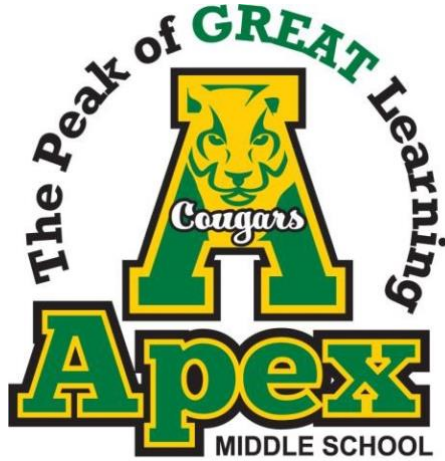


2019-2020
APEX MIDDLE SCHOOL
Thrive with PRIDE!



STUDENT/PARENT HANDBOOK

400 East Moore
Street Apex, NC
27502
Phone: 919-387-2181
Website: <http://www.wcpss.net/apexms>

Name: _____ Homeroom Teacher: _____

Period	Class	Teacher	Room

COUGAR PRIDE EXPECTATIONS

	Classroom	Hallway	Lockers	Restroom	Cafeteria
Positive Attitude	<p>Arrive to class promptly</p> <p>Be engaged in class activities</p> <p>Participate</p>	<p>Move with purpose</p> <p>Have agenda with you</p> <p>Speak quietly and respectfully</p>	<p>Get all needed materials quickly and purposefully</p>	<p>Follow 10/10 rule</p> <p>Have a pass/agenda</p>	<p>Find your assigned seat quickly</p> <p>Be ready with lunch number, money or bagged lunch</p>
Responsible	<p>Follow all directions promptly</p> <p>Honor the learning environment</p> <p>Keep classroom clean and in good order</p> <p>Follow teacher expectations</p>	<p>Follow all directions promptly</p> <p>Allow others to pass</p> <p>Use appropriate language</p> <p>Use quiet, courteous voices</p>	<p>Follow all directions promptly</p> <p>Give others proper space</p>	<p>Follow adult directions promptly</p> <p>Give others proper space</p> <p>Respect the space</p> <p>Report all problems</p>	<p>Follow adult directions promptly</p> <p>Stay seated until released</p> <p>Move courteously through the line</p> <p>Show good manners</p> <p>Clean up your area</p>
Inspire Others	<p>Use time wisely</p> <p>Speak to adults and peers in a polite manner even when you disagree</p> <p>Be honest</p> <p>Work together</p>	<p>Keep halls clean</p> <p>Walk away from threatening situations</p> <p>Model appropriate behavior</p>	<p>Use lockers at designated times</p> <p>Keep locker and surrounding area clean</p> <p>Report inappropriate behavior</p> <p>Walk away from threatening situations</p>	<p>Use facilities appropriately</p> <p>Keep areas clean</p> <p>Put trash in trash cans</p> <p>Enter and exit in an orderly and timely manner</p> <p>Report inappropriate behavior</p>	<p>Clean up if you mess up</p> <p>Remain in your seat until dismissed</p> <p>Finish all food and drink in the cafeteria</p> <p>Follow adult directions promptly</p> <p>Stay seated until released</p>
Dedicated	<p>Complete all assignments</p> <p>Use equipment and materials appropriately</p> <p>Plan and organize your time and work</p> <p>Stay focused and on task</p>	<p>Move quickly to assigned areas</p> <p>Walk on the right</p> <p>Keep hands and feet to yourself</p>	<p>Keep hands and feet to yourself</p> <p>Close locker doors carefully</p> <p>Secure lock</p> <p>Keep locker tidy</p>	<p>Wash hands</p> <p>Put trash in trash cans</p> <p>Keep areas clean</p> <p>Enter and exit in an orderly and timely manner</p>	<p>If you make a mess clean it up</p> <p>Remain in your seat until dismissed</p> <p>Finish all food and drink in the cafeteria</p> <p>Follow adult directions promptly</p> <p>Stay seated until released</p> <p>Exit appropriately to assigned area</p>
Exhibit Integrity	<p>Give your best effort always</p>	<p>Arrive on time</p>	<p>Have all materials needed for success</p>	<p>Go to restroom only for intended purpose</p>	<p>Maintain clean area</p>

