, the instructor schedules make-up tests, not the scholar.

If a scholar anticipates an extended absence, the parent/guardian must notify the school as to the reason for the absence and the dates out of school. Arrangements will be made for the scholar to make up all work missed for excused absences. Please note that absences have a detrimental effect on a scholar's accomplishments and progress, and this should be considered prior to a scholar being absent. These absences could result in loss of credit for the class if scholars exceeds the number of days allowed, including failing the course and potential retention to repeat the grade.

Unexcused Absences

An absence from school is unexcused if it does not meet the criteria for an excused absence. A scholar whose absences are unexcused will not be allowed to make up work to earn a grade for the days missed. All graded activities will be treated as if the scholar had chosen not to participate in them.

Scholars missing their bus in the morning 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 are both a scholar's and a parent's responsibility.

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

Tardy to School

Arriving to school after 7:45am is considered tardy. The only excuses accepted for tardiness to school are emergency situations and late buses. Scholars receiving more than three (3) tardies per month will be required to attend a parent meeting with an administrator. A parent or guardian must sign in tardy students. **Our school day goes from 7:30am to 3:30pm.** Scholars who are habitually tardy are in jeopardy of disciplinary action from Brick Church - A Lead Public School.

ATTENDANCE POLICIES (CONT)

Truancy

Truancy is a major violation of Brick Church regulations. If a scholar is absent without an excuse, schools may implement varying interim parent communications and school-based interventions to encourage regular school attendance. Once a scholar accumulates 10 unexcused absences in a single school year, s/he is considered a “truant” and his/her attendance record will be reported to the ASD and the TN Department of Education. Each successive accumulation of five (5) unexcused absences shall also be reported.

If a parent or legal guardian fails to take appropriate action within three (3) days of truancy notification, the case may be referred to Juvenile Court, the District Attorney’s Office, and/or the Department of Children’s Services for appropriate legal action. Referrals to local law enforcement may go to court for Educational Neglect and result in fines and court-ordered programs.

Any student under age 18 is considered a dropout if he or she is absent 10 consecutive days or fifteen (15) unexcused absences in a single semester and system policies and procedures on truancy have been followed.

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 scholar out prior to the scholar being dismissed. No scholar will be released until a parent/guardian or pre-approved representative has signed that scholar out through the main office. Siblings, persons unrelated to the scholar, or persons under the age of 18 will not be permitted to sign out a Brick Church scholar. ONLY pre-approved representatives will be permitted to sign out a Brick Church scholar. **Early dismissal hours are before 3:00pm.** Scholars may not be picked up for early dismissal after 3:00pm due to increased student and staff movement through the building as everyone prepares for afternoon dismissal.

Late Pick-up

Dismissal is at 3:30pm. Scholars are not allowed to stay after school unless they have prior permission from a parent/guardian and the approval of a teacher/administrator. All scholars should have plans to be picked up by 3:30pm unless prior permission to remain on campus after this time has been granted by a BC staff member who will remain with the scholar until they are picked up. Consistent failure to pick up a scholar on time may result in a scholar's losing permission to participate in sports, other school activities or other disciplinary action including truancy procedures.

Daily or Short-Term Dismissal Changes

Dismissal changes (*from bus rider to car rider or visa versa*) make it difficult for us to ensure that every student is exactly where they need to be in order to make it home safely. Therefore, we will be limiting the ability to make dismissal changes. You may request a dismissal change to parent pick-up ONLY. Dismissal change requests to ride a different bus will not be honored. **Requests must be made to the school by 1:00 pm.**

To request a DAILY dismissal change, you must:

- 1) Call the school main office **prior to 1:00 pm. and leave a message on the “dismissal change” extension of the main office phone.** Leaving a voice message is a sufficient way to make a bus change; you do not need to reach someone in person. The office is a busy place in the morning and office staff will not be able to answer each of these calls.
- 2) Your bus change is only confirmed once you have received a reply from the main office.
- 3) **Texts, emails and calls to any teachers or other administrators WILL NOT result in a dismissal change!**
- 4) **YOU MAY NEVER PICK UP A STUDENT FROM THE SIDEWALK OR THE BUS. If you did not make a dismissal change in time, then you MUST pick your student up from a bus stop on their route.** Your student’s safety is our number one concern and priority. When families attempt to pick students up from the bus or sidewalk directly, this can lead to confusion as to the student’s location, an inability for staff to properly check and verify identifications and lastly can jeopardize the safety of the other students who are being dismissed at that time.

School Delay or Cancellation

In the event of particularly dangerous weather conditions, Brick Church will either delay opening or cancel school. Such announcements will be made on local news channels. 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).

