

Ridge Road Middle School

We are a diverse team committed to excellence. We believe that through rigorous academics and collaboration every student will achieve. We hope to cultivate perseverance, integrity and dedication in all students.



Student/Parent Handbook

2021-2022

Address

7260 Highland Creek Parkway
Charlotte, NC 28269

Main Office

Phone: 980-344-3410

Fax: 980-343-1835

Student Services

Phone: 980-344-3412

Fax: 980-343-2150

Website

[http://schools.cms.k12.nc.us/
ridgeroadMS/Pages/Default.aspx](http://schools.cms.k12.nc.us/ridgeroadMS/Pages/Default.aspx)

Email

ridgeroad@cms.k12.nc.us

Principal

Courtlyn Reeves

Assistant Principal

Lauren Timblin

Assistant Principal

Craig Higgins

Dean of Instruction

Elyse West



Welcome to Ridge Road Middle School. It is our pleasure to present to you our Student/Parent Handbook. Our goal is to provide students with the necessary tools to help them succeed throughout all levels of their education. Each student will be given the opportunity to maximize his or her potential.

At Ridge Road Middle School, the student is at the center of our educational mission. Our expectations are high in regard to the students' work ethic, good behavior and appearance. As a result, our students will be well prepared to compete in any arena that requires loyal, competent, goal-oriented individuals. Every opportunity will be provided to help our ravens "fly higher than the rest".

This student/parent handbook contains definite descriptions of school policy, activities, and calendar dates for your reference. Our hope is that students and parents will find this book to be a useful reference throughout the upcoming school year. In order for Ridge Road Middle School to continue to function smoothly and efficiently, everyone must understand and adhere to our school policies. The expectation is for all of our students to know the information in this handbook and practice meeting the procedures and rules within on a daily basis. We urge you to keep it handy for a quick reference throughout the school year.

If you have any questions at any time, please do not hesitate to contact any member of our administrative team.

Sincerely,
Courtlyn Reeves
Courtlyn Reeves
Principal

Elyse West
Dean of Instruction
6th Grade

Lauren Timblin
Assistant Principal
7th Grade

Craig Higgins
Assistant Principal
8th Grade

Ridge Road Middle School
Parent/Student Handbook
2021-2022
Table of Contents

Contact Information	5
Important Dates for Students	6
Bell Schedule	6
PowerSchool	7
Grading Scale	7
Mastery Learning Concept at Ridge Road Middle School	7
Retention Review Process	7
In-School Suspension (ISS)	7
Athletics	8
Attendance Policy	8
If a Student is Absent:	8
Guidelines for Academic Make-Up Work	9
Educational Opportunity	9
Tardiness	9
Bus Policy	9
Electronic Equipment/ Cell Phone Policy	9
Ridge Road Technology	10
Student-Parent Technology Agreement	10
Technology FAQ's	11
Physical Education Dress Code Requirements	12
Dress Code Policy	12
Code of Conduct	13
Ridge Road Middle School Rules and Consequences	14
Dishonesty	15
Gangs	15
Guidelines for Attending Extracurricular Events	15
Harassment/Bullying	16
Insubordination	16
Sexual Harassment	16
Tobacco/Alcohol/Controlled Substance	16

Theft	17
Toys, Games, Skateboards and Electronics	17
Vandalism	17
Verbal Assault, Battery, Fighting	17
Weapons and Explosives	17
Guidelines for Homeroom and Assemblies	17
Policies and Procedures	18
Bulletin Boards/Spirit Boards/Posters/Signs	18
Emergency School Closing	18
Change of Address or Telephone Number	18
Classroom Interruptions	18
Classroom Visitation/Conferences	18
Closed Campus Regulation	18
Fire/Emergency Drills	18
Hallway Guidelines	18
Lockdown Procedures	18
Lost and Found	19
Lunch	19
Outside Food and Lunches from Home	19
Visitors During Lunch	19
Mail	19
Medicine Policy	19
School Nurse Information	20
Phone Calls, Messages, and Student Deliveries to School	21
Respect for Equipment and Facilities	21
Restrooms	21
Staying after School	21
Student Illness	21
Telephone Use	21
Textbooks	21
Tornado Drills	22
Tutorials	22
Tutoring	22
Valuables	22
Visitors to the School	22

Withdrawals and Transfers	22
The Student Services Department	22
Intervention Team	23
Scheduling and Schedule Changes	23
Communication	23
PTA	24
School Leadership Team (SLT)	24
Student Agendas	24
Physical Examinations	24
School Insurance	24
Media Center	24
Testing Information	25
Ridge Road Middle School Vernacular	25
Subject to Change Disclaimer	26
Ridge Road Student/Parent Handbook Signature Page	27

Contact Information

School Information

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School Website: <http://pages.cms.k12.nc.us/ridgeroad/> Email: ridgeroad@cms.k12.nc.us

Administrative Questions

Courtlyn Reeves	Principal
Elyse West	6 th Grade
Lauren Timblin	7 th Grade
Craig Higgins	8 th Grade

Academic Concerns

Katrina Lawson	Academic Facilitator
Nathan Melnik	Technology Facilitator

Operational/Building Use Concerns

Schuyler Adams	Athletic Director
Amy Salley	Financial Secretary
Helen Baeza	Attendance Secretary
Michelle Broughton	After School Enrichment

Students Services

Nina Franklin	6 th Grade
Alvernon Eley	7 th Grade
Aiesha Huitt	8 th Grade
Helen Baeza	Registrar, Student Records

Parent Concerns

Academic Concern:	1 st Teacher
	2 nd Assigned Counselor
	3 rd Assistant Principal/Dean of Students
	4 th Principal

Attendance Concern:	Helen Baeza
Discipline Concern:	Assigned grade level administrator listed above
Financial Concern:	Amy Salley
Make-up Work:	Grade Level Counselor
Transportation:	Vance Transportation Office (980) 343-3665

Northeast Learning Community

John Wall, Community Superintendent
4339 Stuart Andrew Blvd (The Atrium)
Charlotte, NC 28217
Telephone: (980) 343-9945

Important Dates for Students

During the month of August:

- Open House- August 23rd
- The first day of school-August 25th

During the month of September:

- Progress Reports are distributed to **every** student in **each** class. Sept 30-Oct. 1
- Curriculum Night -September 14th

During the month of October:

- First quarter ends-October 29th
- Second Quarter begins -November 1st

During the month of November:

- Parent Teacher Conferences
- Report Cards are distributed

During the month of December:

- Progress Reports are distributed to **every** student in **each** class. Dec 6-7

During the month of January:

- Second quarter ends and first semester ends- January 21st
- Third quarter begins-January 24th

During the month of February:

- Report Cards are distributed to all students
- Progress Reports are distributed to every student. Feb. 23-24

During the month of March:

- Third quarter ends-March 25th

During the month of April:

- Fourth quarter begins-March 28th
- Report Cards are distributed

During the month of May:

- Progress Reports are distributed to **every** student in **each** class. May 4-5
- End of Grade/End of Course Tests

During the month of June:

- 8th Grade moving on ceremony
- The last day for students, fourth quarter ends-June 8th
- Report cards will be mailed.

** This report card reflects the final grades your student has received for his/her spring courses and will reflect promotion or retention.**

Bell Schedule

2021-2022 RRMS Bell Schedule	6th Grade	7th Grade	8th Grade	Electives
Announcements	9:05 - 9:15	9:05 - 9:15	9:05 - 9:15	9:05 - 9:15
SEL	9:15 - 9:45	9:15 - 9:45	9:15 - 9:45	9:15 - 9:45
1st Block	9:45 - 11:05	9:45 - 11:05	9:45 - 11:05	Planning
2nd Block	11:09 - 1:23	11:09 - 1:23	Planning	11:09 - 12:28 (8)
3rd Block	1:26 - 2:46	Planning	12:31 - 2:46	1:26 - 2:46 (7)
Lunch/HAC	12:25 - 1:21	11:25 - 12:20	1:23 - 2:21	12:35 - 1:35
4th Block	Planning	2:49 - 4:10	2:49 - 4:10	2:49 - 4:10 (6)

PowerSchool

PowerSchool is a secure web-based student information system that provides real-time information to school administrators, teachers, parents and students via the internet. This will give parents and legal guardians access to their child's attendance records and academic progress, thus allowing a partnership of transparent information on a daily basis. The website for the parent portal is: <https://cms.powerschool.com/public>. Please request access information for your student by contacting your counselor or Ms. Baeza at the school. Directions for how to access and use Powerschool are here- <https://www.cms.k12.nc.us/families/Pages/PowerSchool.aspx>

Grading Scale

The percentage equivalent is as follows:

A= 90-100 B= 80-89 C= 70-79 D= 60-69 F= Below

As a parent, you should expect to receive a specific grade breakdown from each of your student's teachers at the beginning of the year or each semester. The grade breakdown will allow you to understand how the teachers derive your student's grades. Late assignments will be accepted until one week (5 school days) after the "Perform" date noted by the teacher in Powerschool. Late penalties of no more than 10 points per week (5 school days) will be deducted for late work using a 100 point scale. Assignments submitted up to one week after the "Perform" date will receive a 50% and feedback on progress will be provided to the student. The comments section in Powerschool should note actual reflection of student mastery when a minimum grade of 50% is given. Please be sure to check the comments section on Powerschool when a grade of 50% is shown. Final dates for the collection of assignments is no more than 2 school days prior to the end of the grading period. The principal may allow submission of assignments after this period for students who experience short or long-term hardships.

