



Scholar and Parent Handbook

2016-2017

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NB VALUES

NB STATEMENT Of Purpose

To prepare scholars with the skills, knowledge, and grasp of ethos necessary to thrive in top quality high schools, colleges, and the competitive world beyond.

MISSION STATEMENT

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

NB'S ETHOS

"I lead because I am Self-reliant."

"I lead because I am Disciplined."

"I lead because I am Courageous."

"I lead because I am Committed."

"I lead because I Serve others."

"I lead because that's WHO I AM!"

NB prepares all its scholars to graduate from high school by offering a college-preparatory academic curriculum and supplementing it with creative and engaging learning expeditions, service-learning opportunities, and a college-counseling and preparation program.

scholars are encouraged to learn from each other and from the community in an environment of excellence and security that models the ethos: Self-reliant, Disciplined, Courageous, Committed, and Serve others.

PROCEDURES AND POLICIES

ADMISSIONS POLICY

NB is a school of zone. NB zoning is determined by MNPS. NB applications for out of zone scholars are accepted year round and entrance is determined by availability.

ACADEMIC INTEGRITY

NB's faculty and administration believe in academic integrity, and the principle of an honor code. scholars are expected to do their own homework, to test without external resources, and to submit original work for all assignments. Neely's Bend's scholars are expected to deny all requests to copy from their own work.

HONOR CODE

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

- A scholar's word is expected to be complete truth; therefore, lying and forgery are violations of the Honor Code;
- A scholar'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.

Scholars who witness an Honor Code violation are expected to report the action to the School Director. Working together, we can ALL create a community of learners that value hard work, creativity, and commitment to college success. It is crucial that every member of the LEAD community – scholars, parents, staff, and directors—understands the importance of the LEAD Honor Code and strives to maintain its integrity.

ACADEMIC REMEDIATION

scholars identified as at risk academically, as determined by failure to master academic standards and performance on assessments (including interim assessments and TCAP/TN Ready, MAP) will be offered remediation opportunities within the school day or after school.

RETENTION

The NB instructional **staff and administration reserve the right to retain any scholars who fail to demonstrate an academic mastery in two or more of the core subject areas.** Retained scholars may be required to repeat specific classes or an entire grade level depending upon the individual scholar's performance. Notices of Academics Concern will be sent out before the end of each semester. If a scholar continues to struggle academically, further notices and meetings will be held.

Parent Notification

Official written notification of scholar progress is made by district report cards. Parents whose children are functioning marginally are encouraged to contact the school to discuss scholar performance. When a scholar's progress is marginal, a "Notice of Concern" regarding the scholar's academic progress will be sent to the parent at the end of the first and third nine-weeks grading period. However, a "Notice of Concern" can be sent home at any time whenever a scholar is failing.

ATTENDANCE

Scholars who are not at school cannot reach their goal of a four-year college or university. Attendance is required to achieve the big goals of NB scholars.

The school day at NB starts at 7:30 a.m. to 3:30 p.m. Monday through Friday. .

Tardy to School

The only excuses accepted for tardiness to school are late school buses and/or arriving late with documentation from the physician's office due to a doctor's appointment.

1. After three (3) unexcused tardies, notice will be given to the scholar and parent/guardian by the Office Manager that all subsequent tardies will be considered unexcused absences*.
2. Starting with the third unexcused tardy, will result in an unexcused absences.
3. All tardies are cumulative over a semester.
4. Please note at 10 unexcused absences, a scholar may be put on school probation, retained,

or

expulsion .

* Please see section on unexcused absences

Tardy to Class

A scholar is considered tardy to class if he/she arrives to class without a note from an instructor or administrator. Being more than five minutes late to class a scholar is considered truant and will be referred to the School Director or Dean of Culture.

Early Dismissal

Early dismissals for appointments or illness must be arranged prior to departure and a parent/guardian or pre-approved representative must report to the Main Office and sign that scholar out prior to the scholar being dismissed. No scholar will be released until a parent/guardian or pre-approved representative has shown ID and signed that scholar out through the main office. Siblings, persons unrelated to the scholar, or persons under the age of eighteen (18) will not be permitted to sign out a NB scholar. ONLY pre-approved representatives will be permitted to sign out a NB scholar. Scholars departing campus after school lunch will be counted out a half day. Parents will not be permitted to pick up scholars after 3:00 p.m. early. Parents will have to wait until dismissal.

Late pick-up

scholars are not allowed to stay after school unless they have prior written permission from a parent/guardian and the approval from faculty or staff. All scholars must be off campus by 4:30 p.m. unless prior permission to remain on campus after this time has been granted by a NB staff member who will remain with the scholar until they are picked up. NB should receive written permission from parents for any scholar staying after school. Parents consistently failing to pick up a scholar on time may result in a scholar's losing permission to participate in athletics or other after school activities.

Absences

As a charter school, NB adheres to state guidelines regarding truancy. Please reference the section regarding truancy in this handbook.

Upon returning to school following an absence, scholars must report to the Main Office for a permit/pass to re-enter class. scholars must clear an absence with a note written by a parent/guardian stating the time and reason for the absence. Failure to bring this note may result in the appropriate level of discipline. These written notes become a part of the scholar's Attendance

Record. scholars who are absent for more than two days in a row must provide the Main Office with a doctor's note or official documentation before getting those days cleared.

Absenteeism may affect the final grade a scholar receives in any class, as well as impact services provided for those scholars working from IEPs. All scholars are expected to maintain regular attendance. Excessive tardiness or a pattern of unwarranted absenteeism is cause for disciplinary action and/or suspension and will be reported to the proper authorities. Ten (10) consecutive days of absences will result in a scholar being dropped from school.

Procedures for Anticipated Absences

1. All absences must be cleared ON THE DAY OF RETURN with a written excuse signed by parent/guardian.
2. A scholar's absence will be considered excused only if the absence meets the criteria defined under the excused absence section of this Handbook AND when verified by a written note from a parent/guardian.
3. If absences are not excused UPON RETURN, the scholar will receive an unexcused absence. scholars must remember that it is their responsibility to have their parents excuse absences the day they return to class.
4. Falsely representing a parent/guardian and/or their signature in any way is a violation of the Honor Code and will result in disciplinary action.

If a scholar anticipates an extended absence, the scholar must complete an Absentee Form. This form is available from their homeroom instructors and the Main Office. A written note signed by the parent/guardian indicating the dates the scholar will be absent must accompany the request. Please note that absences have a detrimental effect on a scholar's accomplishments and progress, and this should be considered prior to requesting an absentee form. These absences could result in loss of credit for the class if scholar exceeds the number of days allowed and/or scholar fails to pass the course.

