



“We Enter To Learn, Leave To Achieve”

**A Guide to Culture at
LEAD Brick Church
2017-2018**

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Introduction

Walking through the halls of BC during class time during the 2017-2018 school year will be a remarkable experience. In every classroom, teachers are presenting **rigorous lessons** and scholars are rising to the challenge. Teachers hold scholars to high academic expectations, and are able to focus on effective instruction because every teacher enforces consistent classroom management expectations. Teachers deliver great lessons; scholars are engaged and on-task throughout the entire class period. Classes run fluidly with clear communication between scholars and teacher because teachers **proactively plan** to avoid misbehavior. Across the school, positive reinforcements encourage scholars to follow the Ethos. Teachers use school-wide systems, individual techniques, strong scholar-teacher relationships, and strong teacher-family relationships to promote and reinforce behavioral expectations. Scholars hold each other accountable and support each other in reaching goals. Scholars internalize the Ethos as they are taught and reinforced at school and make good decisions even when nobody's watching. Parents feel welcome at the school and teachers know and feel that they are well-supported by administration. Staff, teachers, scholars, and families work together to achieve a college-preparatory environment.

LEAD Brick Church, 2017-2018 Behavioral Priorities

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

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

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

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

LEAD Brick Church COMMITMENT TO LEADERSHIP

Student Commitment	Parent/Guardian Commitment	Staff Commitment
<p>In an effort to uphold the Brick Church ethos as an active and productive member of the BC community, I will...</p> <p><i>be Committed by...</i></p> <ul style="list-style-type: none"> ● By attending school 95% of the year ● By completing my homework each night ● Wearing the proper BC uniform <p><i>be Courageous by...</i></p> <ul style="list-style-type: none"> ● Challenging myself to work hard and take risks ● Encouraging teammates to do their best (not laughing at them) ● Keeping our building clean <p><i>be Disciplined by...</i></p> <ul style="list-style-type: none"> ● Taking responsibility for my choices and actions ● Meeting expectations set by teachers ● Reflect to improve when not meeting expectations <p><i>be Self-Reliant by...</i></p> <ul style="list-style-type: none"> ● Doing the right thing even when nobody is watching ● Setting academic goals and getting academic support when struggling ● Being prepared for school and classes with agenda, homework, pencils, paper <p><i>Serve Others by...</i></p> <ul style="list-style-type: none"> ● Listening to new ideas shared by classmates and teachers ● Being safe at all times, keeping my body to myself ● Picking up paper even if it isn't mine 	<p>In an effort to uphold the Brick Church ethos as an active and productive member of the BC community, I will...</p> <p><i>be Committed by...</i></p> <ul style="list-style-type: none"> ● Ensuring that my student attends school each day ● Providing a quiet space for my student to finish work at home ● Making sure that my student is in BC Uniform each day <p><i>be Courageous by...</i></p> <ul style="list-style-type: none"> ● Encouraging my student to consider all sides of a situation, even when she/he is frustrated ● Communicating with school staff about how BC can best serve its students and families <p><i>be Disciplined by...</i></p> <ul style="list-style-type: none"> ● Partnering with the school to hold my student accountable to school expectations ● Taking the time to reflect with my student anytime she/he does not meet expectations ● Attending school events to monitor my student's progress <p><i>be Self-Reliant by...</i></p> <ul style="list-style-type: none"> ● Actively asking my student about her/his learning ● Keeping the Main Office updated with personal information and concerns ● Calling my student's teachers when I have concerns/questions <p><i>Serve Others by...</i></p> <ul style="list-style-type: none"> ● Checking my student's homework every evening and signing their agenda's everyday ● Speaking positively to others about the work that is happening within the BC community 	<p>In an effort to uphold the Brick Church ethos as an active and productive member of the BC community, I will...</p> <p><i>be Committed by...</i></p> <ul style="list-style-type: none"> ● Being on time with a positive attitude ● Actively participating in all staff meetings ● Dressing and acting professionally in all interactions <p><i>be Courageous by...</i></p> <ul style="list-style-type: none"> ● Engaging in difficult conversations with my team ● Being open with team members about my own weaknesses and strengths ● Seeking out new ways to present material <p><i>be Disciplined by...</i></p> <ul style="list-style-type: none"> ● Delivering high-quality teaching ● Displaying consistency in all interactions ● Reflecting with students when they demonstrate inappropriate behavior <p><i>be Self-Reliant by...</i></p> <ul style="list-style-type: none"> ● Doing the right thing even when nobody's watching ● Regularly providing feedback to students about her/his learning ● Being proactive about solving problems <p><i>Serve Others by...</i></p> <ul style="list-style-type: none"> ● Acting in such a way to protect the safety, interests, and rights of all individuals ● Providing families with my cell phone number and email address ● Attending and facilitating field trips and other extra-curricular events ● Leaving classroom and community spaces better than they were found

