

# Lead Academy

## 2021-2022 Family Welcome Letter

July 2021

Mr. Curtis Baker, Principal  
[cubaker@myleadacademy.com](mailto:cubaker@myleadacademy.com)

Dear Lead Academy Families and Community,

As Lead Academy Public Charter School principal, it is my pleasure to welcome everyone back to the 2021-2022 school year. We are all excited to have students back in our classrooms and hallways, filling them with energy and enthusiasm for learning. At Lead, our mission is that every child can achieve at an exceptionally high level, regardless of background or circumstance. We strive to challenge each student to reach their highest potential. We have great teachers who spend hours planning high-quality instruction and engaging lessons. Our staff utilizes EL Education curriculum to create classrooms that foster the three dimensions of high achievement which are mastery of knowledge and skills, character, and high-quality student work. When students and teachers are engaged in challenging, adventurous, and meaningful work, learning and achievement flourish. I am excited about the upcoming school year and can't wait to begin a new year of learning and growing. Remember, we are crew, not passengers. Doing exceptional work requires all of us to be on the same page and operating as a crew.

Below you will find an outline of some important information for the school year. As the start of school approaches, we will continue to send out more information to begin the year smoothly.

### **The School Day**

The first day of school for the 2021-2022 school year will be **Monday, August 16th**. *This is the day before area Greenville County Schools begin.* Please see our [school calendar](#) for more specific information about the school year.

School personnel are present to supervise students beginning at 7:10 AM. Students should not be dropped off before 7:10 AM. The school day will begin at 7:45 AM and dismissal is at 3:15 PM. If students arrive after 7:45 AM, students are considered late and must be signed-in with the front office. For safety reasons, students cannot be dropped off without an adult after 7:45 AM. Adults must accompany their students into the building.

### **Cars**

Car riders should load and unload in the designated car loop area only. For afternoon pick up, all cars must display a name card supplied by the school. These cards display the student's name and grade. Any car arriving without a name card will be required to exit the car loop, park, and report to the front office with a valid ID for student pick up.

*Be nice. Work hard. Serve well. Have fun.*



## **Bus Transportation**

Limited bus transportation is available for the 2020-21 school year. Busses will only pick up students at the designated pick-up points, not at students' homes. If you would like to request bus transportation, please fill out this [form](#). Once filled out, you will receive a confirmation email from our office staff. More detailed information about bus transportation will be made available to those families indicating a need.

## **Attendance and Truancy Policy**

### **Excused Absences:**

A student who is absent from school must present a note to the front office within 48 hours of his/her return to school. No more than 10 days of excused absences, with a note written by a parent/guardian/legal guardian, can be accepted for lawful absences during any school year. Absences will be excused if they fall in the following categories:

- Cases of extended or chronic illness with a doctor's note
- Doctor or dental appointments
- Contagious illness that could spread to students and staff
- Serious illness or death in the student's family (limited to three days, unless approved by the principal)
- Recognized religious holidays
- School-related activities
- Short-term suspensions from school

### **Written Excuses**

In order for an absence to be considered excused, a written statement from the parent/guardian, guardian, or doctor must be submitted to the front office. A written excuse for the absence should be brought to the school, submitted through the school app, or emailed to office staff the day the student returns from being absent. If the excuse is not sent within two (2) days, the absence will be considered unexcused and recorded accordingly. Excuses for these absences should:

- Be dated and give date or dates of absences,
- State reason for absence unless it was prearranged,
- Be given to attendance office the day student returns,
- Be written and signed by the parent/guardian, and
- Must have a phone number where parent/guardian can be reached for verification.

**At Lead Academy, when a student accumulates absences three days in a row or a total of five unexcused days or 10 excused days at any time during the school year, the student is in violation of South Carolina truancy law and parent/guardians/guardians may be contacted by the school to schedule a meeting. At the meeting, the parent/guardian and**



school staff will discuss the reasons for the absences and develop an Attendance Intervention Plan.

## **Uniform Policy**

The uniform consist of the following:

- A Lead Academy T-shirt or polo shirt.
- Khaki, navy blue or black pants, shorts, skirt/skort, or jumper. Neat blue jeans may be worn on Fridays.
- Students and parents/guardians should make every effort to ensure that uniform shirts and pants are cleaned regularly. Torn or worn clothing should be replaced.