Dear Cougar Family,

Welcome to another great year of learning and growth at Apex Middle School. Our staff is ready for a productive 2019-2020 school year in which ALL Cougars will Thrive with PRIDE. We look forward to working collaboratively with our students and parents to promote social/emotional and academic growth for all students. This student/parent handbook will inform you of the school rules, procedures, and expectations. Please review and reference your handbook often throughout the school year. Good luck this school year and remember students:

**“This is our schoolhouse,
let’s act like it,
learn like it,
dress like it.
Let’s show our Cougar Pride!”**

Sincerely,
Monica Yllanes, Principal

Who’s Who at Apex Middle		
Principal	Monica Yllanes	myllanes@wcpss.net
6 th Grade Assistant Principal	William Kimble	wkimble@wcpss.net
7 th Grade Assistant Principal	Kenneth Perry	kperry4@wcpss.net
8 th Grade Assistant Principal	Carrie Jacobs	ccjacobs@wcpss.net
6 th Grade Counselor	Regina Gould	rwgould@wcpss.net
7 th Grade Counselor	Chauncey Hatcher	chatcher-ii@wcpss.net
8 th Grade Counselor	William Strader	wstrader@wcpss.net
Lead Secretary	Carol Rice	crice@wcpss.net
Receptionist	Sandy Tippens	stippens@wcpss.net
Data Manager	Lori Nugent	lnugent@wcpss.net
Student Services Assistant	Tanya Bryant	tbryant@wcpss.net
Social Worker	Peggy Wallace	pwallace2@wcpss.net
AIG Coordinator	Dana Pilkington	dpilkington@wcpss.net
Special Education Dept. Chair	Margie Black	mblack@wcpss.net
Media Center Coordinator	Donna McAlonen	dmcalonen@wcpss.net
Cafeteria Manager	Ashley Davidson	adavidson@wcpss.net
Testing Coordinator	Lynn Flood	lflood@wcpss.net
Nurse	Andria Zawistowski	azawistowski@wcpss.net
School Psychologist	Tracy Weber	tweber@wcpss.net

SCHOOL POLICIES AND PROCEDURES

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and School Board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

2019-2020 BELL SCHEDULE:

- 7:45 AM Supervision Begins/Office Opens (carpool drop off does NOT begin prior to 7:45 AM)
- 8:10 AM First Bell/Announcements
- 8:15 AM Tardy Bell (*Students arriving after this time must report to the Front Office with an adult*)
- 8:15-3:00 PM Classes in Session
- 3:00 PM Dismissal
- 4:00 PM Office Closes

Students choosing to eat breakfast should **report immediately to the cafeteria upon their arrival to school**. To maintain order and guarantee adequate supervision, students may not leave the cafeteria until dismissed by a supervisor. **Students who are car riders should only use the car loop** by the auditorium. There is no other drop off or pick up area.

COMMUNICATION

If you have any questions or concerns, your first point of contact should be the child's teacher(s) or counselor. Additional methods of communication between the school and families include:

- All teams and teachers have internet sites to post homework, major assignments, assessment dates, and other pertinent information. This is updated weekly. You can find the link on our school website.
- Home Base/ Parent Portal: All students receive an individual login and parents who sign up for an account have access to attendance and grades for all classes. Grades are updated weekly.
- Cougar Blast: Contains school wide information and events – sent out to all families by email to those who sign up. This information will also be posted on the school website.
- School Website (<http://ams.wcpss.net>) – Primary school communication portal including school calendar
- School Twitter account (@apexmscougars)

COMPUTER ACCEPTABLE USE POLICY:

Internet users are expected to abide by acceptable use policy as outlined by the *Wake County Public School System Student/Parent Handbook*. The following are not permitted and will result in loss of computer privileges and possible school consequences:

- Sending, displaying, or printing offensive messages or pictures
- Writing obscene language or accessing unauthorized websites
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, software, or computer networks
- Violating copyright laws
- Using another's ID/password
- Illegal use of data in folders or work files
- Distributing mass e-mail messages, creating and participating in unauthorized newsgroups, and storing files on file servers without proper authorization

Electronic Devices

Apex Middle School is a Bring Your Own Device (BYOD) school. We believe BYOD and digital learning should be used to support learning and enhance instruction. With parent permission, students are allowed to utilize their own electronic devices under the approved supervision of staff members *for educational purposes*. Policies and procedures for digital learning will be outlined to parents and students at the beginning of the school year.

