



**Apollo Middle Prep
Handbook &
School-Wide Discipline Plan
2016-17**

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Where Pride, Dignity and Excellence Pave the Road To Success!

Apollo Middle Prep Vision

Apollo Middle Prep will provide an exemplary learning environment that challenges students and celebrates achievements while embracing diversity and preparing students for life-long success.



Apollo Middle Prep Mission

Apollo Middle Prep will use best practices to develop productive high school students, who will become life-long learners.

District Vision Statement

Metropolitan Nashville Public Schools will provide every student with the foundation of knowledge, skills and character necessary to excel in higher education, work and life. We embrace and value a diverse student population and community. Different perspectives and backgrounds form the cornerstone of our strong public education system.

Belief Statements

At Apollo Middle Prep, we believe:

- 1) All children can learn.
- 2) Students learn best in atmosphere that is safe, positive and nurturing.
- 3) Strong parental support provides the foundation of student success.
- 4) Active community support and involvement provides the foundation for the school to be successful overall.

General Information about *Apollo Middle Prep*

Program Highlights

- Infinite Campus
- Restorative Justice
- RTI2
- iReady
- Think Through Math
- S.I.O.P
- Related Arts: Art, Band, Chorus, Technology, Physical Education, and Spanish
- School Counseling, Small Group Counseling, Individual Counseling, and classroom-based Counseling lessons, Why Try
- School-based Social Work Services
- Academic Coaches, Individualized Reading Assessments, Math Assessments, and Writing Assessments
- Hands On Nashville
- G.R.E.A.T Program
- Nashville After Zone Alliance (NAZA)
- SWPBS “School-Wide Positive Behavior Supports”

Emphasized Character Education Traits

- Respect & Responsibility
- Kindness, Friendship & Caring
- Perseverance
- Honesty
- Courage
- Self-Control
- Citizenship & School Spirit

Absences

- Always send an excuse note when your child returns to school to explain his/her absence. A note must accompany your child upon his/her return to school if the absence is to be excused.
- Excused Absences: student illness, health related appointments, court appearance (copy of the summons must accompany note), death in the family, religious holidays, or family emergency when student is needed to help with family responsibilities.
- Vacations are unexcused.

Regular attendance is extremely important! Please make every effort to have your child at school each day. If a student has five or more unexcused absences, a referral will be made to the Metro Schools Attendance Office or to the Attendance Review Board, an arm of the Metropolitan Nashville/Davidson County Juvenile Court.

Daily Attendance – Schools around the district are being monitored by the hour for daily attendance. Tardies, missing class periods, partial days, and/or checking out early from school will be monitored on a regular basis. Students and parents are encouraged to schedule appointments, vacations, trips, etc., at a time so that children can remain in school each day, all day.

Make up Work – Students shall be provided the opportunity to receive assignments missed during the absence and to make up the work upon their return for the full grade. The student or parent must request make up work after returning to school. The work should be turned in at a mutually agreed time frame between the teacher and the student. The attendance record is not changed when missed work is completed.

Arrival and Dismissal

School begins at 8:55 a.m. School doors open at 8:30 for Breakfast Only. Please do not drop off your child any earlier due to lack of supervision. Students are allowed to go to classrooms at 8:40 a.m. Students must be seated and ready to begin the instructional day when announcements begin at 8:55 a.m. Students arriving after 8:55 are tardy and must be signed in by an adult in the office. Students are dismissed at 3:55 p.m. Children must be picked up by 4:15 p.m.

Birthday Parties

Birthday treats may be brought for an entire class only by a parent if given enough notice to the student's teachers with time and type of treat given. Healthy treats are strongly suggested. Birthday and/or holiday treats cannot be shared or eaten in the cafeteria.

Before and After School Opportunities

Apollo offers NAZA, tutoring and clubs for extracurricular opportunities for students. NAZA is an after school enrichment program that blends exciting activities with academics so that students can develop their talents and continue academic learning at the same time. Apollo also offers a variety of after school clubs and tutoring opportunities before and/or after school. Contact your child's teachers for detailed information.

Breakfast and Lunch

Breakfast is served daily in homeroom classrooms or the cafeteria. Students should arrive before 8:50 a.m. to ensure enough time to eat breakfast.

Student lunches are served daily at no cost to the students. The cost of lunch for adult visitors is \$3.75 and adult holiday meals are \$4.50. Healthy snacks are also available at an additional cost. These purchases are limited to one per meal. Too much sugar can limit a child's ability to perform well in school.

Food from outside sources (such as restaurants, birthday treats, etc) cannot be consumed in the main cafeteria. We encourage parents to come visit school to eat lunch with their student. There will be a separate designated location for parents and students to join each other for lunch.

Bullying

MNPS strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member, who must report the incident to the principal. The principal must take prompt action to prevent future harm. Guidelines for investigating bullying allegations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior. (See Olweus Bullying Prevention)

Buses

- Obey the bus driver's instructions
- Remain in your seat on the bus
- Keep your hands, feet, and objects to yourself
- Talk quietly
- Students who live at least 1.25 miles from school may ride the bus
- Bus drivers must approve any requests for additional passengers-this must occur a day in advance of the request
- Bus Driver may assign seats.
- Be courteous.
- No use of profane language.

- Do not eat or drink on the bus; keep bus clean.
- No electronic devices (including phones and music players) are to be used on bus.
- Violence is prohibited.
- Bullying on the school bus is prohibited.
- Remain seated.
- No smoking.
- Keep head, hands, feet and objects inside bus.
- Do not destroy property.
- For your own safety, do not distract the driver through misbehavior.
- Cross in front of bus, never behind; make sure all traffic is stopped.
- Do not ask driver to let you off the bus at stops other than your own.
- Go directly to your home.

