



**LEAD Southeast
High School
Student and Family Handbook
2018-2019**

Table of Contents

Welcome to LEAD Southeast	pg. 4
A letter from our Principal 2018-2019 School Calendar School Contacts Visitors to Campus	
Section I: Vision & Values	pg. 8
Vision Statement Mission Statement Ethos	
Section II: Our Families & Communities Family	pg. 9
Communication with LEAD Southeast Family Involvement Opportunities Parent Meeting Parent Conferences Change of Contact Information	
Section III: Unique Programs & Services	pg. 12
Athletics Clubs College Counseling College Trips Crew School Sponsored Activities Student Leadership Opportunity	
Section IV: Academics at LEAD	pg. 14
Academic Integrity Commitment to Excellence Academic Remediation RTI Retention Rigorous Academics Service High Quality Work Required Credits Graduation Requirements Honor Roll Report Cards and Progress Reports	

Promotion Criteria for Grades 9-12
Criteria for Earning Credit
Assessments
Senior Exam Exemption
Make-Up Work

Section V: Behavior at LEAD

pg. 20

Disciplinary Procedures
Successful Students
Incentives
Merits
Discipline
Demerits
No Extracurricular List
Lunch Detention Expectations After
School Detention

Section VI: School Policies

pg. 25

Admissions Policy
Attendance
Excused Absences
Unexcused Absences
Truancy
Tardy to School
Tardy to Class
Early Dismissal
Late Pick-Up
Re-Entry
School Delay or Cancellation
Withdrawal from School
Fundraising
Snacks in Class
Uniform Expectations
Uniforms Professional
Dress Jeans Day
Closed Campus Discrimination
Policy Bullying and/or
Harassment Zero Tolerance
Gang Activity
Bills
Child Abuse
Confidentiality
Photography and Filming Students

Forged Notes
PDA
Use of Tobacco
Health Services
Hallway Transitions
Property
Birthday and Holiday Celebrations
School Phones
Student Cars
Transportation
Special Education Services
Technology
Complaint Procedure

Welcome to LEAD Southeast

Dear Students and Families,

Welcome to the 2018-2019 school year at LEAD Southeast High School. This year we continue building on the success of our inaugural year, as we welcome our second class to the high school. Each day our students and families are closer to achieving our mission of seeing all of our students prepared to succeed in college and life. The faculty and staff here at LEAD Southeast High School are dedicated to every student's academic and personal growth; we are here to challenge our students to do their best every day.

This Student and Family Handbook is a guide to our school's expectations and policies. The purpose of this handbook is to create a consistent set of positive expectations for student behavior, mindsets and academic outcomes. This handbook explains the interventions and consequences that will be implemented when students engage in inappropriate behavior. The expectations set forth in this handbook apply to actions of students during school, on the way to and from school, while on school property, while traveling to and from school-sponsored events, at all school sponsored events, and on social media websites and other internet correspondence. Throughout the year, we reserve the authority to change policies reflected in the handbook to better meet the needs of students. We seek input from our parents and families throughout the school year. Updates will be posted on our website and communicated to families as soon as they occur. Please keep up to date through our social media channels, the LEAD website and via weekly communication.

We are partners in your children's education, and we look forward to working closely with you. We want and need you to be a part of our school. We look forward to your attendance at school functions ranging from parent nights to sporting events, as we move into offering more extracurricular activities to enhance the high school experience. The more you are here, the better we can serve our students. I look forward to a powerful and positive year. Please use the information contained within this handbook as a resource throughout the year and feel free to contact me if you have any questions or concerns.

Thank you for your continued support and commitment,

Amy Kate Wallace
Resident Principal

Visitors to Campus

We welcome parents and community members to our campus to observe classroom teaching and other activities. We are excited to showcase the hard work of our teachers and students. To provide safe and orderly learning environments, ALL visitors must report to the office immediately upon entering the school to request authorization and to sign in. Parents/guardians who would like to visit should attempt to notify a school administrator or teacher. Visitors may not talk to a student or teacher during class, although they may call or email the teacher at the end of the school day to discuss what they observed, and they are welcome to drop notes off to the office.

Parents have to drop off all items to the school office. Parents may not personally deliver items to the student during the school day.

July 2018							August 2018							September 2018							October 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

November 2018							December 2018							January 2019							February 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5					1	2		
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
							30	31																			

March 2019							April 2019							May 2019							June 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2			1	2	3	4	5	6			1	2	3	4						1		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