Cell Phones

Students can bring cell phones to school but must keep them **off and out-of-sight between the hours of 7:45 AM and 3:00 PM unless explicitly allowed for instructional purposes**. If a parent has an emergency and needs to contact his/her child, *please call the front office*. Failure to comply with the cell phone policy will result in the cell phone being removed from the student. A parent/guardian must pick the phone up from school. Unless authorized, **students should not use cell phones to audio or video record anyone or anything at school**. Students who do so may be subject to disciplinary action.

Parents are asked NOT to text students throughout the school day.

Social Media Expectations

Students should not create, send, or post messages on social media outlets about other students and/or staff that are derogatory or sexual. This includes in the school building and outside of the school day. If these messages or postings disrupt the instructional environment, then student devices/accounts are subject to a search and any consequences outlined by School Board Policies.

ELEVATOR USE

Students may not use the elevator unless they have permission from a staff member. Students with permanent or temporary disabilities may use the elevator if deemed appropriate by an administrator (a doctor's note may be requested).

FRONT OFFICE PROCEDURES

At AMS we value instructional time and make every effort to avoid unnecessary interruptions. To help us protect our instructional time we ask that parents and students abide by the following guidelines:

- Please communicate with your child each day to ensure that after school plans are made before school.
- Telephone messages for students must be limited to emergencies only. **Please do not text your student during school hours.**
- Please have students bring all items needed for the school day (lunch money, homework, PE clothing, etc.) to school with them. **We ask that you do not drop items off to be picked up by students.** If you must drop an item off, it can be dropped off in the main office. From this point, it is the *students' responsibility* to check in the front office if they have forgotten something. We will not call children out of class for non-emergency situations and will use professional judgment to categorize something as an emergency.

Early Departure:

Any student who must leave school before the school day ends is required to be signed out at the front office by an adult. If a student returns to school, he/she must sign in at the front office with a note and/or accompanied by an adult for an admit slip. **Due to front office demands at the end of the day, we will not check students out between 2:45 PM and 3:00 PM.**

Tardy Policy:

Punctuality to school and class is essential for a student's success as students who are late, miss and interrupt instruction. A student is considered late if he/she is not at his/her assigned area at the designated time. Students who arrive to school after first period begins (8:15am) should report to the front office **with an adult** to sign in and get an admission slip. The procedure for determining tardy status (excused and unexcused) will be the same as absences. When a student arrives late for a class, he/she is to be admitted and the tardiness recorded as excused or unexcused.

ATTENDANCE INFORMATION

School Board Policy states, "Attendance in school is central to educational achievement and school success." Every student is encouraged to attend school every day possible. To be counted present, a student shall be in attendance at least one-half of the instructional school day. Phone calls will be made to the homes of absent students to verify the absence. **When a student returns to school after an absence, policy requires a dated note signed by a parent/guardian within two school days stating the reason for the absence. Emails will not be accepted.** The student should present this note to receptionist in the Front office or Student Services. For an absence to be excused, the reason must meet the standards of WCPSS Board Policy for attendance. Please reference the Student/Parent Handbook for details.

When a student has accumulated several absences, a letter will be mailed to the home of the student. A doctor's note may be required in cases of repeated or chronic illness. We encourage families to use the school calendar for planning trips. For all absences, the student shall complete all work in a timely manner in consultation with teachers. **The student is responsible for all missed assignments for every absence.**

Make Up Work Due to Absences:

For absences of one to three days, the student will have one day for each day absent. For absences exceeding three days, the student may have two days for each day absent to make up work. Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up the day of return. There is no academic penalty for make-up work completed in the time frame stated above. All assignments are graded for full credit earned.

GENERAL INFORMATION

ATHLETICS

We have fall, winter, and spring athletic programs. We compete against other middle schools in Southern Wake County. Seventh and eighth graders are eligible to try out for athletic teams. Athletes and managers must meet eligibility requirements as outlined by the district and state. Team rules and expectations will be presented to students at the beginning of their season. Students and parents are expected to be aware of these.