Brick Church

Positive Behavior Interventions and Supports (PBIS)

Mission Statement	We enter to learn, leave to achieve.
Philosophy Statement	We believe in a community where scholars know what is expected of them, using structure and predictability to allow scholars to feel comfortable, safe, protected, and included.
School-Wide Expectations	Ethos: Be Committed, Be Courageous, Be Disciplined, Be Self-Reliant, Serve Others *See Expectation Matrix

PBIS Methodology			
Teach	Reinforce	Correct	Track
<ul style="list-style-type: none"> All expectations and procedures will be taught to faculty and staff prior to the beginning of the school year. Scholars will participate Brick Student University and review the expectations in CREW and during Community Gatherings. R&R will be used to teach scholars receiving Tier 2 support. 	<ul style="list-style-type: none"> Provide scholars reinforcement using the point system and behavior specific praise. Teachers will receive reinforcement for providing feedback to the PBIS team. (i.e. 80% returned surveys to do a drawing for free car wash, extra free period, gift card, etc.) 	<ul style="list-style-type: none"> For minimal behaviors, scholars will be redirected and supported with in-classroom Tier 1 supports. Minor behaviors will result in a loss of designated points Major behaviors will result in Tier 2 supports Critical behaviors are at the discretion of BC administration. 	<ul style="list-style-type: none"> Scholar behavior will be tracked through kickboard. Teacher behavior/ feedback will be tracked through PBIS team fidelity checks and surveys.

Responsibilities	
Students will	<ul style="list-style-type: none"> Be on time Ask questions Demonstrate the expectations matrix
Faculty will	<ul style="list-style-type: none"> Teach, model, and practice the behaviors outlined in the expectation matrix Establish individual classroom expectations based the provided matrix to be displayed in their own classroom Develop and implement a positive classroom management plan Give ample opportunity to demonstrate expected behaviors and provide positive interaction to corrective interaction at a ratio of 3-1.
Administration will	<ul style="list-style-type: none"> Monitor the use of the PBIS system by faculty, scholars, and parents Provide feedback to faculty, scholars, and parents Notify the PBIS team of Tier 2 and 3 situations when needed
Parents will	<ul style="list-style-type: none"> Be familiar with the Brick Church PBIS system Encourage scholar(s) to demonstrate the expected behaviors Provide an environment to facilitate the completion of assignments Monitor the Brick Church calendar for parent meetings, announcements, and updates

Brick Church Expected Behaviors

Be Committed

Classrooms	Cafeteria	Arrival/ Departure	Hallways	Gym	Bathrooms	Technology
<ul style="list-style-type: none"> - Sit up straight - Eyes on the speaker. - Do my best 	<ul style="list-style-type: none"> - Pick up my area - Wipe up spills - Put trash in the trashcan - Stay in my seat - Ask for permission to get up 	<ul style="list-style-type: none"> - Come to school everyday - Be on time - Have all necessary supplies and materials including homework 	<ul style="list-style-type: none"> - Get to class on time 	<ul style="list-style-type: none"> - Be safe - Make good choices 	<ul style="list-style-type: none"> - Use during designated times - Use in a timely manner 	<ul style="list-style-type: none"> - Use electronics and media to better my education - Remember the importance of being responsible with media