Excused Absences

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

· Illness, Medical/Dental related, including appointments, Bereavement/Funeral, School-sanctioned activities, Religious observances, Absences related to the legal system, Short-term suspensions or other disciplinary actions resulting in an absence.

All of these listed absences require written documentation signed by the parent/guardian upon scholar's return to school.

A scholar will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the scholar, immediately upon his or her return to class from an absence, to request and complete an absentee form with any assignments or tests missed because of an absence. Most, if not all, instructors will have regular make-up policies already in place, and scholars should be aware of those requirements.

Remember that make-up work is the responsibility of the scholar. It is not the instructor’s job to track down scholars to administer make-up tests and collect homework. Also, the instructor schedules make-up tests, not the scholar. scholars who are absent the day of the scheduled state mandated tests will be allowed to take the required test in the allowed testing window.

Unexcused Absences

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence or if a signed note is not submitted by the parent/guardian upon scholar’s return to class. This type of absence is also defined as truancy. The progressive forms of discipline for excessive unexcused absences may include short-term and long-term suspensions and the scholar’s parents/guardians being referred to the proper authorities. Failure to document absences will result in loss of credit restoration privileges if the scholar exceeds the 10%-absence limit.

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

Process of Unexcused Absences	Consequences
PHASE I	3 unexcused absences in a semester - Letter/Phone call home
PHASE II	5 or more days of unexcused absences in a semester - Letter/ SST meeting/referral to proper authorities - Meeting with scholar, parents, and School Director or his designee
PHASE III	10 days of absences in a year or 10 consecutive absences*

*Please refer to TCA highlighted earlier regarding truancy of minors

Truancy

Truancy is a major violation of NB regulations. Any scholar who misses school or a class without prior permission or who misses for reasons other than those outlined in the excused absence section may be considered truant. In an effort to deter scholars from missing school, all truancy violations are CUMULATIVE for one school year.

The parent/guardian will be notified in writing or by phone if a scholar is considered truant. The parent/guardian may be required to have a conference with the School Director or his designee.

scholars who are absent from school and do not present their homeroom instructor with a note signed by a parents/guardian explaining the absence will be given an unexcused absence.

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 scholar 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.

Law Enforcement

Any scholar who accumulates fifteen (15) or more days of unexcused absences within a school year may be referred to Juvenile Court and the District Attorney General’s Office for appropriate legal action. However, every attempt shall be made to intervene to support scholars prior to referral to these agencies.

EMERGENCY SCHOOL CALL OFF

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

WITHDRAWAL FROM SCHOOL

A scholar withdrawing from school must be accompanied by a parent/guardian. Parents/guardians must meet with a member of the Dean of Culture team and give the School Director 3-5 business days to complete all necessary withdrawal paper work. Upon completion of the withdrawal sheet, all fees and fines must be paid and all school-owned materials returned in appropriate condition. NB reserves the right to hold ALL scholar records until all fees and fines have been paid.

DRESS AND GROOMING EXPECTATIONS

NB middle school uniform consists of the following items:

- Pants, capri, skirt, or shorts (khaki/Black with belt loops)
- Shirts (NB polo shirt or white polo shirt)
- Shoes (closed-toe only)
- Solid white, black or brown belt

Scholars with a designated jean’s pass are permitted to wear jeans free of rips and/or tares and EVERY FRIDAY is College Day, meaning that scholar can wear a college team shirt and the school uniform bottoms.

NB scholars are expected to arrive every day in uniform. Being in uniform means:

- * Shirts must be buttoned up and tucked into pants
- * a belt is through the belt loops and on
- * pants are pulled up
- * scholars may wear a solid color shirt underneath the dress shirt, but no designs will be allowed (to include: writing, stripes, pictures)

*Outerwear is removed upon entering the building. Outwear may be tied around the scholar's waist, or placed in their backpack.

Uniforms should always be neat and clean.

NOTE: Scholars returning to NB from previous years are expected to wear their NB uniforms from day 1 of the school year. HOWEVER, new to NB scholars **must earn** their first NB shirt. New to NB scholars:

- Will wear a plain white polo shirt until they put together 10 consecutive days of no behavior marks AND all homework is submitted on time.
- Will earn a shirt that NB will provide for them when they have gone 10 consecutive days with no behavior marks AND all homework submitted on time.
- MUST wear a NB-shirt every day after they have earned the privilege to wear their NB-shirt.

NOTE: scholars benefit from the privilege to wear a college or NB t-shirt on Fridays. Khaki's/Black pant still are to be worn.

CLOSED CAMPUS POLICY

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

DISCRIMINATION

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

HARASSMENT

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

A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Those found to have filed false or frivolous charges would also be subject to disciplinary action, up to and including 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, going to or from school or during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment

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

Physical Harassment

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

Visual Harassment

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

Sexual Harassment

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

1. Sexually suggestive looks or gestures

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

Technology Based Harassment

The use of electronic communication to harass or bully NB-staff or scholars; display gang signs, logos, tags, etc.; or threaten other scholars or staff is prohibited. Any use of electronic communication to engage in these behaviors will be met with strict consequences, possibly including expulsion. Please be aware that NB-staff will view scholars' social media web pages, including, but not limited to My Space, Facebook and Twitter.

For counsel and assistance in resolving matters of this nature, contact the NB School Director immediately both verbally and in writing.

Responsibilities for Preventing Harassment

It is the responsibility of NB to:

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

It is the responsibility of the scholar to:

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

3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the NB staff immediately verbally and in writing;
5. 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:

1. Conduct herself/himself in a manner that contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcomed verbally to the NB staff immediately and in writing.
5. Monitor scholar's electronic communications to include texts, phone calls, social network accounts and sites, etc.

Complaint filing and investigation procedures for harassment claims

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

1. The scholar may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the scholar must report the harassment to the NB Staff during that same day in writing.
2. The scholar alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on suspension/administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the School Director, in consultation with the NB 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.
5. If the complaint is against a non-employee or non-scholar, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem including barring that parent, volunteer, or vendor from NB-facilities, events, and activities and may include the parent/guardian's forfeiture of their scholar's place at

NB and may include intervention on the part of the local, state, or federal law enforcement.

ZERO TOLERANCE POLICY

NB 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, scholars incurring an infraction in any of these categories are subject to expulsion. In addition to MNPS policy, NB reserves the right to place on probation or dismiss scholars for violations including alcohol, tobacco, theft, bomb threats, bullying, fighting, sexual harassment, and any other egregious infraction as determined by the NB administration.