<ul style="list-style-type: none"> TEACHER IN-SERVICE DAYS STOCKPILED PD DAYS STUDENTS IN SCHOOL STUDENTS NOT IN SCHOOL STUDENTS NOT IN SCHOOL & ADMIN OFFICES CLOSED HALF DAY FOR ALL STUDENTS HALF DAY FOR 9-12 ONLY & HALF STOCKPILED PD DAY 	<table border="0"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> 7/11 ASSISTANT PRINCIPALS REPORT 7/30-8/3 NEW STUDENT REGISTRATION WEEK 8/1 TEACHERS REPORT FOR PRINCIPAL-FACULTY IN-SERVICE 8/2 DISTRICT-WIDE TEACHER IN-SERVICE FOR PK-12 8/3 FACULTY PLANNING / IN-SERVICE DAY 8/6 FACULTY PLANNING / IN-SERVICE DAY 8/7 FIRST DAY OF SCHOOL – FULL DAY FOR GRADES 1-12, HALF DAY FOR PK-K 8/8 FULL DAY FOR GRADES 1-12, HALF DAY FOR PK-K 8/31 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 9/3 LABOR DAY HOLIDAY; STUDENTS DO NOT REPORT 9/7 PROGRESS REPORTS ISSUED 10/5 FIRST QUARTER ENDS 10/8 SECOND QUARTER BEGINS 10/12 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 10/15-10/19 FALL BREAK 10/23 REPORT CARDS ISSUED 11/6 PARENT CONFERENCE DAY; STUDENTS DO NOT REPORT 11/12 VETERANS DAY OBSERVANCE STUDENTS DO NOT REPORT 11/15 PROGRESS REPORTS ISSUED 11/21-11/23 THANKSGIVING HOLIDAYS </td> <td style="vertical-align: top; padding-left: 20px;"> <ul style="list-style-type: none"> 12/18-12/20 HALF DAY FOR EXAMS GRADES 9-12 12/21 HALF DAY FOR ALL STUDENTS; END OF FIRST SEMESTER 12/24-1/4 WINTER HOLIDAYS 1/7 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 1/8 THIRD QUARTER BEGINS 1/9 REPORT CARDS ISSUED 1/21 MLK HOLIDAY; STUDENTS DO NOT REPORT 2/8 PROGRESS REPORTS ISSUED 2/18 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 3/8 THIRD QUARTER ENDS 3/8 HALF DAY FOR ALL STUDENTS; PARENT CONFERENCES IN AFTERNOON 3/11-3/15 SPRING BREAK 3/18 FOURTH QUARTER BEGINS 3/19 REPORT CARDS ISSUED 4/18 PROGRESS REPORTS ISSUED 4/19 SPRING HOLIDAY 5/20-5/22 HALF DAY FOR EXAMS GRADES 9-12 5/23 LAST DAY OF EXAMS; HALF DAY FOR ALL STUDENTS; END OF SCHOOL YEAR 5/24 TEACHERS REPORT FOR PRINCIPAL-FACULTY IN-SERVICE; LAST DAY FOR TEACHERS 6/3 LAST DAY FOR ASSISTANT PRINCIPALS </td> </tr> </table>	<ul style="list-style-type: none"> 7/11 ASSISTANT PRINCIPALS REPORT 7/30-8/3 NEW STUDENT REGISTRATION WEEK 8/1 TEACHERS REPORT FOR PRINCIPAL-FACULTY IN-SERVICE 8/2 DISTRICT-WIDE TEACHER IN-SERVICE FOR PK-12 8/3 FACULTY PLANNING / IN-SERVICE DAY 8/6 FACULTY PLANNING / IN-SERVICE DAY 8/7 FIRST DAY OF SCHOOL – FULL DAY FOR GRADES 1-12, HALF DAY FOR PK-K 8/8 FULL DAY FOR GRADES 1-12, HALF DAY FOR PK-K 8/31 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 9/3 LABOR DAY HOLIDAY; STUDENTS DO NOT REPORT 9/7 PROGRESS REPORTS ISSUED 10/5 FIRST QUARTER ENDS 10/8 SECOND QUARTER BEGINS 10/12 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 10/15-10/19 FALL BREAK 10/23 REPORT CARDS ISSUED 11/6 PARENT CONFERENCE DAY; STUDENTS DO NOT REPORT 11/12 VETERANS DAY OBSERVANCE STUDENTS DO NOT REPORT 11/15 PROGRESS REPORTS ISSUED 11/21-11/23 THANKSGIVING HOLIDAYS 	<ul style="list-style-type: none"> 12/18-12/20 HALF DAY FOR EXAMS GRADES 9-12 12/21 HALF DAY FOR ALL STUDENTS; END OF FIRST SEMESTER 12/24-1/4 WINTER HOLIDAYS 1/7 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 1/8 THIRD QUARTER BEGINS 1/9 REPORT CARDS ISSUED 1/21 MLK HOLIDAY; STUDENTS DO NOT REPORT 2/8 PROGRESS REPORTS ISSUED 2/18 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 3/8 THIRD QUARTER ENDS 3/8 HALF DAY FOR ALL STUDENTS; PARENT CONFERENCES IN AFTERNOON 3/11-3/15 SPRING BREAK 3/18 FOURTH QUARTER BEGINS 3/19 REPORT CARDS ISSUED 4/18 PROGRESS REPORTS ISSUED 4/19 SPRING HOLIDAY 5/20-5/22 HALF DAY FOR EXAMS GRADES 9-12 5/23 LAST DAY OF EXAMS; HALF DAY FOR ALL STUDENTS; END OF SCHOOL YEAR 5/24 TEACHERS REPORT FOR PRINCIPAL-FACULTY IN-SERVICE; LAST DAY FOR TEACHERS 6/3 LAST DAY FOR ASSISTANT PRINCIPALS
<ul style="list-style-type: none"> 7/11 ASSISTANT PRINCIPALS REPORT 7/30-8/3 NEW STUDENT REGISTRATION WEEK 8/1 TEACHERS REPORT FOR PRINCIPAL-FACULTY IN-SERVICE 8/2 DISTRICT-WIDE TEACHER IN-SERVICE FOR PK-12 8/3 FACULTY PLANNING / IN-SERVICE DAY 8/6 FACULTY PLANNING / IN-SERVICE DAY 8/7 FIRST DAY OF SCHOOL – FULL DAY FOR GRADES 1-12, HALF DAY FOR PK-K 8/8 FULL DAY FOR GRADES 1-12, HALF DAY FOR PK-K 8/31 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 9/3 LABOR DAY HOLIDAY; STUDENTS DO NOT REPORT 9/7 PROGRESS REPORTS ISSUED 10/5 FIRST QUARTER ENDS 10/8 SECOND QUARTER BEGINS 10/12 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 10/15-10/19 FALL BREAK 10/23 REPORT CARDS ISSUED 11/6 PARENT CONFERENCE DAY; STUDENTS DO NOT REPORT 11/12 VETERANS DAY OBSERVANCE STUDENTS DO NOT REPORT 11/15 PROGRESS REPORTS ISSUED 11/21-11/23 THANKSGIVING HOLIDAYS 	<ul style="list-style-type: none"> 12/18-12/20 HALF DAY FOR EXAMS GRADES 9-12 12/21 HALF DAY FOR ALL STUDENTS; END OF FIRST SEMESTER 12/24-1/4 WINTER HOLIDAYS 1/7 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 1/8 THIRD QUARTER BEGINS 1/9 REPORT CARDS ISSUED 1/21 MLK HOLIDAY; STUDENTS DO NOT REPORT 2/8 PROGRESS REPORTS ISSUED 2/18 TEACHERS REPORT FOR STOCKPILED PD DAY; STUDENTS DO NOT REPORT 3/8 THIRD QUARTER ENDS 3/8 HALF DAY FOR ALL STUDENTS; PARENT CONFERENCES IN AFTERNOON 3/11-3/15 SPRING BREAK 3/18 FOURTH QUARTER BEGINS 3/19 REPORT CARDS ISSUED 4/18 PROGRESS REPORTS ISSUED 4/19 SPRING HOLIDAY 5/20-5/22 HALF DAY FOR EXAMS GRADES 9-12 5/23 LAST DAY OF EXAMS; HALF DAY FOR ALL STUDENTS; END OF SCHOOL YEAR 5/24 TEACHERS REPORT FOR PRINCIPAL-FACULTY IN-SERVICE; LAST DAY FOR TEACHERS 6/3 LAST DAY FOR ASSISTANT PRINCIPALS 		