Be Courageous

Classrooms	Cafeteria	Arrival/ Departure	Hallways	Gym	Bathrooms	Technology
<ul style="list-style-type: none"> - Ask questions - answer questions 	<ul style="list-style-type: none"> - remind my peers to have a quiet voice and calm body 	<ul style="list-style-type: none"> - Encourage peers to arrive on time. - Model being on time - Encourage family to be on time. 	<ul style="list-style-type: none"> - Encouraging my peers to get to class. 	<ul style="list-style-type: none"> - Encourage my peers to remain calm and use a level 1 voice - Encourage my peers to listen to instruction 	<ul style="list-style-type: none"> - Tell someone if soap, paper towel, or toilet paper is empty. 	<ul style="list-style-type: none"> - Remind my peers to use the media for academic purpose. - Report the misuse of technology and media.

Be Disciplined

Classrooms	Cafeteria	Arrival/ Departure	Hallways	Gym	Bathrooms	Technology
<ul style="list-style-type: none"> - Follow instructions - Raise my hand - Keep a quiet voice during instruction time - Stay in my seat - Feet under my desk - Keep a calm body in my seat - Ask questions when needed - Use a conversation or presentation voice when permitted. 	<ul style="list-style-type: none"> - Once you enter the cafeteria, all grade levels may be on a voice level 1. - Remain on voice level 1 in the lunch line - Use a conversational voice (level 1) when talking to my friends next to and across from me when eating - 5/6 will go to a level 0 when exiting the cafeteria and 7/8 will remain on a level 1. 	<ul style="list-style-type: none"> - Arrive on time - Be in dress code on arrival - Keep a calm body when entering school - Use a conversational voice (level 1) when entering - Leave at the appropriate time 	<ul style="list-style-type: none"> - Use restroom if needed - 7/8 grade will walk on the right side of the hallway with their voice at a 1 when going to their classroom. Line up outside of door in a straight line, facing forward, one block apart, and one block away from the wall. - 5/6 grade will walk in a straight line, facing forward, one block apart and one block away from the wall with a voice level 0 when traveling with my class - Keep my hands to myself 	<ul style="list-style-type: none"> - Enter the gym with a calm body - Use a level 1 voice when permitted - Keep space between myself and my peers unless permitted by a game - Be mindful of when my body is and the force of my body when in a group or during an activity/game 	<ul style="list-style-type: none"> - Flush the toilet - Wash my hands - Make sure water remains in the sink - Throw away my trash 	<ul style="list-style-type: none"> - Use media for intended purpose - Follow instruction

Be Self-Reliant

Classrooms	Cafeteria	Arrival/ Departure	Hallways	Gym	Bathrooms	Technology
<ul style="list-style-type: none"> - Come to class with my agenda, paper, pencils, and homework. - Complete homework the night before. 	<ul style="list-style-type: none"> - Keep my trash until the end of lunch - Remember to get everything I need the first time through the lunch line. 	<ul style="list-style-type: none"> - Do everything I can to arrive on time. - Ask for help if I need it. 	<ul style="list-style-type: none"> - Remain in dress code - Make sure I have all necessary materials before class (binders, agenda, pencils, and paper, etc.) 	<ul style="list-style-type: none"> - Remain in necessary dress code - Attend to instructions or the speaker 	<ul style="list-style-type: none"> - Keep my voice at a level 1 for $\frac{2}{3}$ and voice level 0 for $\frac{1}{3}$. - Keep conversations to a minimum so I can stay on time - Use the bathroom quickly 	<ul style="list-style-type: none"> - Hold myself accountable to use technology and media appropriately to benefit my education.