STUDENT ENROLLMENT

Background

As Brick Church: A LEAD Public School is authorized by the Achievement School District (ASD), we enroll students in accordance with Tennessee legislation and civil rights laws. BC does not discriminate against any student based on eligibility for special education, academic or behavior services, race, gender, and socio-economic status. The following policy outlines student eligibility, enrollment, lottery, and waitlist processes that govern enrollment in the ASD.

Student Eligibility

Brick Church guarantees enrollment to all eligible students, as defined by state and federal laws. Enrollment eligibility is defined in two ways:

PRIORITY-ZONED: Students who, at the time of enrollment in at Brick Church, reside in the designated attendance area of the school.

a. NOTE: This applies to the attendance area of the school at the time that it became a priority school. A student is still eligible if a local education agency creates new options, or even a new zone, for the priority school.

PRIORITY-ENROLLED: Students who are not zoned to Brick Church, but who, at the time of enrollment, are currently enrolled in a school on the Tennessee Priority list. This eligibility also applies to students who were enrolled in a priority school through the end of the previous school year.

In addition, and in accordance with T.C.A. 49-13- 106(a), Brick Church may serve a limited number of non-priority zoned students who meet one of the following criteria:

- *child of a teacher, staff member, sponsor, or member of the governing body;*
- *Eligible for free or reduced price lunch; or*
- *Failure to test proficient on state standardized tests (EOC/TCAP/TNReady) in the previous school year.*

Per T.C.A. 49-13- 106(a), BC is only qualified to enroll students under this exception if the following are true:

1. *BC is a Tennessee charter school,*
2. *BC earned a Tennessee Value-Added Score (TVAAS) of 3, 4, or 5 in the previous year or are new schools, and*
3. *BC has conducted an initial enrollment period of at least 30 days and still have capacity to serve additional students. The enrollment of additional students under T.C.A. 49-13-106(a) may not exceed 25% of the school's total enrollment.*

Enrollment Process

Brick Church has adopted the ASD's enrollment priority group structure to ensure that we are serving all students. BC's first priority is to support the students within our attendance areas that are assigned to our school. If BC then has additional seats available after all students with guaranteed enrollment are offered seats, we may offer enrollment to students according to the following Priority Groups.

BRICK CHURCH ENROLLMENT PRIORITY GROUPS

PRIORITY GROUP	DESCRIPTION	STATUS
1. Attendance area	• Students with current, legal residence in an ASD school's attendance area	Guaranteed
2. Continuity	• Non-attendance area students who attended the school the previous year (including students on transfer)	Guaranteed
3. Sibling	• Brothers and sisters of enrolled students—either attendance area or continuity	Not guaranteed
4. Other ASD zone	• Students with current, legal residence in another ASD school's attendance area	Not guaranteed
5. Other Priority School Zone	• Students with current, legal residence in a non- ASD Priority School attendance area	Not guaranteed
6. Other at-risk or children of staff, sponsor, or governing body <i>(for qualifying ASD schools only)</i>	• Students meeting one of the following criteria: (1) Eligible for free or reduced price lunch, (2) Failed to test proficient on a prior year's TCAP or EOC exams (3) Children of staff, sponsor, or governing body	Not guaranteed <i>(may comprise no more than 25% of student body)</i>

STUDENT ENROLLMENT (CONT)

Requirements / Paperwork

When a student enrolls at BC, there are a number of documents that will be provided and collected to ensure that your student is properly set-up for their upcoming school year. The chart below should provide families with a snapshot of some of the papers we will be both providing to you as well as collecting and why we have included those in our packet.

Form	Description
Student Information Form	*see description below
Student Health History	This document makes sure that we have the best possible information available in case of a medical emergency
Immunization Records (7th Grade Only)	*see description below
Assisted Self-Administration of Medications	In case your scholar will need to take any sort of medication at school, this document provides information about the appropriate dosing and time of day for these medications. See the "Medical & Health Services" section for more information
Home Language Survey	The state requires the district to collect a Home Language Survey for every student. This information is used to count the students whose families speak a language other than English at home .
Migrant Education Program Occupational Survey	The Migrant Education Program is focused on improving educational opportunities for migratory children to help them succeed in the regular school program, meet the same State academic content and student academic achievement standards that all children are expected to meet, and graduate from high school.
Technology & Internet Use Policy	As part of our curriculum, students will have access to a laptop to use throughout the day to support their academic instruction. The student's use of the internet and classroom laptops is a privilege and is conditional on agreement to the policies within this document.
Authorization to Release Information/Media Release	This form allows... <ul style="list-style-type: none"> •BC to request your student's cumulative file from her/his previous school •BC and other outlets to film/photographer your scholar during school events
LPS Document Receipt Acknowledgement Page	This document simply states that you have received the handbook and will support Brick Church as we hold your scholar accountable to the standards/expectations within
Uniform Order Form	This document will allow you to order uniforms for your scholar so that s/he can be in school dress code throughout the school year
LEAD Public Schools Calendar	This calendar differs from the MNPS calendar and provides you with more information about the LEAD Public Schools Academic Year
Culture Handbook	The culture handbook outlines is an important source of information for BC families. Most of the policies in this handbook are required by federal or state law. All of the policies are aligned with the BC's mission and were created to help scholars and families understand the expectations and services of Brick Church.
Meningitis Information	According to TN State law, schools are to provide parents and guardians with information about meningococcal disease and the effectiveness of vaccination against meningococcal disease.