Students are encouraged to attend athletic events and show positive support for our teams. Students are not permitted to leave campus if they are staying for athletic events. All school rules and school system policies apply at athletic events. Students who behave inappropriately at athletic events may not be allowed to attend future athletic events. Forms may be found online at <http://www.wcpss.net/Page/1465>.

BUSES

School transportation service is a privilege, not a right. The same standard of conduct that applies to school and class-rooms applies to buses and bus stops. Students are expected to follow all school and school system policies when using our school transportation services. Inappropriate behavior on a bus can distract the driver and jeopardize safety. Students need to take extra concern to make sure bus travel is safe. We expect the following from bus riders:

- Follow all directions of your driver.
- Get on and off your bus at your designated stop. **WCPSS policy states that students may not ride home with friends.**
- Sit in your assigned seat and remain seated while the bus is moving.
- Keep all body parts inside the windows.
- Stand a safe distance from the road while waiting for your bus.
- Be on time for your bus.
- Do not transport animals, large projects, or instruments that cannot fit on a student's lap on the bus. Personal items should not block aisles or seating space.
- Be silent at railroad crossings.
- Do not distract the driver with unnecessary conversation.
- Wait for the driver's signal to load/unload and walk in front of the bus.

Students will lose bus privileges for inappropriate behavior on a bus or at a bus stop and may also be disciplined per the school and school system policies. No matter what the problem, a bus is expected to be complete its route. A bus will run even if a delay is more than one hour. **Tardiness because of a late bus is always excused and makeup work is allowed.** For questions or concerns about transportation, contact Transportation Services at 919-805-3030. Wake County Public Schools' website/transportation tab offers additional information, including stop requests and updates of late buses, issues, etc.

CAFETERIA SERVICES

Child Nutrition Services are an important part of the school program. The cafeteria staff offers a variety of nutritionally sound meals (breakfast and lunch) for all students. Good nutrition is critical to sustain energy levels throughout the day. Extra sale items, such as chips, desserts, and drinks are also available. Administrators and school staff supervising lunch establish cafeteria expectations that include eating only in the cafeteria and cleaning one's eating area. ***Students will also be asked to share the responsibility of wiping off tables and sweeping under tables.*** Students are asked to recycle appropriate food containers.

Applications for free and reduced lunch are available in the cafeteria, guidance office, or online

(<http://www.wcpss.net/Page/1848>). Meals may also be purchased in advance by bringing payment to the Cafeteria Manager or going online to www.MySchoolBucks.com. Please understand that our **cafeteria does not allow food from outside vendors.**

We discourage leaving lunch money at the main office, as we do not want to interrupt classroom instruction to notify students that they have money waiting. Students should not bring food or drink outside of the cafeteria unless part of a planned school activity. Students who fail to comply with this policy may be asked to throw their food item away. School staff will teach and review all cafeteria procedures and expectations at the beginning of the school year.

CODE OF STUDENT CONDUCT

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct (Policy 6410) and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. It can also be found online at wcpss.net.

Apex Middle is a Positive Behavior Intervention & Support (PBIS) School, which features a systematic process for dealing with challenging behavior that may detract from learning. This is achieved through development of school-wide positive behavior support plans; professional development on best practices; and, providing assistance in developing individualized plans for specific students. The district PBIS mission is "to empower teachers and other adults with the skills needed to improve overall classroom and school climate to achieve higher academic performance for all students." At AMS, our expectation of students in relation to PBIS centers on Cougar PRIDE.

DRESS CODE POLICY

Apex Middle School students are expected abide by the WCPSS Dress Code Policy: "Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

- Depict profanity, vulgarity, obscenity, or violence;
- Promote the use or abuse of alcohol, tobacco, or illegal drugs;
- Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;
- Threaten the health or safety of staff or students; or
- Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

- Students must wear clothing that covers their skin from chest to mid thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- Clothing must cover undergarments (waistbands and straps excluded).
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

EMERGENCY DRILLS

Fire drills at regular intervals, lockdown drills, and a tornado drill are required by law and are important safety precautions. Teachers will review drill procedures with students. Students are expected to follow all instructions and remain quiet during drills. Disaster drills are conducted to prepare students for evacuation in the event of a natural or man-made disaster. If we should evacuate the school, the entire student body and staff will be transported by bus to a designated location. Parents will be able to pick up their students at the evacuation site. Failure to comply with school rules and teacher directives during an emergency drill may result in an administrative referral. Misbehavior can create a dangerous and/or confusing situation at a time when communication can affect safety.