Serve Others

Classrooms	Cafeteria	Arrival/ Departure	Hallways	Gym	Bathrooms	Technology
<ul style="list-style-type: none"> - Use a silent voice (level 0) when someone else is talking. - Look at the speaker - Help peers keep classroom clean 	<ul style="list-style-type: none"> - Throw away any trash that may not be mine. - Keep space between myself and my peers when entering and exiting. - Push in seats as I exit 	<ul style="list-style-type: none"> - Encourage my peers to arrive on time. - Remind my peers what they might need for class - Make sure I model a calm body and voice 	<ul style="list-style-type: none"> - Pick up any trash I see. - Stay on the right side when walking. 	<ul style="list-style-type: none"> - Encourage my peers during activities - Help keep the gym free of trash and other things on the floor 	<ul style="list-style-type: none"> - Pick up trash in and around the bathroom - Make room for my peers to wash their hands - Use the facilities quickly so everyone has time to go 	<ul style="list-style-type: none"> - Model appropriate media use - Assist those who don't understand

Volume Level Expectations

Level	Expectation
0	Silence *Scholars are not talking or making noise *Teachers are only giving directions but are otherwise silent
1	Conversation Voice *Only the people next to you should hear you
2	Presentation Voice *Level you use when answering a question in a whole group setting or presenting in front of a class
3	Outside Voice *Level you use during Friday Celebration, activity period outside, or a ball game

Reinforcing Points Procedure

Process

Positive Behavior Strategies are used to increase the likelihood that expected and appropriate behaviors will occur. This system is developed to focus on the delivery of reinforcement as a preventative and supportive tool. Scholars that demonstrate the expected behaviors will have the opportunity to receive points combined with behavior specific praise.

Delivery

Daily	<ul style="list-style-type: none"> ● Points are delivered to students on a daily basis <ul style="list-style-type: none"> ○ Students will earn one point for daily attendance in CREW ○ Students will earn one point for demonstrating expected behavior ○ Students will earn 2-3 points for demonstrating exemplary behavior
Weekly	<ul style="list-style-type: none"> ● At the start of every week, CREW leaders will discuss the status of points earned from the previous week and set goals that are unique to the group's needs.
Bi-weekly	<ul style="list-style-type: none"> ● Every 2 w students will receive a paycheck that lists points earned
Monthly	<ul style="list-style-type: none"> ● A school store will be open for students to purchase items with points they have earned ● Each month there will be at least one school-wide activity that students can participate dependent on points earned <ul style="list-style-type: none"> ○ On average scholars will need 15 points/week to attend <p>*at the discretion of the staff/faculty events/activities can be planned as reinforcement for a specific group/student.</p>
Quarterly	<ul style="list-style-type: none"> ● Points will be reset ● Quarter Awards Ceremony: All students will participate <ul style="list-style-type: none"> ○ Certificate of earned points will be given to exemplary students ○ CREW will participate in a group contingency
Teacher Tips	<ul style="list-style-type: none"> ● When giving one correction to a scholar or group it should be combined with 3 positive statements ● After a scholar losses points increase the rate of points and positive statements to build compliance

Individual Problematic Behavior

Minimal Behavior

Points	Behavior	Definition
0	Calling out	W/out raising a hand or getting attention; talking out of turn
0	Delayed response to transition	Transitioning w/ a 5s delay or more
0	Delayed response to instruction	Following instruction w/ a 5 s delay or more
0	Lack of appropriate materials	Missing, incorrect, or misplaced items required for class
0	Off task behavior	fidgiting, not tracking, engaging with inappropriate materials, working on other assignments, etc.
0	Out of seat	unauthorized out of seat w/in the classroom
0	Inappropriate Conversations	Talking out of turn, talking when the teacher is talking, discussing other subject/assignments, off topic conversation

Minor

Points	Behavior	Definition
1	Repetitive "Minimal Behavior"	Behaviors that have been redirected/corrected more than 3 times
1	Tardy to class	Arriving to class after the expected time
1	Noncompliance	Failure or refusal to comply w/ an instruction or understood expectations; repetitive delay in following instruction
1	Agitating other students	repetitive, unwanted verbal interaction
1	Profane/Indecent Language	Using profane/indecent language to oneself or to a peer
1	Dress code violations	Out of SSA: missing shirt, untucked shirt, jeans, other unauthorized modifications to SSA
1	Electronic devices	Possession/use of unauthorized electronic devices (i.e. cell phone, gaming device, iPad, tablet, etc.)
1	Physically agitating other students	Pushing, shoving, grabbing, poking, unwanted contact, etc.