STUDENT ENROLLMENT (CONT)

Immunization Requirements

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

1. **DTP 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 scholars of deficiencies or updating requirements. Scholars transferring into Brick Church 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 scholar being excluded from school until such time that appropriate documentation is provided.

Student Information & Emergency Contact Form

At enrollment (as well as at the beginning of each academic year), the parent(s)/guardian(s) of each student enrolled at Brick Church must fill out an information sheet, providing such information as contact numbers for the parent(s)/guardian(s), allergies that the scholar 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 scholar 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.**

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.

STUDENT ENROLLMENT (CONT)

STUDENT TRANSFERS & WITHDRAWALS

Transfers In

If a family would like to transfer to Brick Church mid-year, the BC School Director is able to determine if s/he is able to receive the transfer student. If the decision is made to enroll the student, the following process will be followed:

1. Ask the family to provide the name of the student's previous school and school district.
2. If the student is transferring from an MNPS school, ask the family to present a copy of the MNPS Withdrawal Form.
3. A BC administrator may then call the student's previous school directly to confirm the reason the student is no longer enrolled in the school.

Brick Church administrators will always conduct the appropriate diligence before registering a student. Once a student has been registered at our school, we assume responsibility for his/her education and placement.

Withdrawals / Transfers Out

In the event that a BC family voluntarily requests to transfer a student to another school, the following process should be followed:

1. The family should contact the BC Main Office to receive a **Transfer Request Form**. The parent/guardian should complete, sign, and submit the form to the BC Main Office.
2. A follow-up meeting and exit interview is required for all transferring students. A member of the administration will contact the family to arrange a meeting to discuss the transfer within five (5) school days of receiving a transfer request. At the meeting, they will conduct an exit interview with the family, student, and other school staff as necessary. **The Exit Interview Summary Form** outlines the information that should be captured.
3. The school representative should discuss available school options with the family. Potential options include another ASD school, the student's zoned school (if different), an MNPS school, or a private/parochial school. The family should be given some time to make a decision
4. Once a transfer has been granted, an **ASD Withdrawal Form** should be completed and the family should be issued a copy of the Transfer Request Form. Brick Church will maintain a hard copy of all transfer/withdrawal forms for their records.

***Note:** Upon completion of the withdrawal sheet, all fees and fines must be paid and all school-owned materials returned in appropriate condition. Brick Church reserves the right to hold all scholar records until all fees and fines have been paid.*

ACADEMIC PROGRAM & EXPECTATIONS

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

Rigorous Academics and Focus on College Preparation

BC has a rigorous curriculum and promotes a high level of scholar engagement through real-world learning focused on issues of concern to teenagers.

Guaranteed & Viable Curriculum

At BC, "We exist to support, educate and train the next generation of responsible citizens." To fulfill LEAD's mission, it is vital that LEAD students engage in a rigorous and academic programs in all their content areas, which ensures college and career readiness by emphasizing the Tennessee Academic Standards. It is through this lens that our academic team has paired high-quality curricular resources (EngageNY, CPM, etc.) with essential planning practices, instructional strategies, and instructional moves to build a roadmap of how to best educate all our students based on their individual needs.

Academic Integrity

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

High-Quality Work

Scholars at our school normally are not finished with a piece of work until they do multiple drafts of it. This expectation reaches across grades and disciplines. Improving on work again and again is building as a common practice here. Teacher's guide scholars from draft to draft. Scholars collaborate to assess the work of their peers. Rubrics set high standards for finished pieces and guide scholars as they strive to get their work to meet these high standards.

ACADEMIC PROGRAM & EXPECTATIONS (CONT)

GRADES & GRADING

Grading Rubric/Scale

A	93 - 100	Above Standard / Advanced
B	85 - 92	Meets Standard / Proficient
C	75 - 84	Nearing Standard / High Basic
D	70 - 74	Nearing Standard / Low Basic
F	0 - 69	Below Standard / Below Basic

Mastery Grades

With respect to grading, the goal of Brick Church, a LEAD public school is to report grades that are accurate, consistent, meaningful, and supportive of learning. Grading is aligned with a standards-based naming convention, measuring students' proficiency on well-defined course objectives/learning targets that are tightly aligned to standards. The class grade will be based on all of the evidence the teacher collects, formative and summative, demonstrating mastery of the essential standards.