School Bus Consequence

The privilege of riding a school bus in Metro is one that can be revoked if the Rules of Conduct are not followed. These rules extend to school bus stops, as well as on the bus itself. Violation of these rules and other misbehavior should be reported to the Assistant Principal or the Principal of the school to which the bus runs. Violation of bus policy may result in assigned seating or bus suspension. Severe or repeated violations may result in bus expulsions. If your student is suspended from the bus, you must provide transportation to and from the school. If you do not bring your student to school, that absence will be considered unexcused.

The following is the consequence continuum for school bus infractions:

First Offense: Warning and/or assigned seating (excluding hitting/fighting—suspension based on severity).

Second Offense: Warning and/or 1 day bus suspension. Parents will be notified of suspension.

Third Offense: Student will be suspended from the bus for 2-3 days. Parent will be notified of suspension.

Fourth Offense: Student will be suspended from the bus until the parent/guardian comes to school for a disciplinary meeting with principal(s) and support personnel.

Further Offenses could result in an out of school suspension. School administrators reserve the right to assign more severe consequences than those listed above based on the severity of the offense.

Severe clause

Highly inappropriate activities on the school bus include but are not limited to the following:

- Inappropriate use, possession or distribution of over the counter drugs
- Possession, use, selling or distribution of alcoholic beverages
- Repeated/severe bullying on the bus
- Gang-related activities
- Sexual Harassment
- Possession and/or display of materials/devices containing inappropriate or sexually explicit material.

Any ZT or RC offense (See MNPS Student/Parent Handbook and Code of Conduct)

Violation of severe clause may result in suspension from school.

A student may ride a different bus other than the one assigned if there is an emergency or to occasionally ride home with another student. Each student must have from a parent/guardian written permission containing the request with dates, the parent/guardian's name and phone number, and the number of the requested bus. Both students should bring their request to the main office at 8:40 am. Office staff will then call the parent to verify the note After the verification process is complete, students

can pick their notes up at lunch to present to the bus driver of the requested bus. Approval of the request is subject to bus capacity and length of request.

A bus driver's job is an EXTREMELY difficult task. The school makes every effort to support them in their efforts to be effective, responsible, and safe. Bus discipline is handled using progressive discipline. Should a driver bring a child into the office and file a formal complaint, the student is given a warning. Additional trips to the office will result in a gradual loss of bus privileges, in some cases; students may lose the privilege of bus transportation for the remainder of the school year. Please be sure to read MNPS rules for riding the bus with your child, sign, and return the appropriate copy to school.

Infinite Campus

For the 2016-2017 school year, MNPS is introducing a brand new student management system called Infinite Campus. Infinite Campus will replace PowerSchool and GradeSpeed. Infinite Campus is a secure web-based program designed to keep parents, students, and teachers informed with up-to-the-minute information about student attendance, academics and discipline. In addition, Infinite Campus will house all student data ranging from demographic data to scheduling and medical/legal alerts. Infinite Campus can be accessed on the go, at home or from school. An Infinite Campus app is also available for download on Android and iOS devices. Infinite Campus is here to provide infinite opportunities for parents to keep up with their child's progress at school.

Raptor

Like all MNPS schools, Apollo uses Raptor to scan and check visitor's identification against local and federal registries. Each visitor visiting our school will be required to submit ID and have it verified against these registries before having access to students.

Conferences

The school and your child's teachers are ready to discuss any concerns you might have about your child and his/her experiences at our school. To protect the instructional time of our students, please call and arrange a convenient time to meet with your child's teacher.

Custody

Custodial parents are encouraged to provide the school with all current and relevant legal documentation showing any restrictions to a natural parent's visitation. If this is not provided, a parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and could involve release of the student, if we have not received documents proving otherwise.

Drugs and Alcohol

Receiving, possessing, using, giving, selling or being under the influence of any illicit drug or narcotic is prohibited. Expulsion from any MNPS school, except a program for such offenders and notification of police for charges are the penalties for this offense. Receiving, having, giving, selling or being under the influence of alcohol will result in suspension for the first offense, and Referral to Coordinator of Student Discipline for second offense. The police will be notified for charges.

Emergency Procedures

In case of snow, ice, or other dangerous conditions, students and their parents are urged to listen to the radio, watch television or check the www.mnps.org website for information on school closing or changes in school hours. The director's office will notify area radio and television stations immediately when a decision is made to alter the regular school schedule in any way.

For Sale to Students

No items may be brought to school by students for resale; this includes candy, cookies, and other items offered as fund-raising activities for all outside groups even though they may be composed of Apollo Middle students or families. Gambling activity (such as dice, card games, etc) during school hours and/or on school grounds is strictly prohibited. Also, students may not bring items from home to sell to other students.

Grades and Report Cards

The report card issued to each student every nine weeks is the school's method of reporting academic progress, attendance, and conduct, to the home. Parents are encouraged to call the school if these fail to reach home. At midpoint each nine weeks, progress reports will be sent home with all students. In addition, parents may monitor their child's grades daily in Infinite Campus.

Hall Pass

Any student in the hall is expected to have a hall pass or note signed by a teacher of the class in session giving him permission to be out of that class for a short amount of time. Students who do not have permission to be out of the classroom and/or do not have a hall pass are considered to be skipping class. During class time, students may not use the restroom without permission from the teacher.

Homework

Students may have homework each day. Some of our grade level teams offer parents the opportunity to monitor their child's homework on a daily basis by going online. For the 2016-2017 school year, every student will be given an official school homework planner book. Students will be held responsible for recording their homework assignments in the planner book for every class each day. Students will be expected have a planner book for the entire school year. We encourage parents to use Infinite Campus to monitor their child's progress.

