



RePublic Schools
Middle School Family
Handbook
2019-2020



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THE MIDDLE SCHOOL HANDBOOK

The Middle School Resource

While all of our schools operate with the same RePublic mission, beliefs, and values, not every level of school is the same. Students change developmentally as they progress from elementary to middle to high school, and the policies and procedures in place at each level of school should reflect that. Therefore, the following policies and procedures in this Middle School Handbook are specific to the middle schools in the RePublic network. The policies and procedures in the RePublic Core Family and Student Handbook apply to all schools and all scholars. Please use this resource to better understand the processes that occur at the middle school level.

Mission

At all of our schools, the mission of RePublic Schools is to reimagine public education in the South. RePublic Schools achieves its mission by operating schools that prepare scholars to enter, succeed in, and graduate from the college of their choice, and by supporting schools that value innovation and ownership. At the middle school level, this means engaging scholars in introductory college preparatory material and building strong literacy skills that will unlock success in their secondary and post-secondary careers. Socially, this means instilling young adults with a sense of resiliency, responsibility, and curiosity.

MIDDLE SCHOOL POLICIES AND PROCEDURES

Middle School Hours of Operation

Monday, Tuesday, Thursday, and Friday, the regular school day is from 8:00 a.m. – 3:40 p.m. On Wednesdays, the regular school day is a half day, from 8:00 a.m. – 1:30 p.m.

The school building is open to scholars at 7:45 a.m. Monday through Friday. We serve breakfast to scholars between 7:45-8:00 a.m. Scholars are tardy if they are not inside the doors of the school at 8:00 a.m. The school building closes to all scholars who are not in a RePublic after-school activity 15 minutes after 3:40 p.m. on Monday, Tuesday, Thursday, and Friday and 15 minutes after 1:30 p.m. on Wednesdays.

Transportation Plans

During scholar orientation, families will be asked to complete a transportation plan form to indicate how scholars will get to and from school each day. It is critically important that if there are changes to this plan, families communicate with the school as soon as possible. Specifically, if a permanent change is being made to a scholar's transportation plan, families must call the main office and speak with the director of operations.

If families are making a modification to a single day's transportation, they can communicate that in one of two ways. First, they can send a written note with the scholar at the beginning of the day. The scholar should give



that notice to their advisory teacher during homework submission. Second, the family can call the front office. If the family is making a call, that call should be placed before 2:40 p.m. on regular dismissal days and before 12:30 p.m. on early dismissal days to ensure that ample time is provided to communicate changes to transportation. The school cannot ensure that calls received after these timeframes will be communicated to the scholar, in which case, they will proceed with their normal transportation plan.

Middle School Grading Policy

Grades are an important tool in communicating a scholar's current levels of performance, and in determining readiness for promotion to the next grade level.

Grading Scale

In middle school, grades that fall at or above 64.5% are considered passing. Grades that fall below 64.5% are considered failing.

The grading scale is as follows:

| | |
|---|---------------|
| A | 89.5-100% |
| B | 79.5-89.5% |
| C | 69.5 - 79.5% |
| D | 64.5 - 69.5 % |
| F | <64.5% |

Final Grades

The school year is broken into 4 quarters. At the end of each quarter, scholars receive a grade in each class. Each quarter, those grades will be comprised of three components, weighted as follows:

Unit Test Component: 30% of overall grade

The Assessment component measures ongoing scholar mastery of a subject's skill and content standards, as determined by performance on end of unit assessments.

Unit Quiz Component: 30% of overall grade

The Quiz component measures ongoing scholar mastery of a subject's skill and content standards, as determined by performance on by-weekly quizzes.

Homework Component: 20% of overall grade

The Homework component measures only a scholar's completion of daily homework assignments – homework is collected and entered for a grade daily.

Classwork Component: 20% of overall grade

The Classwork component measures the daily performance of scholars in their classrooms. These grades can be made up of assigned work in class, as well as participation.