Major

Behavior	Definition
Profane/Indecent Language directed toward a teacher	Profane/indecent language spoken toward a teacher/administration
Inappropriate physical contact	One time forceful contact to another student using a body part or object
Cheating	Copying someone's work, plagiarism, unauthorized possession of teacher materials/answers
Possession/Use of Tobacco or unauthorized meds	Includes tobacco of any sort, prescription drugs
Leaving school grounds	Unauthorized exit from school grounds
Vandalism/theft less than \$500	Destruction, defacement, or theft of personal or school property valued less than \$500
Harassment (race, religion, gender, etc.)	Verbal insult, intimidation, threat, coercion, pressure, etc. pertaining to race, religion, gender, looks, sexual orientation, etc.

Critical

Points	Behavior	Definition
NA	Fighting	Forceful physical altercation between 2 or more students w/ potential for injury
NA	Assault of a Student	Forceful physical altercation between 2 or more students w/ potential for injury
NA	Bullying	Repetitive harassment
NA	Inappropriate sexual contact	Non-consensual sexual contact w/ another individual
NA	Inappropriate sexual behavior	Engaging in sexual behavior on school property
NA	Possession of Banned Substance/Item	Possession/use of banned substance such as illegal drugs, alcohol, fireworks, lighter, etc.
NA	Possession of Weapon	Possession/use of a weapon w/ potential to cause harm
NA	Sexual Harassment	Verbal insult, intimidation, threat, etc. pertaining to unwanted sexual advances
NA	Assault of teacher	Forceful contact to a teacher using a body part or object
NA	Vandalism/theft over than \$500	Destruction, defacement, or theft of property valued more than \$500

Corrective Points Procedure

Process

Corrective Behavior Strategies are used to decrease the likelihood that unexpected and inappropriate behaviors will occur. These consequences are given following a specified behavior.

Delivery

Minor	Loss of points 4 minor = 1 major
Major	1 major = R&R 2 major = Detention 4 major = NEC
Critical	See behavior list: results in suspension, ISR, Tier 3 intervention, etc.

Corrective Procedures

R&R	Verbal warning/redirection- loss of point
	Quiet Space- loss of point
	Contact SSC- loss of point
	Send to R&R- loss of point

Primary Prevention Support

Tier 1

Objective

To use rules, routines, and reinforcement to teach and maintain expected behaviors, as well as prevent problematic behaviors.

Procedures for Teaching

Brick Student University	Use this time to incidentally teach expected behaviors by frequently reinforcing with points.
CREW	Teach student specific expectations and set goals
Community Gathering	Explicitly review the expected behaviors and the PBIS process
SEL Training (direct inst.)	Students will participate in SEL training in the school-wide, supportive environment; students will receive direct SEL instruction in the classroom and/or one-on-one
Classroom Management	Each teacher will arrange the environment and classroom management in order to teach and facilitate expected behaviors.

Procedures for Reinforcing

Points	Provide points for demonstrating expected behaviors; provide continuous reinforcement at beginning of school year and thin reinforcement as the semester progresses.
Praise	Provide behavior specific praise for demonstrating expected behaviors
Activities	Opportunities to earn special activities based on points earned
Group Contingencies	CREW competitions for points; classroom group contingencies; grade level

Procedures for Correcting

Redirection	Redirect minimal behaviors by referring to the points system in relation to expected behaviors
Point Deduction	Repetitive behaviors flow to minor behavior procedure (Tier 2 support)

Monitoring Procedures

Student Behavior	Kickboard
Program Measures	Teacher surveys, PBIS team observation and data collection