Homework Policy

Homework is an extension of classroom learning. Your student might have ten minutes of homework per grade. Example, 6th graders might average 60 minutes of homework per night. Some nights may be more, some less. If you are concerned about the amount of homework your student has, or if you are concerned that your student is not doing homework, please stay in close contact with your child's teachers. Also, remember that GradeSpeed Parent Connection allows a parent to see a child's grades for all classes and assignments at any time.

Early Dismissal

Early dismissals are discouraged. Teachers use every minute of the instructional day and early releases create a disruption for students. **No students will be dismissed after 3:30.** Exclusions to this policy include religious training, doctor/dentist visits, guidance sessions, or other activities approved by the principal. Early dismissals for convenience are strongly discouraged. A student must stay 3.5 hours to be counted present for the day (8:55-12:25). **The school can not accept changes in a child's method of transportation over the phone. A note must be sent to the school by the parent if there is a change in a student's method of transportation.**

Apollo cares about the safety of our children. Therefore, students will not be dismissed from their classrooms. All parents and visitors must report to the office to sign a student out of school. Office personnel will then call the appropriate classroom, and have the child dismissed to the office. Students will only be dismissed to adults listed on the student profile form. Anyone picking up a child must show identification and be listed on the form.

Emergency Information

Telephone numbers, cell phone numbers, work phone numbers, email addresses, and alternate contacts are especially important in the event of illness or emergency. Also, our school does a great deal of parent communication through these methods. In order to stay informed and so that we can reach you in an emergency, it is imperative that we have correct information on file for your family. At the beginning of the school year, families will be given multiple opportunities to provide us with updated contact information. Please take the time to update your information on these forms. Should these numbers change during the school year, please notify the school office immediately so that we may update our records.

Footwear

At Apollo Middle Prep, students are not permitted to wear open-toe or open back shoes of any kind.. This includes, “flip flops”, sandals, athletic sandals, house shoes/slippers, etc. Shoes must have a back that covers the heel. This is for student safety in stairwells, hallways, and during emergency drills.

Hallways

While traveling through the hallway, our students should do the following:

- Use appropriate voice levels during class change
- Walk, not run, on the “right” side of the hallways
- Keep hands, feet, and objects to yourself

Illness

- Your child’s health is extremely important to us, and we need your help in maintaining a healthy environment for all of our children. Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, vomiting. Any child with these symptoms must be kept at home **a full 24 hours without symptoms** before returning to school.
- **Head Lice** – If your child should become infested with head lice, it is the policy of the district that he/she may not return to school until you have obtained a statement from your physician or the Health Department stating that your child is nit free. You may visit Lentz Health Center for a health care release (free of cost). A student’s absence will only be excused for three days following being sent home for infestations.
- **Strep Throat** – Students should not return to school until at least 24 hours after beginning antibiotic therapy and being fever free.
- **Communicable Disease** – If a child develops chickenpox, mumps, measles, strep throat, or “pink eye”, your child must have a doctor’s statement stating the child is not contagious and may return to school.
- Please keep in mind that Apollo Middle Prep does not have a full-time nurse. If a student becomes ill while at school, he/she will be instructed to contact a parent.

Jewelry/Expensive Personal Items

Students who wear jewelry to school must keep it on them at all times. Jewelry, wallets, purses, and other expensive items should never be loaned, left in a locker or at school overnight. The school is not responsible for misplaced or stolen items.

Liability for Textbooks

It is the responsibility of the school principal to protect school properties including textbooks. The principal or principals' designee may apply any or all of the following sanctions against pupils who refuse or fail to pay for lost or damaged textbooks at the replacement cost less reasonable depreciation:

- Refuse to issue any additional textbooks until restitution is made
- Withhold report cards in all subjects, diplomas, certificates of progress, or transcripts until restitution is made. Students may also be prohibited from attending school functions and events if they owe money for lost textbooks or other school-issued items.

Lockers

Students are issued lockers by their homeroom teachers as near to their classrooms as possible. The student to whom the locker is issued is responsible for the contents of the locker; therefore lockers are never to be shared. Students are encouraged to bring their own locks with which to lock their lockers. Additional lockers are also available in the gym. Money, jewelry and other expensive items are never to be left in any locker. Coats, hats, and any other outerwear should be placed in lockers upon entering the building. Additionally, any backpacks should be placed in a locker as backpacks are not allowed in classrooms. Students may only have small purses and drawstring bags in the classroom. Lockers are the property of the Board of Education, and can be searched periodically and randomly. Items left in lockers on the assigned locker "clean out day" at the end of the school year will be disposed of by school personnel.

Lost and Found

- Place lost articles in the lost and found which is located in the office.
- Report articles as soon as they are missing
- Please have your child check the area for their missing items.

Items found in non-classroom areas of the building or grounds will be turned into the lost and found, located near the custodian office area. Items found in the classrooms may be claimed in that room. Lost textbooks will be returned to the owner if identified or to the Assistant Principal if student ownership cannot be determined. Lost and found items will be taken to a local charity or disposed of at the end of every nine-week grading period.

Media Permission

Throughout the school year, television, radio and print reporters may cover activities at our school. Students may only be taped, interviewed, or photographed with parental permission. While we will make every effort to secure parental permission for each occasion, this is not always possible. Please complete the media permission located in the Student Code of Conduct book so that we may abide by your wishes.

Students will also be given the opportunity to visit educational websites. Students will only be able to participate in these activities with your written permission. This permission is also included on the signature page of the Code of Conduct Book, if you would like for your child to participate.