GANG ACTIVITY

NB does not tolerate gang activity in any way. Examples of gang activity might include: signs, drawings, nick names, clothing, threats, etc. NB-follows the MNPS guidelines regarding consequences for gang activity.

BILLS

scholars often contract bills during the year in various ways: lost library books, lost textbooks, lost or damaged laptop computer, damage to school property, athletic equipment and uniforms, outstanding lunch balances, etc. A record of these bills is kept in the Main Office. scholars are expected to pay their bills promptly, without constant reminders. scholars should always request a receipt when paying any bills. All services, goods and bills paid by check are subject to a \$10 returned check fee.

CHANGE OF ADDRESS OR PHONE NUMBER (S)

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.

CHILD ABUSE REPORTING

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

CONFIDENTIALITY POLICY

There are four instances in which a counselor and/or instructor is legally bound to inform a parent and/or authority with information given during a "confidential" counseling session: 1) when a scholar

indicates he or she is going to physically harm himself or herself or jeopardize his or her life; 2) when a scholar indicates he or she is going to physically harm another or jeopardize another's life or has knowledge that another's well-being is threatened; 3) when a scholar indicates he or she is being physically and/or emotionally abused; 4) when a scholar indicates he or she has committed a felony (i.e. selling drugs, stealing a car, etc.).

PHOTOGRAPHING AND FILMING scholars

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

COMPUTER USE POLICY

The NB School Honor Code applies to scholar 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 NB.

- 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 understand that the school's computer resources are to support the educational process and to facilitate the running of the school. Therefore, I will not use the school's computers or networks for commercial purposes or for excessive personal use.
- I will not gamble on the school computers.
- I will not transmit any information that is protected by trade secret.
- I will not use the school's computers or networks for product advertisement or political lobbying.
- I will not use the equipment in a way that disrupts or interrupts the work of others. This includes printing or downloading very large files, or not using headphones for sound.
- I will not deliberately waste printer ink, paper, disk space, or other school technology resources.
- 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 NB School, and I will behave in a manner that is consistent with the NB-Honor Code.
- I will not share my password with anyone, or permit anyone else to access school computers with my account.
- 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 use the school's computers or network to develop programs that harass other users, infiltrate a computer system, or damage the software or data on any computer system.
- I will not attempt to gain unauthorized access to any school system or program.
- I will not post or forward messages sent to me by anyone else without the permission of the person who sent it.
- I will not publish the full name, address, or other personal information for any person (including myself) on the Internet.
- I will not send unwanted or harassing email.
- 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 illegally install copyrighted software on any school computer.
- I will not make unauthorized copies of any software, music, or any other copyrighted material on school computers.
- I will not violate copyrights in my class work. I will list all resources used in my project(s) with a works cited or bibliography section. If work or information is protected by copyright, I will not use it unless I ask and receive permission from the owner.
- 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 NB-technology staff.
- I will follow all lab policies and procedures, including sign in procedures, at all times.
- NB may use my picture or video, or my schoolwork on its web site.
- I understand that NB 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 NB campus.
- NB 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.
- I will not remove files, uninstall programs, or alter the desktop(s) of any computer in anyway unless instructed to do so.
- I will not access social networking sites of any kind while on school grounds

GUEST (S) ON CAMPUS

A scholar may bring a guest on campus only if a NB scholar has presented the School Director a written request 24 hours prior to the event, and if that request has been approved. If a scholar has not accomplished the above, the guest will not be allowed. NB may refuse a guest for any reason.

HEALTH SERVICES

1. A staff member will assist a scholar in need of help for sudden illness or injury occurring in school. Conditions occurring at home should be taken care of before coming to school.
2. scholars should be covered under family insurance. The school is not responsible for medical bills for injuries occurring at school.
3. The Office Manager/administrator does not diagnose illnesses. scholars who are unable to remain in class because of illness will be sent home. Parents will be contacted to make transportation arrangements for their scholar to go home if s/he is too ill to stay in school. No scholar will be allowed to leave the campus without parent notification. If ill, the scholar should be given care at home or, if the condition persists, the scholar should seek medical attention.
4. Arrangements to leave school because of illness or injury must be made through the office.
5. The school follows the recommendations of the Davidson County Health Department in excluding scholars with communicable conditions. A scholar who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department or physician before s/he is readmitted to school. Current laws require that Tuberculosis (TB) and Hepatitis B test results be on file with the office upon entrance into the school.
6. All health matters are treated confidentially.

Injury or Illness

All injuries and illnesses MUST be reported to the nearest faculty member in charge or to the office. Most injuries are avoidable if safety rules are observed.

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

If a scholar feels sick at school, he/she may be given permission to lie down from an administrator. If the scholar is running a fever or has severe illness symptoms, parent will be notified. scholars cannot be released until a parent or guardian (listed on the emergency card) comes to pick them up. *Please keep emergency contact information continually updated so as to provide optimal care for your son or daughter during a crisis.

Medication

Every effort shall be made by the parent/guardian to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent/guardian that the scholar will be administered the medication under the guidance of a trained member of the NB staff.

All prescription and non-prescription medication will be kept in a locked cabinet. scholars with asthma will also be administered doses under the observation of a NB administrator. No scholar is allowed to maintain continual possession of his or her inhaler while in school. Inhalers should be given to staff upon the scholar's arrival to school.

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 scholar's name, name of medication, dosage and time to be administered. Forms will be available to the parent/guardian for their use.

All medication to be administered requires:

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

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

Emergency Contact Form

At the beginning of each academic year, the parent(s)/guardian(s) of each scholar enrolled at NB must fill out an information sheet, providing such information as contact numbers for the parent(s)/guardian(s), allergies that the scholar has, and who to contact in case of an emergency. All

persons listed on the "Emergency Contact Form" must be able to make decisions regarding the child if the school is unable to contact the parent at any of the numbers provided. The listed persons are also able to check out the scholar provided he or she has the appropriate identification. Since these people are able to take the actions listed above, everyone listed on the "Emergency Contact Form" must be at least 18 years of age. A copy of the "Emergency Contact Form" can be obtained from the office.

It is imperative that this information be updated as needed, so as to provide optimal care to your child during a crisis.

Immunization Requirements

All scholars 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 scholars in grades 6-12.
2. Polio Vaccine
3. Measles Vaccine
4. Rubella Vaccine
5. Mumps Vaccine
6. Hepatitis B Vaccination Series

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

Disciplinary Policies

Each scholar is expected to behave in a manner that exemplifies dedication, discipline, desire, honesty, loyalty and respect. scholars will be held responsible and accountable for behavior that conveys these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. NB believes it is the role of educators to teach scholars proper behavior and to work with scholars who make poor decisions so they can become equipped to be college and career-ready adults. scholars who consistently or repeatedly fail to uphold the NB standards of conduct and behavior, however, may be subject to disciplinary action up to and including expulsion.