EXTRA-CURRICULAR ACTIVITIES

To participate in extra-curricular activities, a student must meet academic and behavioral requirements of the school and school system. To participate in an extra-curricular activity, a student must have been officially present during the school day. A student assigned an in-school or out-of-school suspension or alternative learning center for punitive reasons may not attend or participate in extra-curricular activities on the day(s) of the suspension. Parents are expected to pick up students promptly after the activity has ended. If this becomes an issue the student may lose the privilege of participating in the activity. Remember that all school rules apply during extra-curricular activities.

INCLEMENT WEATHER

In case of snow, ice, or other dangerous weather or emergency situations, a decision may be made to close or delay school. As soon as a decision is made, local radio and television stations are notified, and a notice is posted on the district's webpage: www.wcpss.net.

LOCKERS

Beginning in the 2019-2020 school year, 8th grade students are not required to use a school locker. An 8th grade student may request the use of a locker, in which case, they must purchase and use a school lock at all times.

The school provides a locker for every student in 6th and 7th grade. Students are required to purchase a school lock from the PTA for \$5.00. **Only school-approved locks may be used on assigned lockers.** Students are charged \$5.00 to replace a lost lock. Students are expected to secure (lock) their belongings in the school-assigned locker. Students are not to share lockers unless directed to do so by a staff member. Students should not share their combination with any other students or leave their lockers unlocked. ***The school is not responsible for items taken from lockers.*** Securing items in a locker is an effective deterrent to theft. **Students are asked not to bring valuables to school.** Students should notify their locker-assigning teacher immediately if their locker cannot be locked or is unusable. Lockers are the property of the school and may be opened at any time for inspection and service without the permission of the student. Students are responsible for any items found in their locker. **Investigations for items stolen from unlocked lockers will not be a priority for administration or law enforcement.** *In the gym locker rooms, students may bring a personal lock if choosing to use a locker in this setting.*

MEDIA CENTER

The media center is open during school hours and during extended hours as scheduled by staff. Students are required to have a pass

to use the media center before school and during the school day. No pass is required for after school use. Books may be checked out for a three-week period. Fines will be charged for overdue material. Checkout privileges are suspended when students owe late books, overdue fines, and lost book fees. Destruction or loss of media center material will result in a student being charged the replacement cost. While using the media center, students are expected to be on task and to respect the reasonably quiet atmosphere. To view the AMS Media Center catalog, visit <http://destiny.wcpss.net/> and select Apex Middle.

RESTROOM USE – 10/10 RULE

Students are encouraged not to use class time to use the restroom unless absolutely necessary and allowed by the teacher. Specifically, unless there is an emergency, restroom passes will not be given during the **first 10 minutes** of class or **the last 10 minutes** of class. This will help students be present when lessons are introduced and concluded and not miss important information. Students are provided several breaks throughout the day, between classes, to use the restroom. **If a medical condition prohibits your student from following this guideline, please notify the counselor in writing.**

SCHOOL DANCES

Student dances are scheduled on selected afternoons and evenings to provide supervised social experiences for our students. **Only students who attend our school are eligible to attend dances.** All school and school system rules and policies apply at dances. Inappropriate behavior at dances may result in suspension from future dances and/or additional disciplinary action. **Students who serve ISS or ALC for punitive reasons the week of the dance may not attend the dance; students who serve Out of School Suspension within a week prior to the dance may not attend the dance.**

STUDENT SUPPORT SERVICES

School counselor assignments are made by grade level. The purpose of the student services program is to assist students with their academic and social-emotional issues as they progress through middle school.

SCHOOL INSURANCE

If you don't already have accident insurance for your child, WCPSS has contracted with QBE Insurance Corporation to offer coverage, which you may purchase at their website any time during the school year. Voluntary student accident insurance is "primary" insurance, meaning it pays even if you have other medical insurance. While you may purchase coverage any time during the year, the cost will be the same. WCPSS provides limited secondary accident insurance coverage for high school athletes. Primary coverage for your child is still recommended. WCPSS's general liability insurance excludes student medical expenses unless it can be shown that the school or district acted negligently. Accident insurance is required by Board Policy 6720: Student Accident Insurance.