Scholars' end-of-year grades are calculated by assigning 25% credit for each quarter's grades.

Progress Reports

Along with your a weekly newsletter, your scholar will receive a weekly paycheck, which includes a progress report of weekly grades, behavior data, and attendance data. The progress report is generated from our online grade book, School Runner. Please keep in mind that this is not an official MNPS or JPS progress report, so it will look different than those reports. To ensure that you receive this critical information each week, we ask that you sign each newsletter and weekly paycheck.

If we do not include a weekly paycheck with a newsletter, we will include a note in the newsletter explaining why and when you should expect the next paycheck, which includes the progress report. If you do not receive a paycheck, please first discuss with your scholar, then contact the school. It is our goal that families should not be surprised by scholars' performance in school. If you have questions or concerns about anything, please contact the school immediately.

Reading Logs

Why Reading Logs Are Important

In addition to reviewing a scholar's homework, we expect parents to ensure that scholars read every night and record their reading in their reading log at the elementary and middle school level. Completing the reading log should be a pleasant experience for you and your scholar, because reading is fun and enjoyable. We track how many books our scholars read and encourage scholars and families to go above and beyond – reading as many books as possible.

Our Expectations

We expect no less than 100% completion of reading logs. An incomplete reading log is just as serious and disruptive to your scholar's education as a missed day of school or an incomplete homework assignment.

How to Fill Out Your Reading Log

Scholars have a reading log that they enter into twice per day. They make one entry for reading done at school and one entry done for reading done at home. For home reading, scholars must read for **thirty minutes** and get a parent or guardian's signature. Teachers check these reading logs on a regular basis for both grades as well as trends in scholar reading habits.

See below for a picture of the log.

| Date | Home or School? | Title | Start Page | End Page | Home – Parent Sign |
|------|-----------------|-------|------------|----------|--------------------|
| | | | | | |
| | | | | | |



Middle School Dress Code

RePublic Schools has a strict, non-negotiable dress code. The dress code applies during all school days and during all school-sponsored events (unless otherwise stated in writing by the school).

At the middle school level, all scholars must wear a school uniform. The uniform has been adopted to improve the educational environment for all scholars. Specifically, we have instituted a dress code to prepare scholars to act and dress as scholars, to foster a sense of school identity and community, to eliminate unnecessary energy spent on brand name clothing and image, to increase security and safety in the building, and reduce the cost of clothing families need to purchase each school year.

Enforcement of the Dress Code

It is the goal of the school to have a dress code that makes things easier for parents and scholars. We have made every effort to be clear about this policy and to be consistent in its enforcement. Families who have questions or concerns should contact the school immediately for clarification.

Scholars are held accountable by their teachers to maintain the dress code. Teachers and leaders partner with families to ensure every scholar is in full uniform.

Purchase of Clothing

School logo polos, school logo sweatshirts, and school logo cardigans will be sold through our vendor's website, featured on your RePublic school's website. Other uniform items may be purchased from any vendor or store of your choice as long as they meet dress code requirements. Select schools may choose to stock items for purchase at school, but please note that the uniform shop will not be open every day so families must plan accordingly.

NOTE: We cannot make exceptions due to untimely ordering or receipt of the uniform except in rare cases where it is a direct result of action or inaction on the part of the vendor.

School Uniform

Polo Shirts

- Scholars must wear appropriately colored, unaltered, school shirts with school logos each day. Shirts must be tucked in at all times.
- Scholars may not wear anything underneath their school shirts except one solid white T-shirt, though scholars are not required to wear undershirts.

Outerwear

- While scholars are not required to wear these items during the school day, we do recommend that each scholar own a crewneck, fleece, or cardigan to ensure they are comfortable in class, as temperatures can fluctuate slightly.
- Scholars may wear crewneck, fleece or cardigan sweatshirts with or without the school's logo. All



items may not have any logos other than their school's logo.