For this policy, "suspension" means the removal of a scholar from the scholar's regular school program for up to ten (10) school days. This suspension may be in or out of school. "Expulsion" means removed from the scholar's regular school or removed from school attendance all together for 11 or more days.

Serious Infractions of the NB Standards of Conduct and Behavior

In order to assure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any scholar who engages in the following behaviors may be subject to suspension for a period of not less than one (1) calendar year.

1. Bringing a drug, drug paraphernalia, or a dangerous weapon onto a school bus, onto school property or to any school event or activity; or
2. While on a school bus, on school property or while attending any school event or activity:
 - a. Being under the influence of a drug; or
 - b. Possessing a drug, drug paraphernalia or dangerous weapon; or
 - c. Assaulting or threatening to assault a teacher, scholar or other person.

Expelled means removed from the scholar's regular school or removed from school attendance all together. Nothing in this code shall be constructed to prohibit the assignment of expelled scholars to an alternative school. The ASD Superintendent may modify this expulsion on a case-by-case basis.

The following behaviors are also considered serious infractions and may lead to immediate suspension and/or expulsion.

1. Violence or threatened violence against the person or property of any personnel or any scholar attending or assigned to any school;
2. Possession of a pistol, gun or firearm on school property;
3. Possession of a knife or other weapons, etc., as defined in TCA 39-6-170, on school property;
4. Willful or malicious damage to the theft of real or personal property of the school or the property of any person attending or assigned to the school;
5. Unlawful use or possession of barbitol or legend drugs as defined in TCA 53-10-101;
6. Unlawful use or possession of alcohol;
7. The sale or distribution of drugs and alcohol;
8. Assault or battery on school employees; (*this includes physical and explicit verbal assault*)
9. Willful and persistent violation of the rules of the school or truancy (*with prior unsuccessful interventions*)

Suspension and Expulsion as Consequences for Serious and/or Persistent Misbehaviors

A scholar may be suspended and/or expelled for serious infractions. Misbehaviors in violation of the scholar Code of Conduct not otherwise constituting an expellable offense may become a serious infraction subject to expulsion and/or suspension when the misbehavior is so persistent that, in cumulative effect, it is significantly disruptive of the educational process. The decision to expel shall be based on an assessment of the facts and circumstances of each case. Relevant factors, without prioritization, include, but are not limited to, the seriousness of the misconduct, the scholar's age, grade level, history of prior misconduct, health and safety issues, and disruptive effects upon the educational process.

Suspension Process

In addition to the above list of serious violations, the School Director or designee has the authority to suspend a scholar for a period of up to five (5) school days to further investigate an incident or because of an emergency constituting endangerment to health or safety of scholars or staff.

A. Prerequisites to Suspension

Prior to suspending a scholar, the School Director or designee must hold an informal conference with the scholar to:

1. Notify the scholar of the accusations against him/her;
2. Allow the scholar to relate his/her version of the incident; and
3. Determine whether the scholar's conduct warrants suspension.

B. Notification to Parents/Guardians

If the School Director or designee determines the scholar's conduct warrants suspension during the school day, the School Director or designee must attempt to notify the scholar's parents/guardians via phone and/or writing that the scholar has been suspended before the scholar is sent home on the day the suspension occurs. The Principal/School Director or designee will notify a suspended scholar's parents/guardians of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal/School Director.

C. Credit During Suspension

A scholar shall receive credit for work missed during the period of suspension if the scholar makes up work missed during the period of suspension within the same number of school days the scholar was absent on suspension.

Expulsion Process

This process applies to expulsions (removal from the regular program for more than ten (10) days). If NB finds the most serious disciplinary consequence – expulsion from school – to be required for a scholar, it should follow the steps below before applying an expulsion.

A. Prerequisites to Expulsion

Prior to expelling a scholar, the School Director or designee must hold an informal conference with the scholar to:

1. Notify the scholar of the accusations against him/her;
2. Allow the scholar to relate his/her version of the incident;
3. Give the scholar a short-term suspension; and
4. Notify the scholar that the case is pending review for expulsion.

If the School Director or designee determines the scholar's conduct warrants expulsion, the person must send the case before the Hearing Panel.

B. Hearing Panel

The School Director or designee will notify the Hearing Panel of the pending expulsion and the Hearing Panel reviews the case, including supporting documents and witnesses. The Hearing Panel makes a determination to apply an expulsion or recommend a different response.

Immediately following the hearing on expulsion, the Hearing Panel will notify the scholar and the scholar's parents/guardians in writing of the decision. The decision shall specify:

1. The length of the expulsion, if any;
2. OR the recommendation of a different response, if necessary;
3. Assignment to an alternative school, if applicable;
4. When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
5. The right to appeal the decision to the ASD Superintendent or designee.

C. Notification of Parents/Guardians

The School Director or designee must immediately notify the scholar's parents/guardians about the Hearing Panel decision, the grounds for the decision, and if the expulsion is applied, the time and place for the scholar to report. If the expulsion is applied, the School Director or designee shall immediately give written or actual notice to the ASD Superintendent. If the expulsion is applied, the Principal or designee shall also immediately give written or actual notice to the parent or guardian and the scholar of the right to appeal the decision to expel. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the scholar or any person holding a teaching license who is employed by the ASD or an ASD authorized charter or transformation operator if requested by the scholar. The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

D. Appeal to a Disciplinary Hearing Authority Appointed by the Superintendent

Appeals of expulsions shall be heard by a disciplinary hearing authority, consisting of members appointed by the Superintendent. Each appeal shall be heard by a hearing authority with at least one licensed employee of the ASD or one of its authorized schools. The hearing shall be audio recorded.

1. The Superintendent or designee shall give written notice of the time and place of the hearing to the parent or guardian, the scholar and the Principal or designee. The Superintendent or designee shall also notify the parties that:
 - The notice shall include the reasons for the expulsion and state the same scholar rights as provided for suspension hearings, above.
 - The hearing will be held within ten (10) days of the beginning of the expulsion.
 - The hearing authority may affirm the decision of the Hearing Panel, or order removal of the expulsion unconditionally or upon such terms and conditions as it deems reasonable.

