



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

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# Welcome to LEAD Academy

Dear Students and Families,

Welcome to the 2018-19 school year at LEAD Academy High School. This year we will continue our mission to ensure that students gain the tools necessary to succeed in ways they may have never imagined. Our goal is to prepare students for college and career by empowering them with the necessary character and academic skills. The faculty and staff here at LEAD Academy 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. 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.

We are partners in our 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. The more you are here, the better we 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.

Yours in service,

Nic Frank  
School Director

### ***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 classrooms 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.

# LEAD Public Schools District Calendar 2018 - 2019

Updated: 2-28-2018

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

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

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

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

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

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

Grading Periods	
First Quarter	8/7/18 - 10/5/18 (42 days)
Second Quarter	10/8/18 - 12/21/18 (45 days)
Third quarter	1/8/19 - 3/8/19 (42 days)
Fourth Quarter	3/18/19 - 5/23/19 (48 days)

Important Dates	
7/10 - 7/11	LEADership Training
7/11 - 7/12	New Employee Orientation
7/16 - 7/18	Curriculum Institute Year 1 Teachers
7/16 - 7/18	Culture Institute
7/19	Reading Intervention Training
7/19	CPI Training
7/23	Network Kick Off
7/23 - 8/3	School Based Professional Development
8/7	Students report for first day of school
8/31	School Based Professional Development (no students, 1pm for staff)
9/3	Labor Day Holiday (no students)
9/7	Progress Reports Issued
10/12	Network Professional Development (no students)
10/15 - 10/19	Fall Break (no students)
10/23	Report Cards Issued
11/6	Parent Teacher Conference Day (no students)
11/12	Veterans Day Observance (no students)
11/21-11/23	Thanksgiving Holiday (no students)
12/17-12/20	Half day for exams, grades 9-12
12/21	Half day for all students
12/24-1/4	Winter Holidays
1/7	School Based Professional Development (no students)
1/9	Report Cards Issued
1/21	MLK Holiday (no students)
2/8	Progress Reports Issued
2/18	School Based Professional Development (no students)
3/8	Parent Teacher Conference Day (half day for students)
3/11-3/15	Spring Break (no students)
3/19	Report Cards Issued
4/18	Progress Reports Issued
4/19	Spring Holiday (no students)
5/7	Half day for students, Senior Signing Day
5/20-5/22	Half day for exams, grades 9-12
5/23	Half day for all students (last day for students)
5/24	Last Day for Teachers



Potential Snow Days: MAY 28, 29, 30, 31

### Color Codes

- Teacher PD Day
- Non-instructional Day: Students Out of School
- Half Day for All Students
- Instructional Day: Students in School
- Half Day for HS Students Only

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

February 2019						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

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

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

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

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

Days Count		
	LEAD	MNPS
Instruction		
Staff Developm		

## Academic Calendar 2018-2019

<b>August 2017</b>	7	First day of school; Beginning of 1st Quarter
	28	Progress Report
<b>September</b>	11	Progress Report
	12	PreACT (all Freshmen and Sophomores)
	12	Practice ACT (all Juniors)
	13	Open House
	25	Progress Report
	26	College Trip Day
<b>October</b>	2	Senior ACT Retake (all Seniors - either October 3 or 17)
	8	Beginning of 2nd Quarter
	25	PSAT (select Sophomores and Juniors)
	23	Report Cards Issued
	30	Progress Report
<b>November</b>	5-19	Network Interim Assessment Round 1
	13	Progress Report
	28	College Trip Day
<b>December</b>	4	Progress Report
	17-21	Semester 1 Final Exams
	21	End of 2nd Quarter
<b>January 2018</b>	8	Beginning of 3rd Quarter
	15	Report Cards Issued
	29	Progress Report
	31	Practice ACT (all Juniors)
<b>February</b>	13	Network Interim Assessment Round 2 (window opens)
	19	Progress Report
	19	ACCESS Testing Window (all ELstudents)
	28	College Trip Day
<b>March</b>	5	Progress Report
	5	ACCESS Testing Window (all EL students)
	8	End of 3rd Quarter
	18	Beginning of 4th Quarter
	18	MSAA/TCAP Alt. (Window opens)
<b>April</b>	2	State ACT Test (All Juniors)
	9	Progress Report
	19	ACCESS Window Closes
	22	TNReady EOC Exam Window (opens)
	30	Progress Report
<b>May</b>	1-4	TNReady EOC Exam Window (continued)
	10	TNReady EOC Exam Window (closes)
	7-18	AP Exam Testing Window (5/8 - AP Lit, 5/9 - Chem, 5/10 - APUSH, 5/14 - AP Calc AB, 5/14 - AP Human Geo, 5/15 - AP Lang, )
	TBD	Senior Signing Day and Graduation
	15	Progress Report
	17-23	Spring Final Exams
	23	Last day for students; End of 4th Quarter



## Faculty and Staff Contacts

### Administration and Support Staff

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### Teachers

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# Section I: Mission & Values

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## ***Mission Statement***

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

## ***Vision***

At LEAD Academy High School we will do “Whatever it Takes” to get 100% of our students accepted to a 4 year college or university.