Mastery Learning Concept at Ridge Road Middle School

Students who fail to score a 100% on a "perform" assessment (weighted as 50% of final grade, major test or formal assessment) will have the opportunity to retake the assessment once. Students will have opportunities during the school day and before/after school to gain the deficit knowledge necessary to demonstrate mastery when the assessment is re-administered. Before a student is able to take a retest, they are required to attend a tutoring session to review material before or after school. If a student is not able to attend a tutoring session additional learning opportunities based on student needs will be provided to the student by the classroom teachers such as, small group instruction, Edgenuity, video instruction, additional practice to mastery material. Once this is completed students will be reassessed using a parallel assessment to show mastery within a 3-week period. Students can earn up to a 100% on the reassessment after completing additional learning opportunities. For highschool credit courses such as Math 1 Students will have one reassessment opportunity for each perform assessment (*except midterms or final teacher-made or State exams*). Students may earn up to 80 points of their re-test grade on the reassessment after completing additional learning opportunities with the classroom teacher.

Retention Review Process

A level I or II indicates non-proficient performance on the Math and Reading EOG assessment. If your child scores in this area they will go through the retention review process. This process is led and reviewed by a team of teachers, administrators and support staff selected by the building principal. Students' assessment data, work samples, PEP, and academic progress through the year will be taken into consideration. Students may also be involved in academic support through MTSS throughout the school year. Students in their gateway year will have the opportunity to appeal to the CMS District Retention Committee. Parents of 8th grade students may appeal the decision of the school to an outside appeal committee. Parents of 6th and 7th grade students may appeal the decision to the principal. Final decision will be at the discretion of the building principal. Retention criteria are subject to change based on information received by the state.

In-School Suspension (ISS)

In-school suspension is designed to be a structured behavioral intervention that addresses both the academic and behavioral needs of the students it serves. ISS is an alternative to out of school suspension and is an important tool in the progressive discipline model. In-school suspension is defined as the removal of a student from the student's regular education program for the class period or more for disciplinary reasons deemed by the principal or principal's designee.

Athletics

Charlotte-Mecklenburg Middle School Sports

Fall Sports	Winter Sports	Spring Sports
Football Volleyball (Girls) Softball (Girls) Golf Cheerleading	Basketball (Girls/Boys) Cheerleading	Baseball Soccer (Girls/Boys) Track
Tryouts and game schedule to be announced.		

Attendance Policy

Regular attendance is necessary for success in school as well as required by law. Therefore, all students at Ridge Road Middle School may not be absent more than ten (10) times per year, exclusive of doctor certified illness, suspension, approved school activity, certified court appearance, recognized religious observance, and death in immediate family.

If a Student is Absent:

When a student is absent from school, he/she should bring a note from his/her parent, guardian, or health care professional within forty-eight (48) hours to the attendance secretary. The note should include the student's legal name (not nickname), CMS student ID number, and the reason for the absence, and the date(s) absent from school. The attendance secretary will determine whether the absence can be excused per CMS board policy. Absences are excused (with verification) for student illness, medical appointments, death in the immediate family, court proceedings, or quarantine. Absences may also be excused (at the principal's discretion) for an educational opportunity, which must be submitted in advance for approval on Form 5123.2 (available from the attendance secretary). Students returning to school without a note will be considered unexcused.

All other non-school initiated absences are unexcused (i.e. bad weather, missing the bus, car trouble, lack of heat, water, or electricity, shopping, babysitting, oversleeping, or lack of clothing). All absences are coded as unexcused until a note as described above has been received by the attendance secretary.

Absences can only be excused with a written note.

Early Dismissals

Since the school is legally responsible for the welfare of each student during the school day, no one is to leave the campus during the school day unless accompanied by a parent or guardian or authorized by the administration. The procedure for early dismissals is as follows:

- Parents must send a note stating the student's full name, time, reason for dismissal and a phone number where a parent/guardian can be reached to confirm the note. The student is to bring the early release request to the attendance office no later than 9:30 a.m. **Failure to turn in a note will result in an extended delay while waiting for your child.** Once the early dismissal note is confirmed with a parent/guardian, the student will receive an early dismissal slip. Your student will meet you in the front office at the time requested.
- **NO EARLY DISMISSALS WILL BE GRANTED BY PHONE**
- For your child's safety, we will only release a student to parent/guardian or person listed on the student's permanent record unless otherwise notified by parent/guardian. We will not interrupt class to call the students without a note, to give phone messages, or to call students who have forgotten items. This procedure is to preserve a focused learning environment for all classes.

****Early dismissals will not be granted after 3:30 pm without a prior note.****

- When picking up your child for early dismissal at the times listed above, you will need to bring a **picture ID in order to sign your child out. For security purposes and in compliance with school policy, students will only be released to parent/guardian or person listed on the student's permanent record.**

Leaving School Grounds

Students must remain on school grounds after arriving on school premises. Students are released to parents/guardians or designated adults (those listed as emergency contacts) who have presented photo identification. Students are dismissed to older siblings when parents/guardians submit prior authorization. All students who leave school grounds without permission will be considered truant and will receive subsequent disciplinary actions.

When an emergency situation or student illness occurs, students will be required to have the school nurse or main office personnel call their parent/guardian to arrange pickup and the parent/guardian must sign the student out in the main office. Telephone dismissals will not be accepted. Students may not leave campus without permission. Doing so will result in suspension.

Guidelines for Academic Make-Up Work

A student who misses homework assignments or other assignments because of absences, whether excused or unexcused, must be allowed to make up the work. Students should request make-up work for an absence and arrange to complete the work within five days of returning to school. The student must initiate the contact with the teacher. In all circumstances, homework and other assignments should be accepted, even when turned in after the designated due date. Credit for late work shall be awarded according to the following guidelines:

- If the student was present in class on the due date, late work will receive a 10 point deduction per day.
- If the student was not present in class on the due date because of an excused or code zero absence, full credit shall be given for the completed work.

Educational Opportunity

Absence approval is granted only when it is demonstrated that the sole purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence.

Tardiness

The CMS expectation is that students will be at school on time. Oversleeping, missing the bus or being transported late by a private vehicle is not considered excused. In addition, students are expected to remain at school and be on time for the remainder of the day. Administrators will pull cumulative tardies and assign consequences.

Tardy Policy Late to School

- Students must report to the Attendance Office.
- A bus pass will be issued to students who arrive on a late bus so that they may enter class without penalty.
- The Attendance Secretary will handle all late arrivals to school.

Per CMS School Board Policy – Tardies are only excused with a note from a doctor, a note from a court appearance or a late school bus.

Late to Class

Students will have two (2) minutes between classes to get to their next class.

Students are not permitted to be out of class the first and last ten (10) minutes of class.

Consequences for Tardiness

First Offense:	Warning at Tardy Station
Second Offense:	Lunch Detention/Silent Lunch
Third Offense:	Parent Contact by Teacher & Lunch Detention assigned by Teacher
Fourth Offense:	Parent Contact by admin & Block of ISS/Student Contract with grade level administrator

Note: The tardy count will start over with each quarter.

Bus Policy

Ridge Road Middle School follows CMS bus policies. Students are expected to follow bus rules at all times. Violations of bus rules will result in applicable consequences, including bus suspensions and/or out of school suspensions. Bus referrals and/or suspensions may impact a student's ability to access CMS transportation for school sponsored field trips/athletic events.

Students may only ride home on their assigned bus. Ridge Road Middle School will not honor parent requests to allow students to ride home on a different bus. Please do not send students to school with a note requesting that your student ride home with another student on a different bus. Again, Ridge Road Middle School will not honor these requests.

Electronic Equipment/ Cell Phone Policy

Student use of personal cell phones and electronic devices is prohibited during the school day.

Students are not allowed to use cellular telephones, including camera phones, or other electronic devices (e.g., laser pointers and attachments, personal digital assistants and other devices designed to receive and send an electronic signal, Ipads, etc) during the school day for personal use. Students arrive at their homeroom class at 9:15 until dismissal at 4:15 p.m., which constitutes the school day. This policy applies to restrooms and common areas, such as the gymnasium and cafeteria. Students and parents/guardians are expected to read and understand the policy regarding the use of cell phones and electronic devices.