Medication

Whenever possible, medications should be administered at home. When a student starts on a new medication, the first dose should be given at home to assess the student's reaction to the medication. Students who need to take any medication during the school day must have an authorization form signed by both the parent and the physician on file in the school office for the current school year. This authorization requirement includes all prescription and over-the-counter medications, such as Tylenol, Advil, antibiotics, long term and short medications, etc. A new authorization must be obtained for each school year. A separate form must be completed for each medication.

All medication to be taken by students at school will be kept in a locked medicine cabinet in the office; medication must be in the original containers, clearly labeled with the student's name.

The student and office personnel administering the medication will sign a log indicating the time and date the medicine was administered.

Money

Please do not allow your child to bring money to school for anything other than lunch, supplies, field trips, or school-sponsored fundraisers. When sending money to school, please secure it in a sealed envelope with the following information on the outside on the envelope:

- Child's name
- Teacher's name
- Amount enclosed
- Purpose of sending the money

Checks are permitted. Any checks returned for insufficient funds will eliminate that family's privilege of writing a check to the school or the cafeteria. A significant fee will also be charged by our check collection agency.

Office Routines

Below are student expectations for entering the main office:

- Come into the office quietly without disturbing others and their work
- Come with written permission or an office pass
- Wait for someone to assist you if you need medication
- Ask permission from your teacher and the secretary before you use the telephone

Outstanding Balance

Students who owe debts to the school for lost textbooks, library books, Essential Literature novels, musical instruments, or any other school related item or payment may have their records and report cards held from release. Also, students who owe debt to the school are subject to being withheld from field trips, dances, and other school events.

Parent Involvement

Parents are encouraged to stay involved with their middle school children by volunteering and/or participating in family engagement events and programs. Our school will keep our families informed through newsletters, phone calls, emails, the school website, and our school marquee.

Snow Days

When it is necessary to dismiss early or close schools, local radio and television stations will notify the community. Please do not call the school office and tie up the phone lines. These should be kept open for emergencies. We encourage you to go over emergency plans for your child in the event of an early dismissal.

Toys and Personal Devices

Toys, games, trading cards (of any kind), music players, game players, headphones including Bluetooth headsets, and other like items, should not be brought to school unless requested by a teacher IN WRITING for special purposes. If an item of this nature is brought without the teacher's permission, the item will be held at school for a specified period of time or until picked up by a parent. At the end of the school year, all unclaimed items will be discarded.

Security

During school hours, teachers, personnel, visitors, etc., must enter and exit through the front doors of the building. Side and rear doors will be closed and locked during school hours.

Student Conduct

Students are expected to conduct themselves so that they may not interfere with their own education or the education of others. Teachers, administrators and other responsible adults at Apollo Middle Prep define proper conduct. Local practices and rules – written, stated, and/or practiced – implement the “Student Conduct, Rights, Responsibilities, Rules, and Due Process Procedures” of the Board of Education. Displaying consideration for others and their feelings, treating others with the respect the student would like directed toward him/her, respecting the property of others, and practicing self-restraint (both verbal and physical) will result in positive individual and school-wide rewards. Failure to follow rules will result in disciplinary measures which may include reprimand, counseling, parent conferences, after school detention, writing assignments, suspension out of school, police citation or arrest, and/or a disciplinary hearing.

All school and district rules and policies are in effect before, during, and after school hours at bus stops, on the school bus, in all areas of the school building, on field trips, and at after school events. Students who influence or cause others to disobey or disrupt will also be disciplined. Parents are notified of unacceptable conduct on the part of their students regularly through the report card, by the student, and by phone, email, or written communication. Students who are suspended from school will not be allowed to attend the school dance during the semester they are suspended. Student searches will be made for cause or random search. Students walking to and from Apollo Middle Prep are expected to respect private and public property by remaining on sidewalks and following the instructions of the crossing guard. The staff of Apollo Middle Prep will cooperate with property owners and police to insure that such property and/or rules regarding its use are protected and obeyed. Persistent and habitual disruption of the school process will result in disciplinary action, which may include referral to the Coordinator of Student Discipline Referrals for exclusion from school. **Please note that students can face disciplinary consequences for offenses committed while on school transportation or when walking to and from school grounds.**

Grading

Metro Nashville Public Schools adopted a new grading philosophy several years ago called Standards-based Grading. This policy is based on the principle that grades are not about what students earn; they are about what students learn. Below, you will find a list of a few of the grading procedures:

- Overall grades are based on work products that address grade level standards.
- Students will have multiple opportunities to demonstrate proficiency.
- Do not include zeros in grade determination when evidence is missing or as a punishment.
- Do not reduce marks on “work” submitted late; provide support for the learner.
- Student effort will be reported using the “Effort Rubric.”

ID Badge Policy

Students are required to wear their ID badge in school.

Tardy Policy

Students are required to be on time to all classes (the only exception would be with a written excuse note signed by a school official).

Tardy Consequences:

- Teachers will document each time a student is tardy to class.
- After the second time, teachers will call home to inform the parent that the student has been tardy to class.
- After the fourth time, student will be referred to the administrator who will call the parent and issue the student the consequence of after-school detention.

Apollo Middle Prep Discipline Plan

For the 2016-2017 school year, Apollo Middle Prep is excited to announce that we will be continuing “School-Wide Positive Behavior Support” (SWPBS), OLWEUS Bullying Prevention Program and Restorative Justice. SWPBS is used in schools nationwide to recognize students for their positive choices, while also providing intense support for students who may struggle with appropriate behavior. The OLWEUS Program (pronounced Ol-VEY-us; the E sounds like a long A) is a comprehensive, school-wide program designed and evaluated for use in elementary, middle, junior high or high schools. The program’s goals are to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The OLWEUS Program has been implemented in more than a dozen countries around the world, and in thousands of schools in the United States.