**LEAD Southeast High School 2018-2019
Staff List**

Name	Position	Email
Jessica Simmons	English 2	Jessica.simmons@leadpublicschools.org
Shandra West-Curry	Spanish	Shandra.west@leadpublicschools.org
Malorie Crafton	Physics & Instructional Coach	Malorie.crafton@leadpublicschools.org
Henry Bradford	Integrated 3, Student Support & 10 th Grade Level Chair	Henry.bradford@leadpublicschools.org
Gavy Winer	Integrated 1	Gavrielle.winer@leadpublicschools.org
Allie Kim	Counselor	Alexandra.kim@leadpublicschools.org
Dylan O'Brien	Special Education	Dylan.obrien@leadpublicschools.org
Heather Langworthy	Special Education Coordinator	Heather.langworthy@leadpublicschools.org
Laura Harbison	Integrated 2	Laura.harbison@leadpublicschools.org
Whitney Spiehler	Biology & Integrated 1	Whitney.spiehler@leadpublicschools.org
Chelsea Braswell	US History & World History	Chelsea.braswell@leadpublicschools.org
Liz Elg	Art & English Language Learners	Liz.elg@leadpublicschools.org
Paige Pennigar	English 1 & 9 th Grade Level Chair	Paige.pennigar@leadpublicschools.org
Erin Molitoris	Family Engagement Coordinator	Erin.molitoris@leadpublicschools.org
Youstina Saad	Office Manager	Youstina.saad@leadpublicschools.org
Shemika Blocker	Operations Manager	Shemika.blocker@leadpublicschools.org
Samantha Levy	Data & Assessment Coordinator	Samantha.levy@leadpublicschools.org
Alyssa Rushman	English Language Learners	Alyssa.rushman@leadpublicschools.org
Sherry Jackson	Special Education	Sherry.jackson@leadpublicschools.org
Amy Kate Wallace	Principal	Amykate.wallace@leadpublicschools.org
Samantha Markley	Seminar	Samantha.markley@leadpublicschools.org

Section I: Vision & Values

Vision Statement

Mission Statement

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

Statement of Purpose

LEAD Southeast High School provides a positive and joyful learning environment that empowers students to develop the academic and character skills necessary for success in college and career.

LEAD Ethos

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

Section II: Our Families and Community

Family Communication

- **TalkingPoints**
 - Receive a text message, in your preferred language, from the school when important information needs to be delivered. Families are automatically enrolled in this program as a family with LEAD Southeast High School.

- **One Call**
 - Receive an automated phone call weekly from the school with important information for the following week. One Call also used to communicate important information to families when necessary. Families will be automatically enrolled using current contact info.

- **Kickboard**
 - Online behavior tracking system showing if students earned daily discipline infractions and their associated consequences. This information is not shared publically, and only available to parents via phone communication or online portal. Parent access will be distributed at the beginning of the year and can be used on <http://parents.kicboardforteachers.com>

- **Illuminate**
 - Online grade tracking system. Parent access will be distributed at the beginning of the year and can be used on <http://leadpublicschools.illuminatehc.com>

Parent Volunteer Opportunities

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

Annual Parent Meetings

A mandatory Parent Orientation meeting will be held at the start of each school year. During this meeting, parents will receive information about the upcoming school year, including the Student and Parent Handbook. They will also vote on how they wish to have the school's federal Title I monies used, either for school-wide programs or for "targeted assistance programs" aimed at students who are failing or at risk of failing to meet the state's academic goals.

Parent Conferences

Conferences can be set up at the request of the school or at the request of the parent. Students are expected to attend these conferences as a starting point for self-advocacy. Parents requesting conferences with school personnel for academic or student discipline issues can make an appointment by calling the School office or by emailing the School or teacher. Conferences requested by the school will be communicated to parents so that an appropriate time can be determined. In addition, academic meetings will be held throughout the year to assure the success of students as they progress in our program.

Conferences will be held at a mutually agreed upon and specific time and date. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the school day.

Change of Address, Phone Number or Contact Information

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

Section III: Unique Programs & Services

Athletics

Participating in sports for LEAD Southeast or its partner school is a privilege and athletes are expected to meet academic and behavioral expectations. Students with failing grades or excessive demerits may not be allowed to participate in their sport for a period of time. LEAD Southeast will be partnering with Cane Ridge HS and LEAD Academic High School for all sports in the 2018-2019 school year. Please contact LEAD Southeast's athletic director, Malorie Crafton, for additional information.

Clubs

LEAD Southeast offers clubs during and after school. Adults are there to act as the advising figure to maintain the functionality of the club. Clubs will be held after school and students must secure transportation to participate.

College Counseling

As students progress in their high school career, LEAD will provide guidance for the college entrance process through seminar classes. Additionally, LEAD will continue to assist graduates as they begin college to ensure a successful transition. As part of the college process, students will fill out the following High School Course Plan beginning in the 9th grade and review it each semester. Please contact LEAD Southeast's seminar instructor, Samantha Markley, for additional information.

College Trips

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

Crew

Crew is an essential part of the LEAD Southeast academic program. The purpose of crew is to establish an advisory group consisting of an adult and students who work together to develop socially, emotionally, and academically. Crew is a graded course and works closely with our seminar curriculum. Throughout the week, Crew time will be used to do grade check-ins, prepare for the academic load of the day and consult with a teacher for advisement.

School Sponsored Activities

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

Student Leadership Opportunities

Building leadership skills is an essential element of the LEAD Southeast program. Student led clubs provide students the opportunity to learn how to run an organization, including designing club activities, holding members accountable, and working with adult sponsors.

Section IV: Academics at LEAD Southeast

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

Academic Integrity

LEAD Southeast's faculty and administration believe in **academic integrity**, and the principle of an honor code. Students are expected to do their own homework, to test without external resources, and to submit original work for all assignments. LEAD Southeast students are expected to deny all requests to copy from their own work. Students who violate the school's honor code will receive demerits, loss of assignment or assessment credit and/or further consequences.

Commitment to Excellence

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 LEAD. Actions or attempted actions that do not uphold these ideals violate the LEAD Southeast Commitment to Excellence.

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

Academic Remediation

Students identified as at risk academically will be offered remediation opportunities within the school day and/or after school.

Tutoring

Tutoring sessions are held weekly based on individual teacher schedule. These could occur before school, during lunch and/or after school. Students who stay after school for tutoring must have secured transportation home. In addition, we reserve the right to hold special Saturday tutoring sessions will be held in preparation for TNReady assessments and End of Course exams.

RTI

The State of Tennessee has mandated that all Tennessee schools design a three-tier plan to facilitate the success of all students. The State plan is called Response to Intervention and Instruction (RTI²). Schools are given the autonomy to design the interventions and instructions. The LEAD Southeast RTI² model addresses both academic and behavioral success.

Identification and intervention are critical factors for maximum achievement and mastery for all students. The LEAD Southeast High School RTI² Model is a fluid system monitored first by the

classroom teacher and the RTI² Team. Students matriculate between tiers based on two triggers (data points) concerning the student's academic data, attendance and/or behavior.