NOTE: At Liberty Collegiate, scholars may only wear sweatshirts with the Liberty logo.

- These items must be solid and one single color. Acceptable colors are limited to navy blue, black, or gray.
- Hooded sweatshirts are not allowed. Coats/jackets are not allowed and should be stored on scholars' hooks immediately upon entering the building.
- While appropriate items are available through the school, scholars may purchase these items from any vendor so long as they are in compliance with this policy.

Pants/Skirts

- Boys must wear dress pants. Girls must wear dress pants or dress skorts. Shorts, skirts, capri pants and corduroys are not permitted.
 - At Liberty Collegiate and Nashville Prep, all uniform bottoms are tan khaki in color.
 - At Nashville Academy of Computer Science and Reimagine Prep, all uniform bottoms are black in color.
 - At Smilow Prep, all uniform bottoms are navy blue in color.
- Skorts must be knee length or longer and no slit may come too high.
- Scholars may not wear pants that are low-rise, flare, bell-bottom, cargo (more than two front pockets and two back pockets), carpenter, wide-legged, overly tight or baggy, or made of denim or corduroy.
- Scholars may not wear clothing with logos, unless it is the school logo or a small dress pant logo (i.e. Dockers) on the rear pocket.
- Designs, jewels, glitter, etc. on the pockets of the pants are not permitted.

Shoes and Socks

- Dress shoes or sneakers must be solid black, including laces.
- Girls' dress shoes are acceptable only if they cover more than half of the foot and don't have more than a 1/2 inch heel (as measured from the back). Open-toed are not worn.
- Boots that rise above the ankle, and contain a less than 1/2-inch heel, flip-flops, stilettos, stacks, platform shoes, and sandals are not permitted.
- Shoes are not required to have laces, but if they do, they must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.
- Socks are not required, but if they are worn, they must be solid white or solid black for 5th and 6th grade scholars – no patterns or logos are permitted.
 - 7th and 8th grade scholars may wear any-colored or designer socks. Designs must be school appropriate.

Belts

- Solid black belts are worn at all times. Belts may not hang down. Pants must be purchased that allow for belts. Studded belts are not permitted.
- Scholars wearing skorts without belt loops are not required to wear belts; however, if they do have belt loops, scholars must wear a belt.



- Belt buckles are solid color metal (silver, gold, etc.). Buckles may not be oversized or in distracting shapes or designs (i.e.: glittered, heart-shaped, etc.).

Accessories and Makeup

- Only light makeup and fragrances are acceptable within the dress code. Scholars will apply lotions and other fragrances during breaks or other non-academic times only.
- Wristbands, bracelets, and other jewelry should be modest, not distracting, and should not make noise when scholars move.

Head Coverings and Hair

- Hats, do-rags, and bandanas are not allowed. Headbands are permitted but may not contain a brand logo. Religious head coverings are permitted.
- Hairstyles and designs that are overly distracting or obstruct other scholars' vision in the classroom are not permitted.

Miscellaneous

- No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted.
- Clothing is sized appropriately, not too baggy, not too tight.
- Clothing that is altered (drawing, cutting, fraying) is not permitted.
- Clothing with significant stains should be replaced.

Middle School Cell Phone and Electronics Policy

While RePublic believes technology can help scholars learn and grow, our middle and elementary schools do not allow cell phones, music players, tablets, smart watches, or other electronic devices to be used on campus.

Please instruct your scholar to leave devices at home unless brought with teacher permission as part of a classroom activity. If a cell phone is needed for communication after school hours, your scholar must keep their phone off, not on vibrate, and in their locker during school hours. To get a message to your scholar during school hours, you can call the front office, and front office staff will assist you in communicating with your student.

If a scholar is seen using a cell phone or other electronic device listed above, the device will be held in the front office until parent/guardian can come pick it up. Scholars who continue to not adhere to these guidelines will be subject to progressing disciplinary actions.



