

# **Antioch Middle School**

## **Student and Family Commitment Signature Page**

### **2023-2024**

**INSTRUCTIONS:** Please read this Handbook with your child, then sign, tear out, and return this page you're your child's Period 1 teacher.

#### **COMMITMENTS**

As an Antioch Middle family, commit to:

- Ensuring that my child attends school on time every day.
- Maintaining accurate family contact information in Campus Portal.
- Keeping track of my child's Personalized Dashboard in Campus Portal and in-progress grades in Schoology.
- Reviewing homework and assisting my child daily.
- Reviewing and responding as needed to school communications consistently, including email newsletters, call-out messages, permission slips, or other information.
- Making every effort to attend school family events, including parent-teacher conferences, family nights, and athletic and arts events.
- Reading, understanding, and abiding by this Handbook.
- Contacting a teacher or administrator if a concern arises.

Parent Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Parent Phone Number \_\_\_\_\_ Parent Email \_\_\_\_\_

Parent Signature \_\_\_\_\_

As an Antioch Middle student, I commit to:

- Being **Good to Go**: Being *aware of myself* and what I need. Ensuring I am in dress code before leaving home. Being on time with my laptop, charger, binder, and supplies for every class, every day.
- Being **Respectful**: Exhibiting *social awareness* of those around me. Sharing kindness with myself and others.
- Being **On-Task**: Practicing *self-management* skills to engage in the work at hand. Keeping my phone or personal devices in my locker so they are not a distraction during class.
- **Working Hard**: Making *responsible decisions* by completing all assignments on time, asking for help when I need it, and connecting my learning across contents to solve problems.
- **Listening**: Exercising *relationship skills* in my interactions with others. Engaging in academic conversations that support my learning and growth.

Student Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

# **Antioch Middle School Student and Family Handbook**

**2023-2024**

Updated 9.20.23

## **SCHOOL OVERVIEW**

### OUR MISSION

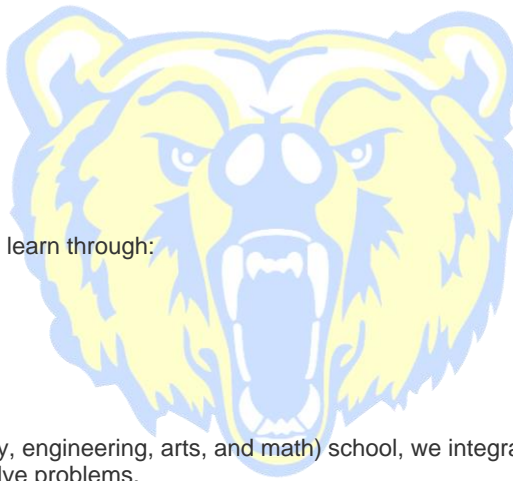
At Antioch Middle School, we create choices for students by fostering **community**, **caring** for students holistically and **challenging** students to think deeply and solve problems.

### OUR VISION

To make every day a great day of learning.

### OUR VALUES

- Growth Orientation
- Collaboration
- Kindness
- Communication
- Leadership



### HOW WE LEARN

As an **AVID** School-Wide site, we learn through:

- **Writing**
- **Inquiry**
- **Collaboration**
- **Organization**
- **Reading**

As a **STEAM** (science, technology, engineering, arts, and math) school, we integrate the Engineering Design Process across subjects to identify and solve problems.

## **COMMITMENTS**

Antioch Middle teachers, staff, and administrators commit to:

- Fostering community in each classroom and caring for every student holistically.
- Setting high expectations for achievement and teaching students effective strategies for learning.
- Adjusting how they teach based on individual student needs so that what they teach is consistent.
- Keeping families informed of student progress, celebrations, and needs.

Antioch Middle families commit to:

- Ensuring that their child attends school on time every day.
- Maintaining accurate family contact information in Campus Portal.
- Keeping track of their child's Personalized Dashboard in Campus Portal and in-progress grades in Schoology.
- Reviewing homework and assisting their child daily.
- Reviewing and responding as needed to school communications consistently, including email newsletters, call-out messages, permission slips, or other information.
- Making every effort to attend school family events, including parent-teacher conferences, family nights, and athletic and arts events.
- Reading, understanding, and abiding by this Handbook.
- Contacting a teacher or administrator if a concern arises.

Antioch Middle students commit to:

- Being **Good to Go**: Being *aware of themselves* and what they need. Ensuring they are in dress code before leaving home. Being on time with their laptop, charger, binder, and supplies for every class, every day.
- Being **Respectful**: Exhibiting *social awareness* of those around them. Sharing kindness with themselves and others.
- Being **On-Task**: Practicing *self-management* skills to engage in the work at hand. Keeping their phone or personal devices in their locker so they are not a distraction during class.
- **Working Hard**: Making *responsible decisions* by completing all assignments on time, asking for help when you need it, and connecting their learning across contents to solve problems.
- **Listening**: Exercising *relationship skills* in their interactions with others. Engaging in academic conversations that support their learning and growth.



### ***PREPARING FOR SCHOOL***

#### SUPPLIES

Please note: The quantities listed below estimate needs for the entire school year. Students should bring the quantities they need daily.