E. Decision of the Disciplinary Hearing Authority

Immediately following the appeal hearing, the hearing authority will notify the scholar and the scholar's parents/guardians in writing of his/her decision. The decision shall specify:

1. The length of the expulsion, if any;
2. Assignment to an alternative school, if applicable;
3. When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
4. The right to appeal the decision to the ASD Superintendent or designee.

E. Appeal to ASD Superintendent or Designee

The scholar or his/her parents/guardians may appeal the Disciplinary Hearing Authority's decision.

The appeal process is as follows:

1. Parents will meet with the Superintendent's designee (within 48 hours of decision)
2. If the meeting with the Superintendent's designee fails to resolve the situation the parents can request a hearing with the ASD Superintendent by notifying him in writing within seven (7) calendar days of the date of receipt of the decision by the Disciplinary Hearing Authority.
3. The ASD Superintendent will review the audio or transcribed record from the hearing before the Disciplinary Hearing Authority at a specially called meeting.
4. The ASD Superintendent or designee will notify the scholar and his/her parents/guardians of his/her decision, in writing, within five (5) calendar days of the hearing.

Corporal Punishment

No employee of NB shall engage in corporal punishment, condone its use, or seek permission from another (including a parent) to administer it. Some examples of corporal punishment include, but are

not limited to:

- Shoving, striking, grabbing, shaking or hitting a scholar
- Throwing objects at a scholar
- Unreasonable restraint of a scholar
- Directing others to engage in any of the activities listed above

There may be times when an NB employee may need to use physical contact with a scholar. This should only be done for reasons of self-defense or defense of another. Any action done for these reasons must be:

- Proportional to the scholar's conduct; and
- The most restrained means available to control the situation

Resorting to physical contact to protect oneself or another and/or regain/maintain order must be a last resort after all other reasonable means have been exhausted. Restraint and/or isolation of special education scholars are governed by relevant TN state law. Each situation will be reviewed by NB.

Safe Relocation of scholars

Employees who are directly responsible for a scholar's education or who otherwise interact within the scope of their assigned duties may relocate a scholar from the scholar's present location to another location when such relocation is necessary for the scholar's safety or the safety of others, or intervene in a physical altercation between two (2) or more scholars to end the altercation by relocating the scholar. Such employees may use reasonable force to physically relocate the scholar or intervene in a conflict if the scholar is unwilling to cooperate with the employee's instructions.²

If an employee is unable to resolve the matter with the use of reasonable or justifiable force are required, the scholar shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the scholar or take the scholar into custody until such a time as a parent or guardian can retrieve the scholar.

In the event that physical relocation becomes necessary, the teacher shall immediately file a brief report of the incident with the building principal. If the scholar's behavior constitutes a violation of the NB's zero-tolerance policy, then the report shall be placed in the scholar's permanent record.

Otherwise, the report shall be kept in the scholar's discipline record, and not become a part of that scholar's permanent record.

The superintendent/designee shall create procedures to implement this policy, consistent with State law.

Each building administrator shall fully support the authority of the employees' authority under this policy, and fully implement the policy and procedures of the system.

FORGED NOTES

A forging of parent/guardian, instructor, or another scholar's signature on any letter to the school or any school document will result in the loss of privileges for a period of time and the scholar may be put on RISE.

PUBLIC DISPLAY OF AFFECTION

Inappropriate public display of affection is inappropriate in a school setting. scholars are expected to exercise self-control and respect for the reputation of others. Specifically, kissing, handholding, and other inappropriate displays of affection are not in accordance with the NB Code of Conduct. scholars failing to respect this policy will receive an immediate phone call home and, if the behavior continues, may lose privileges.

USE OF TOBACCO

NB School promotes and maintains a smoke-free environment. scholars are prohibited from smoking, using tobacco products, or having tobacco in possession at any time during the school day or at any school-sponsored activities. scholars in violation of the tobacco/smoking regulation will be subject to disciplinary action.

DISCIPLINE

Middle School scholars use the NB Lucre system for behavior. scholars who make positive choices are rewarded by earning Lucre; those who make poor choices lose Lucre. scholars can use Lucre to purchase items at the school store.

Particular behaviors are considered markable offences: disrespect to an adult, disrespect to a peer, and failure to comply.

One offense= 1 Major Mark

scholars who earn a mark during the day will lose certain privileges, like free time or seating choices at lunch.

scholars who continually earn multiple major and minor marks within a school week are subject to the school's progressive discipline plan, which includes mandatory parent meetings, parent shadowing, behavior plans, RISE and suspension.

FIGHTING AND VIOLENT ACTS

Fighting will not be tolerated. Depending on the severity and intensity of the fight or act, scholars may be expelled for the incident.

1st Fight	-Suspension -Parent meeting -Other consequences as determined by the School Director
2nd Fight	-Suspension -Parent meeting -Probation, expulsion warning -Other consequences as determined by the School Director
3rd Fight	-Long Term Suspension -Expulsion Recommendation

PROPERTY

School Property

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

scholar Property

NB assumes no responsibility for any loss to scholars' personal property or for items such as (but not limited to) radios, tape recorders/players, cameras, pagers, cellular phones, iPods, camcorders, hand held game systems, toys and cards.

Parents and scholars are advised that it is a violation of school code to use portable communication devices (such as, but not limited to, cellular phones, beepers, recorders, etc.) during school hours. Electronic devices that are capable of accessing servers are not permitted on campus. Items will be confiscated and appropriate disciplinary action will be taken. Confiscated items will only be returned to the parent or guardian once they have come to school and met with the NB staff

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

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

Any scholar damaging or defacing property that belongs to another scholar or staff member will be required to pay for the damage or loss. Willful destruction or defacement of scholar or instructor property at any time is just cause for disciplinary action and may result in suspension or expulsion. Official scholar grades and transcripts will be withheld until all costs from the said damages have been paid in full.

See below for items allowed and not allowed on campus.

Allowed	Not Allowed*
Backpacks, book bags, and other necessary classroom and/or athletic materials or equipment if the scholar is active in a school sport	<ul style="list-style-type: none"> - Cell phones**, pagers, Sidekicks, or signaling equipment - CD players, walkmans, radios, iPods, etc. - PSP, Game Cubes, video games, camera. - Anything requiring batteries

*All items listed in not allowed category will be confiscated and will not be returned until a parent/guardian picks the item up from the main office.

**scholars, who need to bring a cell phone to school for use before and/or after school hours, must keep the cell phone turned off and "out of sight- out of mind". Meaning the cell phone should remain turned off and totally out of sight while on campus.

Lost and Found

Items that have been found should be returned to the Office Manager. scholars who have lost an item at school may come to the Office during a break (with permission and a hall pass) or before or after school to check for lost items.

