



LEAD Southeast  
Student Family Handbook  
2016-2017

531 Metroplex Drive · Nashville, TN, 37211  
Phone: (615) 678-0543; Fax: (615) 800-8272  
<http://leadprepsoutheast.org>

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## LEAD Southeast Staff Directory

<b>Last name</b>	<b>First Name</b>	<b>Grade &amp; Subject</b>	<b>Work Phone</b>	<b>Email Address</b>
Atwood	Alison	SPED/Life Skills	615-540-2888	alison.atwood@leadpublicschools.org
Berry	Jacob	6th Math	615-794-0677	jacob.berry@leadpublicschools.org
Blocker	Shemika	School Operations Manager	615-916-0144	shemika.blocker@leadpublicschools.org
Caliguri	David	6th Writing	615-540-2862	david.caliguri@leadpublicschools.org
Campbell	Sade	8th Math	615-823-0490	sade.campbell@leadpublicschools.org
Cermak	Sarah	Counselor	615-521-3473	sarah.cermak@leadpublicschools.org
Delcourt	Claire	8th Writing & Data Assessment Coordinator	615-415-4215	claire.delcourt@leadpublicschools.org
Dell'Isola	Rich	5th Math	615-944-9297	rich.dellisola@leadpublicschools.org
Dorr	Beth	5th Reading	615-419-0968	beth.dorr@leadpublicschools.org
Elg	Liz	6th Math	615-943-2504	liz.elg@leadpublicschools.org
Elliott	Chris	School Director	615-310-7700	chris.elliott@leadpublicschools.org
Fei	Joan	8th Science	646-229-2852	joan.fei@leadpublicschools.org
Ghebreselasie	Semhar	5th Reading	615-268-4295	semhar.ghebreselasie@leadpublicschools.org
Harper	Brent	PE	615-521-0386	brent.harper@leadpublicschools.org
Hilton	Meredith	Student Support Coordinator	615-678-9985	meredith.hilton@leadpublicschools.org
Hiltunen	Courtney	Dean of Instruction	615-974-7405	courtney.hiltunen@leadpublicschools.org
Holler	Brian	5th Social Studies	615-305-3696	brian.holler@leadpublicschools.org

Ippensen	Kate	7th Reading	615-419-1844	kate.ippenson@leadpublicschools.org
Knox	Hannah	7th Reading	615-974-6503	hannah.knox@leadpublicschools.org
Laposky	Hannah	6th Reading	615-319-1015	hannah.laposky@leadpublicschools.org
Lassiter	Lori	Art	615-974-4267	lori.lassiter@leadpublicschools.org
Levy	Sami	7th Science	615-974-6967	sami.levy@leadpublicschools.org
Linne	Ashleigh	5th Math	615-521-4258	ashleigh.linne@leadpublicschools.org
Croft	Ren	8th Reading	615-521-4105	lauren.croft@leadpublicschools.org
Ludwig	Allison	7th Social Studies	615-521-4189	allison.ludwig@leadpublicschools.org
Mac	Emma	Dean of Culture	615-717-5210	emma.mac@leadpublicschools.org
Marmaras	Jill	6th Reading	615-944-6958	jill.marmaras@leadpublicschools.org
				<a href="mailto:jennifer.miller@leadpublicschools.org">jennifer.miller@leadpublicschools.org</a>
Miller	Jennifer	SPED Support	615-268-7474	
		Family Engagement Coordinator		
Molitoris	Erin		615-584-6649	erin.molitoris@leadpublicschools.org
Mullinex	Ryan	Music	615-400-4729	ryan.mullinex@leadpublicschools.org
Oleson	Krista	7th Writing	615-509-4230	krista.oleson@leadpublicschools.org
Peiffer	Megan	7th Math	615-513-5153	megan.peiffer@leadpublicschools.org
Pennigar	Paige	6th Writing	615-974-6930	paige.pennigar@leadpublicschools.org
Pesek	Michelle	6th Reading + GR	615-521-4818	michelle.pesek@leadpublicschools.org
Saad	Youstina	Office Manager	615-521-2461	youstina.saad@leadpublicschools.org
San Juan	Stefani	5th Writing	615-870-8001	stefani.sanjuan@leadpublicschools.org
Schubert	Morgan	6th Social Studies	615-521-4711	morgan.schubert@leadpublicschools.org
Scott	April	SPED	615-516-5784	april.scott@leadpublicschools.org
Sheffield	Jodi	5th Science	615-400-8173	jodi.sheffield@leadpublicschools.org
		8th SS & SPED Coordinator		
Shipman	Lauren		615-499-3765	lauren.shipman@leadpublicschools.org
Silver	Scott	7th Math	615-974-6670	scott.silver@leadpublicschools.org
Singh	Nupur	5th Writing	615-974-6686	nupur.singh@leadpublicschools.org
		Student Support Coordinator		
Smith	Marcia		615-972-9469	marcia.smith@leadpublicschools.org
Thomas	Keisha	PE	615-752-0731	keisha.thomas@leadpublicschools.org

Udovitsch	Alyssa	ELL Coordinator	615-939-7502	alyssa.udovitsch@leadpublicschools.org
Valdes	Alex	6th Science	615-727-4083	alex.valdes@leadpublicschools.org
Walsh	Maddie	Instructional Coach	615-516-3798	madison.walsh@leadpublicschools.org
Ziegler	Rachel	6th Writing + ELL	337-739-7357	rachel.zeigler@leadpublicschools.org

# LEAD Southeast Calendar of Events

<p><b>26</b> New Student Family Orientation (5:30-7pm) <b>MANDATORY</b></p> <p><b>28</b> Returning Student Family Orientation (5:30-7pm) <b>MANDATORY</b></p>	<p><b>JULY 2016</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p><b>JANUARY 2017</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>Dec 19-Jan 3</b> Winter Break and Staff Development (No School for Students)</p> <p><b>16</b> M.L.K Day (No School)</p> <p><b>17-19</b> Student Led Conf./CREW Dinner (6-7:30pm) <b>MANDATORY</b></p> <p><b>25</b> Teacher Office Hours</p>							
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<p><b>3</b> First Day of School (8am-1pm)</p>	<p><b>AUGUST 2016</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>FEBRUARY 2017</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					<p><b>10</b> Sweetheart Ball (3:30-5:30pm)</p> <p><b>20</b> President's Day and Staff Development (No School for Students)</p>														
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<p><b>1</b> Back to School Night (6-7:30pm) <b>MANDATORY</b></p> <p><b>5-6</b> Labor Day and Staff Development (No School for Students)</p> <p><b>23</b> Picture Day</p>	<p><b>SEPTEMBER 2016</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p><b>MARCH 2017</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>8-10</b> Parent Teacher Conferences (1pm student release)</p> <p><b>16</b> Health Fair (6-7:30pm)</p> <p><b>20-27</b> Spring Break and Staff Development (No School for Students)</p>														
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<p><b>3-10</b> Fall Break and Staff Development (No School for Students)</p> <p><b>19-21</b> Parent-Teacher Conferences (1pm student release)</p> <p><b>27</b> Culture Cook Off (6-7:30am)</p>	<p><b>OCTOBER 2016</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>APRIL 2017</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p><b>8</b> Spring Carnival and Talent Show (8am-1pm)</p> <p><b>14</b> Staff Development (No School for Students)</p> <p><b>20</b> Art Night (6-7:30pm)</p>
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## Introduction

### Our Mission

LEAD prepares all of our students with the knowledge and skills to succeed in college and in life.