#### ***Each student's family should provide:***

- (1) Backpack (recommended for carrying items to and from school)
- (1) 3" Binder (a zippered case binder is highly recommended)
- (1) Zip pencil/supply pouch (to fit inside the 3-inch ring binder)
- (8) tabbed subject dividers for binder
- (5) Packs of notebook paper
- (4) Composition notebooks
- (6) Packs of #2 pencils
- (1) Pack of colored pencils
- (1) Pack of 4+ highlighters
- (1) Small hand-held pencil sharpener with shavings collector
- (4) Packs of sticky notes
- (1) Pack of pencil cap erasers
- (1) 6" or 12" ruler (cm & inch)
- (1) Water bottle (*optional*)

#### ***Please give to your Period 1 teacher:***

- (2) Boxes of facial tissue
- (1) Container of disinfectant wipes
- (1) Roll of paper towels

#### ***6<sup>th</sup> Grade Students Also Need:***

- (1) Bottle of liquid school glue
- (10) Glue sticks
- (1) Pair of small scissors
- (1) Pack of sheet protectors

#### ***8<sup>th</sup> Grade Students Also Need:***

- (2) Packs of index cards
- (1) Pack of blue or black ink pens
- (1) Pack of red ink pens

#### ***The school will provide***

- (1) Laptop and charger
- (1) Planner

**BINDERS**

Each student at Antioch Middle School must have a binder to organize classwork, homework, notes, tests, and assignments. Maintaining a binder and bringing it to every class every day is extremely important for success in middle school. Teachers will give instructions regarding what to include in binders, when binders will be checked, and what to remove from binders.

**PLANNERS**

Middle school students need routine support and practice to fully develop their executive functioning capacity. To help students train and refine these skills, teachers will provide time for students to effectively utilize planners in order to support completion of nightly homework and long-term assignments/projects. Parents may use this tool at home to reinforce their development of organizational, planning and/or self-management skills. Students at Antioch Middle will be provided a school planner to use.

**LAPTOPS**

Students must bring a charged laptop and its charging cable/power adapter to school daily so they can access required course materials, assignments, and assessments. The school will provide each student a laptop each year. These devices remain the property of the school and must be returned if transferring to another school or at the end of the school year according to district policies. Students may use personal laptops as long as the device permits access to all needed platforms and networks. Students should discuss any specific compatibility questions with their teachers. Laptops should be carried in a backpack, case, or other enclosure to protect them from scratches or damage during transport. Students should use care to avoid laptop damage from dropping or liquids.

**DRESS CODE**

Students should dress for school in a manner that befits a scholar who is preparing for high school, college, and beyond. While Antioch Middle School does not require specific attire to be worn, we do expect that students and families ensure that clothing is school-appropriate according to the following parameters:

<b>Tops NOT Permitted:</b>
<ul style="list-style-type: none"> <li>- Any low-cut, midriff-revealing, or baggy shirt. Shirts must cover armpit to armpit.</li> <li>- Sleeveless shirts</li> <li>- See-through material or skin visible through holes in clothing</li> <li>- Tops with messages that are distracting or inappropriate</li> <li>- Pajama tops</li> </ul>

<b>Bottoms NOT Permitted:</b>
<ul style="list-style-type: none"> <li>- Tight-fitting pants of any kind, including jeggings</li> <li>- Shorts or skirts that are shorter than fingertips when arms are down</li> <li>- Sagging below the waist</li> <li>- See-through material</li> <li>- Skin visible through holes in clothing</li> <li>- Pajama pants</li> </ul>

<b>Footwear NOT Permitted:</b>
<ul style="list-style-type: none"> <li>- Slides, flip-flops, or slippers. Closed-toed sandals must have a strap over the heel.</li> <li>- Open-toed shoes</li> </ul>

<b>Outerwear that must be placed in locker prior to class:</b>
<ul style="list-style-type: none"> <li>- Heavy coats</li> <li>- Any kind of hat, hood, or headwear (except as worn for a religious or medical purpose)</li> <li>- Gloves</li> </ul>

<b>Other Attire NOT Permitted:</b>
<ul style="list-style-type: none"> <li>- Earbuds or headphones unless directed by teacher during class</li> <li>- Hoods worn on the head</li> <li>- Hats worn anywhere on the body</li> <li>- Hair scarves, hair bonnets, bandanas</li> <li>- Sunglasses</li> <li>- Tight fitting, baggy, or revealing clothing of any kind</li> <li>- Large or obtrusive jewelry</li> </ul>

- Chains or spiked accessories
- Clothing or accessories that could conceal items
- Clothing or accessories that could be affiliated with gang activity
- Clothing or accessories that are disruptive to the educational environment

*Optional Special Attire Days*

Notice of any temporary exceptions to the dress code (such as events or incentives) will be communicated in advance to students in writing.

*Dress Code Discipline Policy*

Immediately fixable violations: Students who are not in compliance with dress code will be asked in a reasonably private manner to correct the violation. Examples of this kind of violation include wearing a hat or wearing a heavy coat. Repeated referrals for these violations are subject to disciplinary consequences.

Not immediately fixable violations: Students whose violation of dress code is not immediately fixable will be referred to the school office and directed to contact a parent/guardian to bring a change of clothing. Examples of this kind of violation include wearing revealing or disruptive clothing items. Repeated referrals for these violations are subject to disciplinary consequences.

School administrators have final discretion regarding all dress code determinations and prioritize instructional time, student dignity, and the overall learning environment in their decision-making.

TRANSPORTATION

*MNPS Bus*

Bus rules:

- Obey the bus drivers' instructions.
- Remain in your seat on the bus.
- Keep your hands, feet, and objects to yourself.
- Use Voice Level 2 or lower.

A bus driver's job is an important task. Antioch Middle School supports them in their efforts to be effective, responsible, and safe. Bus discipline is handled using progressive discipline. In disruptive, unsafe, or repeated cases of student misconduct, students may lose the privilege of bus transportation for a period of time.

To request to ride a different bus or use a different bus stop other than the one assigned:

- A parent must complete a *Transportation Request Form* available from the school office or website and submit it to the school office at least one week prior to the requested date(s) of altered transportation plans.
- The school office will submit the form to MNPS Transportation and notify the parent and student if it has been approved.
- A student must receive notice of approval prior to changes in bus transportation.