Enclosed in this handbook, you will find an outline of general expectations for SWPBS. We will share more information with you throughout the school year, and as this concept grows within our school. Students will also be expected to follow the general guidelines for behavior outlined below.

Apollo Middle Prep Expectations:

The school staff will:

- Notify Students and Parents of Discipline Plan verbally and in writing at the beginning of each school year and upon enrolling at the school during the school year
- Implement Plan
- Monitor Plan / Evaluate Plan
- Revise/Update Plan

Behavior Expectations

We expect all learners at *Apollo Middle Prep* to Be Respectful, Be Responsible, and Be Ready by following the expectations laid out in the Expectation Matrix on the next page and by following S.T.R.I.V.E. (Stay Focused, Take Responsibility, Respect Everyone, Inspire Others, Value Education, and Expect Success).

*For more details see the MNPS Code of Conduct.

These expectations will help make *Apollo Middle Prep* a safe place to learn.

There are many benefits for following these expectations.

- Others will respect you.
- You will be given more privileges and opportunities to extend your learning beyond your classroom.
- You will learn that cooperating with others is fun, easy to do, and has many benefits.
- Others will value your thoughts and ideas.
- You will be recognized and rewarded for your hard work and cooperative effort.

*For more details regarding school-wide rewards, please contact your child’s homeroom teacher.

**Astros Are Respectful, Responsible, and Ready!
S.T.R.I.V.E.**

Expectations	Classroom	Hallway & Stairwell	Cafeteria	Restroom	Bus	Assemblies & Special Events
<p><u>Be Respectful</u></p> <ul style="list-style-type: none"> - Respect Everyone - Inspire Others 	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Use appropriate professional language and gestures - Speak at designated volume level - Use all materials for their intended purposes - Listen attentively when others are speaking 	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Use appropriate professional language and gestures - Speak at designated volume level - Look without touching at displayed items and work 	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Use appropriate professional language and gestures - Speak at designated volume level 	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Use appropriate professional language and gestures - Speak at designated volume level - Give others privacy and personal space - Keep surfaces free of graffiti 	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Use appropriate professional language and gestures - Speak at designated volume level 	<ul style="list-style-type: none"> - Keep hands, feet, and objects to yourself - Use appropriate professional language and gestures - Speak at designated volume level - Listen attentively when others are speaking
<p><u>Be Responsible</u></p> <ul style="list-style-type: none"> - Take Responsibility - Value Education 	<ul style="list-style-type: none"> - Follow directions - Work toward completion of tasks - Keep workspaces clean and neat 	<ul style="list-style-type: none"> - Follow directions - Always walk on the right side - Without your class, you need a pass - Eating is not allowed in common areas - Pick up after yourself - Report concerns or safety issues to an adult 	<ul style="list-style-type: none"> - Follow directions - Sit and remain in your designated seat - Pick up after yourself - Bring food only for yourself 	<ul style="list-style-type: none"> - Follow directions - Get in, do your business, and leave in a timely manner - Use restroom materials and facilities appropriately - Without your class, you need a pass - Report concerns or safety issues to an adult 	<ul style="list-style-type: none"> - Follow directions - Remain seated until your stop - Keep the bus clean - Report concerns or safety issues to an adult 	<ul style="list-style-type: none"> - Follow directions - Remain in your designated area - Pick up after yourself
<p><u>Be Ready</u></p> <ul style="list-style-type: none"> - Stay Focused - Expect Success 	<ul style="list-style-type: none"> - Follow dress code guidelines - Bring all necessary materials - Be and remain in your assigned seat at the start of class 	<ul style="list-style-type: none"> - Follow dress code guidelines - Walk directly to and from your destination - Bring all materials necessary for class 	<ul style="list-style-type: none"> - Follow dress code guidelines - Pass is required to leave the cafeteria - Finish eating before dismissal 	<ul style="list-style-type: none"> - Follow dress code guidelines - Walk directly to and from the restroom - Only 4 students in the restroom at a time 	<ul style="list-style-type: none"> - Follow dress code guidelines - Report to your bus/bus stop promptly 	<ul style="list-style-type: none"> - Follow dress code guidelines - Walk directly to and from your destination

Consequences

Our faculty and staff continually strive to recognize the good behavior of students. Students will be given a choice: abide by school expectations or appropriate consequences will be enforced.

(Consequences are not listed in any particular order.)

- Verbal reprimand and feedback to explain why the behavior is inappropriate, and its impact on others
- Parental involvement-most often a phone call and/or a note sent home
- Time out
- Lunch Detention
- Loss of privileges
- Restitution, when appropriate
- Contract or behavior plan outlining behavioral or performance expectations
- Involvement of support personnel (psychologist, social worker, guidance counselor, youth guidance)
- Detention, Saturday School or Suspension

Procedures

Classroom General Rules

Each classroom teacher will establish general rules, negative consequences and positive reinforcement for the classroom that is specific to their grade level.

Example:

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Raise your hand to speak.
4. Work very quietly.
5. Walk, do not run.

Cafeteria Rules Cafeteria

1. Speak in soft voices and use good table manners.
2. Keep hands, feet and objects to yourself.
3. Stay in your seat and raise your hand if you need something.
4. No talking when the lights are out in dismissal line.
5. Walk, do not run.
6. Only go through lunch line once.

Hallway Rules

1. Should be quiet in designated areas. .
2. Walk, do not run.
3. Keep your hands and feet to yourself.

Restrooms Rules

1. Do not play in restrooms.
2. Keep floors clean.
3. Use soft voices.

School Environment

1. Put trash in the trash can
2. Pick up loose paper
3. Leave your classroom orderly, clean, and neat each day

After School Detention

Purpose of After School Detention:

After-School Detention provides an alternative to out-of-school suspension. Detention allows students to still attend regular class and provides an after-school opportunity for them to complete and receive credit for class assignments while receiving a consequence for negative behavior. Students assigned to Detention remain in the same room all day, take restroom breaks as a group and eat lunch in isolation. Students in Detention are expected to follow all Detention rules enforced by the Detention Coordinator. Students who choose not to follow Detention rules may be subject to Out of School Suspension or additional Detention time.