### Our Vision

At LEAD Southeast, we firmly believe that every student has the potential to graduate from high school and attend a 4-year college/university, and we commit to adopting a “Whatever it Takes” attitude toward making this a reality. Therefore, it is our vision that:

***“100% of LEAD Southeast’s students will graduate from high school and be accepted to a 4-year college/university.”***

Over time, LEAD Public Schools’ students, staff, and families will help transform the educational expectations of our community, creating a national model for excellence in urban education and neighborhood redevelopment, and prove that all students can graduate from high school and be accepted to a 4-year college/university if given the proper support, training, and education.

## LEAD Southeast's COMMITMENT TO LEADership

Student Commitment	Parent/Guardian Commitment	Staff Commitment
<p>In an effort to uphold the LEAD ethos as an active and productive member of the LSE community, I will be...</p> <ul style="list-style-type: none"> <li>• <b>COMMITTED:</b> I will follow all LEAD Southeast community expectations. I will take responsibility for my own choices and behaviors.</li> <li>• <b>COURAGEOUS:</b> I will complete all classwork and homework on-time and to the best of my ability.</li> <li>• <b>DISCIPLINED:</b> I will challenge myself to work hard and without fear through new and</li> </ul>	<p>In an effort to uphold the LEAD ethos as an active and productive member of the LSE community, I will be...</p> <ul style="list-style-type: none"> <li>• <b>COMMITTED:</b> I will help LSE hold my student accountable to all community expectations. I will take the time to reflect with my student on their weekly paycheck and behavior report.</li> <li>• <b>COURAGEOUS:</b> I will ensure my student attends LSE each day from 7:30am-3:30pm and is prepared with all materials and completed homework. I will attend parent meetings, including SLCs, to gather information about my student's performance.</li> <li>• <b>DISCIPLINED:</b> I will attend</li> </ul>	<p>In an effort to uphold the LEAD ethos as an active and productive member of the LSE community, I will be...</p> <ul style="list-style-type: none"> <li>• <b>COMMITTED:</b> I will display consistency in all interactions with members of our community. I will complete assigned tasks within the stated timelines.</li> <li>• <b>COURAGEOUS:</b> I will be at LSE each day on time and with a positive attitude. I will be available to students and families by phone from 6:30am-8pm for homework help and questions.</li> <li>• <b>DISCIPLINED:</b> I will seek out new ways to present material to students and</li> </ul>



<p>difficult material.</p> <ul style="list-style-type: none"> <li>• <b>SELF-RELIANT:</b> I will come to school each day prepared to learn in my correct uniform, with all my materials and with my completed homework.</li> <li>• <b>SERVE OTHERS:</b> I will respect all other members of the LEAD Southeast community through my words, actions and ideas.</li> </ul>	<p>parent events and other programming when available to provide input on how LSE can best serve its students and families.</p> <ul style="list-style-type: none"> <li>• <b>SELF-RELIANT:</b> I will reach out to my student’s teachers to ask questions with my student’s educational future in mind.</li> <li>• <b>SERVE OTHERS:</b> I will actively ask my student about his/her learning and personal growth.</li> </ul>	<p>will ask others for support when I need help. I will actively participate in meetings and professional development.</p> <ul style="list-style-type: none"> <li>• <b>SELF-RELIANT:</b> I will regularly provide students and families with feedback on students’ learning, personal growth, and individual goals.</li> <li>• <b>SERVE OTHERS:</b> I will work respectfully with all members of the LSE community.</li> </ul>
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## Admission Policy

### New to LEAD

LEAD Public Schools are open to all students in Davidson County who meet the eligibility requirements under Tennessee’s charter school law. All new families interested must complete an application on the MNPS Optional Schools website or by completing a paper application at the prospective LEAD school by the required deadline. There are multiple LEAD Public School campuses. All are listed on page 9 of this handbook. If more students have submitted applications by the deadline than there are spots available in the prospective grade level, a public lottery process is held to select students. Students are placed on a waitlist in the order the applications were received. As spots become available students will be pulled from the waiting list and contacted determine whether the available seat is still desired. If desired, the family will be asked to accept the spot online and the student will then officially be enrolled into a LEAD Public School. In the event a student declines, we will reach out to the families next in line on the waitlist.

### Returning to LEAD

Intent to return forms are sent home with students who have current enrollment at LEAD and need to confirm a seat for the upcoming school year. These forms will be sent home annually by January 31<sup>st</sup>. Families are given one week to complete the form and return it to the Family Engagement

Coordinator. LEAD Public Schools enjoys working with all of our families and students and requires all families complete and return an intent to return form by the deadline provided.

**Orientation/Open House**

Both new and returning students are required to attend orientation prior to the start of the school year. The purpose of orientation/open house is for families and students to update family and student information, receive information on new or changed school policies and expectations, school culture, as well as ask questions and address concerns prior to the start of school. Attending orientation/open is imperative and mandatory in order to hold a student’s seat with LEAD Public Schools.

**Attendance Policy**

Our School Year (August 3<sup>th</sup> – May 25<sup>th</sup>)

<b>Mondays, Tuesdays, Wednesdays, Thursdays, &amp; Fridays</b>	<b>Early Dismissals</b>
Doors open at 7:30 a.m. Students will be marked tardy after 7:47 a.m. Students are dismissed at 3:30 p.m.	Students are dismissed at 1:00 p.m. See calendar on <a href="#">page 4</a> for early dismissal days.

**Attendance and Tardiness**

**In order to fulfill our vision and thus far accomplished goal of 100% graduation and college acceptance it is imperative that students attend school daily.**

**Excused Absences**

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

Student Illness (including head lice infestations)	Bereavement/Funeral (up to 3 days)
Medical/Dental, including appointments	Personal religious observances
School-sanctioned activities	Court related or mandated absences
Family Emergency	

All excused absences require written documentation signed by the parent/guardian upon student's return to school. Students must submit an excuse note to the front office within 3 days of the absence. Letters not received within 3 days will not be accepted and the absence will remain unexcused. Only 5 handwritten parent notes will be accepted during the school year (August-May)– all other notes must be official documents, i.e. doctor's notes, obituaries, etc.

A student will be given the opportunity to make up work missed due to an absence. However, it is the **responsibility of the student**, immediately upon his or her return to class from an absence, to request from their teachers any missing classwork, homework or tests. It is up to the teacher and student to collectively set the due dates for this missing work.

If a student anticipates an extended absence, the parent/guardian must notify the school as to the reason for the absence and the dates out of school. Arrangements will be made for the student to make up all work missed for excused absences. Please note that absences have a detrimental effect on a student's accomplishments and progress therefore should be considered prior to notifying the school of an extended absence. Please make every attempt to schedule appointments during the 4 extended breaks throughout the school year- Summer, Fall, Winter, and Spring Break.