*Car*

See Arrival and Dismissal information in this handbook for car rider drop-off and pick-up details.

*Non-Motorized Transport*

Students who walk, bike, skateboard, or rollerblade to or from school should note the following:

- The roads around AMS are not pedestrian-friendly. In many places, sidewalks are narrow or non-existent. Please use extreme caution at all times.
- Walk bikes while on campus sidewalks and parking lots. Bikes should be placed in the bike racks on near the bus lanes and locked with a student's personal lock. The school is not responsible for the security of bikes.
- Students must exit the hall door to the greenway at dismissal and use the greenway tunnel to avoid crossing Blue Hole Road.
- Skateboards or rollerblades should be placed in the student's locker upon arrival to school. If they do not fit, the office staff will provide a secure storage area.



## ***ARRIVAL***

The school opens at 8:35 AM each school day. No supervision is available prior to 8:35. To ensure student supervision and safety, **students should not be dropped off at school prior to this time.** Beginning at 8:35:

- Students will enter only through the bus entrance doors or car rider entrance doors.
- Students who want breakfast will pick it up at either the hallway breakfast kiosk or the cafeteria, as directed.
- Students will take care of any locker or restroom needs.
- Students will report to their Period 1 class.

The school day begins at 8:55 AM. Students who arrive to class after 8:55 are tardy. If a student arrives at school after 8:55, they must report to the main school entrance with a parent or guardian to sign in. Students who are tardy will receive a pass to class from the office. Students with excessive tardiness are subject to our tardy discipline policy and may be reported to the MNPS Attendance Office or to the Attendance Review Board of the Metropolitan Nashville/Davidson County Juvenile Court.

## ***AT SCHOOL***

### **LOCKERS AND BACKPACKS**

Each student will be assigned a locker in their grade-level hallway. Students can access their lockers during arrival, before dismissal, and if directed by a teacher. Students do not access lockers between classes. Combination locks are integrated in each locker and personal locks are not permitted. Lockers can be used to store items that students may need to bring to school each day, but that they don't need in each class. We recommend that students use their locker to store the following items which are not permitted to be carried during the school day:

- Backpacks
- Lunch bags/boxes
- Heavy coats/outerwear
- Cell phones or other personal devices
- Earbuds or personal headphones

Students may not carry backpacks from class to class. Items you will want to keep with you are:

- Laptop and charger
- Binder
- ELA or Math textbook
- Pencil pouch containing other school supplies you'll need
- A water bottle (optional)

Students should turn their locker dial after closing their locker to ensure that it is locked. Students should not share their locker combination with any other student. Students are responsible for the items in their lockers. Per district policy, no searches will be conducted for lost personal devices. Backpacks and lockers are subject to search by school administrators. Students should keep their locker clean on the inside and out and may not attach stickers or other adhesives to any part of the locker.

### **RESTROOMS AND WATER**

To ensure that students are able to get to class on time, students should NOT use the restroom during transitions between classes. Class restroom breaks, supervised by a teacher, will occur at least twice daily. Students should use the restroom at these times to maximize their time in the classroom. Teachers may issue hall passes to students for emergency restroom use on a limited basis. Students who have medical needs should contact the school nurse.

Water fountains are available in each area of the school. Additionally, many fountains provide filtered water for personal bottles. Students are encouraged to bring their own water bottles filled at home daily, but may use the school's filtered water, as well.

## BREAKFAST AND LUNCH

**Breakfast and lunch are provided to all students free of charge.** Students should bring their student ID with them to breakfast and lunch so they can scan it to quickly checkout. They may also enter their school lunch number, provided by the cafeteria. Daily menus are available on the MNPS Nutrition website. Optional a la carte snacks are also available for purchase. For our students' convenience, our cafeteria accepts cash prepayment or prepayment via MySchoolBucks (see the MNPS Nutrition website) to student accounts for purchasing a la carte snacks.

Students may pick up breakfast when they arrive at school. Students should take their breakfast to their Period 1 class and eat it there. Students may not bring outside food, such as fast food, with them to school.

Students go to lunch with their class. When in the cafeteria, students must sit in their class' assigned area, raise their hand if they need to get something, and speak at Voice Level 2 or less. Students should consume their lunch while they are in the cafeteria. Staff will provide instructions for cleaning each class' lunch area in an orderly manner. Students may bring lunch from home. Students may not have outside food delivered to them during the school day. Students should not consume food during class unless there is a special event.

## BEING IN CLASS

Students typically have three minutes to transition between classes. Some daily transitions will be made as a class in a line and some will be independent. Students may not use the restroom or visit lockers between classes. Timely arrival to every class maximizes each student's chances of being ready to learn. **Students must be in class by or before the scheduled start of the class** so that class can begin on time and teachers can submit accurate attendance.

In class, students must:

- Sit in their assigned seat unless otherwise directed by their teacher.
- Have a hall pass or written permission from a teacher to be anywhere other than their scheduled class during their scheduled class' time.
- Bring needed supplies, have completed any homework assigned, and engage fully in the learning experience.

### *Tardy Discipline Policy*

Each offense: Student notification of tardiness by teacher recording of the tardy in Infinite Campus.

Repeated tardies: Teachers submit a discipline referral for the third and every successive tardy. School administrators will conference with the student and may assign make-up time for tardies during lunch, before school, or after school. If a student is issued a hall pass from a teacher, they are expected to go only to the location authorized, do what they need to do, and return to class promptly. Students are not permitted to use cell phones in the hallway unless written permission is provided from a teacher. Students may not use the elevator unless they have written permission from a staff member. **A student who is absent from any portion of a class for ten or more minutes** without a written excuse from a school staff member will be considered to have been cutting class and will be referred to a school administrator for assignment of disciplinary consequences according to school policy.