Standards-based grading does not separate out tests, homework, or projects. All of the academic work a student does is used to assess the student's mastery of the essential standards. A student's scores from his/her work are tracked by the essential standards, which gives the teacher, scholar, and parent a very detailed picture of which standards a scholar has mastered. Non-academic factors like behavior, attitude, and attendance are not included in this grade and reported in a different manner.

Illuminate Gradebook

BC teachers use a system called illuminate to record and track student grades throughout the school year. Illuminate has powerful reporting features and analytics which allow our teachers more opportunities to use assessment data to inform their lesson-planning/decision. Illuminate grades directly populate the report cards and progress reports that go home throughout the school year.

Report Cards and Progress Reports

Progress reports are distributed at minimum once per quarter. Report cards are sent home quarterly. Please see school year calendar for specific dates for grade distribution. Any concerns parents have about grading should be addressed to the classroom teacher, Dean of Instruction and / or School Director as necessary.

Retention Policy

The School Director at Brick Church reserves the right to retain any scholars who fail to demonstrate academic mastery in core subject areas, and/or fails to demonstrate the behavioral maturity required to succeed in an increasingly rigorous academic environment. A retained scholar may be required to repeat specific classes or an entire grade level depending upon the individual scholar's performance.

Notices of Academic Concern

Notices of Academic Concern will be sent out at the end of each quarter. If a scholar continues to struggle academically or behaviorally, they will receive a notice of failure. As part of the notice of failure, they can be retained and/ or required to attend summer school and pass all core subjects in order to pass on to the next grade.

Parent Notification

Official written notification of scholar progress is made by district report cards. Parents whose children are in need of intervention are encouraged to contact the school to discuss scholar performance. A "Notice of Concern" can be sent home at any time when there is a concern for a scholar's academic progress.

Summer School

Summer School may be required for scholars with failing grades in one core class and/or who fail to show adequate progress on NWEA MAP. Promotion to the next grade level may be contingent on passing Summer School.

ACADEMIC PROGRAM & EXPECTATIONS (CONT)

Extracurricular Activities

All scholars participating in extracurricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of Brick Church.

College Trips

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

SPECIAL 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 scholars to a variety of support options, including referral for a special education evaluation. Scholars having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all scholars. Response to Intervention (RTI) and Student Support Team (S-Team) will be explored before automatically categorizing a scholar as having a disability. BC recognizes that scholars 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, Brick Church must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. Brick Church must complete the evaluation and the report within 60 calendar days of the date it receives the written consent. BC 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, Brick Church has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for Section 504 programs, please contact the school.

ACADEMIC PROGRAM & EXPECTATIONS (CONT)

ASSESSMENTS

TNReady State Testing

Brick Church is responsible for administering the same statewide assessments issued by Metro Nashville Public Schools including the TNReady assessments for the 2016-2017 school year. Test preparation is a part of our program, but is not a driving factor. To help our students be successful on the TNReady our teachers prepare our students by exposing them to rigorous content over the course of the year aligned with the state standards. In addition, we will teach our students the test-taking genre and equip them with the skills they need to become successful test takers. We want to expose our students to excellent instruction everyday and preparing them to be successful on the TNReady is a part of our academic program at BC.

MAP Testing

Both at the beginning and the end of the 2016-2017 school year, our students will take NWEA’s Measures of Academic Progress (MAP) test. MAP is a computer-based test used across the country to assess reading, language usage and math skill for over 5 million students every year. Our teachers use growth and achievement data from MAP to personalize instruction for each student so that they can reach their academic goals. Our goal is for every student to demonstrate 1.5 years of growth in all three subjects on MAP.

Network Interim Assessments (NIA)

The Network Interim Assessments (NIA) are administered twice throughout the school year for our core classes (ELA, Math, Science and SS). This assessment is designed to prepare us for **accountability to student learning and academic achievement** this Spring and in the future. The focus is students to **own their performance and progress compared to previous performance and to strategically plan how to meet their goals**

2016-2017 LEAD PUBLIC SCHOOLS ASSESSMENT CALENDAR

Date Range	Assessment	Subject(s)
Aug, 2016	MAP Window	Reading, Math
Sept, 2016	NIA Round 1	ELA, Social Studies
Nov/Dec, 2016	Winter MAP Window*	Reading, Math*
December, 2016	NIA Round 1	Math, Science
Feb/Mar, 2017	NIA Round 2	Math, Science
April 27-May 5, 2017	TNReady Testing Window	All Subjects
May, 2017	MAP Testing Window	Reading, Math

**These dates may change. It is still being determined whether schools will be giving the Winter MAP assessment.*

GENERAL BUILDING POLICIES

Closed Campus Policy

Providing a safe and orderly campus environment is important. Therefore, all scholars are required to stay on campus upon arrival. If it is necessary to leave campus for doctor or dental appointments or for reasons of illness, all scholars must check out through the main office.