Apollo Middle Prep's 2016-2017 Dress Code

	Can Wear	Cannot Wear
Tops	<ul style="list-style-type: none"> ✓ MUST wear collared shirt (any color or design) OR Apollo t-shirt ✓ Sweater, sweatshirt, hoodie, and/or light jacket (any color or design) with collared shirt ✓ Sweatshirts with hoods are permitted as long as hood is not on head ✓ Shoulders and midriffs must be covered ✓ Tucked or untucked shirts ✓ T-shirt or long-sleeved shirt worn UNDER collared shirt ✓ Button-down collared shirts must be buttoned ✓ Waist-length vests over a collared shirt 	<ul style="list-style-type: none"> × Non-collared shirt × Collared shirts that are not buttoned × T-shirts or long-sleeve shirts over the collared shirt × Hooded sweatshirts when the hood is worn on the person's head × Sweater, sweatshirt, and/or light jacket without collared shirt × Cropped shirts or cropped vests × Bare shoulders/midriffs × Sheer tops × Tops with rips, holes, frays, slits, or tears × Logos, writing, or graphics should not display inappropriate language or pictures that are not permitted at school or are deemed disruptive to school environment
Bottoms	<ul style="list-style-type: none"> ✓ Shorts, skirts, pants, and dresses (any solid color) ✓ Shorts and skirts must go down to the knee ✓ Solid-color leggings can be worn underneath shorts, skirts, or dresses as long as the shorts, skirts, and dresses still go down to the knee ✓ Cargo pockets ✓ Dresses must go to the knee, be collared, and be solid-colored ✓ "Joggers" made of denim or khaki material ONLY may be worn 	<ul style="list-style-type: none"> × Pants, shorts, skirts, dresses that have holes, rips, frays, flits, cutoff edges, or tears × Sweatpants, sweatpants material, or athletic shorts including "joggers" made of sweatpants material × Leggings/jeggings worn as bottoms without skirt, shorts, or dress × Leggings/jeggings worn as bottoms with skirt, shorts, or dress that are not knee-length × Dresses that are not knee-length, are sleeveless, or are worn without a collar × Pants, skirts, shorts, dresses, leggings with patterns, prints, or words on them (non-solid) × Logos, writing, or graphics should not display inappropriate language or pictures that are not permitted at school or are deemed disruptive to school environment × No rubber bands on the bottom of pants × Sagging
Other	<ul style="list-style-type: none"> ✓ Closed toe/closed back shoes ✓ Head scarves (including those for religious and "fashion") and headbands ✓ Clothes should be appropriate size ✓ Small purse, drawstring backpack, or small bag that fits under your chair ✓ Scarves can be worn with a collared shirt 	<ul style="list-style-type: none"> × Open toe or open back shoes × House shoes/slippers/Crocs/flip-flops/sandals × Hats of any kind cannot be worn on your person. Hats worn inside the building will be confiscated and kept for the remainder of the school year or until a parent/guardian picks it up from the office. This includes hats being worn on belt loops. × Scarves worn without a collared shirt × Backpacks are not allowed in the classroom × Logos, writing, or graphics should not display inappropriate language or pictures that are not permitted at school or are deemed disruptive to school environment

Olweus Bullying Prevention Program

MNPS strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. For the 2016-17 school year, the Dean of Students will assist the counselors in the investigation, mediation, and discipline of bullying related incidences.

What is Bullying?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Examples of Bullying

1) Physical bullying can be:

- hitting, kicking, shoving, spitting, beating up, stealing, or damaging property.

2) Verbal bullying can be:

- name-calling, mocking, hurtful teasing, humiliating or threatening someone, racist or sexist comments, harassment.

3) Social bullying can be:

- excluding others from the group, gossiping or spreading rumors, setting others up to look foolish, and damaging friendships;
- treating people badly because of their identity, saying bad things about a culture, calling someone racist names, telling racist jokes
- treating people badly because of their religion or beliefs
- leaving someone out or treating them badly because they are a boy or a girl, making someone feel uncomfortable because of their sexual orientation/gender identity/gender expression
- leaving someone out or treating them badly because of a disability
- treating someone badly because of his/her appearance (e.g., weight-based teasing, clothing)

4) Electronic bullying:

Electronic communication lets youth connect with each other in all kinds of ways. Youth use social media to create relationships with others. Healthy face-to-face and online relationships mean that interactions are respectful.

Disrespectful interactions become bullying. Cyberbullying:

- is electronic communication used to upset, threaten or embarrass another person;
- is using email, cell phones, text messages, and internet sites to threaten, harass, embarrass, socially exclude, or damage reputations and friendships;
- includes put-downs, insults, spreading rumors, sharing private information, photos or videos or threatening to harm someone.
- is always aggressive and hurtful.

Is it Bullying? What is it?