Secondary Prevention Support

Tier 2	
<i>Objective</i>	
<i>To demonstrate the expected behaviors by utilizing self-management tools; eventually to maintain in Tier 1</i>	
Procedures for Teaching	
R&R	This will be used to reflect on the problematic behavior and ways to demonstrate expected behavior; specific SEL training
Mediation	Peer-to-peer and scholar-to-teacher mediation to provide a safe place to discuss disagreements and problematic behavior; tool for relationship restoration (restorative justice)
Tutoring	Provide tutoring in academic subjects that may be the catalyst for problematic behavior
RISE	Self-management tracker; check-in/check-out (after 4 major behaviors- should be happening for NEC)
Procedures for Reinforcing	
Points	Provide points for demonstrating expected behaviors; provide continuous reinforcement at the onset of Tier 2 and thin reinforcement as the expected behavior progresses.
Praise	Provide behavior specific praise for demonstrating expected behaviors
Activities	Opportunities to earn special activities based on points earned
Group Contingencies	CREW competitions for points; classroom group contingencies
Procedures for Correction	
Deduction of Points	Deduction of points for minor behaviors
R&R	This will be used to interrupt problematic minor and major behaviors; redirect, wait for student to be calmer, send to R&R
Detention	This will be used as correction for 2 major behaviors
NEC	This will be used after 4 major behaviors (signal for RISE)
Monitoring Procedures	
Student Behavior	Kickboard
Program Measures	Teacher surveys, PBIS team observation and data collection

Tertiary Prevention Support

Tier 3
<i>Objective</i>
<i>To demonstrate a decrease in target behaviors and an increase in replacement behaviors and maintain these changes in Tier 2</i>
Procedures for Teaching
Teach skills in which deficit is resulting in interfering behaviors
Procedures for Reinforcing
Reinforce replacement behaviors
Procedures for Correcting
Individualized correction procedures

Suspensions

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

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

Zero Tolerance Policies

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

Bullying and/or Harassment

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

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

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

Verbal Bullying and/or Harassment
Any written or verbal language or physical gesture directed at a teacher or scholar that is insolent, demeaning, or abusive and that implicitly or explicitly implies a threat of bodily harm is unacceptable and shall be deemed harassment and will be dealt with as such.
Physical Bullying and/or Harassment
Unwanted physical touching, contact, assault, impeding or blocking movements, or any intimidating interference with normal work or movement shall be deemed as physical harassment and will be dealt with as such.
Visual Bullying and/or Harassment
Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures shall be deemed as visual harassment and will be dealt with as such.
Sexual Bullying and/or Harassment
Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. Harassment can include, but is not limited to: <ol style="list-style-type: none">1. Sexually suggestive looks or gestures2. Sexual jokes, pictures or teasing3. Pressure for dates or sex4. Sexually demeaning comments5. Deliberate touching, cornering or pinching6. Attempts to kiss or fondle7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.
Technology Based Bullying and/or Harassment
The use of electronic communication to harass, threaten, or bully teachers or scholars is prohibited and will result in strict consequences, possibly including expulsion. Please be aware that Brick Church staff may view scholars' social media web pages, including Snap Chat, Facebook, Twitter, Instagram, etc..

Responsibilities for Preventing Harassment

It is the responsibility of Brick Church to:

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

It is the responsibility of the scholar to:

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

It is the responsibility of the parent/guardian to:

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

Complaint filing and investigation procedures for harassment claims

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

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

Cell Phone Policy - Off and Out of Sight

Brick Church's policy allows the possession of cell phones by scholars on campus during the regular school day. This means that the device must be **OFF** and **OUT OF SIGHT**. During the school day is defined as being from the time a scholar walks into the building each morning until school is dismissed for the day and scholar is outside of the building. Not only are these devices a potential distraction to the classroom learning environment and potentially disruptive to the school climate, but the technology available makes it possible for scholars to photograph and send copies of tests to other scholars, text message answers to test questions to other scholars, and otherwise compromise the integrity of our teachers' assessments and grading of scholars' learning.

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

- a - if the cell phone rang or vibrated (which would mean that the phone was turned on, and in violation of the policy), or
- b - if school personnel saw the cell phone, etc. (which would mean that the device was visible and in violation of the policy).

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

Scholar Refusal To Surrender Cell Phone Procedure

Level 1: If a scholar is found to be in violation of the Cell Phone Policy, he/she will be asked by school personnel (teacher) to surrender the device. If he/she does so, the device will be returned to a parent or guardian who comes up to the school to retrieve the phone.