### **Shirt**

- Uniform T-shirts must be worn Monday - Thursday red T-shirt for K-4th grade, dark gray T-shirt for 5th-8th grade.
- On Fridays, students may wear any Lead Academy T-shirt or jacket, including apparel from prior years. These may include field trip shirts, athletics shirts, etc.
- Shirts do not have to be tucked in except as directed by staff for events, field trips or special visitors.
- Shirts should fit appropriately and be neat in appearance.
- Students may only wear black, white, gray, or red solid-color undershirts underneath their uniform (short-sleeve or long-sleeve undershirt). Undershirts should fit properly.
- Black polo shirts will be worn on field trips and special events when requested by staff.

### **Pants/Bottoms**

- Khaki (beige/tan), navy blue, or black pants, shorts, skirt/skort, or jumper must be worn Monday-Thursday and on field trips when specified. Jean material in these colors is allowable.
- Tights and leggings cannot be worn alone. They must be covered by the acceptable articles of clothing pants or bottoms mentioned above.
- All bottoms must be tailored style. **No athletic-type pull on shorts or pants.**
- Neat blue jeans may be worn on Fridays OR on field trips as directed by staff members.
- Other stipulations for pants include:
  - Purchased by the parent/guardian at a store of your choice
  - Should be free of any designs, embellishments, or contrasting accent colors
  - **Pants and jeans may not contain holes or rips of any kind.**
  - No baggy pants. Pants may not sag, must be worn at the waist
  - Shorts, skirts, skorts, and jumpers must be fingertip length.
  - Clothing should not be tight

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## Jackets

- Only Lead Academy jackets may be worn inside the school building. During colder weather, heavier jackets may be worn outdoors only.
- Lead Academy uniform jackets/hoodies (dark gray design with logo) and may be worn Monday-Thursday.
- **Falcons athletic jackets/hoodies may ONLY be worn on Fridays**
- Any Lead Academy jacket may be worn on Fridays, including apparel from prior years.
- Exceptions to the jacket policy may be made on very cold days as deemed appropriate by the administration.

## Belts

- Belts are required for all items with belt loops, even though shirts do not have to be tucked in.
- Belts should be black or brown, solid color with no embellishments, grommets or other items on the belt strap. Chains, pocket watches, or any other accessory should not be attached to the belt.
- Scarves, fabric, and other non-belt material may not be substituted for a belt.

## Shoes and Accessories

- No “flip-flops”, sandals, crocks, or slides.
- Shoes should not impair the regular form or function of a student’s day at school.
- All shoes, sneakers, or boots should be enclosed (closed toe).
- Socks, tights, or pantyhose must be worn with shoes.
- Any shoes with a heel taller than one inch are not allowed.

## School Meals and Policy

### Cafeteria

Lead Academy is a nut free school. Please see our [nut free policy](#).

Lead Academy promotes a peaceful cafeteria environment and proper table manners. Due to the limited amount of time, students are not allowed to use a microwave to heat lunches. We encourage students to bring lunches that do not require heating.

### Meal Pricing

Meal payment must be made in advance or at the point of service. Any student who cannot afford to pay for meals and who qualifies for supplementary funding must complete the necessary forms to receive the funding prior to receiving any free or reduced priced meals. The operations manager is permitted to use his or her judgment in isolated situations; e.g. a student forgot meal money one day. However, balances cannot be carried over more than three days. Students who carry a balance for more than three days may



not be offered the regular lunch, but rather a meal alternative such as a sandwich. Meal prices and procedures are subject to change.

	Reduced	Full Pay	Adult
Breakfast	\$0.40	\$1.50	\$2.10
Lunch	\$0.40	\$3.00	\$3.70
Extra Milk	\$0.65	\$0.65	-

All families are encouraged to fill out Applications for the Free and Reduced Price Meal program. **These forms must be updated annually.** Application may be made at any time during the school year. Individual Free and Reduced Price Meal application information remains confidential. The statistical information pertaining to the number of students qualifying for benefits is a determining factor in the federal and state funding allocated to the school for educational programs.

[Free and Reduced Lunch Form English](#)

[Free and Reduced Lunch Form Spanish](#)

[School Supplies - School Supply List 2021-2022](#)

[Covid Safety](#) - Please see the [Lead Academy 2021-2022 Safe Return to In-Person Instruction and Continuity of Services Plan](#).

The information included in this letter is not comprehensive and I understand there are lots of questions after completing such a unique school year. More information will be communicated as we move closer to the start of school and will hopefully answer questions you may have.

Thanks for trusting us with your students' education. I look forward to a wonderful school year,

**Curtis Baker**  
**Principal**

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