## ***Values***

In order to accomplish this goal and to create a learning environment that supports it, we believe deeply in a set of core values:

- All students can succeed
- Relationships drive excellence
- LEADers are learners

Our staff commit to the Core Values and we believe that with this commitment, anything is possible for our students and families.

## ***LEAD Academy 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***

- **Blackboard**
  - Receive an automated newsletters, emails, texts and phone calls from the school when important information needs to be delivered. Parents will be automatically enrolled using current contact info.
- **Kickboard**
  - Online behavior tracking system. 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 Academy 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 chaperones are needed for prom and other social events. When space allows, parents may be invited to help chaperone 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.

## ***Parent LEADership Council***

The Parent LEADership Council is an administrator lead and parent run meeting that takes place once a month to help plan, develop, and facilitate activities for the students. This is a great opportunity for parents to meet each other and create contacts. Parents are encouraged to give feedback about what is working well with their children and what are areas that can be improved upon. Parent feedback is highly valued and has helped shape some of our systems.

## ***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 schedule a meeting by emailing the specific teacher. 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 any and all mailings will be received without delay or interruption. Additionally, it is vital that all numbers and emergency contact information remain current so as to provide optimal care during a crisis. Parents are highly encouraged to provide their email accounts for quick and timely communication with the school.

## **Section III: Unique Programs & Services**

### ***Athletics***

Participating in sports for LEAD Academy 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.

### ***Clubs***

LEAD Academy offers clubs during and after school. Adults are there to act as the advising figure to maintain the function of the club. Clubs that will be offered at LEAD include: Tech Club, Debate, Step Team, Dance Team, Beats, and Youth in Government.

### ***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 a High School Course Plan beginning in the 9<sup>th</sup> grade and review it each semester.

### ***College Trips***

College trips are an integral part of the LEAD Academy 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 behavioral 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. Any absences on college trip days will be considered unexcused absences.

### ***Crew***

Crew is an essential part of the LEAD Academy academic. 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. Students receive Crew grades once per quarter as part of their Seminar grade.

### ***School-Sponsored Activities***

LEAD Academy 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 Academy 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. Additional student leadership

opportunities include tutoring students in other LEAD Public Schools, participating in Model UN and Youth in Government, participating in debate club and competitions, and participating in summer internships in the community and on college campuses.

## **Section IV: Academics at LEAD Academy**

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

### ***Academic Integrity***

LEAD Academy'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 Academy students are expected to deny all requests to copy from their own work. Students who violate the school's honor code will receive demerits and lose academic points.

### ***Commitment to Excellence***

LEAD Academy 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 Academy 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 every Monday, Tuesday and Thursday from 3:15-4:15 p.m. Students who stay after school for tutoring must have transportation home. In addition, special Saturday tutoring sessions will be held in preparation for TNReady assessments and End of Course exams.

### ***MTSS***

The State of Tennessee has mandated that all Tennessee schools design a three-tiered plan to facilitate the success of all students. The State plan is called Multi-Tiered System of Support (MTSS). Schools are given the autonomy to design the interventions and instructions. The LEAD Academy MTSS model addresses academics in the 2018-19 school year.

Identification and intervention are critical factors for maximum achievement and mastery for all students. The LEAD Academy High School MTSS model is a fluid system monitored first by the classroom teacher and the MTSS Team. Students matriculate between tiers based on data points concerning the student's academic data, attendance and/or behavior.

**MTSS Team- School Director, AP of Instruction, Data and Assessment Coordinator, Exceptional Education Coordinator, Instructional Coaches, and Interventionists**

**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, MAP, and TNReady.

**Tier II**- Tier II instruction takes place in an additional block of Math and/or English. LEAD uses Read 180 and System 44 for ELA and Essentials of Algebra for Math. Placement into Tier II is based on an examination of LEAD's Early Warning System. Progress in this tier is monitored by Fastbridge Learning Assessments.

**Tier III** -- Tier III instruction takes place in an additional block of Math and/or English. LEAD uses Read 180 and System 44 for ELA and Essentials of Algebra for Math. Placement into Tier III is based on an examination of LEAD's Early Warning System. Progress in this tier is monitored by Fastbridge Learning Assessments.

### ***Retention***

LEAD Academy High School does not retain students. All high school students in Davidson County are part of a graduation cohort (determined by the year they enter high school) that must graduate in 4 years, therefore students move up a grade each year in high school. However, students will be required to repeat specific classes they failed especially if they are required for graduation. LEAD Academy High School neither offers nor accepts credit recovery of any kind. Notices of Academic Concern will be sent home before the end of the first semester. 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 Academy 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, Social Studies, and Seminar. We also place a strong emphasis on World Language and the Arts.