Using or displaying a cellular telephone or electronic device during the instructional day will result in the device being confiscated after a verbal warning is given. The first offense will result in the cell phone/device being held in the teacher until the end of the school day, in which it can be picked up by the student. Additional offenses will result in cell phone/device being held in the main office until the end of the school day, in which a parent must come pick it up. This provision only addresses possession of a cellular telephone. Violations of any other rule in the Code of Conduct, through the use of a cellular telephone, will be addressed by confiscation of the cellular telephone, loss of the privilege of possessing the cellular telephone on school property and the consequences outlined under the specific rule violated. Failure to surrender a cellular telephone or electronic device to an administrator will result in a three (3) day out-of-school suspension.

Students are not permitted to use cell phones or other videotaping equipment to record teachers in the classroom. It is a violation of individual privacy to record teachers in the classroom. Students will receive appropriate consequences for this violation. School personnel will not be responsible for conducting a search for lost or stolen cell phones or electronic devices.

Ridge Road Technology

Ridge Road Middle School is a model school for 1:1 technology for our students. We are committed to preparing all students and teachers by fully integrating relevant technology into the curriculum. This policy provides laptops for students for use in the classroom to enhance learning as well as utilizing devices provided by Ridge Road Middle School for academic purposes. Students and teachers will be able to acquire, share, and evaluate information, as well as achieve media and technology literacy, while maintaining a safe and ethical learning environment.

At Ridge Road we use Chromebook laptops, iPads, eReaders, and other internet-ready devices for **educational purposes only**.

Similar to other personally owned items, the school is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school, however students can be liable for devices that they damage that belong to Ridge Road at the discretion of the school based on CMS and school based rules and regulations.

While using technology in the classroom, students will adhere to the following conditions in order to create a safe and legal environment for all learners:

- Be Respectful
- Be Responsible
- Be Motivated
- Be Safe

Students utilizing this opportunity to its fullest capacity within the school expectations will find numerous benefits to instruction, resources and personal organization.

Students not following expectations for use of personal devices and school assigned devices will face school disciplinary measures as outlined in the Student/Parent BYOT Agreement.

Students not following expectations for use of personal devices and school assigned devices will face school disciplinary measures as outlined in the Code of Student Conduct and the RRMS Behavior Expectations.

Student-Parent Technology Agreement

Parents and students must sign the agreement in order to use electronic devices on campus. This form must be returned to the student's homeroom teacher during the first week of school.

- I will not use my technology for purposes that are not educational, or appropriate for the classroom environment. This also includes searching for or bringing inappropriate digital materials or apps on school grounds.
- Bullying of any form, including cyber-bullying and/or face-to-face, will not be tolerated at RRMS and will be handled according to the Student's Rights and Responsibility Handbook.
- I will not use technology for non-instructional purposes such as making personal phone calls and text messaging.
- Personal technology use will not be permitted in the hallways during class changes, in the cafeteria during breakfast or lunch, or in locker rooms, restrooms and nurses offices.
- Students are not permitted to record audio, video, or still images of any student or staff member without their permission. This is a violation of the Student's Rights and Responsibility Handbook and consequences will be handled accordingly.
- Personally owned devices are not permitted to connect to the internet through a 3G/4G connection. The devices must access the internet through the school wireless guest network.
- Each teacher will determine when it is appropriate to use personal technology in the classroom.



- I understand that the school's internet resources are owned by CMS and are not private. RRMS and CMS have the right to access information at any time.
- I am responsible for maintaining my personal technology including the installation of a virus protection software.
- I am responsible for charging my device prior to bringing it to school.
- I take full responsibility for my device. Ridge Road Middle School or CMS is in no way responsible for the damage or loss of any personal equipment.
- Files will have to be saved on an external drive, USB/flash/jump drive, the C drive of the laptop or digital storage site such as Google Docs or "The Cloud".
- Technology devices will not be used to cheat on tests or quizzes.
- Ridge Road and CMS district consequences as outlined in the Student's Rights and Responsibility Handbook for violating technology privileges will be enforced.
- Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
- If a student does not bring their own personal device, they will be given a brand new CMS issued Chromebook. **Students will be responsible for any damages to the Chromebook.**

If a Chromebook is damaged for any reason, the following will apply:

Cracking the screen of one's assigned device or that of another student- \$48.99

Keyboard replacement- \$47.99

Defacing the Chromebook (etching, applying stickers, drawing on them, etc.)- \$10.00

Chromebook damage beyond repair or lost (Total Replacement)- \$245.00

Replacement charger- \$21.00

=====

I have read, understand and will abide by the Ridge Road Middle School BYOT policy and guidelines. I further understand that any violation of the guidelines may result in the loss of network and/or device privileges as well as other disciplinary action through CMS or CMPD.

Student's Name (Please Print) _____
 Student's Signature _____
 Homeroom Teacher _____

As a parent, I understand that my child will be responsible for abiding by the BYOT policy and guidelines. I have read and discussed them and he/she understands the responsibility he/she has in the use of his/her personal device.

Parent Name (Please Print) _____
 Parent's Signature _____ Date _____

Technology FAQ's

How do I access the internet on the Guest Network?

Most devices will detect a wireless connection. Your device should prompt you to join an available network if there is a wireless connection near you. When prompted, choose guest network (For example: CMSGuest518). Once you choose this network and open an internet browser, you will be prompted to accept the terms of service and abide by all district policies and procedures.

My device does not give me a prompt to choose a wireless network, what should I do?

Check the settings menu of your device to see if there is a network access icon. Select this icon and choose the guest network (For example CMSGuest518) from the list. Be sure to consult the owner's manual of your device to get exact directions for accessing wireless networks. Turning the wifi on and off will also prompt the wifi to connect to your device.

I have an app that doesn't seem to be working on the Guest Network? When accessing the guest network, you must first open up a browser in order to receive the AUP agreement page. Once that is accepted, you are on the guest network. If the app accesses information deemed inappropriate, the app will not work while on the guest network

I'm connected to the Guest Network, and I am not receiving my personal email, what should I do?

Since the guest network follows the same filtering policy as other CMS networks, you will not be able to receive personal email while connected to the guest network.

Will there be technical assistance provided to access the wireless network? Since there are literally hundreds of devices that could be brought to school as part of the BYOT programs, there is no technical assistance provided other than providing the name of the wireless connection. Students will be expected to know how to connect their devices. We will have information sessions for teachers and parents.

If my device won't work, will someone from the school district fix the device? It is not the responsibility of the CMS staff to fix/repair/troubleshoot individual devices. Check the owner's manual for issues that could arise or take the device to a computer repair shop.

I need to save my work to the CMS network. Why can't I access this resource? You are on the CMS Guest Network. It is not the same as the network you would normally access from a school computer. You will not see your home folder, so you will need to save your work in another place. Some options include a flash drive, your own hard drive, or your CMS Google drive.

Will students be able to recharge their device during the school day? Students are not permitted and should not have the expectation that they will be able to charge devices at school. Many school buildings do not have the capacity to handle additional electrical demands for charging personally owned devices. Devices should be charged at home and brought to school, once charged.

Will students be able to use earbuds or other types of headsets? Students may use these during class with the permission of the teacher or administrator.

Will students be able to record teachers or classmates (audio or video)?
With the permission of the teacher or administrator, students can make recordings.

Can teachers require students to bring their own devices?
No. Students are not required to participate in the BYOT programs. They will still have the opportunity to be involved in the same learning activity using a CMS issued device (classroom computer or laptop).

Will students be able to use their devices before or after school? During lunch? In the media center? At Ridge Road, students will not be permitted to use their devices at breakfast or lunch, in the hallways during class change, in the locker rooms or nurses offices.

How will students be able to print?
Students will not have the capability to print from their devices in school.

Physical Education Dress Code Requirements

All students are required to purchase and wear a Ridge Road Middle School gym uniform during P.E. class. Students who do not purchase a uniform **may only** wear Ridge Road Middle School student apparel for P.E. Class.

Dress Code Policy

All students will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. Examples include but are not limited to gang colors, bandanas, or gang clothing, to include displaying gang signs on notebooks, book bags, or other personal or school material. This will include clothing that materially and substantially disrupts classes or other school activities. Ridge Road Middle School students are expected to dress appropriately or face possible disciplinary action.