RTI² Team-

Tier I - Tier I instruction follows the instructional frameworks set forth by LEAD Public Schools (Engage NY - ELA; College Preparatory Math - Math). Progress in this tier is monitored by a variety of assessments including but not limited to: classroom assessments (Exit Tickets, Unit Exams), Network Interim Assessments, ACT and Practice ACT, and TNReady.

Tier II- During the course of each day, students engage in a time of remediation within reading and/or math. This time allows for targeted instruction (Tier 2) at the student's level, providing them with the needed skills to be successful in their core courses. This time will serve as specialized support for all students.

Tier III -- Specialized plans (Tier 3) will be created to reach students that are significantly struggling academically or behaviorally. These will be crafted and shared through the RTI support time (comprised of a grade level teacher, administrator, counselor and other specialists, as needed).

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. Notices of Academic Concern will be sent home quarterly. 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 for the student's success.

Rigorous Academics and Focus on College Preparation

LEAD Southeast has a rigorous curriculum and promotes a high level of student engagement. All students will meet college entrance requirements by graduation and will be proficient in the core subject areas of English language arts, math, science, and social studies. We also place a strong emphasis on world language and the arts.

High-quality Work

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

Graduation Requirements for LEAD Southeast High School

Students must earn credit hours in the following subjects as well as earn an acceptance letter into a four-year college to earn a high school diploma from LEAD Southeast. The LEAD curriculum is designed to provide a more rigorous program for college bound students. LEAD Southeast students are eligible to earn the Regular High School Diploma/University Path as outlined by Metro Nashville Public Schools.

CORE COURSES

CREDITS REQUIRED

English	4
Math (including Integrated I, II, III, and a fourth course)	4
Science (including Biology, Chemistry or Physics, and a third lab course)	3
Social Studies World History or Geography – 1 credit U.S. History - 1 credit Economics - 1/2 credit Government - 1/2 credit Personal Finance - 1/2 credit	3.5
Physical Education and Lifetime Wellness (1 year of each)	2
World Language	2 (in same language)
Fine Arts	1
Crew/Seminar	4

Grading and GPA

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

Grade	Scale	Percent
A	4.0	93 – 100
B	3.0	85 – 92
C	2.0	75 – 84
D	1.0	70 – 74
F	0.0	0 – 69

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

Honor Roll

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

HONOR ROLL: 88 minimum average with no mark below 80 DEAN'S

LIST: 85 average with no mark below 75

Report Cards and Progress Reports

Progress reports are distributed every 4.5 weeks throughout the school year. Report cards are sent home quarterly. Please see school year calendar for specific dates for grade distribution. Any concerns parents have about grading should be addressed to the classroom teacher and the dean of culture. Final report cards will be kept for students with outstanding fines and bills. Until all fines and bills are settled, the student will not be considered promoted to the next grade.

Promotion Criteria for Grades 9-12

Students will be promoted to the next grade level in high school based on district established criteria and credits earned. To be promoted to the next grade, students in grades 9-12 must complete and/or accrue the prescribed minimum number of credits (Carnegie units) per grade level designated by the Metropolitan Nashville board of Public Education and the State of Tennessee. In addition, students must pass math and English to be promoted to the next grade level.

Criteria for Earning Credit

To be awarded credit students must meet the following criteria:

- Student evaluation/instructional assessment (including end of course exams)
- Grades
- Daily work (homework, class participation, tests)
- Mastery of Course Objectives (Students must master 70 percent of the course objectives as defined in the school-wide curriculum frameworks.)

Agendas

LEAD Southeast High School students will be provided with school-specific agendas at the beginning of the year. These will hold important calendar information, restroom passes and other pertinent information for the student body. It is expected that students have their agendas at school and use them with consistency in all classes. Students will be given restroom passes each nine weeks and their agenda serves as that pass.

Assessments

LEAD Southeast High School students will take the following series of state/national assessments

ASSESSMENT**REQUIRED FOR**

TNReady End-of-Course (EOC) Exams <ul style="list-style-type: none"> ● Integrated I/II/III ● English I/II/III ● Biology, Chemistry ● US History 	All students registered in the named courses
ACT	All 11th graders
PreACT	All 9th and 10th graders
AP Exams (i.e. Calculus AB, English Literature, Human Geography)	All students registered in the named courses

Make-Up Work

If a student is absent:

It is the student's responsibility to collect any make-up work from the days missed.

Work must be completed within two school days of student's return (i.e.: If a student is absent on Tuesday and returns to school on Wednesday, the student's makeup work would be due on Friday). Note: apply this to each absent day (i.e. if a student misses Monday and Tuesday, they would have four school days upon return to make up work).

Crew teachers will help students communicate about absences and academic work, while classroom teachers will hold students accountable in individual classes.

Out of School Suspensions

Students are not allowed to make up work unless they receive permission from the administrator. Regardless, student will be encouraged to learn the content they are missing.

Student make up work will be assigned at the discretion of admin based on length of suspension.

In School Suspension

Students will be permitted to complete academic work during in school suspension. The academic work is to be completed and turned in to teachers by the end of the day.

Process for Getting Missed Work: *(in the event of any absence)*

- The day students return to school, students must email teachers to request missing work. It is the student's responsibility to set up an appropriate time to pick up and/or complete missed work (i.e. If a student is absent on Tuesday and returns to school on Wednesday, the student should email teachers on Wednesday, in order to complete work by Friday--this may seem like a quick turnaround, but students should be taking personal responsibility for keeping up with the pace of the curriculum.). Appropriate times for students to send make up emails include crew, lunch (with permission), and/or class time with teacher permission.
- IEP/504 students will receive accommodations as noted in their individual plans.

Student Correction/Revision Policy

- Formative assessments can be corrected for a grade up to 85%.
 - To retake a formative assessment, student must request a retake from their teacher via email in the time specified by the classroom teacher.
- Summative assessments may be retaken for full credit after completing all retake requirements, set by classroom teacher.
 - To retake a summative assessment, student must request a retake from the teacher via email and also attend one tutorial session (based on teacher and student availability). Additional actions could be required after first tutorial session.
- *Corrections/revisions must be completed before the end of the unit assessment. *Up to teacher discretion based on the assessment**

Suggested Practices

- Formative/Summative: if a student turns work in that is complete but inaccurate, give the accuracy grade and change to a 50 at the end of the quarter.