## TECHNOLOGY USAGE

All use of electronic devices on school grounds and all use of district electronic resources must be for educational purposes. Examples of non-educational activities that are not allowed at school include playing non-approved games, communicating with friends or family, social media activity, or media usage.

### *Personal Devices*

**Personal devices that a student chooses to bring to school, including cell phones, tablets, and headphones/earbuds, must be stored in the student's locker upon arrival and may only be retrieved during the end-of-day class locker break.** The school is not responsible for lost, stolen, or damaged personal electronic devices. Students who bring personal devices to school do so at their own risk. Watches and smart watches are permitted. However, if a student or a teacher believes that the device is distracting from learning, the student may opt or the teacher may require that the device be turned off and placed in a locker. Cell phones, earbuds/headphones, tablets, or other devices not in a student's locker during the school day will be confiscated. A parent or guardian may pick up the device from the school office. Devices will not be returned directly to students. Repeated offenses will result in assignment of additional disciplinary consequences. Students may periodically have an opportunity to

purchase phone passes using House Points for specific events; the details and policies around usage for those events will be provided to students in advance.

*Network Security and Usage*

Students have access to the school's network for **educational use only**. The school does not guarantee privacy for data transmitted on the network. All data uploaded or downloaded on the network should be school appropriate. Students are advised to avoid sending any personal data or images electronically. Using technology in an inappropriate, harmful, or unsafe manner is not befitting an Antioch Middle student. This includes bullying, harassment, threats, or accessing restricted or inappropriate content. If a student engages in these behaviors and impacts any aspect of school, he/she will be subject to disciplinary action according to district policies. This may include technology restrictions for the remainder of the school year, disciplinary consequences, and/or criminal charges regardless of where student is located while using the device or whether the incident occurred outside of school hours.

***DISMISSAL***

Dismissal begins at 3:55 PM. No supervision is available after 4:05 and **students must be picked up by this time** unless they are attending a designated after-school activity. Students who are car riders will be released only from school's main office entrance. Drivers picking up these students should pick up from the traffic circle near the main office entrance. For safety, students will only be permitted to load cars that are adjacent to the loading area sidewalks.

If a student needs to temporarily change dismissal plans, written documentation must be submitted to the school office **no later than the morning of the requested change**. Students who do not submit this documentation will not be permitted to alter their dismissal arrangement. Students will not be permitted to call parents at the end of the school day to change dismissal plans.

***ATTENDANCE***

If a student is absent from school, they must submit an excuse note from a parent/guardian or medical professional to the school office, via email to [antiochmiddle@mnps.org](mailto:antiochmiddle@mnps.org), or via fax to 615.333.5053 within 3 days of returning to school. If we do not receive this information, your child's absence will be considered unexcused.

Antioch Middle will notify each family by automated phone call when their child is marked absent from school. We will meet with students and/or families to determine areas for attendance support when a student accumulates **three** or more unexcused absences. Students with more than **seven** unexcused absences may be referred to the MNPS Attendance Office or to the Attendance Review Board of the Metropolitan Nashville/Davidson County Juvenile Court.

***ACADEMIC PROGRESS***

*GRADING SCALE*

Below is the grading scale. You may see this system when checking a student's grade in a class in Infinite Campus or on a school issued report card.

**A = 100-90      B = 89-80      C = 79-70      D = 69-60      F = 59-0**

*FORMATIVE, HOMEWORK, AND SUMMATIVE ASSIGNMENTS*

Formative: Formative work is any assignment that will be unweighted in the grade book. The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. Formative assessments may include but are not limited to study guides, rough drafts, journals, pre-assessments, and other practice items.

Homework: Homework is any practice work completed in school or at home. Homework will be weighted as 10% of the student's overall grade for the quarter. Homework is used to show a student is prepared to show mastery for any upcoming summative assessments.



Summative: The goal of summative assessment is to evaluate student learning at the end of an instructional unit. Summative assessments will be weighted as 90% of the student's overall grade for the quarter. Examples of summative assessments include, a midterm exam, a final project, quizzes, tests, exams, major projects, research papers, major essays, presentations, performances, and anything that a teacher may grade to make a judgement of a student's ability level or their mastery of curriculum and content.

### *DUE DATES*

Establishing, maintaining, and holding students accountable for due dates is necessary to assist students in the development of skills such as organization, time management, problem solving and collaboration as well as in the development of individual responsibility and self-discipline. Establishing, maintaining, and holding students accountable for due dates and deadlines are also necessary for teachers to manage their workload adequately and efficiently. It is vital that students complete work on time because it will support the preparation for summative assessments.

- The due date is the date upon which the assignment is expected to be submitted to the teacher in complete and final format.
- Students who have missing formative work or homework will not be eligible to request and complete a redo/retake for a summative assessment.
- Missing work will be recorded with a "M" which calculates as a zero.
- All late work MUST be submitted within one week of its due date.
- No late work will be accepted during the last week of the quarter.
- Students with missing work will not be allowed to attend the end of the quarter Incentive Event.

In unusual circumstances, due dates may be extended and/or grading adjustments may not be necessary. Students need to be encouraged to discuss unusual or extenuating circumstances directly with teachers, which represents learning and practicing good communication skills.

### *RETAKE OF SUMMATIVE ASSESSMENTS*

All teachers at Antioch Middle are to allow students the opportunity for retakes of summative assessments IF they have no missing formative work or homework that relates to the summative assessment. All students will be allowed one attempted retake per summative test. One retake opportunity is the norm. In unique and unusual circumstances, an additional retake opportunity may be provided at the teacher's discretion.