MIDDLE SCHOOL BEHAVIORAL EXPECTATIONS

Middle School Scholar Paychecks

An Individual Incentive and Accountability System

RePublic Schools has developed a scholar Paycheck system to provide scholars, families, and teachers with a frequent, comprehensive report of scholar performance. A scholar's weekly Paycheck total is impacted by his/her fulfillment of Behavioral, Academic, and Attendance expectations.

Paychecks are an accountability system that works *in tandem* with the system of corrective discipline listed in the Core RePublic Family Handbook. To read more about the progressive disciplinary actions of in-class separation, out-of-school suspension, and expulsion, please see the RePublic Core Family Handbook.

All scholars receive a Paycheck each week. At the beginning of each week, a scholar's paycheck starts at \$100.

Scholars may increase their Paycheck by exceeding expectations during a given week by:

- Earning merits
- Having perfect homework every day of the week

Scholars will decrease their Paycheck when they fail to meet expectations by:

- Failing to meet behavioral expectations (e.g., they earn demerits or detentions)
- Failing to meet attendance expectations (e.g., they are absent, late, or dismissed early)
- Failing to meet homework expectations

At the end of each week, each scholar's Paycheck is transferred into the scholar's Savings Account. Scholars may use accumulated points to spend on prizes (e.g., school supplies, lunches with staff members, gift certificates, tickets to sporting events) at the school store or school auctions.

Over time, a scholar's average weekly Paycheck is also monitored. Scholar Paychecks can be used to redeem rewards, which may include but are not limited to:

- School celebration invitations,
- School dance invitations,
- Participation in a school store,
- Field trip invitations, and
- Enhanced scholar "status" levels that increase scholar privileges.

Scholars with low Paycheck averages lose privileges and receive other consequences. Specifically:



- Scholars will not be invited to the school store
- Scholars with a Paycheck average of less than \$70 cannot participate in various extra-curricular activities (i.e. after school activities, school celebrations, school dances, or school field trips)

Demerits

A scholar can earn 1 or 4 demerits for a rule infraction. Severe infractions, such as gross disrespect to staff or other scholars, will result in the scholar being sent to the discipline office. Each demerit costs scholars \$1 to \$10 (depending on infraction) from their Paychecks.

Detention

If a scholar earns eight demerits in a school day, the scholar will receive a detention. Detentions are served during recess. On Friday at 4:30 p.m., all demerit counts are “cleared” for the purposes of detention.

In-Class Separation

Specific infractions warrant consequences that are more severe than detention, but less severe than out-of-school suspension. Therefore, RePublic Schools has an in-class separation model ensuring that scholars have access to the curriculum while at the same time ensuring that scholars face appropriately progressive consequences for more severe infractions.

Specific infractions which warrant in-class separation from the community include, but are not limited to:

- Disrespect to team or faculty
- Low-level dishonesty
- Repeated disruptions of a similar nature

Furthermore, in order to promote and uphold our school community’s values and Code of Conduct, scholars who communicate with a scholar who is currently In Class Separated will also earn a detention.

Scholars who earn in-class separation will receive a \$20 Paycheck deduction for each day they are on in-class separation.

Scholar Notification: If a scholar is assigned in-class separation, he/she will be notified by a staff member the day before, or the day of, in-class separation.

Parental Notification: Parents of those scholars who have been assigned in-class separation receive notification in two ways. First, they will receive a letter each day a scholar is on in-class separation that must be signed and returned to the dean. The letter will indicate the reason for the in-class separation as well as an update on the status of the in-class separation (completed or continuing). Second, parents will receive notice of in-class separation on weekly Paychecks (notification will show up as a Paycheck deduction).

Middle School Bus Behavior

Participation in bus transportation is a privilege. At RePublic, we want to ensure your scholar is transported to and from school in the safest of manners. All behavioral expectations outlined in the RePublic Schools Code of



Conduct apply on school bus transportation. Scholars who take the school bus are expected to act responsibly and respectfully at all times.