### ***Service***

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

### **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 Academy 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 Academy. The LEAD curriculum is designed to provide a more rigorous program for college-bound students. LEAD Academy students are eligible to earn the Regular High School Diploma/University Path as outlined by Metro Nashville Public Schools. **LEAD Academy High School neither offers nor accepts credit recovery of any kind.**

#### **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 and 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 Academy 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.

LEAD Academy Advanced Placement (AP) courses will be awarded five additional points in compliance with Tennessee State law. In computing numerical grades, five points (5) shall be added to each nine



weeks grade and the exam grade (not the semester average) for each AP course. Courses designated as “Honors” will be awarded three (3) additional percentage points. In computing numerical grades for Honors courses, three (3) additional points shall be added to each nine weeks grade and the exam grade (not the semester average).

**Honor Roll**

**High Honor Roll:** 93 minimum average with no mark below 85

**Honor Roll:** 88 minimum average with no mark below 80

**Report Cards and Progress Reports**

Progress reports are distributed every two 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 and the grade level chair. 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 promoted to the next grade.

**Criteria for Earning Credit**

To be awarded credit students must meet the following criteria:

- Satisfactory attendance
- 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.)

**Assessments**

LEAD Academy 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"> <li>● Integrated I/II/III</li> <li>● English I/II/III</li> <li>● Biology, Chemistry</li> <li>● US History</li> </ul>	All students registered in the named courses
ACT	All 11th graders
PreACT	All 9th and 10th graders
AP Exams (Calculus AB, English Literature, Language, Human Geography, Psychology, History, Chemistry)	All students registered in the named courses

**Senior Exam Exemption**

Seniors are exempt from second-semester exams if they have a 90 average or above for second semester, and at least one quarter (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> quarter) grade of 93 or above.

## **Student Absence Work Policy**

- If a student is absent:
  - It is the student's responsibility to collect any retake work from the days missed.
  - **Work must be made up within one week of the student's return to school for credit.**
    - Excused absences
      - Students will receive full credit for work turned in within one week of the absence.
    - Unexcused absences
      - Students can earn partial credit (up to 50%) on all homework and classwork.
      - Students can retake minor and major assessments for full credit.
    - Suspensions
      - Students are not allowed to make up homework and classwork assignments. However, they should be encouraged to learn the content they are missing.
      - Students can retake minor and major assessments for full credit.
    - Extended absences
      - New enrollee
        - Grading starts when student arrives at LEAD
      - Planned extended absences (ex: out of country)
        - Complete all major and minor assessments by the end of the semester
        - Semester exams should be made up by semester
      - Unplanned extended absences
        - Students will make up major and minor assessments. The quantity of work to be made up will be determined by the DOI and GLC, and the DOI will communicate the plan to the team of teachers (with the support of GLCs).
- Process for Getting Missed Work:
  - Email teacher for missing work while absent or immediately upon return. Ask for a time to pick it up (Study Hall, Tutoring).
    - Teacher needs to respond promptly to email and have the work ready for students.
    - Appropriate times for getting work are study hall (with a pass) and tutoring.
  - Unexcused/Excused absences will be reported regularly in order to inform teachers of how to proceed
  - If a student is suspended:
    - Admin will remind parent of make up work policy during suspension conferences.
    - Admin will email teachers of student suspended with time of suspension after suspension conference.
  - To keep students from simply copying late/makeup work, please empty turn in baskets at the end of each class.
  - IEP/504 students will receive accommodations as noted in their individual plans.

# Section V: Behavior at LEAD Academy

## **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 Academy standards of conduct and behavior are in jeopardy of not being able to continue at the school.

## **Successful Students:**

1. Attend school daily. Arrive on time and remain at school for the entire day.
2. Respect all members of the LEAD Academy 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 Academy 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.

## **Incentives**

Merits are used to celebrate character development. Students earn merits when they exceed expectations. LEAD is committed to providing rewarding opportunities to merit recipients throughout the year. Students begin each week with 25 merits. Our week runs Thursday-Wednesday in order to provide students with weekly incentive opportunities. Students can earn +5 merits for meeting and/or exceeding expectations throughout the quarter (no tardies, perfect attendance, etc.).

## **Merits:**

Three Merits (+3)	Five Merits (+5)
Courageous	Above & Beyond
Self Reliant	
Discipline	Ten Merits (+10)
Committed	Above & Beyond
Serving Others	

## **Joy Factor**

At LEAD Academy High School, we believe that a positive and joyful environment contributes to the overall success of the school. We seek to acknowledge the positive accomplishments of our students

(grades, merits, sports) as well as come together as a community in celebration of our shared success and challenges. Examples of school and community joy include:

- Community Gatherings
- Pep Rallies
- Merit Store
- College Application Party
- Jeans Day
- Quarterly Awards Ceremonies
- Monthly Joy (Merit Mash, Movie Event, etc.)