HEALTH ROOM AND MEDICATION

We provide a designated area where students are to report with a hall pass if they become sick or hurt during the school day. A staff member will assess the situation and allow students to call parents if deemed appropriate. A staff member may only administer very basic first aid (water, soap, ice and band aids.) **If your child has health concerns that may need to be handled at school, please inform your child's counselor and teachers of the necessary information to best serve your child.** We have a nurse who serves our school part-time. If a student needs either over-the-counter or prescription medicine to function in a healthy manner at school and if administering that medicine must occur during the school day, the medication may be taken using the following guidelines:

- For long-term prescription medication, the Parent Request and Physician Order for Medication Form (1702) must be completed and on file in the health room. Prescription labels must match the 1702 form. Forms are available in the Student Services Office.
- If a parent authorizes other short-term prescription medication, he/she must send a note to the health room stating the administration time and dose. (Please complete a 1702 form for short term). Forms are available in the Main Office.
- Parents must bring the medication along with a note requesting the administration of prescribed medication to students. The pharmacist's label must be on the container.

The school does not provide any medication. The parent is required to bring any prescribed medication to the health room. The student will be given a note granting permission to return to the health room at medication time. All prescription medications must

be locked in the health room and will be dispensed by a staff member from the health room. If a parent authorizes any non-prescription medication, he/she must provide the medication in a small, original container (pocket or travel size) along with directions for administration. The student will keep the medicine and the parental directions. **Students may not distribute any medication.** Distribution of medication will be considered a policy violation and will incur such consequences.

VISITORS

All visitors must sign in at the front office as soon as they arrive at school. Visitors will be given a badge to wear. Before leaving, campus visitors must sign out at the front office.

VOLUNTEERING FOR THE WAKE COUNTY PUBLIC SCHOOL SYSTEM

Persons who volunteer in the schools will be asked to provide information and to select the types of volunteer activities in which they are interested. Volunteers are requested to use a school's designated computer to submit their registration on the WCPSS Intranet site or go to the WCPSS Customer Service Center and register on one of the designated computers for customers. Volunteers may update their registration at any time. Volunteer registration varies from year-to-year. Please contact WCPSS or AMS for information regarding the most recent updates on volunteer information. Do not assume that clearance for last year automatically means clearance for this year.

ACADEMIC INFORMATION

CAT (Cougar Achievement Time):

CAT is a 30-minute academic period that occurs each day. During this time, our teachers provide students with opportunities to expand interests and promote personal and academic growth.

Expectations:

- During Monday's Homeroom/Advisory Block, students will choose their mini-course selections.
 - Teachers will offer a mini-course that last for two weeks.
 - Students may not sign-up for a course more than one time per quarter.
- Each grade level course will have ~32 seats open (it will be on a first come, first serve basis). Elective Teachers will determine the number of seats they have open.
- Teachers do have the option of prioritizing students to a specific mini-course.

DIGITAL LEARNING AND OVERVIEW OF PERSONAL LEARNING DEVICES

Apex Middle School believes digital citizenship is a critical element of student growth to meet the challenges of the 21st century. Through the use of classroom technology and personal learning devices, students will develop digital citizenship skills to support our school's vision by actively engaging all students in a collaborative, student-centered environment. Apex Middle School is a WCPSS "Bring Your Own Device" school allowing students to bring personal learning devices to campus for educational use. You will find the rules/regulations for these personal learning devices on the back side of this document. **Students who do not bring their own devices will NOT miss out on any educational activities or opportunities.** Students will use school-owned devices as needed.

P	Practice Internet Safety
R	Responsible for my Digital Footprint & Communication
I	Inspire Others to be Respectful & Prevent Cyberbullying
D	Dedicated to Protecting Privacy & Information Literacy
E	Exhibiting Integrity in Creative Credit & Copyright

The staff and students of Apex Middle School will practice PRIDE while developing digital citizenship skills. We believe the following “I statement” describe an appropriate use of technology at Apex Middle School.