### **Unexcused Absences**

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

Missing the school bus is considered an unexcused absence "unless" the bus issue was a school issue which then an automatic call will be sent to all parents via phone call. In the event a student misses the bus it is the responsibility of the family to make every effort to get the student to school. 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 student's and parent's responsibility.

### **Truancy**

LEAD Public Schools has adopted and will adhere to Metro Nashville Public School's Tennessee Compulsory Attendance Laws. Truancy is a major violation of LEAD Public Schools regulations. Any student who misses school without prior permission or who misses for reasons other than those outlined in the excused absence section may be considered truant. In an effort to deter students from missing school, all truancy violations are cumulative for one school year. The following steps will be taken when a student is absent from school without an excuse note:

- Daily families of absent students will receive an automated phone call.
- **4 unexcused absences:** Families will receive a notice of truancy and be given the opportunity to submit excuse notes.
- **5 unexcused absences:** Families will receive a Truancy Notice in weekly folder and be given the opportunity to submit excuse notes. A member of the School Truancy Team will contact the family directly. *Please Note: According to MNPS's policy, a student is truant at 5 unexcused absences.*
- **6 unexcused absences:** Families will be contacted by the school's Family and Community Engagement Coordinator and School Counselor about scheduling a home visit or school meeting in order to develop a support plan with the family.
- **7 unexcused absences:** If there is no cooperation from family and we do not see improvement in attendance, at the **7th UNEXCUSED absence**, the LSE Truancy Team will complete a petition to the Metro Student Attendance Center, which is operated by the Davidson County Juvenile Court, in partnership with Metro Nashville Public Schools. When a petition is completed, the UNEXCUSED absences will no longer be handled by Lead Southeast and will be handled by an intervention specialist and/or the Davidson Juvenile Court system.
  - This is a last resort for Lead Southeast so we encourage families to be very open and responsive to our Truancy Team as they reach out regarding excessive absences.

Students who are truant will be given an unexcused absence and assignments given that day will result in a zero, including tests and quizzes.

#### *Tennessee Compulsory Attendance Laws*

*(Compulsory School Age is 6 Years to the 18th Birthday)*

*T.C.A. 49-6-3001 – School Age - (c) (1) Every parent, guardian or other person residing within this state having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided. (The courts have ruled that the word "inclusive" requires a child to attend school until the day before his/her eighteenth birthday.)*

*T.C.A. 49-6-3007 – Attendance and truancy reports. - (e) (1) It is the duty of the principal or instructor of every public, private or parochial school to report promptly to the superintendent, or to the superintendent's designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.*

*T.C.A. 49-6-3009 – Penalty for Violations - (a) Any parent, guardian or other person who has control of a child, or children, and who violates the provisions of this part commits a Class C misdemeanor (b) Each day's unlawful absence constitutes a separate offense.*

*T.C.A. 40-35-111 – Terms of Imprisonment or Fines - (3) Class C misdemeanor, not greater than thirty (30) days or a fine not to exceed fifty dollars (\$50.00), or both, unless otherwise provided by statute.*

### **Tardy to School**

Students who arrive at school at or after 7:47 a.m. are considered tardy and must be signed into school by a parent/guardian in order to obtain a tardy slip to class. Tardies will be excused in the event of a late bus due to a LEAD Public School issue. Emergencies will be handled on a case by case basis. Students who receive three or more tardies in one week will serve detention on Monday afternoon from 3:30-4:30p.m. The family will be informed via a letter in the student's Friday folder and an automated phone call.

### **Early Dismissal**

Early dismissal hours are **before 2:45 p.m.** Students will not be dismissed after 2:45 p.m. due to students transitioning and the school preparing for afternoon dismissal. When early dismissal is required please arrive by or before 2:45 p.m., report to the front office to sign the student out of school, and wait for the office staff to call the child to the office. Picture ID will be required for any adult that is checking out a student. If an adult other than the parent/guardian is picking up the student, a signed note from a parent must be given to the Front Office Manager upon the student's entrance to school. Without prior notification from the student's parent/guardian, a student will not be released to an adult whose names is not documented. Emergencies will be handled by a School Administrator on a case by case basis.

### **Late Pick-Up**

The LEAD Public Schools office closes at 3:30 p.m. All students must be off campus by 3:30 p.m. unless prior permission to remain on campus after this time has been given by a parent/guardian AND granted by a LEAD Public School staff member who will remain with the student until the student is picked up. This information needs to be communicated to the Front Office. **Car riders who do not have permission to stay after school and have not been picked up at 3:30p.m. will be waiting unsupervised for parent's arrival as the front office closes at 3:30p.m.** Emergencies will be handled by a School Administrator on a case by case basis.

### **Daily or Short Term Dismissal Change**

Dismissal changes 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 for a student to ride a different bus will not be honored. Requests must be made to the school by 1:00 p.m.**

To request a DAILY dismissal change, you must:

1. Call the school main office **prior to 1:00 p.m. 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 Delays and Closings**

In the event of particularly dangerous weather conditions, LEAD Public Schools will either delay opening or cancel school entirely. 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 television/radio – look/listen for "Metropolitan Nashville Public Schools (MNPS)" or "Davidson County". An all-call phone call will also be sent to all families therefore it is imperative the school is provided with the most current and accurate information.

### **Withdrawal from School**

Families can withdraw a student from a LEAD Public School by filling out a withdrawal form in the front office. A student withdrawing from school must be accompanied by a parent/guardian. Upon completion of the withdrawal form, all fees and fines must be paid and all school-owned materials returned in appropriate condition. LEAD Public Schools reserves the right to hold all student records until all fees and fines have been paid.

## Family-School Policy

### LEAD Public Schools Open Classroom Policy

LEAD Public Schools operates with an open classroom policy meaning any parent can visit the school or their child's classroom at any time. This is a time to observe your student and the classroom to see the learning that is happening in LEAD Public Schools. Because we place such high value on allowing students time to focus on instruction without distraction, *we ask that parents/guardians do not interact with the teacher or with students during their visits.* If you wish to schedule a conference with a teacher, please do so ahead of time by calling or emailing that particular teacher. Prior to visiting any classroom, parents and family members are required to stop at the office sign-in and receive a visitors' badge. Any visitors who take away from the instruction in the classroom may be asked to leave campus.

### Birthday Celebrations

Parents are highly encouraged NOT to send flowers, balloons, and other items for celebration to students during the school day. They are distractions and take away from the school day. If items are delivered, they will be kept in the office until the end of the school day. Parents can bring a class set cookies, cupcakes, etc. that can be taken to the front office until the students' lunch time. During lunch the cohort can celebrate the student's birthday with the treats provided.

### Photographing and Filming Students

Throughout the school year, LEAD Public Schools, various education groups and outside media representatives (newspaper, television stations, etc.) may be on campus to photograph and/or videotape students in school-related activities or events. Additionally, LEAD Public Schools maintains our own website and social media accounts where we occasionally use pictures to showcase our students' amazing work. Please complete the student and media release form and submit it to the school if you do not want your child's picture to be used for these purposes.

### School Phones

All office and classroom phones are reserved for school business only. Students will not be called from class to receive telephone calls. Emergency messages will be delivered to students in their classes. Students will only be allowed to use the phone in the office during school hours with staff permission. LEAD Public Schools strongly recommends that parents/guardians and students

discuss all pertinent information prior to arriving at school, specifically communication surrounding transportation. All student cell phones are to be on silent and placed inside of their backpacks. 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 the school to collect the cell phone.