**Discipline**

LEAD Academy High School students are expected to conduct themselves at all times and at all events in a way that exemplifies the school's Ethos of courage, service, discipline, self-reliance, and commitment. Students who choose not to live up to LEAD behavioral expectations will be held accountable for their choices by receiving demerits. Once a student earns -3 demerits in a day, he/she will be required to attend lunch detention the following day. Students earning more than 10 demerits during a week will be placed on the No Extracurricular List. Students accumulating multiple demerits will be placed on a behavior contract for a designated time. Students who fail to comply with their behavior contract may be suspended from LEAD Academy High School. Students who continue to accumulate demerits are in jeopardy of being expelled from LEAD Academy High School.

**Demerits:**

Teacher Demerit (-3)	Student Support Team (-5)	Office Demerit (-3)
Disrespect to a student <ul style="list-style-type: none"> <li>- Profanity/ Inappropriate Language</li> <li>- Name calling or using put downs</li> </ul>	Bullying/ Harassment <ul style="list-style-type: none"> <li>- Verbal or online</li> <li>- Zero tolerance</li> </ul>	Tardy to School <ul style="list-style-type: none"> <li>- Students arriving past 7:45 will be issued a tardy to school demerit in the front office</li> </ul>
Disrespect to an adult <ul style="list-style-type: none"> <li>- Profanity/ Inappropriate Language</li> <li>- Refusing to respond</li> <li>- Walking away</li> </ul>	Fighting <ul style="list-style-type: none"> <li>- Physical assault of other student</li> <li>- Zero tolerance</li> </ul>	
Disrespect to community <ul style="list-style-type: none"> <li>- Littering</li> <li>- Eating or drinking in class</li> <li>- Cheating/ Plagiarism/ Lying</li> <li>- Vandalism/ Destruction</li> <li>- Sleeping in Class</li> </ul>	Leaving Campus <ul style="list-style-type: none"> <li>- Leaving campus without permission.</li> <li>- Zero tolerance</li> </ul>	
Disruption <ul style="list-style-type: none"> <li>- Off task to distract others</li> <li>- Tardy to class</li> <li>- Throwing objects</li> <li>- Horseplay</li> </ul>	Extreme Unprofessionalism <ul style="list-style-type: none"> <li>- Excessive disruption or disrespect</li> <li>- Zero tolerance</li> </ul>	
Failure to Comply <ul style="list-style-type: none"> <li>- Repeatedly refusing to follow a specific direction</li> <li>- Improper use of Technology</li> </ul>	Leaving Class <ul style="list-style-type: none"> <li>- Student was skipping</li> <li>- Student left class or ISR without permission</li> </ul>	

<ul style="list-style-type: none"> <li>- Sleeping in Class</li> <li>- Uniform</li> <li>- Student left class without permission</li> <li>- Being somewhere without permission</li> </ul>		
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***Lunch Detention***

Lunch detention will be held daily during each lunch period. A student earns lunch detention when they receive a -3 or more demerits on the previous school day. Students will serve lunch detention during their assigned lunch.

***Lunch Detention Expectations***

- Students will serve lunch detention in silence unless otherwise specified.
- Students are expected to read or do homework.
- Students are not permitted to sleep.
- Students must refrain from any communication, including passing notes.
- Students must bring all materials with them to detention. They will not be permitted to leave once they arrive.
- Laptops, phones, or any electronic device may not be used in detention.
- Failure to follow lunch detention expectations may result in after school detention or suspension

***No Extracurricular List***

When a student earns 10 or more demerits in a week from Monday - Friday, he/she will be placed on the No Extracurricular List for the following week, which will prevent the student or the student athlete from participating in any athletic contests or any school day club for the week they are on the list.

## **Section VI: School Policies**

***Admissions Policy***

LEAD Academy 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 Academy students.

- **Students with 10 or more consecutive unexcused absences are in jeopardy of being dropped from LEAD Academy.**
- **Students with 9 or more individual class absences in a semester are at risk of being dropped from the course and losing credit.**
- **Students with 5 or more unexcused absences will be referred to the MNPS truancy office.**

**Chronic Absence:** A student is considered chronically absent if they miss 10 percent or more of the instructional days he/she is enrolled. This includes all absences (excused, unexcused, or due to suspension). Research shows that students who miss more than 10 percent of school days are far less likely to graduate on time. The following steps will be taken as a student accumulates absences (excused and unexcused):

1. Each absence = All call from the school notifying parent of student absence
2. 3 cumulative absences or 2 consecutive absences = parent phone call
3. 5 absences = mandatory parent meeting

### ***Excused Absences***

LEAD Academy defines excused absences as those due to one or more of the following:

- Personal Illness
- Family Emergency
- Medical/Dental, including appointments
- Bereavement/Funeral (up to 3 days)
- School-sanctioned activities
- Religious observances
- Absences related to the legal system
- Head lice (up to 3 days per infestation)
- Deployment of a parent/guardian serving in the military (1 day for deployment; 1 day for return; and up to 10 days when the service member is on temporary leave at home)
- Other reasons requested in writing in advance by the parent/guardian and considered legitimate by principal or designee.