Student Dress Code

In accordance with the Charlotte-Mecklenburg Schools Rights and Responsibilities Handbook, the following dress code for students at Ridge Road has been established:

1. Students are required to wear shoes at all times (even on grassy areas) for health and safety reasons.
2. Students are required to wear shirts at all times.
3. Abusive, suggestive or profane language, symbols of illegal drugs, or any other words, symbols or slogans that disrupt the learning environment may not be worn on clothing or as jewelry.
4. Headphones and/or airpods are only permitted in class when directed by the teacher for instructional purposes.
5. All clothing must be worn in an appropriate and tasteful manner as originally intended by the designer. For example, belts, if worn, must be worn around the waistband; shirts or headbands will not be worn around the neck, suspenders or overalls will not be worn with straps down, shirts must be buttoned so the bare chest or abdomen is not exposed.
6. Extreme styles in clothing and grooming may be detrimental to the maintenance of discipline and morale in school; therefore, students are encouraged to use discretion in their dress and to consult with their parents on the appropriate dress for school.
7. If not properly dressed, students are subject to being sent home. We will attempt to contact a guardian to try and rectify the issue.
8. Repeated violations (more than 2) of the dress code policy could result in in-school suspension.

Appropriate Attire	Inappropriate Attire
<ul style="list-style-type: none"> ● Sneakers, shoes, sandals with a back strap, **Crocs with a back strap** ● Oversize pants or jeans must be worn with a belt ● Sweatpants worn above the waist ● Loose fitted skirts, dresses, or shorts below fingertip length ● T-shirts/shirts that cover your stomach ● Shirts with straps no less than a three finger width ● Leggings, but only with a shirt that covers your bottom ● Dresses worn at or below knee length ● Distressed jeans with holes below the knee ● Basketball jerseys must be worn with a T-shirt 	<ul style="list-style-type: none"> ● Flip flops, clogs, slip-on sandals without a back strap ● Bedroom shoes/slippers ● Pajamas ● Pants worn below the waist or showing clothing beneath the main outerwear. ● Shorts/skirts/dresses or slit above the fingertips when standing straight with shoulders relaxed. ● Shirts exposing the shoulders and stomach, being excessively tight, see-through or low-cut in the front or in the back. ● Headgear (scarves, bandannas, stocking caps, hoods, hats, towels, sunglasses, doo-rags, combs and other items worn on the head without direct permission from an administrator. Example:




<ul style="list-style-type: none"> Hoodies can be worn, but the hood cannot be over your head 	<ul style="list-style-type: none"> religious practices)) Long chains/necklaces, rosary beads without explicit religious purpose and consent from parents. Exposed undergarments Skinny jeans that fall below the waist Leggings or jeggings UNLESS they are worn with tops that fall below the knee Bracelets with inappropriate messages Distressed pants with holes above the knee Headphones and airpod/wireless headphones
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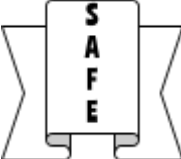
Code of Conduct

Ridge Road Middle School utilizes a tiered discipline system. Students progressively work their way through the tiers and receive consequences and interventions appropriate to each tier; however, the intent of the discipline system is to provide interventions that proactively reduce and prevent discipline from interfering with classroom instruction and to promote student achievement. It should be noted that when students reach tier 3 they will likely receive out of school suspension as a consequence because at this point in time several interventions have been implemented by the teachers and the teams. Students who violate rules 11 – 33 in the student code of conduct will receive automatic consequences according to the Rights and Responsibilities Handbook.

2021-2022 RIDGE ROAD MIDDLE BEHAVIOR MATRIX

We ARE A RAVEN FAMILY, THIS IS THE RAVEN WAY.

RRMS MODELS	SCHOOL WIDE	CLASSROOM	BATHROOMS	BUS & BUS LOT	Common Areas
I AM 	<ul style="list-style-type: none"> I respect all community members. I make positive decisions. I will respect the "No Cell phone" policy. I will adhere to the dress code policy. 	<ul style="list-style-type: none"> I celebrate the ideas of my peers. I wait my turn to speak. I take care of my classroom and materials. 	<ul style="list-style-type: none"> I use the bathroom for its intended purpose. I respect the privacy of others. 	<ul style="list-style-type: none"> I respect the driver and the duties of their job. I follow the driver's directions. 	<ul style="list-style-type: none"> I follow traffic patterns and posted directions. I move silently in the halls when class is in session to respect others' learning.
I AM 	<ul style="list-style-type: none"> I am on time. I move quickly and quietly around the building. I use technology during designated times and areas. I carry my chromebook in my bookbag. 	<ul style="list-style-type: none"> I am prepared. I complete all homework/ assignments on time. I complete all missing work. 	<ul style="list-style-type: none"> I throw away trash. I keep the walls graffiti free. I use the bathroom only at designated times. 	<ul style="list-style-type: none"> I know my bus slot and bus number. I go directly to MY bus. 	<ul style="list-style-type: none"> I sit at my assigned table/desk. I stay seated unless given permission to move. I clean my area before leaving. I will go directly to class during transitions.
I AM 	<ul style="list-style-type: none"> I monitor my grades weekly. I seek out help when needed; tutor, conference, counselor, mentor. 	<ul style="list-style-type: none"> I actively participate in class activities. I stay focused and on-task at all times. I take pride in my work by submitting my best. 	<ul style="list-style-type: none"> I will use the restroom in a timely manner. I will only take advantage of provided bathroom times. 	<ul style="list-style-type: none"> I have all the materials needed to go home prior to dismissal. I will get on the bus quickly. 	<ul style="list-style-type: none"> I pick up trash and help keep the school clean. I will use my time wisely.

<p>I AM</p> 	<ul style="list-style-type: none"> • I will be in the right place at the right time. • I will be a buddy, not a bully! • I report concerns to staff immediately. • I take safety drills seriously. 	<ul style="list-style-type: none"> • I know and follow classroom procedures. • I always go to my assigned classroom. 	<ul style="list-style-type: none"> • I will report safety hazards such as; broken equipment or water on the floor. 	<ul style="list-style-type: none"> • I am aware of my surroundings. • I stay seated facing forward in class and on the bus. 	<ul style="list-style-type: none"> • I walk on the right side of the hallway facing forward. • I will keep my hands, feet, and objects to myself.
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Ridge Road Middle School Rules and Consequences

RULES & PROCEDURES	CONSEQUENCES
<p>Failure to follow school and classroom rules and procedures, including but not limited to:</p> <ul style="list-style-type: none"> • Calling out without raising hand • Chewing Gum • Cell Phone Usage • Throwing things • Out of seat without permission • Not on appropriate hallway/stairwell • Horseplay • Refusing to respond to adults • Talking back • Being in restroom without permission • Eating and drinking in class • Play fighting • Excessive Talking • Not meeting RRMS Expectation • Tardies • Inappropriate Language • Bullying: Name calling, harassment • Dress Code • Emergency Drills 	<ul style="list-style-type: none"> • Verbal Warning • Seat Change • Parent Contact • Silent Lunch • BMT Intervention/Bounce to Same Content Teacher • Behavior Reflection • Loss of privilege (Raven Way Day) • Parent Visit to Class and/or Conference • In School Suspension (ISS)—Failure to show will result in Out of School Suspension (OSS) • Daily Behavior Contract • Out of School Suspension (OSS) / Alternative to Suspension Center (ASC) AND BEHAVIOR CONTRACT
TECHNOLOGY VIOLATIONS	CONSEQUENCES
<p>Technology violations, including but not limited to:</p> <ul style="list-style-type: none"> • Cell phone usage. • Taking photos/videos without permission • Inappropriate use of websites during instructional time 	<ul style="list-style-type: none"> • Turn off device, reflection, call parents, and loss of device privileges for seven days • Device will be confiscated; parent can pick up between the hours of 10-11 or 2-3 • In School Suspension (ISS) • Out of School Suspension (OSS) / Alternative to Suspension Center (ASC) • Loss of Personal Technology Device for the remainder of the quarter

NOTE: CONSEQUENCES ARE BASED UPON SEVERITY AND REPEAT OFFENSES. STUDENT REWARDS WILL BE GIVEN PERIODICALLY FOR STUDENTS WHO MEET EXPECTATIONS.

Forgery/False Reports – No student shall lie, prefabricate, deceive, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades, or other data contained in any communication to or from school. Any student who assists in or participates in any of the above actions on a secondary basis shall also be subjected to discipline.

Academic Dishonesty - No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Shall any student assist another student in the pursuit of academic dishonesty, either by providing information or by any other means will be subjected to discipline actions. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings work in progress, completed work product, examination questions and examination answers. Any student, who misappropriates or plagiarizes someone's work, assists another in such

misappropriation or otherwise engages in academic dishonesty, shall not obtain credit for the work in question and shall be subject to other disciplinary action.

Gangs

Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practice include the commission of illegal acts, violations of school rules, establishment of territory or turf, or any actions that threaten the safety or welfare of others. Gang activity such as initiation, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf, on school property, at school functions, and school related activities will not be tolerated.