Raptor Visitor Management System

Metro Nashville Public Schools has rolled out the use of the Raptor Visitor Management System. When a visitor comes to our school, it is already our practice to check the visitor's driver's license/ID. In addition to that, however, we will now be running the license/ID through the Raptor system, which will then use the picture, name, and date of birth (and no other information) to compare against the national database of registered sex offenders. Then our office manager will be able to print out a "Visitor Pass" that has our visitors photo and information within. **No visitors will be allowed beyond our security doors without going through this initial screening process.**

This safety upgrade will better ensure that our schools are safe. If you would like to learn more about the Raptor system, please visit the following website: www.raptortech.com.

School Phones

Communicating with Your Scholar

All office and teacher classroom cell phones are reserved for school business purposes. Scholars will not be called out of class to receive telephone calls. Emergency messages will be delivered to scholars in their classes. Scholars will only be allowed to use the phone in the office during school hours only if they have permission from the School Director or other administrator.

If parents need to communicate with their scholar, a message will be taken by an office staff member and given to the scholar. Brick Church strongly encourages parents and guardians to communicate all relevant information regarding transportation arrangements before the school day begins. If cell phones are found on campus or ring during school hours, they will be taken up by a staff member and returned only when a parent/guardian comes to school to collect the cell phone.

Birthday Celebrations

At Brick Church we educate the whole child and want to celebrate accomplishments, including birthday. However, parents are highly encouraged **not** to send flowers, balloons, and other items for celebration to scholars during the school day because they can become a distraction to the learning environment. Unscheduled items brought to the school will be held in the office until the end of the school day if sent or brought to scholar. As a school community we will celebrate each scholar's birthday equally.

Photographing and Filming Scholars

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

GENERAL BUILDING POLICIES (CONT)

Student-Led Conferences / Parent Conferences

Two times throughout the year (the weeks of January 11th and the week of May 23rd), parents will have a chance to hear from their student about their academic and behavioral progress. We strongly believe in student self-advocacy and as such, these conferences will be Student Led Conferences (SLCs). After much practice, coaching and preparation during CREW, students will lead the discussion with their parent/guardian about how they have been successful at BC and in what areas they can improve. SLCs are a very important part of our culture so please make every effort to attend these nights!

Additional conferences can be set up at the request of the school or at the request of the parent. Parents requesting conferences with school personnel for academic or student discipline issues can make an appointment by calling the school office or by emailing an administrator or teacher. Conferences requested by the school will include a mutually agreed upon specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the school day.

Child Abuse Reporting

Because immediate investigation by child protective agencies of suspected abuse may save a scholar 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.

Discrimination

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

MEDICAL & HEALTH SERVICES

Health Services

1. A staff member will assist a scholar 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. Scholars 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. Scholars who are unable to remain in class because of illness will be sent home. Parents will be contacted to make transportation arrangements for their scholar to go home if she/he is too ill to stay in school. No scholar will be allowed to leave the campus without parent notification. If ill, the scholar should be given care at home or, if the condition persists, the scholar 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 scholars with communicable conditions. A scholar 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.
7. Brick Church staff may not be held liable for outcomes due to administering aid in the best interest of scholars.

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, BC 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 scholar is running a fever or has severe illness symptoms, parent will be notified. Scholar cannot be released until a parent or guardian or representative (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 scholar will be administered the medication under the guidance of a trained member of the BC 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.

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.

BUS TRANSPORTATION

LEAD Public Schools will provide busing for your student to and from school within the City of Nashville. This is a service we provide to assist our families and make LEAD a great choice for students no matter where they live. However, busing is considered a privilege and if policies and behaviors are not adhered to, bus privileges can be revoked. In order for us maintain safe and efficient bus service all families who choose to use our buses must agree to the code of conduct and policies below.

Bus Routes and Stops

We will make our best effort to maintain bus stops that are within a reasonable distance from every family's home location and create stops that are convenient for multiple families. We must balance this with making sure we are not making too many stops that will make the bus route extremely long. Changes to bus stops are rarely honored due to various factors including additional time added to the route, impact on distance for other families, traffic patterns, etc.

Timeliness

The bus schedule provided will give each stop a 20 minute window(10 minutes before the scheduled pickup time and 10 minutes after) of time during which you can expect the bus to arrive. This time frame accounts for that day's particular traffic or important conversations that might occur between bus drivers and families. Please, be on time to your stop. **Buses CANNOT wait for you if you are not at the stop.** Please do NOT ask the bus to wait for you out of courtesy and respect to the other families as this delays bus arrival times at later stops along the route.

When there is inclement weather, you can also expect for buses to run an **additional 10 to 15 minutes** behind. While primary roads might appear clear, remember that our buses travel down side streets that can experience additional challenges. The safety of our students is of primary importance and we encourage our drivers to take extra precaution when conditions are less than ideal.