Retakes on a summative assessment can occur if:

- Student scored 84 or below on the summative assessment.
- Student has completed all the required formative work and homework (readings, in-class assignments, etc.) prior to the date of the summative test.
- The student asks the teacher to retake the summative test or the teacher asks the student to retake the summative test.
- The student completes any additional learning activities assigned by the teacher.
- Students completes the retake prior to the date of the next unit summative test.

The score earned on a retake of the summative test will replace the original score. Retake opportunities are not available for semester or final course exams.

### *EXTRA CREDIT*

Extra credit is not allowed to be entered as a part of a student's academic classroom grade. Extra credit artificially inflates grades, and in doing so, does not accurately measure what a student knows and can do within the provided curriculum.

## MONITORING STUDENT PROGRESS

Every family has access to **Campus Portal** and should use it to update family contact information and view your child's Personalized Student Dashboard with academic, attendance, and behavior information.

1. Visit [www.mnps.org](http://www.mnps.org).
2. Click CAMPUS PORTAL.
3. Click CAMPUS PARENT.
4. Enter your Parent Username and Password or click NEW USER? and enter the Activation Code provided by the school.

Every family also has parent access to **Schoology**, our learning management system, where you can view your child's specific assignments and in-progress averages for each course in Schoology, our learning management platform.

To set up your account:

1. Email any of your child's AMS teachers and ask for your Schoology Parent Code.
2. Go to [www.schoology.com](http://www.schoology.com).
3. Click **Sign Up** at the top of the page and choose **Parent**.
4. Enter your **Parent Access Code**. This is a 12-digit code in **xxxx-xxxx-xxxx** format that you receive from one of your child's instructors.
5. Fill out the form with your information.
6. Click **Register** to complete.

If you need help, don't hesitate to contact the school office!

## WHAT I NEED (WIN) CLASS

At Antioch Middle, every student receives support or enrichment daily focused on areas of specific need. The official title for this course is Personalized Learning Time, but at AMS we call it WIN—or What I Need. Students are scheduled for one of the following WIN course options based on previous academic performance:

- *Tier II, III, or Exceptional Education Intervention:* For students who need support in reading or math. Each student completes a diagnostic test several times per year and receive instruction in their specific area(s) of need.
- *Language Support Intervention:* For students receiving English Learner (EL) services who need support with reading, writing, speaking, and listening skills.
- *AVID Excel:* For students receiving English Learner services who are approaching exiting the EL program and need support to develop speaking, listening, and critical thinking skills.
- *Tier I:* For students who are approaching mastery of reading and math skills. This time may be used to check for course assignment completion and to deepen mastery.
- *Enrichment/Encore:* For students who have demonstrated consistent mastery of reading and math skills and who need extra challenge. This time may be used to complete requirements for some high school credit courses, such as Spanish I or to participate in Encore gifted courses.

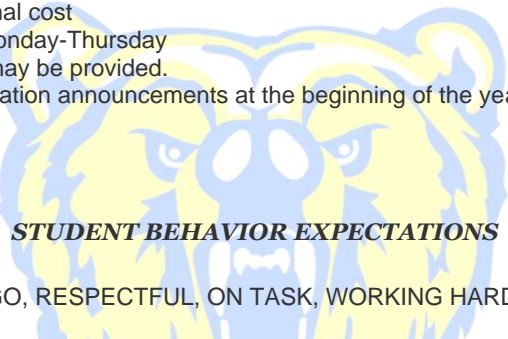
We expect students to demonstrate academic progress in each intervention and to move to a higher Tier over time.

## ADDITIONAL ACADEMIC SUPPORT

Teachers review every student's progress weekly and plan class instruction, intervention, and assignments that support individual learning needs. It is also the responsibility of each student to monitor their own academic progress and to seek assistance as needed. Here are some resources that may be helpful:

- **Small Group Support**
  - Teachers meet with students during class time to address unfinished learning, correct misconceptions, or answer questions.
  - Notify your teacher if you know you need help.

- **Homework Hotline: 615.298.6636**
  - Get help from actual teachers by phone at no cost.
  - 3:00-8:00 PM Monday-Thursday
  - Help available for most subjects.
  - Help is available in the following languages: English, Spanish, Arabic, Hindi, Farsi, Mandarin, and Swahili.
- **IXL: [www.ixl.com](http://www.ixl.com)**
  - Every AMS student has access to IXL via Clever.
  - Develop your knowledge in Math, English/Language Arts, Science, and Social Studies. Choose specific skills you know you need or complete the diagnostic and have IXL choose the skills for you.
  - Interactive questions, awards, and certificates keep students motivated.
- **NAZA After-School Programming or Tutoring**
  - Located at AMS or nearby sites
  - Academic support provided along with opportunities for students to participate in additional activities according to their interests
  - No cost or minimal cost
  - 4:00-6:00 PM Monday-Thursday
  - Transportation may be provided.
  - Watch for registration announcements at the beginning of the year or contact the school office any time.