Section V: Behavior at LEAD Southeast

Disciplinary Procedures

Each student is expected to behave in a manner that exemplifies honesty, loyalty, courtesy, consideration, and respect. Students will be held responsible and accountable if they fail to embody these principals. Proper behavior is expected at all school sponsored activities both during and after the regular school day. Students who consistently or repeatedly fail to uphold the LEAD Southeast standards of conduct and behavior may be expelled or may not be invited back the following year.

Successful Students:

1. Attend school daily. Arrive on time and remain at school for the entire day.
2. Respect all members of the LEAD Southeast community.
3. Take responsibility for the safety and well-being of yourself, your peers, and your teachers.
4. Are focused on learning, completing all assignments and taking active notes throughout class.
5. Arrive on time to each class, silently find their seat and begin working immediately.
6. Follow the LEAD Southeast High School dress code.
7. Are prepared for every class by arriving with the necessary materials.
8. Respect the building and all community property.
9. Complete all assignments with academic honesty and integrity.

Merits:

Merits are earned in class for exhibiting exemplary behaviors, moving towards our standard of excellence for all Lobos. As a result, students can receive merits in the following categories:

Courageous (Cou)
Self-Reliant (SR)
Disciplined (D)
Committed (Com)
Serving Others (SO)
Class Merit (CM)
Above & Beyond (AB)

Incentive Systems:

At LEAD Southeast High School, we believe that a positive and joyful environment contributes to the overall success of the students. We seek to acknowledge the positive accomplishments of our students, as well as come together as a community in celebration of our shared successes and challenges. As a result, we will engage in the following incentive systems:

Positive System	Timeline	Additional Notes
Jeans Incentive	Occurs each Friday	Jeans Incentive is earned by weekly and determined by Thursday end of day. To earn Friday Jeans Dress, Lobos must: -have perfect attendance for the week -demonstrate exemplary class behavior with zero demerits for the week -no missing homework assignments for the week
Quarterly Incentive Trips	Occurs at the end of each quarter (every 9 weeks)	At the end of each nine weeks, Lobos will be able to participate in incentive trips. To earn incentive trips, Lobos must: -have 3 or less absences for the quarter -demonstrate exemplary class behavior with three or fewer demerits for the quarter -no more than 2 missing homework assignments for the quarter
College Trips	Occurs 3 times throughout the year	All Lobos will be invited and expected to attend college trips to increase exposure to higher education environments.

Discipline:

LEAD Southeast High School Lobos are expected to conduct themselves at all times and at all events in a way that exemplifies the school’s ETHOS of courage, commitment, self-reliance, service to others and discipline. Students who choose not to live up to the LEAD expectations will be held accountable for their choices and engage in meaningful reflection around those decisions. The following demerits will be used in a class setting to hold students to exemplary behavior:

Failure to Comply (FC)
Disrespect to Adult (DA)
Disrespect to Student (DS)
Disrespect to Community (DC)
Tardy (T)
No Homework (HW)
Uniform (U)
Misuse of Technology (MT)

Escalation for Demerits:

Level	Expectations	Parties Involved
Level 1	Demerits are given in class each day for behavior that falls below expectation and are tracked in Kickboard. Teachers will hold conversations IN CLASS for demerits earned.	Student + Staff
Level 2	Earning 1 demerit (including homework) will result in lunch reflection to be served at the next available lunch. <i>For example, earning a demerit for No Homework in 1st period will lead to lunch reflection on that day. Earning a demerit for Disrespect to Adult in 8th period will lead to lunch reflection on the following day.</i> Each demerit will result in one lunch reflection. Earning more than 3 demerits in a day will result in a half day of ISS.	Student, Staff + GLC/SS
Level 3	Earning 3 lunch reflections (3 demerits) in a week will result in any of the following, based on frequency and severity: <ul style="list-style-type: none"> • Phone call home to family • Meeting with Grade Level Chair • Meeting with Principal • Behavior Contract, determined by SS, GLC and Principal Escalated consequence will result from repeated singular behavior(s). (In school suspension)	Student, Family + Student Support
Level 4	Failure to meet expectations of escalation system (evident in three weeks of 3+ LR in a quarter) will result in an individualized behavior contract . This will be agreed upon and signed by Student Support, Principal, family and student.	Student, Family, Student Support + Admin
Level 5	Failure to comply with the expectations outlined on the Behavior Contract (observed weekly) will result in	Student, Family, Admin

	a suspension (200: <i>Repeated violation of a pattern of Type 2 behaviors, with evidence of implemented intervention</i>)	
--	---	--

Lunch Reflection

Lunch Reflection will be held daily during each individual lunch period. A student earns lunch reflection when they receive a demerit. Students will serve lunch reflection during the next available lunch. During lunch reflection, students will be required to engage in reflection on their behaviors and set goals for the remainder of the day.

Lunch Reflection Expectations:

- Students will serve lunch reflection in silence unless otherwise specified.
- Students are expected to reflect on demerits earned or complete homework (based on specified reason for attendance).
- Students are not permitted to sleep.
- Students must refrain from any communication, including passing notes or non-verbal communication.
- Students must bring all materials with them to reflection. Students will not be permitted to leave reflection once the time has started.
- Arriving late to reflection or being pulled from the cafeteria will result in an additional consequence.
 - Repeated skipping or refusing instructions will result in an in school suspension.
- Phones or other electronic device may not be used in reflection (computers only allowed if contributing to school-work completion).
- Failure to follow lunch reflection expectations may result in additional consequences, including additional lunch reflections and/or suspension.

No Extra Curricular List

If a student is placed on a behavior contract or serves an out of school suspension, he/she will not be permitted to attend extracurricular activities, including but not limited to student government, clubs, athletics or cultural events. Length of time is at the discretion of the administrator.

Homework

Students at LEAD Southeast High School are expected to complete 100% of homework each night. Not completing homework or turning in assignments that are not neat, complete and accurate will result in a No Homework demerit. As a result, students will attend lunch reflection and turn in completed homework by the end of that time or they will reserve the next day.

Integrity Council

LEAD Southeast High School implements an integrity council for certain discipline infractions. The Integrity Council is a panel of students that exists to help educate LEAD Southeast Lobos who violate the academic and behavioral code of conduct. Depending on the circumstance, students who violate the code of conduct can have their cases heard before the Integrity Council, rather than an Administrator. This allows Lobos to have their side heard by a panel of their peers. The Integrity Council will listen, ask questions, and recommend an educational

tool to help the student(s) reflect on the different ways to handle situations in the future. The integrity council is responsible for three main objectives: (1) Provide guidance and recommend consequences for students who have violated the LEAD Southeast HS Code of Conduct. (2) Develop educational tools that will help foster a strong school environment. (3) Strategically develop and implement LEAD Southeast code of conduct standards.