### **Family 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 addresses for quick and timely communication with the school.

### **Emergency Contact Form**

At the beginning of each academic year, the parents of each student enrolled at a LEAD Public Schools must complete a contact form providing information such as, contact numbers for the parent(s)/guardian(s), updated addresses, persons to contact in the event of an emergency. All persons listed on the "Emergency Contact Form" must be able to make decisions regarding the child if the school is unable to contact the parent at any of the numbers provided. The listed persons are also able to check out the student provided he or she has the appropriate identification. Since these people are able to take the actions listed above, everyone listed on the "Emergency Contact Form" must be at least 18 years of age. **It is imperative that this information be updated as needed in order to provide optimal care to your child during a crisis.**

### **School Nutrition Program**

LEAD Southeast partners with Metro Nashville Public Schools to serve our students high quality meals everyday at no cost. Students are also able to bring in their own food to eat during lunchtime; however, there will be no microwave or refrigerator available to students who are bringing their lunch. Student lunch times are between 10:40am-12:30pm based on their cohorts.

Additionally, breakfast is served every morning in the cafeteria from 7:30am-7:55am. **Students who arrive after 7:55am will not be able to eat breakfast at school (except in the event of a late bus).**

### **Lost and Found**



Items that have been found should be returned to the cafeteria to the lost and found area. Students who have lost an item at school should look in the cafeteria during a break or before or after school to check for lost items.

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

### **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.

## Daily or Short-Term Dismissal Changes

Dismissal changes 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 for a student to ride a different bus will not be honored.** Requests must be made to the school by 1:00 p.m.

To request a DAILY dismissal change, you must:

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## 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**

**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.**

<b>Examples of Unacceptable Behavior</b>
<ul style="list-style-type: none"> <li>• Play-fighting</li> <li>• Fighting</li> <li>• Threats</li> <li>• Throwing objects anywhere near driver</li> <li>• Eating on the bus</li> <li>• Touching another student</li> <li>• Getting out of seat before the stop</li> </ul>

- 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: no inappropriate content and students can only listen to their phones through headphones

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

**Consequences for these behaviors:**

**First Incident:**

- Verbal warning from bus driver.

**Second Incident:**

- Bus referral and parent notification.

**Third Incident:**

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

**Fourth Incident:**

- Two-day bus suspension; Conference with student, parent/guardian and School Director or Dean of Culture when the 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

Below are behaviors that **will** result in an **automatic** bus suspension, possibly suspension from school:

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

## **LEAD Public School's Family Bus Communication Expectations**

### **Parent Concerns**

- Where is the bus questions go straight to ACR
- Bus hardware complaint goes straight to ACR
  - Bus is unsafe or any other concerns about the bus itself
- Bus driver complaints go to ACR
  - Driver is driving in an unsafe manner
  - Driver is rude/acting in an unprofessional way
- Route complaint goes to the Operations Manager
  - Route is too long
  - Stop is unsafe
  - Can we add a new stop
    - The operations managers then communicate these concerns/changes to Gary who will coordinate changes with ACR/MNPS
- Bus behavior concerns go to the school

### **Bus Running Late**

- AM bus running late:
  - Bus leaves depot late:
    - ACR notifies Operations Manager to give updated times
    - Operations Manager then puts out an all call to the route affected
- PM bus running late:
  - Bus arrives late to the school, leaves late or due to traffic concerns will be off track on route times

- ACR notifies Operations Manager to give updated times
- Operations Manager then puts out an all call to the route affected

### **Bus Accident**

- Driver notifies depot and as necessary 911
- Depot dispatcher then notifies necessary Operations Manager
- Operations Manager then notifies Gary
- Operations Manager notifies Nathan
- Operations Manager notifies school leadership
- Nathan notifies Jon/Chris Reynolds as necessary

### **Contact Information:**

<b>Name</b>	<b>Contact Name</b>	<b>Contact Number</b>
ACR		615-933-6227 615-457-3657
LEAD High School	Sarah Terry	615-403-3191
Brick Church	Adam Holdren	615-507-8291
LEAD South East	Shemika Blocker	615-916-0144
Neely's Bend	Adam Holdren	615-507-8291
Cameron	Sarah Terry	615-403-3191

## **Medical and School Health Policy**

### **Student Health and Medical**

Students' health and wellness are extremely important to their academic success. Annually, parents will be asked to complete a student health information form that requests information about student's medical doctor, insurance, allergies, etc. In order to ensure LEAD Public Schools is able to take care of all students, it is imperative that we have accurate and up to date information. Please note that it is a requirement for members of each campuses team to have First Aid/CPR/AED

certifications in order to provide the quickest emergency response to students in the event of an emergency. Note that all health matters are treated confidentially and properly documented.

## Medication

Every effort should be made by the parent/guardian to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent/guardian that the student will be administered the medication under the guidance of a trained member of the LEAD staff, as described in the Nurse Practice Act. In order for any medication to be administered on campus a Self- Administration (with or without assistance) Form must be complete and in the student's file. If the medication is a prescription, a physician's signature is required. If the medication is over-the-counter, only a parent's signature is required. All forms and medications must be submitted to the front office by or before August 31<sup>st</sup>.

All prescription and non-prescription medication will be kept in a locked cabinet, which the exception of inhalers for asthma. Students are allowed to carry inhalers on their person.

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*. In the event an Individualized Health Plan is required, the parent would have to meet with the School Nurse in order to complete this document.

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. 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 (Over-the-Counter medication).

The school accepts no responsibility for reactions when the medication is dispersed in accordance with the licensed prescriber's directions. **LEAD Public Schools' staff cannot administer non-prescription or over-the-counter medication that do not meet the requirement listed above.**

## Immunization Requirements

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

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

School personnel will annually review records and advise parents and students of deficiencies or updating requirements. Students transferring into LSE must submit documentation of compliance with the law in the form of official school records, records from a public health department, or a certificate signed by a licensed doctor.

Non-compliance with these requirements may result in a student being excluded from school until such time that appropriate documentation is provided.

Children entering the 7th grade in August must provide the school an updated Tennessee Immunization Certificate with proof of two additional immunizations:

1. Tetanus-diphtheria-pertussis booster ("Tdap"): required regardless of TD history
2. Verification of immunity to varicella; (2 doses or history of disease)

Per State law, parents must provide the updated certificate to the school **before** a student can attend school in seventh grade. Only proof of the two additional immunizations is required on the updated immunization certificate.

### **On/Off Campus Injuries and Incident Reports**

When students are injured on or off campus during school hours or school related events students are encouraged to inform a LEAD Public School Staff first, specifically the adult who is around when the injury occurs. Parents are advised that if students are hurt at school, there is no school insurance to cover medical costs. Students should be covered under family insurance. The school is not responsible for medical bills for injuries occurring at school. However, in the event of a reported injury the student is sent to the front office to be checked out by the school nurse or a staff member, the injury is treated as required, an incident report is completed (a copy is sent home with the student) and a phone call is made to inform the parent. If required, a LEAD Public Schools' trained staff member 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.