Level 2: If the scholar refuses to surrender the device immediately, a DOC Team member or an administrator will be called to assist, and the scholar will be taken to the office of an administrator. The administrator will attempt to obtain the device from the scholar. If the scholar does so, the device will be returned to a parent. As a result of refusing to surrender the device immediately, the scholar will earn a detention.

Level 3: If the scholar refuses to surrender the device to the administrator, an attempt will be made to contact a parent to obtain assistance in convincing the scholar to surrender the device. If the scholar does so, the device will be returned to a parent. As a result of having to call a parent to bring about compliance with the administrator's request, the scholar will earn a NEC.

Level 4: If the scholar still refuses to surrender the device after parent intervention, he/she will be given In School Reflection (ISR) for (1) day.

Gang Activity

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

Food Policy

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

Use of Tobacco

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

Discrimination

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

Personal / School Property

Damaging School/Staff/Scholar Property

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

Theft

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

Search and Seizure

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

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

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

Personal Belongings

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

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

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

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

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

Lost and Found

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

LEAD Brick Church Uniform Policy

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

Uniform Guidelines

SHIRTS / SWEATSHIRTS

- Scholars are expected to wear **their grade level BC logoed polo shirts**. See table below:

5th / 6th grade	Blue BC Polo
7th / 8th grade	Red BC Polo

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

PANTS / CAPRIS / JOGGERS

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

SHOES / BELTS

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

ACCESSORIES

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

College T-Shirt Friday

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

- A college t-shirt/College Sweatshirt, other LEAD t-shirt, or Grade level BC polo. No non-collegiate sports team items are allowed.
- Traditional Jeans, Stone Washed Jeans, Jean Joggers with drawstring. No Jeans with holes or rips or leggings/pantyhose under ripped/holed jeans.
- Other uniform expectations still hold true for this dress-down day (belts, shoes, shirts tucked in, etc.)
- Scholars on NEC may not participate in College T-Shirt Friday. These scholars must come to school in their standard school attire.
- If a scholar earns the privilege to dress down but chooses not to, she / he must come to school in the standard school attire.

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.

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 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. It can take up to 72 hours to change or assign a new bus stop.

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

Communication:

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

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

Gray Line: 615-921-4434

MNPS: 615-259-4636

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

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

Consequences for these behaviors:

First Incident:

- Verbal warning from bus driver.

Second Incident:

- Bus referral 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.

Academic Program & Expectations

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

Rigorous Academics and Focus on College Preparation

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

Building Character and an Ethic of Service

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

Report Cards and Progress Reports

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

Final report cards will be kept for scholars with outstanding fines and bills. Until all fines and bills are settled, the scholar will not be considered promoted to the next grade.

Academic Integrity

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

High-Quality Work

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

Retention Policy

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

Extracurricular Activities

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

College Trips

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

Special Education Services

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

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

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

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

Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, Brick Church has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for Section 504 programs, please contact the school.

Student Attendance Accountability Expectations

Attendance

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

Excused Absences

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

- Illness
- Medical/Dental, including appointments
- School-sanctioned activities
- Absences related to the legal system
- Family Emergency
- Bereavement/Funeral
- Religious observances

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

A scholar will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the scholar, immediately upon his or her return to class from an absence, to request and complete an absentee form with any assignments or tests missed because of an absence.

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

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

Unexcused Absences

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

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

extenuating circumstances before applying any disciplinary action. Punctual transportation to and from school are both a scholar's and a parent's responsibility.

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

Tardy to School

Arriving to school after 7:45am is considered tardy. The only excuses accepted for tardiness to school are emergency situations and late buses. A parent or guardian must sign in tardy students. **Our school day goes from 7:30am to 3:30pm.**

Early Dismissal

Early dismissals for appointments must report to the Main Office and be signed out by a parent/guardian or a pre-approved representative. No scholar will be released until a parent/guardian or pre-approved representative has signed that scholar out through the main office. Siblings, persons unrelated to the scholar, or persons under the age of 18 will not be permitted to sign out a Brick Church scholar. ONLY pre-approved representatives will be permitted to sign out a Brick Church scholar. Scholars may not be picked up for early dismissal during the last 30 minutes of the school day unless prior arrangements have been made with an administrator.