All of these listed absences require written documentation signed by the parent/guardian upon student's return to school. A doctor's note is also acceptable when appropriate.

A student will be given the opportunity to make up work missed due to an excused 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.

### ***Extended Absences***

If a student anticipates an extended absence, the parent/guardian must notify the school as to the reason for the absence and the dates out of school. Arrangements will be made for the student to make up all work missed for excused absences. Please note that absences have a detrimental effect on a student's accomplishments and progress, 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.

### ***Unexcused Absences***

An absence from school is unexcused if it does not meet the criteria for an excused absence. A student whose absences are unexcused will only be able to earn partial credit (up to 50%) on all homework and classwork. All absent students, excused or unexcused, can complete major and minor assessments for full credit.

Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, or car problem is not a valid excuse for an absence. The school will take into account

extenuating circumstances before applying any disciplinary action. Punctual transportation to and from school is both the student's and parent's responsibility.

### ***Truancy***

Truancy is a major violation of LEAD Academy 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 following steps will be taken for truant students.

1. 3 unexcused absences = parent phone call
2. 5 unexcused absences = Parent meeting, truancy paperwork filed
3. More than 5 unexcused absences = truancy paperwork filed

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. **If tardiness to school results in full class period absence(s), these full class period absences, if 9 or more, can result in the student being at risk of being dropped from the course and losing credit.** A student will receive a demerit each day that he/she is tardy to school.

1. Each tardy = All call from the school to notify the parent.
2. 2 tardies in a week = parent phone call
3. More than 5 tardies = parent meeting
4. Excessive tardies can lead to a student being dropped from a class and losing credit.

### ***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.

### ***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 Academy student. Only pre-approved representatives will be permitted to sign out a LEAD Academy 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 4:00pm unless prior permission to remain on campus after this time has been granted by a LEAD Academy 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, 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 Academy 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 and complete the necessary paperwork in the LAHS main office. Upon completion of the withdrawal sheet, all fees and fines must be paid and all school-owned materials returned in appropriate condition. LEAD Academy reserves the right to hold all student records until all fees and fines have been paid.

### ***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 during breakfast or lunch. Students will not be permitted to leave class to use the microwave or go to the refrigerator. Healthy snacks such as fruit or granola bars and drinks such as water or juice are highly encouraged. Candy bars and soda are prohibited. Students are not permitted to bring food or drink (coffee drinks, etc.) into crew or class in the morning.



## Uniform Expectations

LEAD Academy 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 in on the school grounds. **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 and will receive zeroes for missing work.**

1. **Uniforms unite us as a community.** When you look at a group of students in the LEAD Academy uniform, it is a powerful visual statement of our community. Students make a commitment that when they put on the LEAD Academy 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, students 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 shirts tucked into their pants. The students come mentally prepared for school and "dressed for work."

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

Acceptable Uniform	Unacceptable Uniform
Closed-Toe Shoes	Open-Toe shoes, house shoes, flip flops
Khakis/Navy Pants	Black Pants
Khakis/Navy Skirt (Within 2" of the knee)	Shorts
<a href="#">LEAD Polo</a> (green or blue)	LEAD T-Shirts (acceptable Friday)
<a href="#">LEAD Outerwear</a> (must wear polo underneath if zips)	Jeans
College Outerwear	Hats/Bandanas
Student Earned- Ethos T-Shirts	
Seniors Only- LEAD T-Shirts	
Seniors Only- Senior T-Shirt	

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 2 inches 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 bandanas may be worn inside the school.

### **Professional Dress**

On occasion, students will be allowed to wear dress/professional attire. These include:

#### **Girls:**

- Dress slacks or skirts and blouses tucked in (no shorter than 2 inches above knee). No cargo pants.
- Dresses that are modest in design and fabric (no shorter than 2 inches 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

#### **Boys:**

- 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

### **Jeans Day**

When students earn jeans day, they are permitted to wear any color jeans. Distressed jeans are allowed if holes are not located in inappropriate areas. It is up to the Student Support Team's discretion on what is appropriate for school.. Only college t-shirts, LEAD t-shirts or LEAD polos may be worn with jeans.

**NOTE:** Uniforms and dress attire should always be neat and clean. Skirts and pants must be hemmed. High School students are expected to follow all dress and grooming expectations. Jewelry such as spiked collars, bracelets, and linked chains (for wallets or necklaces) are prohibited. If students are not sure their outfits adhere to school policy then they should NOT wear it.

Uniforms must be properly worn throughout the school day and whenever on campus. This means a student must keep his/her shirts tucked in and maintain a neat, clean appearance before, during, and after school.