**STUDENT BEHAVIOR EXPECTATIONS**

AMS Bears **GROWL**: GOOD TO GO, RESPECTFUL, ON TASK, WORKING HARD, LISTENING

	Hallway	Restroom	Classroom	Cafeteria	Arrival & Dismissal
Good to Go	<ul style="list-style-type: none"> <li>- Have the supplies you'll need ready to go.</li> <li>- If you're in the hallway during class, have a hall pass from your teacher.</li> </ul>	<ul style="list-style-type: none"> <li>- Use the restroom during each whole-class restroom break.</li> </ul>	<ul style="list-style-type: none"> <li>- Bring your binder, laptop, homework, workbooks, and all needed materials to class.</li> <li>- Be in your assigned seat before the class start time.</li> </ul>	<ul style="list-style-type: none"> <li>- Bring your lunch (if you packed it from home).</li> <li>- Bring money for a la carte food items, if desired.</li> <li>- Sit in your assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>- Have all needed supplies with you.</li> <li>- Know your transportation information (bus numbers, pick-up instructions) ahead of time.</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>- Use your words to help, not hurt.</li> <li>- Keep hands, feet, and objects to yourself.</li> <li>- Use Voice Level 0 for whole-class transitions or Voice Level 2 for independent transitions.</li> </ul>	<ul style="list-style-type: none"> <li>- Use your words to help, not hurt.</li> <li>- Keep hands, feet, and objects to yourself.</li> <li>- When waiting in line during class restroom breaks, use Voice Level 0 or 1.</li> </ul>	<ul style="list-style-type: none"> <li>- Use your words to help, not hurt.</li> <li>- Keep hands, feet, and objects to yourself.</li> <li>- Follow teacher directions the first time given.</li> <li>- S.L.A.N.T.</li> </ul>	<ul style="list-style-type: none"> <li>- Use your words to help, not hurt.</li> <li>- Keep hands, feet, and objects to yourself.</li> <li>- Eat your own food.</li> <li>- Use Voice Level 2 or less.</li> </ul>	<ul style="list-style-type: none"> <li>- Use your words to help, not hurt.</li> <li>- Keep hands, feet, and objects to yourself.</li> <li>- Greet people (bus driver, staff, your family) as you transition to and from school.</li> <li>- Use Voice Level 2 or less.</li> </ul>

On-Task	<ul style="list-style-type: none"> <li>- Go directly to your next class or location.</li> <li>- Stay in a single-file line during whole-class transitions.</li> </ul>	<ul style="list-style-type: none"> <li>- Wash your hands with soap after each visit to the restroom.</li> <li>- Report any restroom issues to your teacher or another staff member.</li> </ul>	<ul style="list-style-type: none"> <li>- Participate fully in all learning experiences.</li> <li>- Take notes during class.</li> <li>- Write down reflections, homework, or next steps in your planner.</li> </ul>	<ul style="list-style-type: none"> <li>- Raise your hand for permission if you need to leave your seat. - Finish all food before you leave the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>- Report directly to your location.</li> <li>- Take care of any breakfast, restroom, or locker arrival needs before class.</li> </ul>
Working Hard	<ul style="list-style-type: none"> <li>- Use trash cans for trash.</li> <li>- If you see any trash on the floor, pick it up.</li> </ul>	<ul style="list-style-type: none"> <li>- Use trash cans for trash.</li> <li>- If you see any trash on the floor, pick it up.</li> </ul>	<ul style="list-style-type: none"> <li>- S.L.A.N.T.</li> <li>- Maintain a clean and orderly environment.</li> <li>- Do your best thinking.</li> </ul>	<ul style="list-style-type: none"> <li>- Place any trash or food in trash cans after eating.</li> <li>- Wipe tables or sweep floors as needed.</li> </ul>	<ul style="list-style-type: none"> <li>- If you see any trash on the floor/ground, pick it up.</li> <li>- Walk, don't run.</li> </ul>
Listening	<ul style="list-style-type: none"> <li>- Follow any directions provided by your teacher or other staff.</li> <li>- Be aware of people around you; help out if needed.</li> </ul>	<ul style="list-style-type: none"> <li>- Follow any directions provided by your teacher or other staff.</li> <li>- Be aware of people around you; help out if needed.</li> </ul>	<ul style="list-style-type: none"> <li>- S.L.A.N.T.</li> <li>- Listen to others and seek to understand their perspective.</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions provided by cafeteria staff.</li> <li>- Report directly to your class line when dismissing.</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions from school staff, bus drivers, or your family.</li> <li>- Listen for any special dismissal instructions each afternoon.</li> </ul>

#### Voice Levels

- o *Voice Level 0 = Silent*
- o *Voice Level 1 = Whispering*
- o *Voice Level 2 = Table Talk (conversational level)*
- o *Voice Level 3 = Presenting (projecting to a group)*

#### HOUSE SYSTEM AND HOUSE POINTS

Upon enrollment at Antioch Middle School, each student is selected to be either a **Grizzly Bear, Panda Bear, Glacier Bear, or Polar Bear**. Students remain in the same **House** for their entire middle school career. Each faculty and staff member is also assigned to a House.

Students earn House Points for meeting or exceeding school-wide expectations. House Points are awarded to a student's account in LiveSchool (a digital positive behavior system). Students and parents can view student behavior and earnings in real-time by logging into the LiveSchool on any device. The school will provide an access code to parents at the beginning of the year or parents can contact the school office any time to request one.

Students may spend their House Points to purchase tickets to school incentive events, school supplies, snacks, or games from Paw Mart, our school store, or classroom incentives. When students spend House Points, the cost of the item or event is deducted from the student's LiveSchool account.

House Points are also used to help students' Houses win weekly, monthly, quarterly, and yearly House competitions. These competitions are based on totals points earned—not on student House Point balances—so students who spend their individual House Points will not negatively impact their House's point status overall. Unspent House Points at the end of the school year do not carry over to the next school year.

## RESTORATIVE PRACTICES

Antioch Middle School is a restorative community. Restorative practices guide how we speak to one another and how we respond when harm has occurred. Teachers and staff incorporate social and emotional learning in classroom lessons, allowing students and teachers an opportunity to connect with one another in meaningful ways. Restorative practices are also integrated into our responses when there is a conflict between students or adults. While we may still exercise exclusionary discipline (such as out-of-school suspension), we also recognize that the most difficult and meaningful work is repairing harm and learning from our mistakes.

## STUDENT MISBEHAVIOR CONSEQUENCES

Students whose behavior is in violation of AMS's Student Behavior Expectations will also be in violation of the Metropolitan Nashville Public Schools Student Code of Conduct. Student misbehavior is generally classified as either a minor or a major violation.