<p>P</p> <p>Practice Internet Safety</p>	<p>I will choose websites that are good for me to visit and avoid sites that are not appropriate.</p> <p>I will not reveal private information to a person I know only online.</p> <p>I will tell an adult if an online conversation makes me feel uncomfortable.</p>
<p>R</p> <p>Responsible for my Digital Footprint & Communication</p>	<p>I will be aware of how my digital footprint is a representation of my character.</p> <p>I will use appropriate language online.</p> <p>I will remember that the information I post online can be searched, copied, and passed on without my knowledge.</p> <p>I will protect the privacy of others when posting information about them online.</p>
<p>I</p> <p>Inspire Others to be Respectful & Prevent Cyberbullying</p>	<p>I will not use cruelty in my language or bully anyone online.</p> <p>I will inform an adult if I feel that I am being bullied online.</p> <p>I will not stand by as someone else is bullied online.</p> <p>I will not use a camera or video recorder in a bathroom, hallway, locker room, common areas, or any other private space on campus.</p>
<p>D</p> <p>Dedicated to Protecting Privacy & Information Literacy</p>	<p>I will create and keep strong and secure passwords.</p> <p>I will guard against identity theft by being careful about the information that I share online.</p> <p>I will use good practices to determine the reliability of information found on websites.</p>
<p>E</p> <p>Exhibiting Integrity in Creative Credit & Copyright</p>	<p>I will cite all online sources.</p> <p>I will know when and how it is acceptable to use the work of others and credit it appropriately.</p> <p>I will not copy the work of others and present it as my own.</p>

Apex Middle School

Grading Policy

2019-2020

At Apex Middle School, a student's grade will reflect their mastery of concepts and standards outlined in the curriculum. Mastery will be demonstrated through various outcomes, assignments, and activities as determined by the teacher and his/her grade level subject area professional learning team (PLT). For students at risk of academic failure, each grade level subject area PLT will develop a prevention/intervention/grade recovery system that provides additional time and support to be successful. The system will include opportunities for additional learning, assessment of learning and grade recovery to support these prevention/intervention efforts. Grade level subject area PLTs will develop systematic ways for students to be re-assessed on their learning. Our school's grading policy is aligned with the WCPSS Policy 3400: Evaluation of Student Progress.

Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 59	F

Homework

Homework is intended to help students practice and/or reinforce concepts and skills learned in class. After focusing on practice and reinforcement, students will demonstrate mastery of concept/skills on their assessments. Please note that while homework completion will NOT be factored into a student's grade in any subject, it is the expectations that all students complete ALL homework assignments at home, including reading in preparation for the next day's lessons/activities. Teachers will reflect students' progress in completing homework assignments in the PowerSchool grade book.

Grading Percentage Breakdown: Student grades will be calculated based on the following weights:

- * Math (all grade levels):
 - Majors = 50%
 - Minors = 30%
 - Skills = 20%
- * English/Language Arts/Science/Social Studies/Electives/Health & PE (all grade levels)
 - Majors = 60%
 - Minors = 40%

Grade level PLTs in each subject area will determine the types of assignments that fall into each category and their grading practices will be fully aligned.

Late Work

Late work is defined as any work that was not turned in during the class period on the day it was due. The impact on grades will be determined by each grade level subject area PLT. Teachers will issue zeros in the PowerSchool to indicate missing assignments. However, students will have the opportunity to complete missing assignments by the end of a unit or the end of the quarter as determined by the subject grade level PLT. Assignments turned after the original due date and within the timeframe set by the PLT will receive a 10-point deduction.

Absent Make – Up Work

For any new work assigned during an absence, students will have a maximum of two days for each day absent to complete assignments. Assignments that were given prior to the absence, are expected to be turned in by the due date or first day of return. Special consideration will be given in cases of extended circumstances.

Extra Credit

We do not allow students to work for extra credit at Apex Middle School. Students who need assistance to master concepts and skills receive that assistance through re-teaching.

Communication

- Teachers will provide students and their parents/guardians with clear explanations of their grading practices.
- Teachers will provide each student with regular feedback to promote learning, self-evaluation, and growth.
- Communication between teachers, parents, and students will be timely, including ongoing system-wide mechanisms for communication of student progress and grades. Interims and report cards will be sent quarterly. Grades are available online in the PowerSchool gradebook throughout the quarter.