If a bus is running late due to weather or any other circumstance, you are always welcome to bring your student to school if you choose not to wait. Late buses will always make every stop.

BUS TRANSPORTATION (CONT)

Updated Information:

ACR Transportation 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. Please do not contact the school or school personnel in the morning, they will be unable to assist you. If you would like to file a complaint about a bus or have a question about bus location, you may contact the bus company directly at:

615-933-6227

BUS TRANSPORTATION (CONT)

CODE OF CONDUCT

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.
- Our monitors are on the bus to provide support to the student riders and to the driver. However, **the monitors are not certified teachers** and thus their primary role is as follows:
 - Help in emergency situations
 - Ensure students get off on the correct stop
 - Ensure students follow all safety guidelines
 - Report any problems to the school

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

Examples of Unacceptable Behavior
<ul style="list-style-type: none">● Play-fighting● Fighting● Threats● Throwing objects anywhere near driver● Eating on the bus● Touching another student● Getting out of seat before the stop● Using unkind words● Tossing objects● Turning around in seat● Sticking any body part outside of a bus window● Not following directions the first time● Standing up on the bus while it is in motion● Leaning over students● Loud voice● Kicking seat● Inappropriate language● Technology use: <i>no inappropriate content and and students can only listen to their phones through headphones</i>

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

BUS TRANSPORTATION (CONT) **CODE OF CONDUCT**

Consequences for unacceptable bus 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 School Director 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 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

Behaviors that will result in an Automatic Bus Suspension *(and possibly suspension from school)*

Fighting Making threatening remarks Damaging a school bus (student may also be fined)	Use of profanity Disrespectful behavior toward driver/students Possession of weapons, drugs or alcohol
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Note: 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.

UNIFORM POLICY

At Brick Church, we consider every student to be a professional scholar and we show our dedication to learning with professional dress. Our school uniform also shows the pride we have in our community. Every scholar shows this pride by wearing the Brick Church logo and keeping their uniform neat and clean.

Standard Uniform Guidelines

SHIRTS / SWEATSHIRTS:

- Scholars are expected to wear **their grade level BC logoed polo shirts** (these can be purchased in the main office)

5th / 6th Grade	-BLUE BC Polo -BLUE BC Sweatshirt	7th/8th Grade	-RED BC Polo -RED BC Sweatshirt
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- Shirts must be tucked in at all times.
- Only **grade level BC sweatshirts** may be worn.
 - Coats/jackets/pullovers must be taken off upon entering the building and cannot be worn inside the classroom.
- Scholars may wear **solid color** undershirts or long-sleeve shirts underneath their uniform polo. Hooded sweatshirts of any kind may not be worn under the BC polo.
- Scholars are not permitted to wear polos or sweatshirts that have been written on. All shirts must be clean of any writing from the previous or current year. Polos and sweatshirts must be in good repair without any rips, tears or holes.

KHAKI PANTS / KHAKI CAPRI PANTS / KHAKI JOGGERS:

- Scholars are expected to wear **Khaki Pants**
- Khaki pants/Capri pants/Khaki Joggers must be worn at the waist.
 - Scholars may wear Khaki Joggers with drawstrings but no other color or other material joggers.
- Scholars may also wear Khaki Capri Pants. Capri Pants must fall at least at the mid calf area of the leg.
- Scholars are expected to wear solid-colored socks under their uniform pants. Socks may not be pulled up over pants, capris or joggers.

SHOES / BELTS:

- Scholars are expected to wear a belt **everyday**, unless scholar is wearing khaki joggers.
 - Drawstring must be kept tightened and tied on khaki joggers
- Belts must be a solid color, with no symbols, and no writing of any kind on it.
- Shoes must be closed-toed and must allow students to participate in electives/activity period everyday.
 - No high heels, open toed shoes, sandals, Crocs, house-shoes, or flip-flops are permitted.

ACCESSORIES:

- Scholars are allowed to wear one pair of earrings. The earrings can not be bigger than a quarter.
- Scholars are **not** allowed to wear facial piercings. Example: No nose, chin, cheek, lip, eyebrow, etc.
- Scholars are allowed to wear one watch or one bracelet that is not distracting to the learning environment. Scholars are **not** allowed to wear both a bracelet and a watch.
- Scholars are **not** allowed to wear necklaces.
- No hats, hoods, or bandanas may be worn while on campus or on field trips.