### **Cell Phones**

Students may have their cell phones with them during the school day as long as they keep them turned off and out of sight. Acceptable times to use a cell phone is during breakfast, lunch, and transitions between classes. Taking video of other students is not permitted. Phone calls should not be made during transitions. Students who use their phones during the school day without permission will be asked to put it away and receive lunch detention the following day. If it is out a second time the phone will be taken and kept in the safe until the end of the school day. Unauthorized use of a cell phone during a test or exam could result in a student losing all or partial credit on the assignment. 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. It is considered on campus as soon as a student gets on the bus or steps inside the school. Leaving campus without permission is a suspendable offense. 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 Academy School 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 Academy'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 Academy 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 itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Those found to have filed false or frivolous charges would also be subject to disciplinary action, up to and including expulsion.

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

#### ***Verbal Bullying and/or Harassment***

Any written or verbal language or physical gesture directed at a teacher or 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 Academy 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 Academy 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 Academy 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 Academy and may include intervention on the part of the local, state, or federal law enforcement.

### ***Consensual Sexual Behavior***

Students engaging in any type of consensual sexual behavior on campus grounds are subject to dismissal from LEAD Academy High School.

### ***Zero Tolerance Policy***

LEAD Academy 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 Academy 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 Academy administration.

### ***Gang Activity***

LEAD Academy does not tolerate gang activity in any way. Examples of gang activity include for are not limited to: signs, drawings, nicknames, 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 library 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, without constant reminders. 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 Academy 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 at the back of the handbook.\*\*\***

### ***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.

### ***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 Academy promotes and maintains a smoke-free environment. All LEAD Academy 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 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 she/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.

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 so as to provide optimal care for your son or daughter during a crisis.

### Medication

Every effort should be made by the parent/guardian to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent/guardian that the 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 Academy 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 are able to take the actions listed above, everyone listed on the "Emergency Contact Form" must be at least 18 years of age. A copy of the "Emergency Contact Form" can be obtained from the office. It is imperative that this information be updated as needed, so as to provide optimal care to your child during a crisis.

### Immunization Requirements

All 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 Academy 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 Academy 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.

Electronic devices that are capable of accessing servers are not permitted on campus. Items will be confiscated and appropriate disciplinary action will be taken. Confiscated items will only be returned to the parent or guardian once they have come to school and met with the 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.

### ***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 Academy strongly encourages parents and guardians to communicate all relevant information regarding transportation arrangements before the school day begins. Cell phones are only able to be in use during certain designated times of the day so your child may not always be accessible.

### ***Student Cars***

Students are permitted to drive their own cars to school only if they have a valid Tennessee driver’s license and proof of insurance. Students are not permitted to park in faculty parking lots. Street parking is the only available option and spots are not guaranteed.

### ***Transportation***

Students should be aware that all of the rules contained in this Handbook are applicable to their conduct and actions while riding LEAD Academy-provided transportation. At all times, students are expected adhere to the policies outlined in this document.

## **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 particular traffic or important conversations that might occur between bus drivers and families. Please, be on time to your stop. **Buses CANNOT wait for you if you are not at the stop.** Please do NOT ask the bus to wait for you out of courtesy and respect to the other families as this delays bus arrival times at later stops along the route.

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

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

### **Daily or Short-Term Dismissal Changes:**

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

To request a DAILY dismissal change, you must:

- 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:**

Gray Line and our staff rely heavily on information that you provide. Please make sure the school has the most up-to-date contact information for you.

Also, please reach out to the Main Office to notify us if you need to make permanent changes to a student's dismissal plan or make updates to the family release information.

**Communication:**

Unfortunately we cannot always communicate bus delays to families. If we know that a bus left the depot (in the AM) or the school (in the PM) late, we will send a call informing families. If there is a major delay resulting from any trouble on the bus, we will send a call informing families, however minor delays as a result of traffic and weather conditions cannot always be communicated. Additionally our call system can take up to 30 minutes to send, so the timeliness of the calls is not always reliable.

In the afternoon, you can contact the school directly if you have a concern or an issue. Please do not contact the school or school personnel in the morning, they will be unable to assist you. If you would like to file a complaint about a bus or have a question about bus location, you may contact:

**615-403-3191 (Contact -Terry)**

## Bus Management and Consequences

### Student Behavior Expectations:

Our buses are staffed with a bus driver and at times a bus monitor.

A driver's primary objective is to transport your child to and from school safely.

Our monitors are on the bus to provide support to the student riders and to the driver. However, **the monitors are not certified teachers** and thus their primary role is as follows:

- 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

- 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 and parent notification.

**Third Incident:**

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

**Fourth Incident:**

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

**Fifth Incident:**

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

**Sixth Incident:**

- Loss of bus privileges for the rest of the year

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

Fighting Making threatening remarks Damaging a school bus (student may also be fined)	Use of profanity Disrespectful behavior toward driver/students Possession of weapons, drugs or alcohol
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**If a student is suspended off the bus, it is the parent's responsibility to get their child to school. LEAD Public Schools must continue to follow our attendance policy and Tennessee law if a child misses school. An absence due to bus suspension will be an unexcused absence.**

**Family Expectations:**

Because it is our responsibility to ensure that students and staff get home every day in a safe manner, we will strictly adhere to all of the above policies and procedures. Failure for families to adhere to these policies will also result in consequences including suspension of bus privileges.