<p>Teasing</p> <ul style="list-style-type: none"> • Everyone is having fun • No one is getting hurt • Everyone is participating equally 	<p>Conflict</p> <ul style="list-style-type: none"> • No one is having fun • There is a possible solution to the disagreement • Equal balance of power
<p>Mean Moment</p> <ul style="list-style-type: none"> • Someone is being hurt on purpose • Reaction to a strong feeling or emotion • An isolated event (does not happen regularly) 	<p>Bullying</p> <ul style="list-style-type: none"> • Someone is being hurt on purpose • Repetitive (happens regularly) • Imbalance of power

Procedures for reporting Bullying:

1. **Reported by student** – Students need to fill out the Bullying Reporting Form found in the office. Students may also email The Dean at Apollocares@gmail.com. This account has been set up for students to contact Apollo for any issues they may have but don't feel the need to talk with someone at the moment. Parent contact will be made within 24 hours of receiving the complaint to parents of the victim(s) and the accused. If an Emergency/urgent situation, students need to make direct contact with an adult. These emergency situations will receive first priority. Parents will be contacted again at the conclusion of the investigation.
2. **Reported by Parent** – Parents can email The Dean directly or use apollocares@gmail.com if they wish to remain anonymous. Parents may also leave written requests in the main office. If a parent wishes to meet in person, he/she must make an appointment with The Dean. There will be some someday appointments available Parent contact will be made within 24 hours of receiving the complaint to parents of the victim(s) and the accused. Emergency situations will receive first priority. Parents will be contacted again at the conclusion of the investigation.

Students who are referred for bullying and/or students who don't quite understand how to identify bullying will be given education/training on bullying through the use of Informational Text, self-reflection and discussion. Referrals to guidance will also be given to assist all students involved, if needed.

Standard School Attire Discipline Protocol

First Day of School

Letter given to all students out of compliance

Remainder of Semester

First Offense

Chance to correct

If not – in-school suspension

Letter to parent/guardian (given to student)

Second Offense

One day of in-school suspension

Letter to parent or guardian (given to student)

Third Offense

One day of in-school suspension

Provisional one-day out-of-school suspension

(This OSS is waived if the parent/guardian arrives with the student the next morning for a conference – and if the student is in Standard Attire)

Letter to parent/guardian (given to student)

Further offenses will be addressed in one of the following ways:

<u>If there is NO out-of-school suspension</u>	<u>If there is IS out-of-school suspension</u>
Fourth Offense One day of in-school suspension Provisional one-day out-of-school suspension Letter to parent/guardian (given to student)	Fourth Offense Two days out-of-school suspension Letter to parent/guardian (mailed home)
Fifth Offense Suspension One day of in-school suspension Provisional one-day out-of-school suspension Letter to parent/guardian (given to student)	Fifth Offense Three days out-of-school Letter to parent/guardian (mailed home)
Sixth Offense Two day summary suspension Contact Discipline Office	Sixth Offense Two-day summary suspension Contact Discipline Office

**Apollo Middle Prep
Use of Personal Technology Policy
2016-2017**

DEFINITION OF PERSONAL TECHNOLOGY

Personal technology includes, but is not limited to, cellular phones, wireless earpieces and neckwear, iPods, iPads, other mp3 players, calculators, and portable gaming devices.

MNPS CELL PHONE POLICY FOR MIDDLE SCHOOLS

A student may possess a cellular telephone or other personal technology on school property. Use of such technology will be at the discretion of the building administrator.

APOLLO MIDDLE PREP CELL PHONE POLICY

- Cell phones and other devices must be off (not on vibrate or silent) at all times during school hours.
- Cell phones and other devices must be concealed (in a backpack, locker, purse, pocket, etc.) at all times during school hours.
- Students are not permitted to call or text message individuals inside or outside of the school at any time during school hours.
- Parents, guardians, relatives, or friends should not text message or call our students at any time during school hours. If you need to reach your student, please call the main office at 333-5025.
- Students are not permitted to use cell phones or other devices to record video or take photos during school hours.

ASSUMPTION OF RISK

A student who brings his/her device to school shall do so at his/her own risk. No searches or investigations will be conducted for lost or stolen devices.

CONSEQUENCES FOR VIOLATION

Possession of personal technology by a student is a privilege. Any student who fails to abide by the terms of this policy will forfeit this privilege. A device used outside these parameters will result in confiscation of the technology until such time as it may be at the discretion of the building administrator. While the classroom teacher may confiscate personal technology devices used in violation of this policy, those devices, which are confiscated, are sent to school administration. Therefore, personal technology devices may only be retrieved from office administration during designated office hours as prescribed by school administration. Office hours to retrieve a cell phone are 8:40-4:40 on days when school is in session. Cell phones cannot be retrieved outside of these hours.

A student in possession of personal technology in violation of this policy is subject to the following:

First Offense:

- Device will be confiscated and returned to the student at the discretion of the building administrator.

Second Offense:

- Device will be confiscated
- Parent conference required to retrieve device

Third Offense:

- Device will be confiscated
- Parent conference
- Disciplinary consequence at the discretion of the building administrator

Four or More Offenses:

Students in violation of this policy on four or more occasions are subject to additional consequences, which may include, but are not limited to:

- In-School Suspension
- Out-of-School Suspension
- Disciplinary consequence at the discretion of the building administrator

Severe Clause:

Highly inappropriate activities include but are not limited to:

- Communication that contains inappropriate content, profanity, intimidation or threats to others;
- Cheating and other forms of academic dishonesty;
- Taking or showing inappropriate photographs/video;
- Communicating with groups or individuals in a manner that causes a disruption of the school environment; and/or
- Refusal to relinquish phone to persons of authority upon request.

Violation of the severe clause may result in suspension from school for up to 10 days regardless of the number of previous offenses.

USE OF PERSONAL TECHNOLOGY DURING CLASSROOM INSTRUCTION

Use of personal technology during instructional periods is prohibited except when used as an aid to instruction at the discretion of the classroom teacher and building administrator. If personal technology is used as an aid to classroom instruction, students without access to those devices will not be penalized. Personal technology may not be used for purposes that are found to be disruptive to the school environment. Disruption of the school environment shall be determined by school administration and faculty.