College T-Shirt Friday Guidelines

Scholars may earn the privilege to dress down on Fridays by meeting certain behavioral goals. On these dress down days, scholars may wear:

- A college t-shirt or other LEAD t-shirt, polo or sweatshirt.** No non-collegiate sports team items are allowed.
- Traditional Jeans, Stone-Washed Jeans, Jean-Joggers w/ drawstring, & Colored Jeans in good condition may be worn.**
 - No Jeans with holes, rips, or patches that look like holes may be worn. No other colored pants may be worn on this day, only Jean material.
- Other uniform expectations still hold true for this dress-down day** (belts, shoes, shirts tucked in, etc.)
- Scholars on RISE and/or the No Extracurricular list may not participate in College T-Shirt Friday.**
 - These scholars must come to school in their standard school attire.
- If a scholar earns the privilege to dress down but chooses not to, she/he must come to school in the standard school attire.

UNIFORM POLICY (CONT)

Violations to Uniform Guidelines

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

NETWORK - LEAD PUBLIC SCHOOLS

COMPLAINT PROCEDURE FOR PARENTS AT THE SCHOOL LEVEL

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

The goal of this section is:

- To establish a simple framework for addressing concerns.
- To provide for prompt resolution of concerns.
- To ensure that all parties will participate in a cooperative manner to resolve concerns.
- To ensure that most concerns will be handled without resorting to this procedure beyond Step 1.
- To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for scholars.

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.

A. 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.

B. 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 School Director 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 School Director 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 School Director. The instructor and parent shall be informed if the letter is to be placed in the personnel file.

C. Step No. 4-The NeST

If either party is still dissatisfied with the outcome of Step No. 3, the problem will be forward to the proper authority at the NeST. At that time, the parent will be contacted by the NeST representative to discuss concerns and next steps.

DISTRICT - ASD PARENT & COMMUNITY GRIEVANCE RESOLUTION FLOWCHART

1. Which Type of Problem Am I Having?

General Issues	Enrollment Issues	Special Ed Issues	Critical Issues
<ul style="list-style-type: none"> Disagreement with a teacher or another student Don't like a discipline decision, except expulsion or if the decision could involve special education 	<ul style="list-style-type: none"> Confusion about enrollment Never received a school assignment I want to transfer my child to another school School said we should transfer or school said my child isn't a good fit 	<ul style="list-style-type: none"> My child is not receiving the special education services by his/her IEP I disagree with a decision made by the IEP Team 	<ul style="list-style-type: none"> My child has been expelled, or other serious discipline issues My child is in danger and the school hasn't responded Serious legal or safety issues Title IX and Discrimination Claims

2. Who Is Responsible For Working With Me To Find A Solution?

These issues are the responsibility of the school. The ASD can't mandate decisions in these areas.	Most issues can be resolved by the school. The ASD's student enrollment office will ensure that all ASD-eligible students are granted enrollment in accordance with ASD policy.	The issues can be resolved by the school. The ASD's special education office can serve as a mediator and will ensure all required services are provided.	For these issues, the ASD's Office of the Superintendent will work with you until the issue is resolved.
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3. What Steps Need To Happen To Address My Problem?

<ul style="list-style-type: none"> Today you may contact the principal. Within 5 school days you should hear a response. After you've talked with the school you may not be happy with the decision. The principal can make many decisions for the school, and the ASD may not be able to change them. 	<p><i>For Transfers</i></p> <ul style="list-style-type: none"> Please meet with your school to begin the transfer process. <p><i>For Other Issues</i></p> <ul style="list-style-type: none"> Today you may contact the ASD's student membership access office at 901-260-9657 or studentsupport@tnasd.org Within 2 days the student membership and access office will let you know the next steps to resolve your issue. 	<ul style="list-style-type: none"> Today you may contact the principal. Within 3 school days you should be invited to a school IEP Team meeting to discuss your child's needs. The school must give you a 10 day notice. You may choose to meet sooner. You may request that the ASD's Special Education Manager attend. Within 10 school days of the IEP Team meeting, any changes made to the IEP will be implemented unless otherwise determined by the IEP Team. 	<ul style="list-style-type: none"> Today you may contact the ASD's Office of the Superintendent at compliance@tnasd.org or at 901-260-9649 to describe your concern and previous school/operator/school board requests for help. Within 2 school days the ASD will organize the people needed to get an answer & update you and the school regarding next steps Within 5 school days the ASD will let you know the plan to address your problem, if it's not already addressed
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4. What Happens If My Problem Isn't Resolved After I've Done Everything On the List?