**Bus Fare**

LEAD Academy does not provide bus fare to students riding the MTA.

## **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 Academy 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 Academy 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 Academy 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 Academy has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students.

### ***Technology Acceptable Use Policy***

LEAD Academy High School complies with the MNPS Technology Acceptable Use Policy. LEAD Academy 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 Academy 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 defines 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 Website. 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 email 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 is 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 encouraging the cyberbullying 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 Email 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 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) Neither MNPS nor LEAD will be responsible for financial obligations incurred or arising through the use of the system by employees.

4) Neither MNPS nor LEAD is 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 mutual agreement). The parent should calmly and respectfully request such a meeting both verbally and in writing.

**B. STEP NO. 2 – FACT AND POSSIBLE RESOLUTION**

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

**C. STEP NO. 3 – FORMAL PROCESS**

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

#### D. STEP NO. 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."

# Appendix

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## Appendix A: Commitment to Excellence

### LEAD ACADEMY COMMITMENT TO EXCELLENCE

#### Teacher Commitment

- We commit to arrive to school on time and stay until the end of the day.
- We commit to holding after-school tutoring sessions.
- We commit to participate in all professional development and staff meetings.
- We commit to be here for all parent meetings, Saturday school, and other times outside the regular school day.
- We commit to honoring Crew time as an important part of the school's curriculum.
- We commit to give students our cell phone numbers for questions about homework.
- We commit to make ourselves available to students and parents and to address any concern they may have in a timely and constructive manner.
- We commit to protect the safety, interests, and rights of all individuals in the classroom.
- We commit to strive to become the best teachers we can be.
- We commit to do "Whatever It Takes" to make LEAD Academy High School a school of excellence.

#### Parent/Guardian Commitment

- We commit to have our student to school on time and in uniform each day.
- We commit to keep our student in school for the entire school day.
- We commit to allow our student to stay after school for tutoring or other activities, and to arrange transportation home.
- We commit to sending our student on all field trips and college trips sponsored by LEAD Academy and to submit the necessary paperwork concerning these activities to the school in a timely fashion.
- We commit to make ourselves available to our student's teachers and to address any concerns they may have.
- We commit to attend all parent events and conferences.
- We commit to give the school updated phone numbers and any change of address.
- We commit to "Whatever It Takes" to help our student be successful at LEAD Academy High School.

#### Student Commitment

- I commit to arrive at LEAD Academy each day on time, in uniform, and with a productive attitude.
- I commit to work hard and to help others at LEAD Academy the entire day.
- I commit to work, think, and act in the best way I know how and to do "Whatever It Takes" to learn and prepare for college. Toward those ends, I commit to:
  - completing all my assignments on time;
  - handing in homework that is neat, accurate, and my best work;
  - calling my teachers if I have a question with the homework or a problem with coming to school; and,
  - asking questions in class if I do not understand something.
- I commit to discuss any concerns I have with my parents and teachers.
- I commit to behave in a way that ensures the safety, interest, and rights of all individuals.
- I commit to be responsible for my own behavior.
- I commit to honoring Crew time as a time of reflection and support for my classmates and myself.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Contact Information



### **LEAD Public Schools: Student/Family Information Update**

(In an effort to maintain up to date and accurate records, we would like to reach out to you to receive updated information for you and your student. Please provide the needed information requested below. Thanks in advance.)

**Campus Name:** LEAD Academy High School

**Student Name:** \_\_\_\_\_ **Student Current Grade:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Email Address:** \_\_\_\_\_

**Parent/Guardian Mailing Address:** \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_

**Secondary Contact Phone Number:** \_\_\_\_\_

**Secondary Contact Address:** \_\_\_\_\_

**Additional Information:** Feel free to provide any information that you feel is pertinent to our service to you and your student in our school. :

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**Date:** \_\_\_\_\_ **Parent/Guardian Signature:** \_\_\_\_\_

On behalf of our staff and faculty, thank you for your timely submission. Please do not hesitate to reach out to us if there is anything more that we can do to efficiently serve you and your student.

Sincerely,

LEAD Public Schools Staff and Faculty



Appendix C: Media/Technology Release



**Student Media Participation/Authorization Release Form**

Throughout the school year, LEAD Public Schools 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 office in writing to request that your child's picture NOT be used for these purposes.

I, \_\_\_\_\_, give permission for my child,  
(Print Parent/Guardian Name)

\_\_\_\_\_, a student at LEAD Public Schools to be,  
(Print Student Name)

(Check ALL that apply)

- Filmed
- Photographed
- Interviewed

by the media and LEAD Public Schools during the school year.