- A student shall not participate in gang-related activities.
- A student shall not appear with, or wear, gang identifications such as attire, colors, clothing or graffiti.
- A student shall not designate boundaries or turf, or belong to any group that designates boundaries or turf.
- A student shall not participate in hazing, initiation, or recruiting activities.
- A student shall not deface property with gang graffiti.

It should be noted that Ridge Road Middle School maintains open lines of communication with local law enforcement agencies. A student who violates this section will not only be subject to the notification of his/her parents/guardian by school authorities, but, also when deemed appropriate, will be reported to the local police department.

Guidelines for Attending Extracurricular Events

- Cheers, which are obscene, debasing or harassing in nature, are prohibited.
- Verbal or physical interference with anyone is prohibited. Spectators are not permitted on the floor.
- Throwing objects is prohibited.
- Laser Pointers are prohibited.
- Noisemakers are not permitted at games.
- Signs are not permitted at games unless approved in advance.
- Students must follow directions given by any school or game official. This includes officials from the opposing school.
- **Students who have been suspended or served ISS on the day of an extracurricular event will not be allowed to attend the event.**
- Anyone violating these rules or other rules in the Student Code of Conduct will be removed from the game and is subject to further disciplinary actions.
- **Students must be picked up from after school events no later than twenty (20) minutes after the event has concluded. Failure to be picked up within this time frame will result in the student being prohibited from any other after school events for the rest of the semester.**
- **If an event takes place after school, the student must leave school property at dismissal and then return to the school at the time of the event. Students are not permitted to stay on campus during the time between dismissal and the start of the event.**

Harassment/Bullying

No student shall harass or bully any student, school employee, and community member or school visitor on the basis of color, race, natural origin, religion, age, or disability. For the purpose of this code of conduct, the term harass/bully includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (orally or in writing) abuses another. **Ridge Road strictly adheres to the bullying/harassment policies set forth in the Student's Rights and Responsibilities Handbook.**

Insubordination

Students shall comply with the directives and orders of teachers, student teachers, monitors, secretaries, principals, school security associates, and other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered insubordination for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel. A student shall not fail to give identification to school personnel. A student shall not give false identification. **Students who display blatant disrespect or direct profanity towards a staff member will be suspended for no less than two (2) days.**

Sexual Harassment

Students are prohibited from sexually harassing any other student, school employee, and community member or school visitor. Sexual Harassment is any activity of a sexual nature that is unwanted or uninvited, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions and unwanted body contact.

In compliance with Federal Law and Title IX of the Education Amendments of 1972, Charlotte-Mecklenburg Schools (CMS) prohibits discrimination or harassment against any person on the basis of sex, gender, race, color, religion, national origin, age, or disability.

If a staff, student, or parent/guardian at Ridge Road Middle School has any concerns regarding discrimination or harassment, please contact Lauren Timblin, Ridge Road Assistant Principal.

Any student who believes that he/she has experienced any form of harassment, including sexual harassment, should report this conduct immediately to an administrator who will conduct an investigation and, if required, take appropriate disciplinary actions.

For more information and resources around sexual harassment or any concerns related to Title IX offenses, please refer to our website under the Title IX contact information. https://schools.cms.k12.nc.us/ridgeroadMS/layouts/15/charmeckschoolfiles/titleix_info.aspx

Tobacco/Alcohol/Controlled Substance

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, tobacco products, anabolic steroids, counterfeit or imitation controlled substances, herbal products and drug paraphernalia.

Tobacco

A student may not possess or use tobacco products or tobacco-like products on school premises. This will include but not limited to commercially produced cigarettes, cigars, chewing tobacco, pipe tobacco and pipes. Rolling papers will be considered drug paraphernalia and identified as a violation of Rule 29 H.

Alcohol/Drugs/Controlled Substance

During school, travel on any school provided transportation or at any school sponsored activity held on or off school property; students shall not knowingly possess, buy, sell, use, supply, apply, transfer or be under the influence of any mood-altering chemical of any kind, including alcohol. Possession includes, retention on a student's person or in a student's purse, wallet, locker, book bag, or bicycle parked on school property. Under the influence is defined as manifestation signals of chemical misuse including, but not limited to staggering, red eyes, odor, nervousness, restlessness, and memory loss, abusive language, falling asleep in class or any other behavior, which is not considered normal for the particular student. The term mood-altering chemicals include, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept locked in the nurse's office.

Look-Alike Drugs – A student shall not use, conceal, sell, purchase, or accept to transmit any substances, which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs.

A counterfeit controlled substance is defined as:

- Any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance.
- Any substance that is represented to be a controlled substance or is a different controlled substance, and: any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- No student shall knowingly possess any counterfeit-controlled substance.
- No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing through words or conduct that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
- No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit controlled substance.

Drug Paraphernalia – A student shall not possess, use, transmit, or conceal any item which is designed for use with any illegal substance while on school grounds, to and from school, on school bus, or in attendance at any CMS sponsored or supervised activity.

Theft

No student shall take or attempt to take the private property of students or staff members or any property owned by CMS.

Toys, Games, Skateboards and Electronics

These items are not permitted on campus. Possession of the above or any similar item(s) without permission of the administration will result in the item(s) being confiscated and returned to a parent in one calendar week (7 days). Ridge Road is not responsible for lost, stolen, or damaged electronic items.

Vandalism

No student shall deface, damage, destroy, or attempt to deface, damage or destroy the private property of students or staff members, or any property owned by CMS. Restitution will be required.

Verbal Assault, Battery, Fighting

Verbal Assault – No student shall curse, gesture, intimidate, harass, or verbally abuse any person with or without the threat of bodily harm.

Battery – No student will cause or attempt to cause physical injury or behave in such a way as could be reasonably anticipated to cause physical injury to any person.

Fighting – Students involved in fighting on school property, CMS owned vehicles, or in attendance at any CMS sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.

Weapons and Explosives

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions, or events off school grounds, on school owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage.

No student shall possess, handle, transmit, sell or conceal or bring on school grounds any fireworks, explosives, stink bombs or weapons, nor shall any student ignite or explode fireworks, explosives or weapons at school-sponsored or related activities, functions, or events off school grounds, on school owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. This prohibition applies to firearms, explosives (including fireworks, lighters, and matches), knives, and other dangerous objects of not reasonable use to the student at school. It also applies to any look-alike weapons or dangerous objects, which a reasonable person might consider, under the circumstances, capable of harming a person or property. Possession of any toy gun that is NOT a reasonable facsimile of an actual weapon, e.g., super soakers, brightly colored water pistols, and over-sized toy guns will follow the consequences in the Student's Rights and Responsibilities Handbook.

Guidelines for Homeroom and Assemblies

Homeroom Period – Homeroom is a structured extension to our regular school day. A homeroom period is required when issues must be handled concerning matters pertinent to our students. Homeroom may meet first thing in the morning or at the end of the school day. During this time, teachers should check attendance and distribute materials or information to all students. Students should be released only when the bell rings for the next block or for the end of the instructional day.

School Assembly – Assemblies are co-curricular events that are sponsored by Ridge Road Middle School, a school group or community organization for the purpose of enriching student life. Therefore, it is a privilege to participate in assemblies. Coordinators spend many hours in planning and preparation. Students, therefore, must show them respect and appreciation for their effort.

- When an assembly has been scheduled, students must report promptly and directly to their designated seating areas at the assembly site – no loitering should occur.
- Students may not leave campus during assembly time without appropriate permission and passes.
- During the assembly, all students should be seated – no standing in the foyer area of the gym or lobby, and no walking around.
- Students should be respectful – no heckling, booing, shouting, or throwing of objects.
- Students must remain **SEATED UNTIL THEY ARE DISMISSED**. Only those with authorized passes or a scheduled early dismissal may leave the assembly prior to its completion.
- Students should report promptly and directly back to the appropriate class after the assembly – no loitering should occur.

Consequence: Students removed from an assembly may lose the privilege of attending any remaining assemblies or activities for the remainder of the school year and parents will be notified.

Policies and Procedures

Bulletin Boards/Spirit Boards/Posters/Signs

Signs or pictures of any type must receive the approval of Administration prior to being posted.

Emergency School Closing

All Charlotte TV and most radio stations and the CMS website will announce school closings. Please do not call the school.

Change of Address or Telephone Number

If you move, change your address or telephone number, please notify the registrar in Student Services at once. Any change in emergency contact information must be communicated to the registrar.

Classroom Interruptions

Classes will not be interrupted to deliver messages or items to students. Parents/guardians may drop off messages or items in the main office. Students will be contacted during class change time to pick up their messages or items.