## When to Stay Home Due to Illness

Students should home if s/he has any of the following:

- **Fever:** Temperature above 100° F (taken by mouth) without the use of fever reducing medication.
- **Diarrhea:** Any watery stools not contained in under clothes.
- **Vomiting:** Throwing up.
- **Rash:** Covering entire body.

When your child has these symptoms they must be kept at home the next day from school. They also need to be without symptoms for a full 24 hours before returning to school.

If your child has:

- **Strep Throat:** Students must be on antibiotic therapy for at least 24 without the use of fever reducing medication.
- **Communicable Disease:** If your child has chickenpox, mumps, measles, rash all over their body, strep throat, or "pink eye," they have to hours and not have a fever over 99.9 (under 100° F), stay home until you have a note from a health care provider stating your child is not contagious and may return to school.

Signs your child may be getting sick include and may need to stay home include: Excessive coughing and/or an upset stomach.

If we think your child is getting sick at school, we will call you. If you cannot be reached, someone on your emergency list will be called. Please be sure that all phone numbers are current. If a student begins to feel sick or becomes injured while at school, s/he should contact a teacher or administrator as soon as possible. Contacting parents via personal phone without prior approval will unfortunately result in disciplinary action. Students who are unable to remain in class because of illness will be sent home. Parents will be contacted to make transportation arrangements for the student to go home. Students will not be released until a parent, guardian or anyone listed as an emergency contact comes to pick up the student.

## Hearing and Vision Screening/Physicals

In the state of Tennessee students in grades 6<sup>th</sup> and 8<sup>th</sup> are required, at minimum, to have an annual hearing and vision screening. LEAD Public Schools partners with an organization that provides hearing and vision screenings to all of our 6<sup>th</sup> and 8<sup>th</sup> grade students FREE of cost to families. Approximately two weeks prior to the scheduled screening, LEAD will send home a permission slip in students' weekly folders reminding families about the screening. All students will participate unless a parent/guardian sends the permission slip back selecting the "Opt Out" Option. Should a family not opt out nor return a permission slip, the student will be screened.

## Academic Policy

### Academic Program Overview

LEAD Public Schools has a rigorous curriculum and promotes a high level of student engagement through real-world learning experiences and by leveraging technology to individualize learning. We place a high emphasis on preparing our students to meet and exceed grade level proficiency levels as well as beginning early to ensure our students will meet college entrance requirements by high school graduation. We place a strong emphasis on college by visiting colleges annually, building student excitement for a wide variety of colleges, and helping our students build character traits that will ensure their success in college. We strongly believe that modeling the LEAD Ethos – Committed, Courageous, Disciplined, Self-Reliant, and Service to Others, our students achieve their academic goals and will be well prepared for college.

### Honor Code/Academic Integrity

LEAD Southeast believes that students must take responsibility for establishing and maintaining standards for their own behavior. Honesty, integrity, and respect for each other are expected at LSE and actions that do not uphold these ideals violate the LSE Honor Code.

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

Students who witness an Honor Code violation are expected to report the action to the LSE staff. Working together, we can ALL create a community of learners that serve others, value hard work and are committed to college success. It is crucial that every member of the LSE community – students, parents, staff, and directors—understands the importance of the LSE Honor Code and strives to maintain its integrity.

### **Master Grading/Grading Scale**

At LEAD Southeast, we strive to communicate to our students that learning is a process to continually be improved upon. We learn more the more we work at it and at LSE, we strive to create a culture that values and rewards hard work, effort and the continuous pursuit of knowledge. To build this culture we have instituted a slightly different method of evaluating student progress, mastery grading.

Mastery Based Grading is a system that provides meaningful feedback to students and parents so that excellence can be achieved. With a traditional approach to grading, a grade is assigned for a particular evaluation instrument (e.g. quiz, homework assignment, test, project, presentation). Sometimes it is difficult to determine whether a student received a “C” on an individual project because he/she did not put forth enough effort, did not master the content in the project, did not work well with others, or did not turn in components of the project. Often, this leads to conversations about student behavior instead of student achievement.

In contrast, Mastery Based Grading provides grades to indicate a student’s level of mastery of the course content. For example, if students are measured on “writing a 5 paragraph persuasive essay,” each student will receive a score for his/her current ability to craft an effective essay. As it is our goal for students to show improvement toward mastery, students will have multiple opportunities to demonstrate their ability to craft essays, with the result that level of mastery (and therefore grades) would increase together. It is our hope that Mastery Based Grading provides all stakeholders –students, parents, teachers, and the community –with meaningful feedback regarding academic progress.

In this system the vast majority of a student’s grade will be comprised of projects, quizzes and tests. The reason for this is that we want our students grade to truly reflect if they have mastered the appropriate content. Whether they have mastered the content or not, does not happen at one single point in time when everyone takes the test at the same time. As such, students will have opportunities to re-take tests on which they have not demonstrated mastery and will have the change to complete test corrections to fix errors on tests/quizzes. Those corrections will then be included in student’s final grades because, again, the important thing here is not when a student masters the content, but rather that they know and understand the content.

The LSE grading scale mirrors the MNPS and State Board of Education Tennessee Uniform Grading Scale.

A	93 – 100
B	85 – 92
C	75 – 84
D	70 – 74
F	0 – 69

## School Supplies

LEAD Public Schools strives to provide students and teachers with all resources necessary to be successful in the classroom. With that said, there will be two times during the school year where we ask families to support in making sure students and classrooms are equipped with the essentials: August (start of school/orientation) and December (mid-year). The following items are needed:

- Box of Kleenex
- Lysol or Clorox Wipes
- Hand Sanitizer
- A Box of 12-24 Pencils
- A Box of Markers
- A Box of Colored Pencils
- Post It Notes
- Highlighters
- Dry Erase Markers
- Composition Notebooks

Please note that the August list will have more items specific to the child's grade level.

## Homework/Homework Help

Homework is an important part of the LEAD Public Schools instructional program. LSE values the practice that homework provides students as they build toward mastery of the skills and concepts they are learning in class. Robert Marzano defines the two major purposes of homework as:

- To give students practice that will reinforce learning
- To give students feedback based on teacher review of the homework<sup>1</sup>

Additionally, we know from research that homework benefits are maximized in middle school when a student has between **one and two hours of homework per night**. Additionally, students will receive regular, effective feedback on their progress.

To these ends, LEAD Public School teachers will regularly assign meaningful homework that will not be graded for completion, but rather assessed for progress toward mastery. Teachers and students will work together to build an environment where the value in the practice and learning replaces the previous value placed on completion.

Students will be held accountable for completing their homework each night to the best of their ability. Because we value the learning that comes from homework, **teachers are available for homework help each night before 8pm.** If a student needs help with homework, please call that classroom teacher; if they do not answer, leave a message and they will get back to you!