### *Minor Violations*

Minor violations are behaviors that do not meet AMS Student Behavior Expectations and may impede the learning of the student committing them or the learning of other students. Interventions for minor violations are usually administered and monitored by a student's teachers. Repeated minor violations will result in the student receiving a discipline referral.

Minor violations include, but are not limited to:

- Not following instructions, such as sitting in a non-assigned seat
- Disrupting class by talking at inappropriate times
- Dress code violations
- Tardiness to class (1-9 minutes late)
- Personal device policy violations (phones/earbuds/headphones not in locker)

Students who commit minor behavior violations will be subject to behavior interventions, which are restorative in nature and may include:

- Redirection from the teacher
- Conference with the teacher
- Parent/teacher conference
- Loss of classroom privileges
- Restorative conference
- Behavior contract

### *Major Violations*

Major violations are behaviors that do not meet AMS Student Behavior Expectations and significantly disrupt the learning of the student committing them, the learning of other students, or a school climate of safety and order. Consequences for major violations are assigned by school administrators according to district policy outlined in the MNPS Student-Parent Handbook.

Major violations include, but are not limited to:

- Repeated minor violations
- Disruption of a classroom learning environment
- Bullying or harassment of any kind
- Fighting
- Assault of staff or students
- Possession of tobacco products, alcohol, or illegal drugs
- Sexual activity
- Possession of any weapon or item that could be dangerous

Consequences for major violations may include:

- Restorative conference
- Referral for counseling
- Check-In/Check-Out
- Behavior Intervention Plan
- Peer Court
- Lunch detention



- Before- or after-school detention
- Learning Lab (in lieu of one or more classes)
- Emergency/Summary Suspension (used when an incident investigation is ongoing and pending final disciplinary assignment)
- Discipline Hearing
- Out-of-School Suspension (up to 10 days per incident)
- Expulsion (removal from school and assignment to Alternative School for 11 days to one calendar year)

### BULLYING

Bullying or harassment is not tolerated at Antioch Middle School or in any MNPS school. Please reference the MNPS Student-Parent Handbook to view the district policy on bullying. Any student, staff, or other adult who witnesses bullying or harm to a student must report it to a school staff member as soon as possible. An administrator will conduct a thorough investigation and provide follow-up information in writing to the accused and the accuser.

Not all conflict is bullying, however. The graphic on this page is a good way to check. If a student is saying things that are rude or mean, you can attempt to solve the conflict by talking to the person. If you need help with this, just ask a School Counselor or your teacher.



When someone says or does something *unintentionally* hurtful and they do it once, that's **RUDE.**

When someone says or does something *intentionally* hurtful and they do it once, that's **MEAN.**

When someone says or does something *intentionally* hurtful and they *keep doing it*—even when you tell them to stop or show them that you're upset—that's **BULLYING.**

### **GENERAL INFORMATION**

### ATHLETICS

Students in Grades 6, 7, and 8 may participate in school-sponsored athletics, including football (fall), cross country (fall), cheerleading (fall and winter), volleyball (fall), boys' basketball (winter), girls' basketball (winter), boys' soccer (spring), girls' soccer (fall), boys' track (spring), girls' track (spring), and wrestling (winter).

Tryouts for each sport will be announced to students prior to the athletic season. To be eligible to play, students must not have a failing grade in more than one class during the semester immediately before the season occurs. For instance, a 7th grade student wanting to play a fall sport who failed math and social studies during the spring semester of his or her 6th grade year would not be eligible to play. Potential student athletes must also submit completed permission forms, insurance information, and evidence of a recent physical examination to the team coach to be eligible to participate.

In order to participate in after-school practices, scrimmages, or games, athletes must attend at least half of the school day on which the event occurs. All student athletes must abide by the guidelines of the Antioch Middle School Athletic Contract which must be signed by a parent before they can start participating in that sport. This contract will be discussed and signed at the parent meeting that will be scheduled for each individual sport. The coach of each sport will provide students and parents with detailed information regarding tryout requirements, participation guidelines, practices, and game schedules.

### AFTER-SCHOOL PROGRAMS/ACTIVITIES

Antioch Middle offers after-school programming on campus through community partnerships. These programs typically operate from September through early May each school year and offer academic tutoring and program-specific activities. Programs may also provide a meal or snack and transportation home by bus. Sign up occurs each fall and throughout the year as space is available. For more information, contact the school office.

Student clubs may meet before or after school and include a variety of staff-sponsored themes including Art Club, House Council, Student Newspaper, Girl Scouts, Yearbook, Robotics, and more. Students will be notified of club options through school announcements.

### ITEMS NOT PERMITTED

Permanent markers, rubber bands, athletic balls, toys, games, trading cards, video games, or other items not related to school instruction or events should not be brought to school unless requested by a teacher in writing. Without such permission, these items are subject to confiscation and may be held at school until picked up by a parent.

### OUTSIDE FOOD/PARTIES

Students or parents may not bring or order outside food for consumption during school hours. This includes cupcakes, fast food, or snacks except those brought as a student's personal lunch. Students who arrive late to school may not enter the school with outside food. Snacks should not be eaten during class.

Birthday parties are not to be held during school hours. Birthday party invitations or notifications may not be distributed or posted during school hours. Food, balloons, flowers, or gifts should not be brought, sent, or delivered to the school.

School-organized celebrations or events involving outside food may be held periodically. When these occur, students and parents will be notified in advance of the event and will be permitted to bring specified items.

### SAFETY

The safety of every student and staff member is our priority. As such, all staff members practice safety and security drills before each school year starts and again with students throughout the school year.