Theft

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

Search and Seizure

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

1. Authority to Conduct a Search - The law allows school authorities to search scholars, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular scholar is in possession of something prohibited by school rules or by law.
2. General Inspection - School authorities reserve the right to make general inspections 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 scholar use on school premises remain the property of the school and are subject to inspection, access for maintenance, and search.
4. Personal Searches – A scholar's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when school authorities have reasonable suspicion to believe that the scholar is in possession of illegal or unauthorized items.
5. Motor Vehicle Searches – Motor vehicles that are driven by scholars and parked on or near school property during regular school hours or during school activities are subject to being searched.

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

Selling Items at School

The conducting of private business or selling unauthorized items is prohibited. Items will be confiscated from the scholar(s) and disciplinary action will be taken. School clubs and organizations may sell items before, after, and during school hours only after they have received permission from the School Director.

TELEPHONES

All office and classroom phones are reserved for school business purposes. scholars will never be called out of class to receive telephone calls. Emergency messages will be delivered to scholars in their classes. scholars will only be allowed to use the phone in the office during school hours only if they have a permit from a staff.

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

Cell phone possession is not permitted during school hours. If parents need to send their child to school with a cell phone for use before and after school, the **scholars must drop the cell phone off in the Main Office** before school begins and pick it up from the Main Office at the end of the school day.

TRANSPORTATION

School- sponsored Transportation

scholars should be aware that all of the rules contained in this Handbook are applicable to their conduct and actions while riding NB-provided transportation. Aside from compliance with rules contained in scholar's contracts, scholars are expected to observe the following rules:

scholars are expected to exhibit appropriate conduct and behavior at all times when riding transportation including:

- Following the directions of the school bus operator the first time given.
- Arriving at the assigned bus stop ten minutes before the scheduled departure time.
- Waiting in a safe place, clear of traffic and away from where the school bus stops.
- Waiting in an orderly line and avoiding horseplay.
- Crossing the road or street in front of the bus only after the bus has come to a complete

- stop and upon the direction of the bus driver.
- Going directly to an available seat upon entering the bus, must remain seated, and must keep all aisles and exits clear
- Refraining from throwing or passing objects on or from the bus.
- Not bringing food, drinks, animals, hazardous substances, and nuisance on the bus (Unless explicitly and previously approved by the bus operator).
- Following all safety instructions and respecting the rights of others.

- Female scholars are to sit only with other female scholars.
- Male scholars are to sit only with other male scholars.

scholars are not permitted to leave or board the bus at any location other than the assigned stops at home or school unless written notification has been given to the School Director. Extension of the head, arms, or other objects out of the windows of the bus as well as hitching a ride via the rear bumper or other parts of the bus is strictly prohibited. Gestures made to private citizens outside the bus (gang signs, profane hand signals, and interactions with drivers or passengers of other vehicles, or pedestrians, etc...) are strictly prohibited and endanger all scholars on the bus.

Violations of any of these rules may result in suspension from the bus, or loss of bus privileges.

scholars are encouraged to appreciate and take full advantage of the free transportation provided by NB. This transportation, however, is a PRIVILEGE, not a right! This privilege will be taken away if any scholar chooses to abuse it. With written parent permission, scholars may choose to stay for after school tutorials, study hall, or extra-curricular activities.

SPECIAL EDUCATION SERVICES

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Nic Frank.

Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, the NB has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled scholars. For additional information about the rights of parents of eligible children, or for Section 504 programs, please contact Nic Frank at 615-327-5422.

ATHLETICS/ COMPETITIVE AND PERFORMANCE CLUBS

The School Director will ensure that the eligibility requirements outlined in this section will be applied consistently to all clubs, classes, sports and scholar organizations for which scholars are required to study, practice, perform, or compete outside the usual school day. scholars who are failing one or more classes at an eligibility check point will remain ineligible until the next eligibility check. The eligibility checks will occur according to the state approved guidelines. (Generally, the third, sixth, and ninth weeks of a nine-week grading cycle).

Since it is a privilege to represent our school in any performance or competition, the school reserves the right to revoke the privilege when scholar-athletes/performers do not meet the standards set forth. This responsibility not only exists while the athletes/performers are involved in their chosen activity, but shall be required of them most certainly while at school and competition. All scholars are invited and encouraged to take part in athletic and performance programs. Program participants should be prepared to follow all rules and regulations as determined by the athletic and performance staff, administrators and Board of Directors. Those not willing to comply with rules and regulations will not be permitted to participate in the program.

Excellent physical and mental preparation is essential for a successful athletic/performance program. A scholar athlete must be ready for the physical and mental rigors of the contest. This is done through participation in practice sessions planned by each coach/sponsor and by the observance of certain training rules and regulations.

A scholar-athlete/performer is expected to be a positive contributor to NB. Every scholar-athlete/performer is expected to:

1. Display dedication to hard work in practice.
2. Display sportsmanship in defeat, as well as in victory.
3. Display a respect for authority.
4. Display a spirit of cooperation and courtesy to others.
5. Display a high standard of social behavior.

scholar Athlete/Performer Rights and Responsibilities

scholars participating in the interscholastic program or any competition/performance are to be governed by the rights, protections and responsibilities prescribed by the NB. scholars who participate in the Interscholastic program or competition/performance are required to meet the

eligibility requirements and follow the NB expectations (Reference: scholar Handbook), and are expected to conduct themselves in a safe and sporting manner toward all persons associated with

the athletic program (i.e., conduct becoming of an athlete—such as fairness, courteous manner and graceful acceptance of results). Any scholar playing a sport or competing on a team are required to submit a physical examination form stating that they are cleared to compete by a registered physician prior to starting the activity.

Co-curricular Activities

Co-curricular activities are those that directly relate to a body of courses offered by the school. These include scholar groups that directly relate to the school's curriculum, address the subject matter that is actually taught, or soon will be taught, in a regularly offered course: if the subject matter of the activity concerns the body of the course as a whole; if the participation in the activity is required for a particular course; or if participation in the activity results in academic credit. Such clubs would include, but not be limited to, musical groups, language clubs, debate, etc.

All scholars participating in co-curricular or extra-curricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of the NB or be subject to suspension or expulsion from school and/or the activity involved. Coaches or advisors may apply additional, reasonable, and necessary rules unique to the particular activity for which they have responsibility and which have been approved by the school administration in advance. Regardless, all competition activities will follow the eligibility rules outlined above.

SCHOOL-SPONSORED ACTIVITIES

NB holds dances and other school-sponsored activities for the enjoyment of NB-scholars and their guests. There are parameters for school-sponsored activities.