### Report Cards and Progress Reports

Below is a lay out of LEAD Southeast's Report Card and Progress Report Dissemination Schedule

(subject to change based on need and will be communicated to families in advances)

<p><b>Semester</b>  <b>Fall:</b> August 3, 2016-December 16, 2016  <b>Spring:</b> January 4, 2017-May 25, 2017</p>
<p><b>Quarters</b>  <b>First Quarter:</b> August 3, 2016- September 30, 2016  <b>Second Quarter:</b> October 11, 2016- December 16, 2016  <b>Third Quarter:</b> January 4, 2017-March 17, 2017  <b>Fourth Quarter:</b> March 28, 2017- May 25, 2017</p>

Report Card Dates	Progress Report Dates
<p>October 17, 2016            January 10, 2017            April 2, 2017</p> <p>Mailing Final Report Card the week of            May 22, 2017</p>	<p>August 26, 2016            September 16, 2016            October 7, 2016            November 4, 2016            December 2, 2016            January 27, 2017            February 17, 2017</p>

	April 13, 2017 May 5, 2017
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## **Standardized Testing**

LEAD Southeast is responsible for administering the same statewide assessments issued by Metro Nashville Public Schools including the TNReady assessments. 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 LSE.

## **MAP Testing**

Three times annually (August, December and May) our students will take the 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.

## **Conferences**

Two times throughout the year (January 18<sup>th</sup> and 19<sup>th</sup> and May 17<sup>th</sup> and 18<sup>th</sup>), 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 LSE and in what areas they can improve. SLCs are a very important part of LSE's 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.

### **Promotional Criteria/Retention**

LEAD Southeast reserves the right to retain any student who fails to demonstrate academic mastery in core subject areas. Retained students may be required to repeat specific classes or an entire grade level depending upon the individual student's performance. Progress reports will be sent out at the 3<sup>rd</sup> and 6<sup>th</sup> weeks of each quarter – these will serve as the first notification to parents of academic progress. Additionally, Notices of Academic Concern will be sent home before the end of the second quarter. If a student continues to struggle academically, further notices and meetings will be held with the student, parent and grade level teachers to determine the best course of action to ensure success for every student at LEAD Southeast.

### **SPED/504/RTI- Communicating Academic and Other Concerns**

Open and respectful communication is one of the primary goals at LEAD Prep Southeast. Students and parents are encouraged to keep in close communication with staff members via phone, e-mail or by requesting a conference. If a concern or complaint arises, please refer to this channel of communication to direct your concern to the appropriate staff member:

1. Teachers: Teachers should be the primary point of contact for parents/students as it relates to a student's academic and behavioral progress. Concerns that should be discussed with teachers include:
  - a. Student homework assignments, quizzes, and tests
  - b. A child's academic progress or difficulty learning
  - c. Course content, instructional materials, extra help
  - d. Issues related to classroom discipline, relationships with other pupils and the teacher
  - e. Personal matters relating to student development, behaviors, interactions with others

**Note: If translation assistance is required please contact Ms. Molitoris (Spanish) or Ms. Saad (Arabic).**

2. Office Related Issues: Please contact Ms. Saad in the front office for any concerns related to:
  - a. Student attendance or tardiness
  - b. Changes in home address or telephone number
  - c. Student records
  - d. Student medical issues
  - e. Changes in student transportation

f. Uniform orders

From time to time, parents or community members may have a concern or complaint that they would like a member of the school administrative team to resolve. Please consult the chart below in order to ensure your concern is directed to the appropriate member of the administrative team.

3. Dean of Instruction: If any academic concern remains unresolved after discussing the issue with the classroom teacher, parents may contact the Dean of Instruction.
4. SPED Coordinator:
  - a. Any question or concern that could not be resolved through the Special Education Team
  - b. Requests for information about special education or evaluation of children with a disability
  - c. Concerns about a child's Individual Education Program (IEP)
  - d. Concerns about a 504 plan
  - e. Questions about parents' rights under federal and state law and regulation
  - f. Questions or concerns about the Special Education program as a whole
5. Dean of Culture: If any behavior concern remains unresolved after discussing the issue with the classroom teacher, parents may contact the Dean of Culture. Additionally, there are a couple of items that should be initially directed towards the Dean of Culture:
  - a. Concerns about behavior support plans
  - b. Concerns about bus behavior
6. School Director: If a matter remains unresolved (after working with the teachers and the Deans) or the matter involves an issue broader than any one classroom or teacher, the parent should contact the School Director directly. The School Director will have authority to make final judgments regarding student discipline and other building policy matters. The following items should be directed towards the School Director:
  - a. Complaints, dissatisfaction, or concerns regarding school personnel
  - b. Matters related to the physical school building
  - c. Matters that remain unresolved

In the event that a concern is unresolved after following this chain of communication and meeting with both the teachers and the administrators, parents can request to have an issue evaluated by a school committee team.

In all matter of communication, staff members are expected to respond within two school days,



barring mitigating circumstances such as sickness or school cancellation. In order to make sure concerns or complaints are handled effectively, efficiently, and timely, please follow the above channels of communication in order to address your concerns to the appropriate staff member.

## **College Trips**

College trips are an integral part of the LEAD Southeast's program. Students in all grades visit colleges throughout the school year to experience first-hand the life of a college student, including academic requirements, extra curricular opportunities, and other matters related to life on a college campus. Trips are free of cost for all students. Going on a college trip is a privilege and all students are expected to earn the opportunity to attend these trips. Students who fail to meet academic and/or behavior expectations during the school year may not be invited to go on college trips.

## **Crew**

Each student at our school is a member of a crew – a single-gender group of 13-16 students that meets twice a week to work on building relationships and developing college-ready and life-ready character skills. Our primary focus in Crew is to ensure that each student: (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 students 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 LSE-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?

## **LEAD Discipline Policy**

### **Core Character Values: LEAD ETHOS**

At LEAD Public Schools students are encouraged to learn from each other and from the community in an environment of excellence that models the LEAD Public Schools Ethos: Committed, Courageous, Disciplined, Self-Reliant, and Service to Others.

## The ETHOS of LEAD Public Schools

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**.

I LEAD because I **Serve Others**.

I LEAD because that's **WHO I AM!**

**COMMITMENT** - We show commitment to our character and academic education through daily hard work, attendance, punctuality, and resilience.

**DISCIPLINE** – We recognize that through hard work and discipline we will be able to achieve our educational goals. We will do whatever it takes through each of our choices to make sure that we are working toward college.

**COURAGE** – We are active and courageous members of our community. We recognize that success oftentimes comes from stepping outside of our comfort zones and challenging ourselves to think, act and persevere just a little bit further.

**SELF-RELIANCE** – We recognize that we often have the ability within ourselves to complete whatever task is before us. We value relying on our own strength and intellect to the greatest extent possible.

**SERVING OTHERS** - We recognize that each one of us is an integral part of the LEAD family and the larger community around us. We always strive to act in a manner that strengthens our school pride and serves the larger community.

## **LEAD Discipline Code**

### **Our Philosophy of Discipline**

At LEAD Southeast, 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 students would rather learn than distract or disrupt.

At LSE, we seek to demonstrate to our students that their choices determine their destiny. Students 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. Students 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. Students who consistently or repeatedly fail to uphold the LEAD Southeast's standards of conduct and behavior may be expelled or may not be invited back the following year. **Without a firm and consistent discipline policy, none of what we envision for the school can happen.**

### Kickboard & Merit / Mark System

We use a program called Kickboard and a point/mark system to recognize student behaviors that both meet and/or fail to live up to our expectations. This system provides a weekly paycheck for students and builds a school bank account that can be used to buy items from our quarterly Fun Calendar. Students that demonstrate evidence of our LEAD ethos will be rewarded with points totaling anywhere from +\$1 to +\$5. Students whose choices do not mirror the LEAD ethos will earn a mark that deducts funds from a student's account from anywhere to -\$1 to -\$5.