Late pick-up

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

Truancy

Tennessee has a Compulsory School Attendance Law (TCA-49-6-3001) which requires all children ages 6-17 inclusive to attend school each day.

Truancy is a major violation of Brick Church regulations. If a scholar is absent, schools may implement varying interim parent communications and school-based interventions to encourage regular school attendance.

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

General School Policies/Procedures

Parent Conferences

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

School Phones - Communicating with your scholar

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

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

School Delay or Cancellation

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

Withdrawal from School

A scholar withdrawing from school must be accompanied by a parent/guardian and schedule an exit meeting with the School Director, Dean of Culture or Dean of Instruction. Upon completion of the withdrawal sheet, all fees and fines must be paid and all school-owned materials returned in appropriate condition. Brick Church reserves the right to hold all scholar records until all fees and fines have been paid.

Closed Campus Policy

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

Bills

Scholars can accrue financial bills during the year in various ways: lost books, 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. Scholars are expected to pay their bills promptly, without constant reminders. Scholars should always request a receipt when paying any bills. All services, goods and bills paid by check are subject to a \$10 returned check fee. Scholars may not receive report cards or transcripts throughout the year until all outstanding bills are settled.

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.

Child Abuse Reporting

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

Birthday Celebrations

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

Emergency Contact Form

At the beginning of each academic year, the parent(s)/guardian(s) of each student enrolled at Brick Church must fill out an information sheet, providing such information as contact numbers for the parent(s)/guardian(s), allergies that the scholar has, and who to contact in case of an emergency. All persons listed on the "Emergency Contact Form" must be able to make decisions regarding the child if the school is unable to contact the parent at any of the numbers provided. The listed persons are also able to check out the scholar provided he or she has the appropriate identification. Since these people are able to take the actions listed above, everyone listed on the "Emergency Contact Form" must be at least 18 years of age. A copy of the "Emergency Contact Form" can be obtained from the office. It is imperative that this information be updated as needed, so as to provide optimal care to your child during a crisis.

Confidentiality Policy

There are four instances in which a counselor and/or instructor is legally bound to inform a parent and/or authority with information given during a “confidential” counseling session: 1) when a scholar indicates he or she is going to physically harm himself or herself or jeopardize his or her life; 2) when a scholar indicates he or she is going to physically harm another or jeopardize another’s life or has knowledge that another’s well-being is threatened; 3) when a scholar indicates he or she is being physically and/or emotionally abused; 4) when a scholar indicates he or she has committed a felony (e.g., selling drugs, stealing a car, etc.).

Photographing and Filming Scholars

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

Student Health Services / Guidelines

Health Services

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

All injuries and illnesses must be reported to the nearest faculty member or to the Main Office. Most injuries are avoidable if safety rules are observed. Parents are advised that if their child is hurt at school, there is no school insurance to cover medical costs. In case of injury, BC staff will administer first aid. An ambulance will be called in case of serious injury. The school will immediately notify parents or other adults listed on the emergency form.

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

Medication

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

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

Medication to be given for any period of time will require written permission and instructions from a person licensed to prescribe as described in the Nurse Practice Act. Medication must be properly labeled with the student's name, name of medication, dosage and time to be administered. Forms will be available to the parent/guardian for their use.

All medication to be administered requires:

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

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

Immunization Requirements

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

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

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

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

LEAD Public Schools Complaint Procedure for Parents at the School Level

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

The goal of this section is:

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

A. Step No. 1 – Direct Conversation

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

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 School Director in writing. At that time another meeting will be arranged at the convenience of the parent and staff member directly concerned, but in no case later than ten (10) school days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. The School Director or his/her designee will supply written dispositions to all parties within five school days. Copies of the disposition will be sent to the Board of Directors. The disposition may also be placed in the instructor's personnel file when deemed appropriate by the School Director. The instructor and parent shall be informed if the letter is to be placed in the personnel file.

D. Step No. 4 - The NeST

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

ASD District Parent and Community Grievance Resolution Flowchart

1. Which Type of Problem Am I Having?

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

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

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

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

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