Level 100 Discipline Infractions:

- Cheating on assignments
- Repeated dress code violations (after implementation of an intervention)
- Repeated tardies (after implementation of an intervention)
- Skipping class
- Excessive cell phone usage and electronics misuse
- Non-suspendable disruptions to the school environment

The council will not deal with suspendable offenses, or infractions at a 300 level or above.

Integrity council will meet once per week to review cases and set meetings. If student of LEAD Southeast High School is called to an integrity council hearing, they will follow the outlined protocol:

1. Select a support staff to help prepare for the hearing
2. Present information to the integrity council
3. Prepare answers to potential questions
4. Attend meeting
5. Complete all follow up steps, as outlined by the integrity council (if applies)

Section VI: School Policies

Admissions Policy

LEAD Southeast is open to all students in Davidson County who meet the eligibility requirements under Tennessee's charter school law. All students must fill out an application and meet all deadlines for the application process. If more students have turned in their application by the deadline than there are spots available, a public lottery process is held to select students.

Attendance

Students who are not at school cannot reach their goal of admission to a four-year college or university. Attendance is required to achieve the big goals of LEAD Southeast students. Students with more than 10 consecutive absences per semester will be referred to the MNPS truancy officer.

Absences

It is the student's responsibility to arrange for all make-up work following an absence.

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 and complete an absentee form with any assignments or tests missed because of an absence. It is not the teacher's job to track down students to administer make-up tests and collect homework.

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 these absences. Please note that absences have a detrimental effect on a student'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 student exceeds the number of days allowed and/or student fails to pass the course

Truancy

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

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

Students who are absent from school and who fail to return to school with a note signed by a parent/guardian explaining the absence will be given an unexcused absence. Assignments given that day will result in a zero. This includes tests and quizzes. Truancy may also result in suspension or expulsion. Please note the inserted Tennessee Compulsory Attendance law regarding truancy for minors.

Tennessee Compulsory Attendance Laws

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

T.C.A. 49-6-3001 – School Age - (c) (1) Every parent, guardian or other person residing within this state having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend 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

The only excuses accepted for tardiness to school are emergency situations and late school buses.

Tardy to Class

A student is considered tardy to class if he/she arrives late to class without a note from a teacher or an administrator. Demerits will be given to all students tardy to class and individual plans will be made for students that are chronically tardy, including but not limited to loss of passing period privileges. If a student is sent from another teacher, a pass must be in their agenda to enter class without consequence.

Early Dismissal

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

Late pick-up

Students are not allowed to stay after school unless they have prior permission from a parent/guardian and the approval of a teacher or administrator. All students must be off campus by 3:15pm unless prior permission to remain on campus after this time has been granted by a LEAD Southeast staff member who will remain with the student until they are picked up. Consistent failure to pick up a student on time may result in a student's losing permission to participate in athletics or other after school activities.

Re-entry

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

School Delay or Cancellation

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

Withdrawal from School

A student withdrawing from school must be accompanied by a parent/guardian. Upon completion of the withdrawal sheet, all fees and fines must be paid and all school owned materials returned in appropriate condition. LEAD Southeast reserves the right to hold all student records until all fees and fines have been paid. It is suggested that all withdrawals occur only after an exit meeting with the LEAD Southeast HS Principal.

Fundraising

The conducting of private business or selling unauthorized items including but not limited to candy, cakes, and cupcakes is strictly prohibited. Items will be confiscated from the student(s) and disciplinary action will be taken. School clubs and organizations may sell items only with permission from the School Director.

Snacks in Class

Eating food is not permitted in class unless permission is given by the teacher.

Uniform Expectations

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

Uniforms

Students are to be in uniform at all times when on campus during the school day. **Students who are not in uniform are in jeopardy of being held out of class until a parent brings the appropriate uniform items. Students who cannot comply with uniform requirements may be sent home for the day. As a school, we believe:**

- 1. Uniforms unite us as a community.** When you look at a group of students in the LEAD Southeast uniform, it is a powerful visual statement of our community. Students make a commitment that when they put on the LEAD Southeast uniform: they are agreeing to live up to the school's high expectations.
- 2. Uniforms reduce distractions and clothing competition.** Students often spend more time discussing and evaluating what others are wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
- 3. Uniforms make us all appear equal.** Whether families have high incomes or low incomes, scholars come to school dressed the same way. No one feels embarrassed or uncomfortable about his or her clothes.
- 4. Uniforms look professional.** Students look neat when they arrive to school with a polished, professional look. The students come mentally prepared for school and "dressed to work."

LEAD Southeast High School uniform consists of the following items. Uniform items may be purchased from at the school or online.

- o Skirts – khaki or navy in color. Must be no shorter than 1 inch above the knee
- o Pants-- khaki or navy in color.
- o LEAD polo shirts in green only (polos once used in the MS will not be permitted).
- o Close-toed shoes, athletic or dress shoes only. No Crocs, Birkenstocks or shoes without back or exposed toes.
- o LEAD Southeast outerwear (with or without hoods), purchased from the school or provided from a school-sponsored athletic team, organization or club. *Note: athletic team dress on game days, as outlined by the team's coach, will only be permitted by students on the team's active roster.*
- o College/University sweatshirts (with or without hoods) are permitted as a part of the school uniform
- o No large jewelry or other distracting articles of clothing or accessories (at the discretion of administrators)
- o On Friday, students with perfect attendance and zero demerits for the week may wear jeans without holes or rips, college or LEAD shirts or outerwear.

LEAD students are expected to arrive every day in uniform. Being in uniform means:

- o Pants must be worn at or just below the waist. No sagging pants.

- o Skirts must be worn at the appropriate length (no more than 1 inch above the knee)
- o Students may wear a solid color shirt underneath the dress shirt, but no designs will be allowed (to include: writing, stripes, pictures)
- o No hats or scarves/bandanas may be worn inside the school. Only headbands no wider than 2 inches may be worn.

**please note, any shirts earned the year before are not permitted as regular uniform (including, but not limited to Merit Club t-shirts, previous year sports uniforms, etc.)*

At the start of 1st period, the uniform policy will be strictly enforced by all LEAD high school teachers and administrators. All students are expected to adhere to the policy and follow any assigned consequences for violation of the uniform policy.