Points (+)		Marks (-)	
Committed (Com)	+1	Unprepared (U)	-1
Courageous (Cou)	+1	Talking (T)	-1
Disciplined (D)	+1	Off Task (OT)	-1
Self-Reliant (SR)	+1	Countdown (C)	-1
Serving Others (SO)	+1	Disruptive (D)	-1
Class Point (CP)	+1	Failure to Comply (FC)	-5
Above and Beyond (AB)	+5	Disrespect (DA, DS, DC)	-5

At the end of each week, students 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 each week. Any questions regarding behavior should be directed to the classroom teacher issuing the mark/point.**

### **Daily Reflection Time at LSE**

At LEAD Southeast, we believe in developing students into lifelong learners with character habits that will help them reach their being ready for college and ready for life. Our discipline system reflects that belief as our consequences for disruptive behavior stem from helping students learn that being apart of our community means consistently demonstrating our ethos. Reflection Time occurs daily during lunch and students in Reflection Time aren't just "serving time" - they are working to learn from their mistakes and spend time talking with a member of our staff as to how they can make better choices in the future. Students constantly serving Reflection Time may be referred to a member of our Student Support Team for further restorative opportunities. The time removed from the LSE community during Reflection Time serves three purposes:

- (1) The student silently is able to reflect on his/her mistakes.
- (2) The student takes responsibility for his/her actions.
- (3) The student makes a plan for how to make better choices in the future that demonstrate our ethos.

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

Students earn Reflection Time in one of three ways:

- (1) **Multiple minor marks in one day (5 or more minor marks in 5<sup>th</sup> and 6<sup>th</sup> grade and 3 or more minor marks in 7<sup>th</sup> and 8<sup>th</sup> grade).** Minor marks include behaviors that are disruptive to class. Examples include the following: talking at inappropriate times (during instruction or independent work), being unprepared for class, putting ones' head down, etc.
- (2) **One major mark in one day.** Major marks include violations of respect (to an adult, to another student or to our community).
- (3) **RISE.** Students who are on will serve Reflection Time each day that they are on RISE.

### **Notifying Parents**

The weekly 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 weekly to discuss their behavior and choices. Paychecks need to be signed and returned every Monday morning.

Additionally, parents have the option to constantly monitor their scholar's points and marks through our online paycheck and grading system, Kickboard. Information about accessing the parent portal on Kickboard will be sent home in the first few weeks of school. If you experience difficulty accessing the parent portal, questions can be directed to Mrs. Mac, Dean of Culture ([emma.mac@leadpublicschools.org](mailto:emma.mac@leadpublicschools.org)).

### **RISE (Restoring Individual Student Excellence)**

RISE is a behavior support system that is used to support students who consistently struggle to demonstrate our ethos. RISE is determined based on a student's weekly pay total every Saturday.<sup>1</sup> If a student falls below his/her grade level's point criteria, he/she will be on RISE starting on Monday. Criteria for earning RISE is listed in the table below:

Grade Level	On RISE
5 <sup>th</sup> and 6 <sup>th</sup>	Below \$80
7 <sup>th</sup> and 8 <sup>th</sup>	Below \$85

Note: Certain extreme behaviors (fighting, bullying or extreme disrespect) may automatically place a student on RISE.

Students can earn their way off RISE and back into the LSE community by making consistent, positive behavior choices over a consecutive period of time. In order to earn their way off RISE, students must earn back three days out of a week. A day is earned when a student earns all 4's and 5'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 student 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 five weeks. Once a student has moved to another RISE level, they will always return to that level. The expectations at each level are stated below:

#### **RISE 1 – Green**

1. A student on RISE is expected to report directly to Mrs. Mac (Dean of Culture) upon arrival to school each morning. They are to show Mrs. Mac their RISE tracker from the previous day to discuss their choices from the previous day and plan for making great choices that day.
2. A student on RISE must report to Reflection Time each day during lunch.

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<sup>1</sup>

All points, marks, and misbehaviors for the week must be entered by **11:59 P.M** on Friday or they will not be included when running the list for students who have earned RISE.

3. A student on RISE must have their RISE tracker on them at all times throughout the school day. The student is responsible for getting their teacher's behavior rating at the end of each class. The student is responsible for keeping their RISE tracker in good condition (not folded, torn or drawn on).
4. A student 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 student not earning that day as well as additional consequences if necessary.
5. A student who continues to fail to meet LSE's expectations will move to the next level of RISE after 5 consecutive weeks on RISE Green.

### **RISE 2 – Yellow**

After five weeks on RISE Green, students will be automatically moved to RISE Yellow. Additionally, students on RISE for the fifth time will automatically be moved to RISE Yellow. A student on RISE Yellow is subject to **all the same expectations** as a student on RISE Green as well as:

1. A student on RISE Yellow must attend a meeting with his/her parent and the Dean of Culture.
2. A student on RISE Yellow must report to a member of the Student Support Team during Related Arts (PE, Art or Music) each day for additional intervention and reflection.

### **RISE 3 – Red**

After five weeks on RISE Yellow, students will be automatically moved to RISE Level Red:

1. A student on RISE Red must attend an after school meeting with the student's parent/guardian, teachers and Dean of Culture. During this meeting, an individual behavior plan will be set-up for the student with teacher, parent and student input. The goal of this behavior plan will be to focus on targeted behaviors for the student to work on, as well as to set personalized goals and rewards to ensure success integrating the student back into the LSE community.

### **Notifying Parents**

On Wednesday, an automated phone call home will be made to the parent/guardian of scholars in danger of being on RISE (within five points of their grade level's threshold on Wednesday).

Parents will be contacted via an automated phone call if their student is on RISE for the following week. At this time, the expectations for RISE will be reviewed as well as the protocol for earning their way off of RISE. Parents with questions about how their student ended up on RISE that week should consult their student's paycheck.

While a student 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**. Any questions regarding behavior score should be directed to the classroom teacher signing the tracker.

## **Monday Detention**

In order to achieve the safe, positive, orderly school environment that is necessary to get our students ready for college and ready for life, it's important that we hold our students to high expectations supported by clear and predictable consequences. When a student has Reflection Time three or more times in one week, it is clear that they are failing to demonstrate our ethos consistently. As a result, those students will serve detention on Monday after school.

Monday detention runs from 3:30-4:30pm every Monday after school for students who had Reflection Time three or more times the following week. Students with Monday detention must be picked up from school at 4:30pm. Students who are picked up after 4:45pm will automatically have detention the next week as well.

Students who have Monday detention will be notified via automated phone call on Friday afternoon. If a student is unable to stay for Monday detention, their parent/guardian must contact a member of the Student Support Team to make alternative arrangements. A student who does not stay for Monday detention and their parent/guardian does not contact a member of the Student Support Team will be assigned a second Monday detention. Failure to show at the second Monday detention will result in an out-of-school suspension.