Classroom Visitation/Conferences

Visitors are welcome on campus, provided their presence will not be disruptive. All visitors must initially report to the main office. Parents/guardians wishing to confer with a **teacher must contact the teacher by telephone or email to make an appointment**. Classroom visits should not exceed one class period. Parents should understand the first and last weeks of each semester, days prior to vacation, and scheduled testing times would preclude visitation. As a visitor, you may enter quietly without disturbing the teacher or student's attention. Under no circumstances should the teacher be distracted from instruction for a discussion. Conferences must always be scheduled in advance and are held during the teacher's planning period. Parents' concerns should be scheduled for a conference outside the school day. If a parent wishes to drop-in on a student without teacher notification, a campus security associate or administration will escort them to view the classroom from the hallway.

Administrators at Ridge Road are instructional leaders. Parents may meet with administrators daily by appointment only. If you wish to meet with an administrator, please contact the school to set up an appointment.

Closed Campus Regulation

Ridge Road Middle School has a Closed Campus policy. No student may leave the buildings at any time, for any reason, without permission. Leaving the building without permission during the school day may result in disciplinary action.

Fire/Emergency Drills

Regular evacuation drills are conducted at the direction of school staff and are required by law. When a fire alarm sounds, students must evacuate the school quickly in an orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school. Students must follow all staff directions regarding movement to other locations and return to classrooms. It is essential to be quiet during drills and evacuations. Students are to remain outside the building until a signal is given to return inside.

Hallway Guidelines

- Students are allotted an ample amount of time to transition to each class.
- Once in the classroom, students may not leave the room unless escorted or monitored by an adult.
- Students are to obey the ten-minute rule. They are not permitted to be out of class the first or last ten (10) minutes of the instructional block.

Lockdown Procedures

- In the event of a building lockdown, an Emergency Lockdown will be announced by intercom or other voice communication.
- It is mandatory that all students and adults remain in the classroom. Students and adults who are in the hallway are to move into the closest occupied classroom. Students in outdoor areas should immediately take cover. They should proceed to the gym or cafeteria.
- Teachers are to lock all doors and windows, close window and door treatments, turn off the lights and have everyone move away from doors and windows.
- Crouch down in areas that are out of sight from doors and windows.
- Students are not permitted to use the classroom phone or cell phones during a lockdown.
- Students and adults are to remain quiet.
- Students and adults are to remain in a secure, monitored classroom until otherwise notified.
- Should the fire alarm sound, do not evacuate the building unless: You have first hand knowledge that there is a fire in the building or you have been advised by police/security to evaluate the building.
- All adult visitors to the building will automatically become part of the lockdown procedures and will not be able to leave the building.
- Faculty who are in a planning period at the start of a lockdown should remain in their classrooms.
- Office staff should proceed to the nearest enclosed office or conference room and out of visible sight of any intruder or person from the outside.

Lost and Found

Please check the lost and found located in the lobby when an item is misplaced. Items not collected at the end of each grading period are donated to charity. Students are reminded to secure their belongings in their lockers with a lock. Ridge Road Middle School is not responsible for lost/stolen articles.

Lunch

In order for the cafeteria and outside eating areas to maintain an acceptable environment, the following procedures must be followed:

- Students must be on time to the cafeteria.
- Students should only touch food that they intend to purchase or have already purchased.
- Students are allowed through the lunch line only once. Students must remain seated with their assigned class. They should not return to the lunch line or visit another table without permission from their teacher.
- Each student must clean up the area they used, i.e. tray returned, trashed disposed of in the proper containers.
- Students must eat with their class.
- Pressuring other students for money or food is strictly prohibited and may result in disciplinary action.
- The gym is closed and off limits during the lunch periods.

Breakfast and Lunch

Breakfast and lunch are served daily for all students. Breakfast begins at 8:45 am. Meals (breakfast and lunch) will be provided at “no charge” to all students for the 2021-2022 school year.

Outside Food and Lunches from Home

Due to Federal funding provided for cafeteria food, **no outside (commercial/fast food) food can be delivered or dropped off at the school.** Students are not to order delivery (commercial/fast food) to the school. Parents are also not allowed to drop off food from a vendor. Students/Parents can pack a lunchbox and bring it to school with them during their morning arrival and carry it with them during the day. Any food delivered to the school by parent or vendor will be kept in the main office until the end of the school day for student pick up at 4:15. The school is not responsible for lost, stolen, damaged, or cold food. **If a student leaves their lunch at home, free lunch is available for them.**

Parents/students may not bring or share food (ex: cupcakes) with other students. Parents/students may not bring or share food (ex: cupcakes) with other students.

Mail

Students should not use the school mailing address for US Mail or magazine subscriptions.

Medicine Policy

Parents should confer with the child's physician to arrange medication time intervals to avoid the administration of medication during school hours. When medication absolutely must be given during school hours, these procedures must be followed:

Prescription Medications

- Any medication to be given during school hours must be sent by the parent/guardian directly to the school nurse, or in her absence, to the secretary. The medication, accompanied by a physician medication permission form to administer, must be sent to school in the original pharmaceutically dispensed and labeled container.
- A medication log will be maintained for any child receiving prescription medicine during school hours.
- In the absence of the school nurse, the main office secretary will aid a student in the self-administration of the medication. Prior to any such assistance, the school nurse shall provide orientation to the secretary and front office staff in regard to the proper administration of medications.
- Prescription medication will be kept in a locked cabinet in the nurse's office.
- Students will be responsible for reporting to the nurse's office at the time the medication is to be given.
- School personnel are not allowed to administer expired medicine to students.

Non-Prescription Medications

- Any non-prescription medication to be given during school hours must be accompanied by a physician medication permission form.
- The student must take all non-prescription medication and the physician medication form to the school nurse, or in her absence, to the secretary at the beginning of the school day. The medication must be brought to school in the container in which it was purchased.
- The school nurse or person administering the medication will record non-prescription medication taken at school in the medication log-book.
- In the absence of the school nurse, the secretary or front office staff will aid a student in the self-administration of the non-prescription medication. Prior to any such assistance, the school nurse shall provide orientation to the secretary and front office staff concerning the proper administration of non-prescription medication.
- Non-prescription medication will be kept in a locked cabinet in the nurse's office.
- Students will be responsible for reporting to the nurse's office at the time the non-prescription medication is to be given.
- School personnel are not allowed to administer expired medicine to students.

Asthma Inhalers

- Students will be permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma provided the following conditions have been met.
- A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
- A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - Name of the drug
 - Prescribed dosage
 - Times medication is to be taken
 - Length of time medication is prescribed
 - Diagnosis or reason medication is needed, unless confidential
 - Potential serious reaction or side effects of medication

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

School Nurse Information

Any medication given at school must have a written order from a physician whether it is a prescription medication or over the counter medication. Students who are asthmatic may only carry an inhaler if they have a current order on file in the nurse's office from their medical doctor and a completed self administration form signed by the doctor.

No CMS employee can give medication without a doctor's written order. If you want to give your child over the counter medication and you do not have a written order from your doctor you (parent or parental designee) may come to the school and give medication to the student.

Ridge Road Middle School does not supply feminine hygiene products. Please send your child prepared with all necessities. Trips to the office take time away from classroom instruction and supplies are only to be used for emergencies. Please have your child keep extra products in their lockers or backpack..

ICE- The nurse gives ice to students with noticeable swelling or bruising. Ice is not used in the health office for pain. Trips to the office take time away from classroom instruction. It also causes a disruption with students eating ice and can be a hazard when ice melts on classroom/hallway floors.

If your child has a fever they are to stay home and be fever free for 24hrs without the use of fever reducing medication before returning to school. If you think your child may have something that is contagious please keep them home so that we do not spread germs to other students.

Helpful Websites:

American Academy of Pediatrics, Asthma and Allergy/Foundation, Center for Disease Control, Kidshealth, LiveWell Carolinas, Mecklenburg County Health Department, Teen Health, WebMD

The goal of the school nurse is to keep students healthy, on task, and ready to learn. **Students must have a pass to see the nurse.**

Phone Calls, Messages, and Student Deliveries to School

Telephone messages will not be delivered to students. Although we want to be service oriented, please limit these requests to **EMERGENCIES ONLY**. In the event of an emergency, if parents need to get a message to their child, the student will be called to the office either at the end of the block or at dismissal. Only in the most extreme emergency will a class be interrupted to give a message to a student. Approval from an administrator must be obtained before a class can be interrupted. The same procedure is used for items left for students. It is the student's responsibility to listen for announcements to receive any messages or deliveries.

Changes in transportation messages will not be taken after 3:30 pm.

Commercial deliveries should **NOT** be sent to the school. Parents, family members, friends, etc should **NOT** bring food, flowers, balloons, candy, cakes, etc. These items will not be accepted or delivered to the student.