Professional Dress

On occasion, students will be allowed to wear dress/professional attire at school or school sponsored events. These include:

Outlined Expectations:

- Dress slacks or skirts and blouses (no shorter than 1 inch above knee).
- Dresses that are modest in design and fabric (no shorter than 1 inch above knee)
- No low-cut tops or skin-tight attire. No cleavage or undergarments may be visible.
- Dress shoes with heels no higher than 2 inches
- No bare shoulders
- Dress slacks with button down shirts and ties. *No cargo pants.*
- Pants must be worn at or just below the waist. *No sagging pants.*
- Suit jackets and blazers
- Dress shoes
- Belts

Inappropriate Clothing

If a student chooses to wear clothing on any day that displays inappropriate messaging or content not suitable for school, they will be asked to change the article of clothing. Failure to do so will result in escalated consequences. Additionally, choosing to do so repeatedly, after intervention is implemented, will result in escalated consequence.

Refusal to Follow Uniform Instructions

The escalation for uniform violations is as follows:

1. Demerit + change of uniform
2. Demerit + change of uniform + parent communication
3. In school suspension + change of uniform

Earned Jeans Day

When students earn jeans day, they are permitted to wear any color jeans, but the jeans cannot have holes. Only college t-shirts, LEAD t-shirts or LEAD polos may be worn with jeans.

Uniforms must be properly worn throughout the school day and whenever on campus. This means a student must maintain a neat, clean appearance before, during, and after school. Violation of jeans day dress, with proper prior communication, will result in loss of the privilege for the remainder of the semester.

Cell Phones

Students may have their cell phones with them during the school day if they keep them turned off and out of sight. Students are permitted to use their cell phones during breakfast (prior to the start of the school day) and during lunch. Consequences for phones are as follows:

There will be designated areas within the school that will be clearly identified as Cell Phone Use Zones.

1st Offense- Demerit given, meaning a lunch reflection is earned. At lunch reflection, student will have the loss of their phone.

2nd Offense- 2nd demerit given, meaning a lunch reflection is earned. Also, student forfeits the phone for the remainder of the day and it can be picked up in the office at the conclusion of the school day.

3rd Offense- Student forfeits the phone for the remainder of the day and it can be picked up by a parent or guardian in the office.

4th Offense- Student forfeits the phone to the Assistant Principal at the beginning of the day and it is returned at the end of the day. Length of time is determined by administrator based on student's discipline record in regards to cell phones/electronics.

****Personal plan could be created based on frequency of inappropriate phone usage.***

Note: Unauthorized use of a cell phone during a test or exam is of greater consequence than those listed above. The school is not responsible for any lost, stolen or damaged phones.

Closed Campus Policy

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

Discrimination

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

Bullying and/or Harassment

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

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

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

Verbal Bullying and/or Harassment

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

Physical Bullying and/or Harassment

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

Visual Bullying and/or Harassment

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

Sexual Bullying and/or Harassment

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

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

Technology Based Bullying and/or Harassment

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

Responsibilities for Preventing Harassment It is the responsibility of LEAD Southeast to:

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

It is the responsibility of the student to:

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

It is the responsibility of the parent/guardian to:

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

Complaint filing and investigation procedures for harassment claims

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

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

Zero Tolerance Policy

LEAD Southeast follows the Metropolitan Nashville Public Schools' policy on zero tolerance concerning offenses that include firearms, assault, drugs, and explosives. Under MNPS policy,

students incurring a zero-tolerance infraction are subject to expulsion. In addition to MNPS policy, LEAD Southeast reserves the right to place on probation or dismiss students for violations including but not limited to alcohol, sexual activity, tobacco, theft, fighting, bullying and harassment or all types, and any other egregious infraction as determined by the LEAD Southeast administration.

Gang Activity

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

Bills

Students can accrue financial bills during the year in various ways: lost books, lost textbooks, lost or damaged laptop computer, damage to school property, and athletic equipment and uniforms. A record of these bills is kept in the Main Office. Students are expected to pay their bills promptly. Students 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. Students may not receive report cards or transcripts throughout the year until all outstanding bills are settled.

Child Abuse Reporting

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

Confidentiality Policy

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

Photographing and Filming Students

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

*****Please return media release form located on School Mint. *****

Forged Notes

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

Public Displays of Affection

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

Use of Tobacco

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

Health Services

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

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

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

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

Medication

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

All prescription and non-prescription medication will be kept in a locked cabinet, with the exception of inhalers for asthma.

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

All medication to be administered requires:

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

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

Emergency Contact Form

At the beginning of each academic year, the parent(s)/guardian(s) of each student enrolled at LEAD Southeast must fill out an information sheet, providing such information as contact numbers for the parent(s)/guardian(s), allergies that the student has, and who to contact in case of an emergency. All persons listed on the "Emergency Contact Form" must be able to make decisions regarding the child if the school is unable to contact the parent at any of the numbers provided. The listed persons are also

able to check out the student provided he or she has the appropriate identification. Since these people can 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, to provide optimal care to your child during a crisis.

Immunization Requirements

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

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

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

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

Hallway Transitions

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

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

Property

School Property

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

Student Property

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

Parents and students are advised that it is a violation of school code to use portable communication devices (such as, but not limited to, cellular phones, recorders, etc.) during school hours. Electronic devices that can access 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 School Director.

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 School Director.

Student 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.

Lost and Found

Items that have been found should be returned to the Office Manager. Students who have lost an item at school may come to the Office during a break or before or after school to check for lost items.

Theft

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

Search and Seizure

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

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

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

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

Birthday & Holiday Celebrations

Parents are highly encouraged NOT to send flowers, balloons and other items for celebration to students during the school day. If they are delivered, all items will be kept in the office until the end of the school day. Celebratory items could be deemed distracting and kept in the office until the conclusion of the day.

School Phones

The office phone is reserved for school business purposes. Students will not be called out of class to receive telephone calls. Emergency messages will be delivered to students in their classes. Students will only be allowed to use the phone in the office during school hours only if they have permission from the School Director or other administrator.

If parents need to communicate with their student, a message will be taken by an office staff member and given to the student. LEAD Southeast 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.

Student Cars

Students are permitted to drive their own cars to school only if they have a valid Tennessee driver's license, proof of insurance and written permission from a parent. Copies of student licenses, insurance and parent permission must be on file in the school's Main Office. Students are not permitted to park in faculty parking lots. Street parking is the only available option and spots are never guaranteed.

Transportation

Students should be aware that all the rules contained in this Handbook are applicable to their conduct and actions while riding LEAD Southeast provided transportation. At all times, students are expected to:

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

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 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 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 2:00 pm.**

To request a DAILY dismissal change, you must:

- 1) Call the school main office ***prior to 1:00 pm. and leave a message on the "dismissal change" extension of the main office phone.*** Leaving a voice message is a sufficient way to make a bus change; you do not need to reach someone in person. The office is a busy place in the morning and office staff will not be able to answer each of these calls.
- 2) Your bus change is only confirmed once you have received a reply from the main office.
- 3) **Texts, emails and calls to any teachers or other administrators WILL NOT result in a dismissal change!**

- 4) **YOU MAY NEVER PICK UP A STUDENT FROM THE SIDEWALK OR THE BUS. If you did not make a dismissal change in time, then you MUST pick your student up from a bus stop on their route.** Your student's safety is our number one concern and priority. When families attempt to pick students up from the bus or sidewalk directly, this can lead to confusion as to the student's location, an inability for staff to properly check and verify identifications and lastly can jeopardize the safety of the other students who are being dismissed at that time.