## **Telephone Use**

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

All office and classroom phones are reserved for school business purposes. Students will only be allowed to use the phone in the office during school hours only if they have a pass from a staff member. If parents need to communicate with their student, a message will be taken by an office staff member and given to the student. LSE strongly encourages parents and guardians to communicate all relevant information regarding transportation arrangements before the school day begins.

If students choose to bring cell phones to school, they must remain in the student's backpack from the time the student enters the building in the morning until the student gets onto their bus or into their car in the afternoon. If cell phones are found on the student's person during school hours or if a student's cell phone rings during school hours, the following action will be taken:

- 1<sup>st</sup> Offense: Student receives a Failure to Comply Mark
- 2<sup>nd</sup> Offense: Teacher takes up the cell phone and returns it to the student at the end of that day
- 3<sup>rd</sup> Offense: Teacher takes up the cell phone and turns it into the front office. The phone will be returned **only when a parent/guardian comes to school** to collect the cell phone.
- 4<sup>th</sup> Offense: Teacher takes up the cell phone and turns it into the front office. The phone will be returned **at the end of the quarter** when a parent/guardian comes to school to collect the cell phone.
- 5<sup>th</sup> Offense: Teacher takes up the cell phone and turns it into the front office. The phone will be returned **on the last day of school** when a parent/guardian comes to school to collect the cell phone.

### **Technology Acceptable Use Policy**

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

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

The LSE School Honor Code applies to student use of computers as well as other actions at school. The following policies apply specifically to the use of computers, the Internet, and other technology at LPSE:

- I will not use school computers to view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually explicit, demeaning, illegal, or objectionable in some other way.
- I will not use the equipment in a way that disrupts or interrupts the work of others.
- I will not use the school's networks or computers to send hate mail, to harass others, make discriminatory remarks, or to behave in any antisocial manner. I realize that my behavior on-line reflects the integrity of LPSE, and I will behave in a manner that is consistent with the LPSE-Honor Code.



- I will not attempt to access files or data belonging to others, attempt to gain other users' passwords, or misrepresent other users on the network.
- I will not deliberately damage any school hardware or software in any way.
- I will not modify the setup of any school computer without permission.
- I will not download information or save information to the school computer hard drives for permanent storage; I will store my information only on my personal diskettes, my personal USB drive, or other storage areas indicated by the LPSE-technology staff.
- I understand that LPSE may filter Internet content in any way it deems appropriate, and that it may monitor my use of technology resources including files on disk and Internet use.
- I understand that violation of the Acceptable Use Policy or of lab policies and procedures will result in loss of computer privileges on the LPSE campus.
- LPSE cannot be held liable for incorrect or improper information from the Internet. The school cannot be responsible if data or information is lost due to a service interruption.

## **Search and Seizure**

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

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

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

## **Harassment**

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of LSE that all employees, volunteers, parents, and students will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. Acts of 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 will also be subject to disciplinary action, up to and including dismissal.

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, or sex. Harassment may occur any time during school hours or during school related activities.

## **Responsibilities for Preventing Harassment**

It is the responsibility of LPE to:

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

It is the responsibility of the student to:

- Conduct herself/himself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.

- Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the LSE staff immediately verbally and in writing.
- If informed 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:

- Conduct herself/himself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the LSE staff immediately verbally and in writing.
- If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.
- Monitor student's electronic communications to include texts, phone calls, social network accounts and sites, etc.

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

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

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the LSE staff during that same day in writing.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on suspension/administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the School Director and or Director of Student Support, in consultation with the LSE Board of Directors, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion or termination.

- If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem that may include barring that parent, volunteer, or vendor from LSE-facilities, events, and activities and may include the parent/guardian's forfeiture of their student's place at LSE and may include intervention on the part of the local, state, or federal law enforcement.

## **Zero Tolerance**

LEAD Prep Southeast follows the Metropolitan Nashville Public Schools' policy on zero tolerance concerning offenses that include violence, gangs, weapons, assault on staff, and substance abuse. Under MNPS policy, students incurring an infraction in any of these categories are subject to expulsion. In addition to MNPS policy, LEAD Southeast reserves the right to place on probation or dismiss students for violations including alcohol, tobacco, theft, bomb threats, bullying, fighting, sexual harassment, and any other egregious infraction as determined by the LSE administration.

## **Expectations in Common Areas**

### **Cafeteria**

- Enter the cafeteria at a Voice Level 2.
- Stay in your seat and ask your teacher for permission before getting up.
- Make sure that you pick up your area – spills are wiped up, all trash makes it into the trashcan, and we leave our cafeteria neat and clean.
- Voice Level 2 – You can talk in a normal voice to the people sitting right next to you and right across from you.
- Use of vending machine takes place after school lunch is complete.
- No food or liquids should leave the cafeteria other than regular water. Students with packed lunches should place their lunches in their backpacks once lunch is over and not remove them for any reason.

### **Bathroom**

- Use the bathroom quickly and cleanly (dispose of waste properly, flush the toilet, etc)
- Report any bathroom damage to a teacher or administrator immediately.
- Voice Level 2 – Keep your conversations to a minimum.

### **Classroom**

- Follow all teacher directions the first time.
- Respect your classroom and keep it neat and clean.

- Voice Level 0 when someone else is talking and track the speaker. Follow your teacher's directions about Voice Level at all other times.

## Uniform Policy

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

### Uniform Guidelines

#### SHIRTS / SWEATSHIRTS

- Students are expected to wear the **LSE logoed navy blue polo shirts** each day.
- Shirts must be tucked in at all times.
- Only **LSE logoed outerwear or plain navy blue outerwear** may be worn (this includes sweaters, jackets, sweatshirts, etc.).
  - Non-uniform compliant coats/jackets will be stored on hooks immediately upon entering the classroom and cannot be worn inside the classroom.
- Students may wear **solid colored** undershirts or long-sleeve shirts underneath their uniform polo.

**Students may purchase LSE polos or sweatshirts at any time from the main office.**

#### PANTS / SKIRTS

- Students are expected to wear **khaki pants** or **khaki shorts**.
- Khaki shorts must hit **right above the knee**. Pants/shorts must be worn at the waist.
- Girls may also wear khaki skirts. Skirts must be at or below the knee. Leggings or tights worn under skirts must be solid-colored.

#### SHOES / BELTS

- Students are expected to wear a belt **everyday**.
- Shoes must be closed-toed and must allow students to participate in PE everyday.
  - No high heels, sandals, Crocs, house-shoes, or flip-flops are permitted.

#### ACCESSORIES

- Student's accessories should not be a distraction to learning. Example: Earrings should not drop below a student's chin; a student should not wear a watch that makes loud noises. Distracting jewelry will be help until the end of the day.
- No hats, hoods, or bandanas may be worn while on campus (or on field trips).

### **College T-Shirt Friday**

Students may earn the privilege to dress down on some Fridays by meeting certain goals on their paychecks. On these dress-down days, students can wear:

- A college t-shirt or other LEAD t-shirt, polo or sweatshirt.
- Solid, long blue-colored jeans in good condition (with no rips or holes).
- Other uniform expectations still hold true for this dress-down day (belts, shoes, etc.)

Students earning the right to participate in dress-down days will receive a ticket the day before the dress down day.

### **Violations to Uniform Guidelines**

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