Respect for Equipment and Facilities

Each student is expected to assume responsibility for the care of all school property. Damage of a malicious or careless nature will be considered a very serious matter and is considered an offense for suspension, depending upon the situation. In addition, the student must repay the damage costs.

Restrooms

Restrooms are to be used only for the purpose for which they were built. Cell phones, loitering and graffiti in the restroom will not be permitted. Students may only use restrooms at designated times during the day.

Staying after School

All students are expected to leave the Ridge Road Middle School campus immediately after the school day.

Exceptions:

- If a student arranges with the teacher to work after school.
- If a student is enrolled in tutorials.
- If a student participates in an extracurricular activity.
- Arrangements for after school activities are to be made before the school day. Students are not allowed to use the main office phone to make transportation arrangements for activities taking place on that same day, unless the student is involved in athletics.. Students may use the phone for emergencies only.

Students involved in the activities listed above should report directly to the staff member, teacher(s), or coach facilitating the activity.

Student Illness

If a student becomes ill at school, he/she will be permitted to stay in the health room or main office a maximum of thirty (30) minutes under the following conditions:

- All students must present a pass from the teacher whose class they will miss.
- Students are permitted to stay in the health room for a period of thirty (30) minutes. After thirty (30) minutes, a determination will be made if they are able to return to class or go home.
- If a student without a current health plan makes continuous visits to the nurse's office the nurse may call home to discuss the problem with the parent/guardian. The school counselor will be notified.
- Prescriptions/Non-Prescription Drugs – Students who bring prescription/non-prescription medication to school **MUST** register it with the school nurse and complete a parent/physician consent form.

Note: The school nurse or any staff member may not provide medicine, including aspirin, ibuprofen, anti-itch cream, antibiotic cream, rubbing alcohol, peroxide, allergy medicine, etc. All medications must be registered with a completed parent/physician consent form.

Telephone Use

The office phones are for business use only. Student messages will be taken from a **PARENT ONLY** on an emergency basis. **Students must ask for permission from a teacher/administrator to use the phone in the office.** All phone calls will be limited and no student will be allowed out of class to use the phone unless it is an emergency. Students may not use the phone between classes.

Textbooks

Textbooks are loaned to students for use during the school year. Students are responsible for these books and if lost or damaged will be charged the replacement cost of the book. Students owing book fees may be prohibited from attending end of year activities. All fees must be paid to receive the final report card at the end of the year.

Tornado Drills

Tornado drills are an important safety precaution. It is essential that when the signal is given everyone obeys promptly and moves to the prescribed areas. Students are not permitted to talk during a tornado drill and are to remain in their designated area until the signal is given to return to class.

Tutorials

- Students are to report, on time, to the assigned class with appropriate school materials.
- Upon reporting to tutorials, students are to be immediately seated and attendance will be taken.
- Tardiness, disruptive behavior, or any other act prohibited by the Student Rights, Responsibilities and Character Development Handbook will not be tolerated in tutorials. Teachers may refer a discipline problem to the office.

Tutoring

Tutoring will take place from 7:45-8:45 am or 4:30-5:30 pm in the content area teachers classroom. Tutoring will occur before or after school depending on the availability of the teacher. Students arriving early for tutoring before 8:45 may only enter with a staff member present. The teacher providing tutoring will give the student a tutoring pass to enter the building the night before arriving for tutoring. These students will remain with the tutoring teacher until the 8:45 am bell, if the tutoring session is in the afternoon students will remain in the building until 5:30pm and should be dismissed to the tutoring location at 4:15pm. Specific days will be assigned to subject areas and will remain the same throughout the school year. Students will be supervised at all times by the tutoring teacher. Multiple students may be present in the tutoring session. Students will need to communicate with the teacher prior to attending the tutoring session so they can give them a pass to enter the building. Parents should not drop students off for tutoring if students have not set this up with the teacher prior to the tutoring session. Teachers will establish a weekly tutoring schedule with their content area teams and publish this schedule in their classroom and via their Course Syllabus for students to utilize.

Valuables

Students are encouraged to keep their personal lockers and gym lockers locked at all times. Students are not to leave money or valuables in their locker. Students should avoid bringing large sums of money or valuables to school. Students are not to leave valuables such as watches, jewelry or money in their gym lockers during physical education.

Visitors to the School

Parents and citizens are encouraged and invited to visit Ridge Road Middle School. In order to maintain the proper security, we request that all visitors follow these procedures:

- All visitors must request to visit the school at least 24 hours in advance.
- All visitors that enter Ridge Road Middle School will be required to sign-in at the main office.
- Visitors will be required to wear an identification badge.
- All badges are to be returned to the main office at the time of departure.
- No student visitors will be permitted during the school day.

Withdrawals and Transfers

A parent/guardian of a student withdrawing or transferring must accompany the student to the school to obtain the proper forms from the registrar in the Student Services. All books must be returned and lockers must be emptied. All financial obligations must be paid before this information is transferred to another school or future transcripts issued.

The Student Services Department

Counselors are available for every student in the school. They provide services such as educational planning, study and test taking skills, and aiding with personal and academic problems, etc. The goal is to help students overcome obstacles that may form barriers to learning. Counselors assist students by helping them respond to issues that impact them personally, socially, and academically. All school counselors are bound by professional and ethical standards which require them to make appropriate referrals for any suspected student safety concerns or violations of school policy. Students and parents who wish to speak with a counselor should complete a counselor request form. The completed counselor request form is required so that an appointment can be scheduled to allow the appropriate amount of time and attention to those needing services. Unscheduled visits are not always feasible. Counselors are assigned by grade level. Please be sure to contact your assigned grade level counselor for assistance.

6th Grade: Mrs. Franklin

7th Grade: Mr. Eley

8th Grade: Mrs. Huitt

Intervention Team

The Intervention Team is a multi-disciplinary school based team that addresses academic/behavioral/social-emotional factors that impact academic success. The Intervention Team is based on the System of Care (SOC) philosophy that provides necessary educational support to promote individual student success. This System of Care approach is built on a specific set of principles, emphasizing the partnership between the family, community support, and the school. This strength-based, individualized, and culturally competent approach is the most effective way to meet the needs of the student and maximize his/her academic success.

While on the Intervention Team, the student will receive differentiated, scientifically researched-based instruction within the core curriculum to address the area of need. In addition, the intervention(s) will be progress monitored to measure growth in that particular area. The Intervention Team will collectively review the progress monitoring data to assess the effectiveness of the specific interventions to make important educational decisions.

The Intervention Team is typically composed of an administrator, academic facilitator, counselors, school psychologist, nurse, teachers, parents, and student. Any staff member or parent/guardian may initiate a referral to the Intervention Team.

Scheduling and Schedule Changes

Scheduling for each upcoming year is done during the second semester. Parents are encouraged to contact a counselor when questions arise about their child's curriculum or future plans but schedule changes will be conducted using an online request form. Specific dates for scheduling will be announced.

Scheduled classes will not be changed after the start of each semester. After the signed course selection sheet is submitted to the school counselor, student schedules will be changed for the following reasons only:

1. Administrative need to balance classes or due to enrollment shifts
2. Student does not have a course on his/her schedule that is required for matriculation
3. Student/parent desires to enroll in advanced coursework (move from standard to honors; the reverse changes will not be made)
4. Student does not have a full schedule
5. Student does not meet the prerequisites for a specific course on his/her schedule

Communication

Good **communication** between the home and the school is an important part of the educational process. Ridge Road also has a website—<http://pages.cms.k12.nc.us/ridgeroad/>. The website contains a calendar of events, staff lists and email addresses, a PTSA link, and information about extracurricular activities. The PTSA also uploads newsletters on the website under the PTSA link to keep you fully informed of what is happening. To receive the reminders from the principal and PTSA, join the parent email list on the Ridge Road website.

ConnectEd messages are also sent via telephone and or email. Please ensure that your telephone number and email address are up to date with the school.

ParentSquare: Parentsquare is an online communication tool that our school uses to communicate with our families about important events, upcoming assessments and any other news. ParentSquare sends out an invitation to join our school via text or email based on the information that you provided in PowerSchool. Therefore, if your information in PowerSchool is no longer valid, please contact the school to update it.

PowerSchool: Please check Powerschool on a weekly basis to stay informed about your child's progress in their classes.

Canvas Parent Observer: Parents, in order for you to keep an eye on the progress of your scholar(s), you can join Canvas as an observer. Canvas is the Learning Management System that CMS uses to provide content and assignments to students. As an observer, you will be able to see grades, filter grades by quarter and see due dates. You will not have the ability to interact as an observer.

To become a Canvas observer, there are a few things that need to be completed.