Print Name of Student: \_\_\_\_\_

Student Birth Date (month/day/year): \_\_\_\_\_

Print Name of Parent/Guardian: \_\_\_\_\_

Signature Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Technology Acceptable Use Policy Agreement**

LEAD Public Schools provides students with access to technology resources; however, this use is guided by the policy outlined on pages 40-44 of the Student & Family handbook. Students must sign below stating that they have read the policy and agree to adhere to the policy for this school year.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix D: Uniform Order**



**LEAD Public Schools: *Uniform Order***

Dear LEAD Public Schools Parents and Guardians,

LEAD Academy High School is offering uniform shirts for sale. Please come to the Main Office to purchase these shirts at anytime between 10-2:00pm. We accept Cash, or Check

**Available Sizes (adult sizes):**

Small, Medium, Large, X-Large 2X-Large 3x-Large

Polo Green and Blue

\$10.00 each

Item	Color	Quantity	Size	Price
<b>Total</b>				

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student Grade (2017-2018): \_\_\_\_\_

## Appendix E: Transportation Information



**Transportation Information  
2017-2018**  
(Please print clearly and legibly)

Student Name:	
Address:	
City, State, Zip Code:	
Parent Name:	
Phone Number:	

(If you chose School Bus and If applicable please provide this form to the Transportation Department Representative. After the representative filled the form, return form to school please. If no one from the transportation department is present please return form to school, Thanks)

**Please Circle One**

Bus

Car Rider

Walker/public transportation

(To be filled by LEAD Academy Transportation Department)

Bus Stop Location:	
Morning Pick Up Time:	
Afternoon Drop-Off Time:	
Bus # and/or Route #:	
Bus Driver and Contact Information:	

**Dear LEAD Academy High School Parents,**

Your student has been assigned to the bus route listed above for the Academic Year 2017-2018.

**Rules and Regulations:**

1. All parents and students will sign the "Rules & Policy" form to verify and understand the rules and privileges for riding the bus by LEAD Public Schools.
2. If a change is needed to this assignment, the parent/guardian **MUST** contact the LEAD Academy High School main office in writing within 48-hours prior to the change.
3. If the student is suspended from the bus, the parent/guardian is responsible for getting the student back and forth to school until the suspension period is over.

If there are any questions, issues, or concerns, file a complaint about a bus or have a question about bus location, you may contact the bus company directly at: **615-933-6227**

## Appendix F: Student Health History

METRO NASHVILLE PUBLIC SCHOOL –METRO PUBLIC HEALTH DEPARTMENT  
SCHOOL HEALTH PROGRAM

### STUDENT HEALTH HISTORY

Dear Parent:

This Health History form will be used to identify and assist students with health problems. Participation is voluntary. Please return completed forms to the school to be provided to the school nurse.

Student's Name \_\_\_\_\_ Sex \_\_\_\_\_ Birth Date \_\_\_\_\_  
(Last) (First) (Middle)

Teacher / Homeroom name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Address \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_

Parent/Contact Number(s): ( ) \_\_\_\_\_ or ( ) \_\_\_\_\_

\*Please provide contact numbers in case information on this form needs further verification/explanation. Thank you.

1) Name of Provider \_\_\_\_\_ Date of last check-up \_\_\_\_\_

Purpose of examination (check one): Routine physical \_\_\_ Illness/Surgery \_\_\_\_\_  
(Specify)

2) Does your child have a health problem? (check where appropriate)

- My child has no health problems which would affect his/her school day.
- Allergies to (Nuts, Bees, Food, Other please list) \_\_\_\_\_

What happens? \_\_\_\_\_

Is epinephrine prescribed? Yes \_\_\_ No \_\_\_

- Asthma, is inhaler prescribed? Yes \_\_\_ No \_\_\_ Home only? \_\_\_ Need at school? \_\_\_ How often has it been used in the last year? \_\_\_ Date of last asthma episode? \_\_\_ Has your child gone to the hospital for asthma? Yes \_\_\_ No \_\_\_ When? \_\_\_ How long did they stay? \_\_\_\_\_
- Diabetes Type 1 \_\_\_ Type 2 \_\_\_ What medication taken? \_\_\_\_\_
- Seizures - what type? \_\_\_\_\_ Date of last seizure? \_\_\_\_\_ Is Diastat prescribed? Yes \_\_\_ No \_\_\_ Home only? \_\_\_ Need at school? \_\_\_\_\_
- Behavior/Emotional (ADHD, Depression)
- Catheterization
- Cancer/Leukemia
- Sickle Cell Anemia
- Heart Problems Which problem? \_\_\_\_\_ Date diagnosed? \_\_\_\_\_

Is it resolved now? Yes \_\_\_ No \_\_\_ What are the exercise restrictions your doctor has told you? \_\_\_\_\_

- Any other condition you would like to tell us about \_\_\_\_\_

3) Does your child take medication? yes \_\_\_ no \_\_\_ Name of medication(s): \_\_\_\_\_

Time of day medication is given: \_\_\_\_\_

4) Has your child been in the hospital for any reason since birth? yes \_\_\_ no \_\_\_

If yes please explain: \_\_\_\_\_

5) Is there anything more about your child's health that you think is important for us to know? \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date