All school rules apply on the bus and at the bus stop. The following additional rules will apply to the bus and the bus stops:

- Scholars will be given assigned seats. Scholars are expected to sit in and stay in these seats unless given express permission by the driver or school administration to move.
- Scholars are expected to be silent on the bus.
- A school official will meet the bus every day. No child may exit the bus before the administrator checks with the driver as to behavior.

Scholars who violate these rules will lose bus privileges.

- Three low level infractions = One major infraction
- One major infraction = loss of bus privileges for a week.
- Two major infractions = loss of bus privileges for a month.
- Three major infractions = loss of bus privileges for the year.

Infractions, if serious enough, can warrant immediate loss of bus privileges for the year. Other consequences (e.g., demerits, detentions, suspensions) apply as well.

Examples of behaviors that qualify as minor bus infractions:

- Talking on the bus
- Not following directions on the bus
- Doing homework on the bus
- Eating food on the bus
- Using electronics on the bus
- Leaving trash on the bus

Examples of behaviors that qualify as major bus infractions:

- Moving seats during the route or sitting in the incorrect seat
- Failure to correct behavior after being redirected
- Disrespect to a driver
- Foul language
- Horseplay on the bus
- Throwing anything inside or outside of the bus
- Anything that compromises the immediate safety of anyone on or around the bus
- Defacing the bus

Families are strongly encouraged to reinforce the importance of proper bus behavior and remind scholars of the potential consequences for bad behavior. Should a scholar lose bus privileges, that scholar/their family is responsible for arranging alternative bus transportation for the scholar during that period. Unless a scholar is



suspended, failure to attend school as a result of lost bus privileges will be considered unexcused absences and the scholar will receive consequences accordingly.



ACKNOWLEDGEMENT OF RECEIPT

RePublic Core Student Family Handbook *and* RePublic Middle School Handbook

I have received my copy of 2019-2020 The RePublic Core Scholar and Family Handbook with the 2019-2020 Middle School Handbook, which outlines the policies and procedures of RePublic Schools, including the Scholar Code of Conduct. I will familiarize myself with the information in both of the handbooks and agree to observe these policies in all aspects. I am aware of my rights and responsibilities. Furthermore, I understand that acts of misconduct or inappropriate scholar behavior will result in interventions and consequences as stated under the Scholar Code of Conduct.

Scholar Name (Printed)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date



Media Release & Scholar Displays

I, _____, the undersigned parent and/or legal guardian of _____, a Minor, do hereby consent to RePublic Schools, or any other enrollments or transfers within the RePublic Schools, Inc. or RePublic Schools, Nashville network, to record, film, photograph, interview, and/or publicly exhibit, display, distribute or publish my child's name, appearance and spoken words, whether undertaken by school staff, scholars, or anyone outside the school, including the media.

I agree that the school may use, or allow others to use, those works without limitation, and that neither RePublic Schools, nor the news media, has any obligation to air or publish the image, photos, videotape and/or voice of my child. I also understand that neither I, nor my child, will receive any monetary compensation for the rights granted herein.

I give this consent on my own behalf, on behalf of the Minor, and on behalf of the respective heirs, executors, administrators and assigns of ourselves and said Minor (hereinafter collectively the "Releasers"), do release, discharge and covenant to hold harmless RePublic Schools and any and all of its present and former agents, servants, employees and staff (hereinafter collectively the "Releasees") of and from all demands, causes of action, suits, claims, demands and liabilities whatsoever, both in law and in equity, which the Minor or any of the Releasers now has or hereafter may acquire, either before or after the Minor has reached his/her majority, against any of the Releasees, resulting from his/her participation in school-related media, exhibits and displays.

Scholar's Name

Name of Parent/Guardian (please print)

Signature of Parent/Guardian

Date

Relationship to Scholar