1. First, you will need to have your student generate a pairing code.
2. Have your child go to his or her Canvas Dashboard.
3. Then click on the Account icon.
4. Then go to Settings.
5. Over to the right in Settings, select Pair With Observer. It will generate a case-sensitive pairing code.
6. Next, you will set up your own Canvas account by logging into Canvas at cms.instructure.com
7. Click in the upper right hand corner where it says "Parent of a Canvas user?"
8. Click "Need an account"
9. Enter the required information and put the pairing code you generated in step 1.
10. You are ready to use Canvas now, but be sure you confirm your account after receiving the automatically generated email.

You can also follow these steps with pictures via this website: <https://bit.ly/RRMSCanvas>

PTA

Our PTA president is excited about leading a high energy and hard-working board. Ridge Road parents and students are encouraged to join the PTSA. The membership dues are \$8.00 per adult and \$5.00 per student. We encourage 100% participation. Required Ridge Road student agendas are \$5.00 each. Agendas, PE Uniforms and school spirit items will be available for purchase at the Open Houses or in the school store on Friday mornings. The PTSA cannot accept credit or debit cards; cash, check or money order will be accepted.

School Leadership Team (SLT)

The School Leadership Team is an important team of staff members and parents at Ridge Road Middle School. The School Leadership Team advises the principal and meets regularly to discuss important school issues. A chairperson of this team, as well as new members will be elected after school opens. We want to ensure that all of our new parents have the opportunity to be elected to this team. If you would like additional information about Ridge Road's School Leadership Team, please visit the school's website.

Student Agendas

Agendas have proven to be extremely beneficial for students as such, we have agendas for our 6th graders. The student agendas can be purchased from the PTSA. It is **recommended** that your child bring this agenda to school every day and that you check it nightly to keep abreast of what is going on in our classrooms. If your child loses his agenda, he will be responsible for purchasing a new one from the PTSA. Please help us make this a management tool for your child, as well as a learning experience and a way of further enhancing communication between the home and the school.

Physical Examinations

Seventh and eighth grade students participating in athletics **must** have a current physical. Students must complete an athletic participation form. Students planning to try out for cheerleading this fall also need a physical. Students should listen to announcements for more details about physicals. There are no off-season workouts for middle school athletics.

School Insurance

School accident insurance is **compulsory** for all students participating in middle school athletics, unless parents sign a waiver indicating that you have adequate family coverage. The insurance fee for other students is optional but strongly recommended for all students. Student Accident Insurance Applications will be distributed to each student to take home describing the insurance coverage. Insurance fees are paid directly to the insurance company using the envelope provided.

Media Center

The Media Center connects students and staff with a wide variety of print and electronic resources to enrich the classroom curriculum, engage in self directed research, promote students' personal reading habits, and provide for personal information needs of students, staff, and parents. Media instruction is focused on the Big 6 research model which includes task definition, information seeking strategies, location and access of materials, use of information, synthesis, and evaluation. Students will learn to evaluate sources for accuracy and usefulness, cite sources ethically, and create stimulating multimedia products while using a hands-on approach to learning.

The media center has approximately 10,000 books, subscriptions to 13 different magazines/newspapers, 168 E-Books, 150 DVDs, and 14 computers with Internet access and Microsoft application software available for student use.

Media Center Rules:

- No food, drinks, or candy.
- No cell phones or personal electronics unless instructed otherwise by one's teacher.
- Computers are for instructional purposes, research, or career development only.
- Permission must be granted for computer or printer use.
- No downloading or gaming on computers.
- Maintain a quiet learning atmosphere.
- Stay in the designated area for your teacher and class.

Passes

Students sign in when entering the media center and hand an official school pass to a media center staff member. Only official school passes are accepted.

Printing

Printing of documents is permitted on an as needed basis as determined by the media center specialist.

Financial obligations

Students who return items late to the media center will be fined ten (10) cents per school day for books and magazines. Reference materials may not be checked out by students. The maximum overdue fine is \$5.00, according to CMS Policy. Students will be charged for any items they checked out that are not returned to the media center at the end of each school year. Students will be charged for any damage they caused to materials they have checked out (this includes the removal of barcodes and labels). Students with financial obligations may have their report card held and may not be able to participate in some extracurricular activities. Financial obligation notices will be distributed during homeroom periods.

Testing Information

	Target Group	Brief Description
W-APT	All 1 st year LEP 6 th , 7 th and 8 th	Determines Language Proficiency
MAP	6 th , 7 th , 8 th	Measures of Academic Progress
CTE Pre/Post Assessments	6 th , 7 th , 8 th	Test Vocational Skills

WIDA ACCESS TEST	All LEP Students (6 th 7 th 8 th)	Determines Language Proficiency
Spanish - EOC Test	8 th grade students enrolled in Spanish Courses for 2 yrs	State Spanish test for HS Credit (Counts for 25% of Year Grade)
NC EOG Tests (Reading and Math)	6 th , 7 th , and 8 th Grade	Measures Reading and Math Proficiency
NC EOG Science Test	8 th Grade	Measures Science Proficiency
NC Math 1 EOC (formerly known as Algebra)	8 th Grade Math 1 students	Measures Algebraic Proficiency for HS Credit (Counts for 25% of Year Grade)
NC FINAL EXAMS	6 th , 7 th (SCI & SS); 8 th (SS only)	Measures Science and Social Studies Proficiency.

Local informal content assessments will be administered in the Fall and Spring semesters.

Ridge Road Middle School Vernacular

AP - Assistant Principal

ASD/BSD- After School Detention/ Before School Detention

ASC – Alternative to Suspension Center

Dean of Students – A member of the administrative team who works with students and teachers in an administrative capacity.

504 Plan – a legal document that describes modification for students with special needs that do not qualify for an IEP

IEP – Individualized Education Plan – a legal document that describes the interventions required for exceptional children

ABCs – The North Carolina accountability that is based on student growth as demonstrated by improved scale scores on the End-of Grade tests.

Level of Achievement – This refers to the student performance on the EOG/EOC test. Student performance is divided into 5 levels. A student at level 1 has limited command of knowledge and skills and does not meet grade level proficiency. A student achieving at level 2 demonstrates partial command of knowledge and skills and does not meet grade level proficiency. A student at level 3 has sufficient command of knowledge and skills and is “proficient” or “at grade level” BUT does *not* meet the standard for College and Career Readiness. A student at level 4 has a solid command of knowledge and skills and meets the standard for College and Career Readiness. A student at level 5 demonstrates superior command of knowledge and skills and meets the standard for College and Career Readiness. Levels 3, 4 and 5 are considered passing.

Scale Score – A student’s developmental score on the EOG or EOC.

High Growth – A designation of the ABC Program. Ten percent more than expected growth.

Expected Growth – A designation of the ABC Program. Growth is measured by an increase in EOG and EOC scale scores.

Gateway Requirement – Students are expected to earn a score of 3, 4 or 5 on the EOGs: Language Arts, Math and Science.

Retest – A second opportunity to take an EOG. May be given to those students who do not meet the gateway requirements.

AVID – Advancement Via Individual Determination- A college prep program that works with students in the middle to develop the skills necessary for college success.

Block Scheduling – A method of organizing the instructional time so that students attend for longer periods of time every other day. Double block means a student meets every day for a class.

A/B Days – A class offered on alternating days throughout the year.

Downtown – Generic term for central office at CMS

NLC – North Learning Community – CMS is divided into communities. Ridge Road is a part of the North Learning Community

EOG – End of Grade test- A Comprehensive exam designed to measure student performance on the goals, objectives, and grade-level competencies specified in the Common Core.

NCFE- North Carolina Final Exam- A comprehensive exam designed to measure student learning based on the Essential Standards in the subjects of science and social studies.

PEP – Personalized Education Plan- Documentation of the interventions provided to assist low achieving students.

NCCCS – North Carolina Common Core Standards, the state mandated curriculum.

TD – Talent Development- The classification for gifted students. Formerly called AG (Academically Gifted).

ISS – In-School Suspension – A consequence for students who exhibit inappropriate behavior.

Tutoring Hours – Teachers establish before or after school hours to assist students academically

Subject to Change Disclaimer

The policies, regulations, and procedures in this planner are subject to change without prior notice, if necessary, to keep Ridge Road Middle School policies in compliance with State and Federal laws and/or with rules and regulations of the Charlotte-Mecklenburg Board of Education. The U.S. Department of Education, North Carolina Department of Public Instruction, the Charlotte-Mecklenburg Board of Education, and Ridge Road Middle School reserve the right to change curriculum, rules, and other requirements, of whatever kind, affecting students.

(Please sign, detach, and return the below section)



Ridge Road Student/Parent Handbook Signature Page

Student Name: _____

First Block Teacher: _____

I understand that I am responsible for the information in the 2021-2022 Ridge Road Student/Parent handbook and will be held accountable.

Please sign, date, and return this copy to the student's first block teacher.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____