Students are notified of drills in the following ways:

- *Fire:* Visual strobes and audible alarm with a repeated series of three rings or recorded instructions
- *Severe Weather:* PA announcement to initiate severe weather drill protocols
- *Lockdown/Lockout:* PA announcement to initiate lockdown or lockout protocols
- *Relocation:* PA announcement and instructions from staff

In addition to meeting our expectations for student behavior, students must adhere to the following specific policies that help keep all students, staff, and visitors safe.

- **Students may not open any exterior door for anyone**—including for teachers, school staff, maintenance staff, or students—before, during, or after school hours. Doing so compromises the security of the building and may result in an immediate out-of-school suspension.
- Students may not pull a fire alarm box unless there is a fire in the building. Doing so evacuates the entire school, activates first responders, and requires specific protocols to ensure the suitability of the building for reentry. Any student who commits this offense may receive immediate out-of-school suspension and/or expulsion.
- Students may not tamper with any fire extinguisher. Doing so can discharge the extinguisher, dispersing chemicals, requiring significant cleaning, and placing others at risk in the event that the extinguisher is needed for an actual fire prior to corrective servicing. Any student who commits this offense may receive immediate out-of-school suspension.
- The school conducts regular drills to prepare students and staff for unlikely, but serious emergency events. During these drills, students must remain at Voice Level 0 and follow all staff instructions. Failure to do so may result in immediate out-of-school suspension.
- If you know of something that concerns you or might be dangerous, please notify any school staff member immediately.

### SCHOOL-ASSIGNED RESOURCES

Each student will have the opportunity to use a variety of school resources. These may include library books, laptops, and other classroom resources. Students are responsible for maintenance and care of any assigned resources. Damage to or loss of these items will incur financial liability including repair or replacement cost. Parents/guardians will be notified of any such fines. Failure to pay these fines may result in report cards and student records being held or other legal actions.

### SCHOOL TELEPHONES

Use of the school telephone by students is limited to emergency calls and school business calls only. Permission from the student's teacher or another school staff member is required before any school telephone may be used.

## SUPPORT

We are here to serve you! You can find information on our school website ([www.antiochmiddle.mnps.org](http://www.antiochmiddle.mnps.org)) at any time or you can call (615.333.5642) or stop by the school office. Follow us on social media @antiochsbears.

<i>I need help with:</i>	<i>What to do:</i>	<i>Contact info</i>
Help with my school laptop or logging into Schoology or Infinite Campus	Call the MNPS Help Desk. Help in multiple languages is available.  You can also stop by the library before school or with your teacher's permission.	<ul style="list-style-type: none"> <li>English: <b>615.269.5956</b></li> <li>Other languages: <b>615.259.8787</b></li> </ul>
Understanding my class assignments or improving my grade	Let your teacher know. That's why they're here!	<ul style="list-style-type: none"> <li>Schoology message, email, or talk to my <b>teacher.</b></li> </ul>
Myself or other people around me	If you need help with your own emotions or getting along with others, our student support staff will know just what to do.	<ul style="list-style-type: none"> <li>Schoology message, email, or talk to a Counselor, Social Worker, Restorative Practices Assistant, or any staff member.</li> <li>6<sup>th</sup> Grade Assistant Principal: <a href="mailto:Tjuana.Reed@mnps.org">Tjuana.Reed@mnps.org</a>, 629.224.8274</li> <li>7<sup>th</sup> Grade Assistant Principal: <a href="mailto:Marcus.Goodwin@mnps.org">Marcus.Goodwin@mnps.org</a>, 629.224.8273</li> <li>8<sup>th</sup> Grade Assistant Principal: <a href="mailto:Vanessa.Thomas@mnps.org">Vanessa.Thomas@mnps.org</a>, 629.910.3420</li> </ul>
High school transition	Contact our 8 <sup>th</sup> Grade School Counselor, Mrs. Davis.	<ul style="list-style-type: none"> <li><a href="mailto:carmen.davis@mnps.org">carmen.davis@mnps.org</a></li> </ul>
Middle school transition	Contact our 6 <sup>th</sup> Grade School Counselor, Mrs. Tulloss.	<ul style="list-style-type: none"> <li><a href="mailto:crystal.tulloss@mnps.org">crystal.tulloss@mnps.org</a></li> </ul>
Student health	Contact our School Nurse.	<ul style="list-style-type: none"> <li>615.333.5642</li> </ul>
Athletics	Contact your coach or our Athletic Directors.	<ul style="list-style-type: none"> <li><a href="mailto:michelle.mcintyre@mnps.org">michelle.mcintyre@mnps.org</a></li> </ul>
Food, clothing, or school supplies	If you or your family need help with the essentials, we can point you in the right direction.	<ul style="list-style-type: none"> <li>Schoology message, email, or talk to my teacher.</li> <li><a href="mailto:Rebecca.Wolfe@mnps.org">Rebecca.Wolfe@mnps.org</a>, <a href="mailto:Kelly.Richter@mnps.org">Kelly.Richter@mnps.org</a></li> </ul>
Necesito ayuda en español	Envíe un correo electrónico a nuestra excelente intérprete!	<ul style="list-style-type: none"> <li><a href="mailto:laida.lopez@mnps.org">laida.lopez@mnps.org</a></li> </ul>
انا بحاجة الى مساعدة باللغة العربية	أرسل بريدًا إلكترونيًا إلى مترجمنا الممتاز!	<ul style="list-style-type: none"> <li><a href="mailto:kull.mohammed@mnps.org">kull.mohammed@mnps.org</a></li> </ul>
Anything else	Let Dr. Seay, Executive Principal, know and he will help!	Email: <a href="mailto:bseay@mnps.org">bseay@mnps.org</a> , 629.224.8275