1. Expectations: All expectations are in effect at all school-sponsored activities (on or off campus).
2. Re-entering the activity: scholars leaving prior to the end of the activity for any reason may not re-enter the activity.
3. Expulsion: NB scholars and their guests may be forced to leave an activity if they conduct themselves in an inappropriate manner or violate the Handbook. No money will be refunded.
4. Absences: scholars who are absent from school are not allowed to attend or participate in any school-sponsored events (athletic competitions, school dances, theater performances, etc.) held on the day they were absent.

PARENT EXPECTATIONS

PARENTS' /GUARDIANS' COMMITMENTS:

1. Ensure your child will arrive at NB by the appropriate school start time.
2. Make arrangements so your child can remain at NB until the end of the school day.
3. Always help your child in the best way you know how, and do "Whatever it Takes" for him/her to learn. This also means that you will check your child's homework every night, sign your child's agenda and let him/her call the instructor if there is an issue or question about homework.
4. Allow your child to remain after school for tutoring or other activities.
5. Volunteering in the classroom, contributing to or creating materials and programs for the school, working on school committees, attending school meetings and school activities, or chaperoning class trips.
6. Always make yourselves available to your children, the school, and any concern(s) they might have.
7. Notify the office staff as soon as possible if your child is going to be absent from school.
8. Read all papers sent home carefully, sign them, and return them within the allotted timeframe.
9. Attend all parent meetings and conferences.
10. Allow your child to go on NB field trips, including out-of-town field trips and the end of year college trip.
11. Ensure your child is dressed in the appropriate uniform.
12. Understand that your child must follow the NB rules in order to protect the safety, interests, and rights of all individuals in the classroom.
13. Conduct yourself properly at all times and refrain from inappropriate conduct toward scholars, staff, and fellow parents.
14. Understands that you, not the school, are responsible for the behavior and actions of your child.

** Failure to adhere to these expectations can cause your child to lose various NB privileges and can result in your child's removal from NB.

VOLUNTEER HOURS

Parents/guardians of NB-scholars are encouraged to volunteer at the school. Volunteer opportunities include the following activities: going to the library with your child, visiting a museum with your child, attending after-school tutoring program, attending parent dinners, events, and programs, chaperoning field trips and lessons, contributing classroom supplies, volunteering in the front office, donating money to the annual fund, and serving on NB-parent committees.

PARENT CONFERENCES

Initial Instructor Conference

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 scholar discipline issues should make the request in writing or via email directly to the instructor through their NB monthly newsletter keeps parents/guardians apprised of important school information.

COMPLAINT PROCEDURE FOR PARENTS

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

Whenever a complaint is made directly to the NB Board of Directors as a whole or to a Board member as an individual, it will be referred to the Governance Committee for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present his or her version of events.

The goal of this section is:

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

A. STEP NO. 1 – DIRECT CONVERSATION

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

B. STEP NO. 2 – FACT AND POSSIBLE RESOLUTION

If a parent or the instructor is not satisfied with the outcome of Step No. 1 or the parent/instructor is unwilling to meet independent of an administrator, a meeting with the instructor, appropriate administrator, and parent will be arranged at a mutually convenient time, but in no case more than five school days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2, unless the parent submits in writing a signed and dated statement of facts giving rise to this concern, the name of the accused instructor, and the remedy sought. It is imperative that all parties involved maintain a professional demeanor at all times.

C. STEP NO. 3 – FORMAL PROCESS

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

The disposition may also be placed in the instructor's personnel file when deemed appropriate by the School Director. The instructor and parent shall be informed if the letter is to be placed in the personnel file.

D. STEP NO. 4-GOVERNANCE COMMITTEE

If either party is still dissatisfied with the outcome of Step No. 3, the problem will be placed on the agenda of the next regularly scheduled Governance Committee of the NB School Board. The meeting will be held in executive session with only the members of the Committee and the affected persons present.

E. STEP NO. 5-EXECUTIVE SESSION

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

F. DISPOSITIONS

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

G. REPEAT CONCERNS

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

CREW

Crew is an essential part of an EL school. Each scholar at our school is a member of a crew. Our primary focus in Crew is to ensure that each scholar: (1) is known well by at least one adult within the school, and (2) is an active member of an on-going, small peer community. Crew is a dynamic vehicle for scholars to explore the three Crew Guiding Questions:

Who am I?

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

How am I doing?

How am I doing relative to the NB-Ethos, course standards, with my own academic, and my 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 local and global community?

Crew Elements

RELATIONSHIPS: Crew provides each scholar a one-to-one relationship with an adult advisor. Crew provides an ongoing, small peer community. Crew Advisors serve as the scholar's advocate in difficult academic and social situations. Advisors monitor and support scholar progress. Crew meetings are frequently used for team-building exercises.

GOVERNANCE: Crew is when school issues and proposals can be reviewed and discussed. Crew is the heart of NB-scholar democracy.

SERVICE: Crews identify needs in the school and in outside communities, and propose and develop projects to address those needs.

ADVENTURE AND FITNESS: Crew offers some opportunities for adventure, fitness and wellness, guided first by the crew leader and then gradually led by scholars.

POST-SECONDARY PREPARATION: Crew advisors assist in the exploration of career and post secondary options and ensure scholars have specific post-secondary plans upon graduation. Advisors coach scholars in application processes and college selection.

LITERACY: Readings are incorporated into crew to support scholar learning and reflection.

DESIGN PRINCIPLES: Each month, Crew focuses on a different EL Design Principle. This framework allows scholars to relate content from core subjects to the more concrete curriculum of Crew.

Crew is a required, one credit course and typically meets daily for 30 minutes. Each year, a scholar must meet all Crew expectations in order to pass.

ACADEMICS AND CURRICULUM

Academic Goals

The immediate goal of NB is to prepare scholars with the skills, knowledge, and character essential for success in top-quality high schools, colleges and in the competitive world beyond.

NB will give scholars a thorough grounding in literacy, mathematics, history, science, social studies, and the arts, so as not to foreclose any future career choice. The school will focus on core knowledge and essential skills so that scholars may achieve the mastery on which further learning will build. The core NB grade-level outcomes meet Tennessee Common Core Standards and are defined in part by referring to existing national standards.

In order to prepare scholars for the future, and to meet the Tennessee Common Core Standards and ensure college readiness, NB will foster a range of attitudes and behaviors such as hard work, personal responsibility, constructive engagement in activities, self-discipline to tackle various assignments, a sense of fairness, and respect for others.