If the school principal does not respond within 5 days or the response is unsatisfactory, you can reach out to the operator's designated leader and if necessary, the Board, if it is a charter school; and to the Head of Schools if it is an Achievement School. To request an appeal of an expulsion, you may contact the ASD's student membership and access office within 5 school days of the expulsion notification at studentsupport@tnasd.org	Your child should continue to attend the assigned school, as applicable. If within 5 days your child's enrollment issue is not resolved by the ASD's student membership and access office, you may contact the ASD's office of the Superintendent at compliance@tnasd.org for review.	Please review the Notice of Procedural Safeguards for steps to take if you disagree with the IEP Team's decision. If your child's new IEP is not implemented within in 10 days of the IEP Team meeting, please contact the ASD's special education office at spedoffice@tnasd.org . The special education office will support the school's implementation of the IEP and will notify the ASD's Office of the Superintendent for review.	You will always be able to reach your ASD's Office of the Superintendent contact during business hours. These issues may not be solved immediately, but your contact will make sure you know what's going on, and won't stop until we find an answer.
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FACULTY & STAFF ROSTER

Leadership Team & Support Staff

Name	Assignment / Title	E-Mail	Phone
Mr. Dennis Wolff	School Director	Dennis.Wolff@leadpublicschools.org	615.974.6363
Ms. Robyn Head	Dean of Instruction	Robyn.Head@leadpublicschools.org	615.945.5773
Ms. Cherronda Briscoe	Dean of Culture	Cherronda.Briscoe@leadpublicschools.org	615.319.1205
Mr. Adam Holdren	Operations Manager	Adam.Holdren@leadpublicschools.org	615.507.8291
Ms. Megan Wooldridge	Data & Assessment Coordinator	Megan.Wooldridge@leadpublicschools.org	615.674.5424
Mr. Jake Smith	Family Engagement Coordinator	Jake.Smith@leadpublicschools.org	615.678.3591
Ms. Yvonne Jones	Counselor	Yvonne.Jones@leadpublicschools.org	
Ms. Norma Harris	Office Manager	Norma.Harris@leadpublicschools.org	615.806.6317
Mr. Jeff Davis	Student Support Coordinator / Athletic Director	Jeff.Davis@leadpublicschools.org	615.943.2464
Ms. Rena Knight	Student Support Coordinator	Rena.Knight@leadpublicschools.org	615.540.3086
Mr. Eugene Se'Bree	Student Support Coordinator	Eugene.SeBree@leadpublicschools.org	615.947.7351

5th / 6th Grade Level Teams

Ms. Rachel Aguirre	5th Grade ELA	Rachel.Aguirre@leadpublicschools.org	615.947.5092
Mr. Luke Anderson	5th Grade ELA / ELA Team Chair	Luke.Anderson@leadpublicschools.org	615.540.2909
Mr. David Moore	5th Grade Math / Math Team Chair	David.Moore@leadpublicschools.org	615.916.0469
Mr. Darrec Anderson	5th Grade Math	Darrec.Anderson@leadpublicschools.org	615.945.9073
Ms. Jacquelyn Dodd	6th Grade ELA	Jacquelyn.Dodd@leadpublicschools.org	615.945.6516
Mr. Henry Bradford	6th Grade Math / 6th Grade Level Chair	Henry.Bradford@leadpublicschools.org	615.403.7171
Ms. Crystal Reems	5/6th Grade Science / Science Team Chair	Crystal.Reems@leadpublicschools.org	615.945.7511
Ms. Kelley Lohorn	5/6th Grade Social Studies	Kelley.Lohorn@leadpublicschools.org	615.945.8408
Ms. Reba Clarke	5/6 th Special Education / 5th Grade Level Chair	Reba.Clarke@leadpublicschools.org	615.720.7671
Ms. Christina Stevenson	5/6 th Special Education	Christina.Stevenson@leadpublicschools.org	

7th / 8th Grade Level Teams

Ms. Bianca Larkin	7th Grade ELA	Bianca.Larkin@leadpublicschools.org	
Mr. Wesley Poe	7th Grade Math / Math Team Chair	Wesley.Poe@leadpublicschools.org	615.438.4561
Ms. Pam Lehman	8th Grade ELA	Pam.Lehman@leadpublicschools.org	
Ms. Kayla Miller	8th Grade Math	Kayla.Miller@leadpublicschools.org	
Ms. Crystal Baker	7/8th Grade Science	Crystal.Baker@leadpublicschools.org	615.337.1985
Mr. Shannon Hill	7/8th Social Studies / Social Studies Team Chair	Shannon.Hill@leadpublicschools.org	615.513.1260
Ms. Jackie Trosper	7/8th Special Education / SpEd Team Chair	Jackie.Trosper@leadpublicschools.org	615.512.5033
Ms. Jennifer Barnum	7/8th Grade Special Education	Jennifer.Barnum@leadpublicschools.org	615.584.9908
Mr. Chris Smith	ELA Teacher	Chris.Smith@leadpublicschools.org	

Electives Team

Mr. Rennard Watkins	Technology Teacher	Rennard.Watkins@leadpublicschools.org	615.973.2350
Mr. Pedro Barnes	Physical Education Teacher	Pedro.Barnes@leadpublicschools.org	

Life Skills Team

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Mr. Abel Hernandez	Life Skills Educational Assistant	Abel.Hernandez@leadpublicschools.org	