Updated Information:

Grayline 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 text or call informing families. If there is a major delay resulting from any trouble on the bus, we will send a text or call informing families, however minor delays because 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 the following contacts: In the morning, 931-401-7874. In the afternoon, 615-804-0624.

Bus Management and Consequences

Student Behavior Expectations:

Our busses 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.

If a monitor is present, they 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:

- o Help in emergency situations
- o Ensure students get off on the correct stop
- o Ensure students follow all safety guidelines
- o Report any problems to the school

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

Examples of Unacceptable Behavior
<ul style="list-style-type: none">● Play-fighting● Fighting● Threats● Throwing objects anywhere near driver● Eating on the bus● Touching another student● Getting out of seat before the stop● Using unkind words● Tossing objects● Turning around in seat● Sticking any body part outside of a bus window● Not following directions, the first time● Standing up on the bus while it is in motion● Leaning over students● Loud voice● Kicking seat● Inappropriate language● Technology use: 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, school notification and parent notification.

Third Incident:

- One-day suspension from the bus; Parent/Guardian conference with administrator when student is brought to school

Fourth Incident:

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

Fifth Incident:

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

Sixth Incident:

- Loss of bus privileges for the rest of the year

**severity of incident could result in greater consequence*

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

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

If a student is suspended off the bus, it is the parent's responsibility to get the student to and from 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.

Students 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 students on the bus.

Violations of any of these rules may lead to suspension from the bus or loss of bus privileges. Repeated violations may result in suspension from school and expulsion.

Students are encouraged to appreciate and take full advantage of the free transportation provided by LEAD Southeast. This transportation, however, is a PRIVILEGE, not a right! This privilege will be taken away if any student chooses to abuse it. With written parent permission, students may choose to

stay for after school tutorials, study hall, or extra-curricular activities, but parents must provide transportation home.

Bus Fare

All students are provided with a bus pass that can be used on all MTA transportation, regardless of time of day.

Special Education Services

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

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

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

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

Section 504

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

Technology Acceptable Use Policy

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

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

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

2. Definitions.

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

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

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

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

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

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

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

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

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

b. Expectation of Privacy. All MNPS technology resources, and all information process by, created on, or transmitted through MNPS technology resources are subject to the provisions of applicable Public

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

c. Monitoring and Reporting Alleged Policy Violations.

1) System administrators will not routinely monitor user Internet, online services and e-mail activities and will take reasonable precautions to protect user privacy.

However, LEAD and MNPS may monitor a user's Internet, online services and/or e-mail activity when there is a legitimate business or technical need to do so.

Circumstances that would warrant this level of access or monitoring include, but are not limited to:

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

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

d. Data Security. Users should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed and/or stored by third parties, even if these communications occur on LEAD and MNPS owned systems or on LEAD and MNPS owned networks. Electronic communications are also retrievable after the user has deleted

them from his/her system. It is best practice to not to store personal confidential information on a district resource.

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

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

g. Enforcement of External Laws and Policies.

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

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

Tennessee Open Records Act governs contents of e-mail and network communications; therefore, proper authorities will be given access to their content.

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

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

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

2) Accessing or transmission of threatening, offensive or harassing information (text or images) which contains defamatory, abusive, obscene, pornographic, profane, sexually oriented, racially offensive, or

otherwise biased, discriminatory or illegal materials shall be strictly prohibited.

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

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

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

6) Use of “system” or “administrative” passwords are prohibited by unauthorized individuals.

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

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

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

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

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

12) Gaining unauthorized access anywhere on the network.

13) Revealing the home address or phone number of one’s self or another person.

14) Invading the privacy of other individuals.

15) Using another user’s account, password, or ID card or allowing another user to access student’s personal account, password, or ID.

16) Coaching, helping, observing, or joining any unauthorized activity on the network.

17) Posting anonymous messages or unlawful information on the system.

18) Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, slanderous, or encourage the cyber bullying of school students or staff

19) Falsifying permission, authorization, or identification documents.

20) Obtaining copies of or modifying files, data, or passwords belonging to other users on the network.

21) Knowingly placing a computer virus on a computer or network

22) Network and E-Mail Etiquette

a. Be polite.

b. Use appropriate language and appropriate keying etiquette (Example: using all caps is considered yelling).

c. Do not reveal personal data (picture of yourself, home address, phone number, phone number of other people, picture of others).

d. Remember that the other users of the school's computer online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

e. Users should be polite when forwarding e-mail. The intent of forwarding email should be on a need-to-know basis.

f. The distribution of chain letters, spam, advertisements and unauthorized solicitations is unacceptable and forbidden.

g. E-mail should be used for educational or administrative purposes only.

h. E-mail transmissions, stored data, transmitted data, or any other use of the District's computer online services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

i. All e-mail and all e-mail contents are property of the District.

j. Disclaimer of Liability

1) MNPS and LEAD make no warranties of any kind, either express or implied, that the functions or the services provided by, or through, the MNPS network will be error-free or without defect. MNPS

will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruption of services.

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

3) MNPS nor LEAD will not be responsible for financial obligations incurred or arising through the use of the system by employees.

4) MNPS nor LEAD is not responsible for the communications of individuals utilizing the school network.

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

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

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

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

c. Use of Personal Technology and Social Media. Personal web logging, blogging, tweeting, texting and personal usage of social media sites (such as, but not limited to, MySpace and Facebook) is not permitted without the express approval of the

instructional staff for the course(s) in which a student is enrolled. Further, students are prohibited from posting, using MNPS resources to any internet site outside the official Metro Nashville Public Schools network, or through any electronic media, any material that identifies students or provides any information that would be considered confidential according to the Family Education Rights and Privacy Act (FERPA).

d. Expectations for Use

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

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

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

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

e. Consequences for Misuse

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

Complaint Procedure for Parents

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

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

A. STEP NO. 1 – DIRECT CONVERSATION

If a parent has a disagreement or misunderstanding with an instructor, the parent should address the concern to the specific instructor directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than five (5)

school days after the instructor has been notified of the concern (subject to change by 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 always.

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 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. 5-EXECUTIVE SESSION

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

E. DISPOSITIONS

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

F. REPEAT CONCERNS

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