In the course of their studies, scholars at NB are expected to develop and hone the skills to formulate a question or define an issue. They will find relevant information using appropriate tools and evaluate it through critical thinking and analysis. They will solve problems and make decisions based on available information and organize and present their work both orally and in written or graphic form.

NB will strive to lead every scholar to these accomplishments, which are essential to future success in school and at work, to the responsibilities of citizenship, and to the satisfactions of a cultivated mind.

Academic Rigor and Curriculum

Academic Rigor at NB is a three phase process: The first sets the standard for scholars, the second equips scholars via instructional and supportive methods, while the third consists of scholars' demonstration of achievement. Teachers support this effort by systematically scaffolding lesson plans from one to the next with consistently organized materials to clearly provide instructions and demonstrations of tasks. We use intervention instruction to ensure no scholar is left behind; we make content relevant and relatable to scholars; and, we communicate with parents regularly via various avenues, including scholar led conferences that focus on the academic goals and interests of scholars.

Interest in rigorous early education crosses all demographic boundaries. NB educates a diverse scholar body and offer these scholars both excellence and equity in education. The school's strong academic program will reduce achievement gaps by eliminating an important cause; the insufficient mastery of basic knowledge and skills required for further academic achievement.

NB will use a variety of teaching methods to ensure mastery of appropriate skills, ideas, and knowledge for all scholars, regardless of race, gender, or socioeconomic and educational background. Since knowledge and skills are acquired cumulatively and systematically, it is essential to detect any learning difficulties early and to intervene before proceeding to the next level. Regular assessments integrated with the curriculum will help to determine how scholars are learning and to identify those areas that need more support or present with greater challenge.

NB will be responsible for meeting the educational needs of its scholars without parents resorting to outside tutoring, provided parents or guardians support the school's mission by ensuring assignment and homework completion. Beyond its core program, NB is dedicated to challenging and stimulating every child. A modified program will be provided for those children with diagnosed disabilities that require adjusted teaching strategies or definitions of success, all within the general framework of NB educational goals.

BUILDING CHARACTER AND SERVICE

Service to the community directly correlates with our ethos of serving others. scholars will experience authentic service opportunities in the community as an important element of their academic work. At NB, we are all crew, not passengers.

scholar-LED CONFERENCES

scholars lead the conferences about their academic and personal progress. They take ownership of their learning experience, sitting at the table with parents/guardian(s) and teachers. During this time, scholars will share their body of work through portfolios and work samples.

FIELDWORK

Learning extends beyond our school's walls; it connects to the world. scholars at NB learn from fieldwork, experts, and service in addition to learning from texts. scholars will frequently work in the field during expeditions. Attendance is required on fieldwork as much as it is in the classroom. When in the field, scholars will be active investigators using the research tools, techniques of inquiry, and standards of presentation used by professionals in the field. In addition to having scholars conduct research outside the school, teachers bring experts from the community into the classroom. These experiences maximize scholars' motivation to learn and achieve.

HIGH QUALITY WORK

scholars at our school normally aren't finished with a piece of work until multiple drafts have been revised and refined. This expectation reaches across grades and disciplines. Improving on work again and again is building as a common practice here. Teachers guide scholars from draft to draft. scholars collaborate to assess the work of their peers. Rubrics set high standards for finished pieces and guide scholars as they strive to get their work to meet these high standards.

ACADEMIC INTERVENTION

Response To Intervention/Instruction (RTI²) is a problem solving process which includes the provision of systematic, research-based instruction and interventions for struggling learners. It assumes that the instruction/interventions are matched to scholar needs and that the monitoring of progress is continuous. RTI² is an early intervention framework to prevent long-term academic failure (National Professional Resources, 2014).

RTI² at Neely's Bend is a systematic, research-based intervention process that is deployed when a scholar is underperforming in his/her classes. It is the answer to the question, "What do educators do when a scholar is failing a class?" It is a multi-step approach to providing services and interventions to scholars who struggle with learning at increasing levels of intensity. Results of this monitoring are used to make decisions about the need for further research based instruction and/or intervention. RTI² at Neely's Bend involves teachers and members of the Instructional Leadership Team. RTI at Neely's Bend can be described in tiers: Tier 1, Tier 2, and Tier 3. Each tier has specific tasks, goals, and means for supporting scholars.

COURSE OF STUDY

Middle School courses set the foundation for high school and then college success. scholars focus on learning foundational concepts, developing strong scholar skills, understanding themselves as learners, and challenging themselves to improve their knowledge. scholars will have four (4) core

classes daily in addition to two (2) electives each school year. The core academic classes are listed below:

5th-8th: Math, Science, English/Language Arts and Social Studies

8th only: Algebra I

ACADEMIC PROGRAM

TESTING PROGRAM

In addition to the Network Interim Assessments and school-level common benchmark assessments designed by teachers on Illuminate, scholars will be assessed according to state requirements. scholars will take TN Ready Assessments for Math, English, and Social Studies (pilot '16-'17), and a TCAP Science assessment.

NOTICE OF CONCERN

scholars having difficulty meeting the academic expectations at NB may be placed on Academic Probation at the end of any marking period for any of the following reasons:

- One failing grade in any core course
- Failure to meet academic expectations (e.g. unresolved failures or incomplete grades) by agreed upon dates.
- Failure to attend class regularly
- Some combination of the above factors which leads the school to question whether NB is the appropriate academic setting for the scholar.

The purpose of the conference will be to outline a plan to help the scholar correct the academic problem.

GRADING SCALE AND GPA

The NB grading scale is aligned to the State Board of Education Tennessee Uniform Grading Scale.

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

HONOR ROLL

A HONOR ROLL: 93 minimum average with no mark below 85

A/B HONOR ROLL: 88 minimum average with no mark below 80

REPORT CARDS AND PROGRESS REPORTS

Progress reports are distributed once per quarter. Report cards are sent home quarterly. Please see school year calendar for specific dates for grade distribution.

Parents can also monitor scholar progress online through the *Illuminate* grade reporting system. Any concerns parents have about grading should be addressed to the classroom teacher and the grade level chair.

Acknowledgment

RECEIPT AND ACKNOWLEDGMENT OF THE ASD'S scholar HANDBOOK
School Year 2015-16

Please read the following statements, sign below, and return to your child's school.

Understanding and Acknowledging Receipt of NB's scholar Handbook

I have received and read a copy of the NB's scholar Handbook. I understand that this scholar Handbook supersedes all prior scholar Handbooks, and that the policies and benefits described in the scholar Handbook are subject to change at the sole discretion of the ASD at any time.

Scholar's Name

Scholar's Signature

Date

Parent's Name

Parent's Signature

Date