For more information or to view MNPS's personal technology policy in full, please visit:

<http://www.policy.mnps.org/AssetFactory.aspx?did=48869>

Student Identification Guidelines

The following guidelines apply to students' grades 5-12 after they have distributed initially:

1. ID badges are part of the student dress code. Students must have an ID badge on their person at all times while on school grounds during the school day. Students who do not have an ID badge may be denied admission to school events.
2. Students must present their ID badges to a school official upon request.
3. Students who display their ID badges during school hours may be eligible for random incentives at school discretion.
4. Students who repeatedly fail to have ID badges will be subject to more severe sanctions/consequences.
5. ID badges are not hall passes. However, students may be required to show their ID in addition to the school's hall pass policies.
6. Schools may require ID badges to be used to access school programs such as library, food service, and other functions as technology-based applications increase.
7. Schools may charge a \$5.00 fee for replacement of lost ID badges.

Individual middle and high schools may have additional requirements for the display and use of student ID badges.

Parents are asked to support this initiative by helping to ensure that their child has the ID badge every day.

Apollo Middle Prep Compact

The *Apollo Middle Prep* staff, parents, and students will work as partners to foster a positive learning environment. This compact has been developed and describes school and family responsibilities. Our signatures indicate agreement to fulfill this compact to the best of our abilities.

As a staff we pledge to:

- Provide instruction for each student at his/her own pace.
- Provide a safe school environment that promotes learning.
- Show respect with our words and actions for each child and his/her family.
- Provide appropriate homework to reinforce the skills that have been taught at school.
- Communicate with parents regularly about their child's progress.
- Schedule an annual parent-teacher conference to discuss academic and behavior progress.
- Come to school on time prepared to teach the approved state and local curriculum.

As a parent/guardian I (we) will:

- Read to my child or have my child read to me every day.
- Show respect with my words and actions for my child, other children and their families, the teachers, and the school.
- Provide a place for homework and check to see that all work is completed.
- Ask my child about schoolwork and activities every day.
- Communicate and work with the school to encourage my child's learning and positive behavior.
- See that my child attends school regularly and on time.
- Communicate with the school about any changes in address or phone numbers

As a student, I will:

Be responsible for my actions and behavior each day. I will listen, do my work and learn. I will respect the feeling, property, and rights of others. I will be a good citizen by doing what is right because it is the right thing to do for others and myself.

PARENTS ARE PARTNERS AT APOLLO MIDDLE PREP

Parental involvement is critical to the success of a child's achievement in education. At Apollo Middle Prep, we will strengthen our home-school-community partnership to ensure a safe-oriented learning environment such that student achievement and school climate will prosper. Parents are important influences in helping their children achieve high academic standards. When schools, families, and community groups work together to support learning, children are more successful and schools improve. You, as parents, are partners in your child's education and are encouraged to be actively involved. Listed below are ways in which parental involvement is embossed at Apollo Middle Prep.

Communication with Parents

- The school's Title I newsletter is sent home at the end of each grading period in English and Spanish.
- Each year the district level and school level parent surveys are sent home and used to gather suggestions on improving and strengthening the school and the Title One Program.
- Parents are contacted by telephone, in their native language when applicable, regarding the positive and negative actions of their children at school. Contact logs record these communications.
- A Parent-School Compact is jointly developed and distributed to all parents, teachers, and students to be signed.
- Parents are informed of the school curriculum and expected proficiency levels by receiving copies of the Metro Academic Standards and through various assessment reports. (examples: report cards, DEA, Grade Speed, TCAP analysis, progress reports, etc.)
- Parents receive information at the Open House and Annual Title I meeting on the school improvement plan, parent involvement policy, the parent-school compact and how to participate in their child's school and Title I program.

Meeting with Parents

- Parent Organization board meetings will be held on a regular basis established by the Parent Organization Committee.
- A school Open House is held to welcome parents and students and to provide information about our school and the Title I Program in the first semester.
- Parent workshops and professional development opportunities, paid for with Title I funds, are scheduled throughout the year to inform parents of reading and math objectives currently being taught in the curriculum, as well as other suggested topics. Times are varied to provide parent convenience.
- Parent conferences are scheduled during the fall each year, in addition to monthly conferences held as requested by parents or teachers. Interpreters are available when needed.

Active Parent Participation

- Parent involvement programs will be advertised in a timely manner through the use of newsletters, flyers, website, callout system, and the outside marquee sign.
- Parents are invited to attend classroom activities, field trips, award assemblies, and to volunteer with all school wide announced activities.
- Parents are involved in writing and implementing parent involvement policies including the Parent Involvement Plan, the Parent-School Compact, and the School Improvement Plan.

- A suggestion box is available in the front office for parent concerns, questions, and comments.
- Parents are encouraged to join the School Improvement Planning committee, Title I committee, and the Parent Advisory Group.
- Parents may request the opportunity for regular meetings to offer suggestions and to participate in decisions relating to the education of their children.
- Incoming fifth grade students and exiting eighth grade students participate in a transition program along with their parents.

Community Relations

Apollo Middle Prep uses resources from community organizations, local businesses, and our Pencil Partners to promote the involvement of parents and increase student academic achievement.

www.mnps.org



1. Request for alternate format

To request this information in an alternate format, please contact your building principal or department head.



2. Request for auxiliary aids at a school building statement

Individuals who need auxiliary aids and services are to make their request known to the building principal or department head prior to the date it is needed. (Interpreters for the deaf or hard of hearing must be requested forty-eight [48] hours prior to the event.)

Metropolitan Nashville-Davidson County Public Schools does not discriminate on the basis of age, race, sex, color, national origin, or disability in its hiring or employment practices or in admission to, access to, or operation of its programs, services, or activities.