

# 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

### 2023-2024

#### Address

7260 Highland Creek Parkway  
Charlotte, NC 28269

#### Main Office

Phone: 980-344-3410  
Fax: 980-343-1835

#### Website

<https://www.cmsk12.org/ridgeroadMS>

#### Email

[ridgeroad@cms.k12.nc.us](mailto:ridgeroad@cms.k12.nc.us)

#### Principal

Daniel Gray

#### Assistant Principal

Kimberli Darling

#### Assistant Principal

Craig Higgins

#### Dean of Instruction

Natasha McBryde





Welcome to Ridge Road Middle School!

I am excited to become part of the Ridge Road Family. As I begin this journey as your principal, I want you to know that I come with passion, enthusiasm and a desire to help every student reach their highest potential.

It is our pleasure to present to you our Student/Parent Handbook. This year we are going to have a great opportunity to work together to make Ridge Road Middle

a school of excellence. Our motto for the year is that *excellence begins with high expectations*. That includes staff, students and families. As a parent myself I know that what I want for my children is the best education possible and a school that will work with me to help my children get better in every aspect of life. Ridge Road Middle will strive to be responsive to your child's needs and help them reach their highest achievement level in all areas of learning so that they “fly higher than the rest”.

We will focus on and prioritize four practices to include improving proficiency and growth through small groups, providing data driven instruction, taking a consistent and comprehensive approach to MTSS, and raising the bar on our instructional environment through effective classroom and school management practices. I want us to work on strengthening our communication with all stakeholders and managing behaviors through consistent and clearly defined expectations. We will improve learning this year by being more prescriptive in what each child needs to master standards.

This student/parent handbook contains definite descriptions of school policies, activities, and calendar dates for your reference. Our hope is that students and parents will find this handbook 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 and their families 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,  
*Daniel Gray*  
Daniel Gray  
Principal

*Natasha McBryde*  
Dean of Instruction  
6th Grade

*Kimberli Darling*  
Assistant Principal  
7th Grade

*Craig Higgins*  
Assistant Principal  
8th Grade

**Ridge Road Middle School**  
**Parent/Student Handbook**  
**2023-2024**  
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# Contact Information

## School Information

Ridge Road Middle School  
7260 Highland Creek Parkway, Charlotte, NC 28269  
Telephone: 980-344-3410 Fax: 980-343-1835  
School Website: <https://www.cmsk12.org/ridgeroadMS>  
Email: ridgeroad@cms.k12.nc.us

## Administrative Questions

Daniel Gray	Principal
Natasha McBryde	6 <sup>th</sup> Grade
Kimberli Darling	7 <sup>th</sup> Grade
Craig Higgins	8 <sup>th</sup> Grade

## Academic Concerns

Taylor Elkins	Muti-Classroom Leader, English Language Arts
Lara Bennett	Academic Facilitator, Math
Amy Syracuse	MTSS Facilitator
Wesley McLeod	New Teacher Coach
Heather Gibson	Technology Facilitator

## Operational/Building Use Concerns

Jerrad Owens	Athletic Director
Amy Salley	Financial Secretary

## Students Services

Brittany Ingram Vanterpool	6 <sup>th</sup> Grade
Taaron Riggins	7 <sup>th</sup> Grade
Nina Franklin	8 <sup>th</sup> Grade
Pebbles Calhoun	Social Worker
Katherine Mauro	School Psychologist
Helen Baeza	Registrar, Student Records, Data Manager, Attendance

## Parent Concerns

Academic Concern:	1 <sup>st</sup> Teacher
	2 <sup>nd</sup> Assigned Counselor
	3 <sup>rd</sup> Assistant Principal/Dean of Instruction
	4 <sup>th</sup> Principal
Attendance Concern:	Helen Baeza
Discipline Concern:	Assigned grade level BMT
Financial Concern:	Amy Salley
Make-up Work:	Grade Level Counselor
Transportation:	Chambers Transportation Office (980) 343-3665

## Northeast Learning Community

Dr. Steven Esposito, Learning 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 23**
- The first day of school **August 28**

## **During the month of September:**

- Progress Reports available in Powerschool **October 2-3**
- Curriculum Night
- NJHS Induction

## **During the month of October:**

- Book Fair
- First quarter ends **November 3**

## **During the month of November:**

- Second Quarter begins **November 4**
- Parent Teacher Conferences
- Honor Roll Celebration
- Report cards are distributed **November 17-20**

## **During the month of December:**

- Progress Reports available in Powerschool **December 11-12**

## **During the month of January:**

- Second quarter ends and first semester ends **January 24**
- Third quarter begins **January 25**

## **During the month of February:**

- Report Cards are distributed **February 6-7**
- Rising 6th Grade Night
- Honor Roll Celebration
- Progress Reports are available in Powerschool **February 27-28**

## **During the month of March:**

- Third quarter ends **March 28**
- Fourth quarter begins **March 29**

## **During the month of April:**

- Honor Roll Celebration
- Report Cards are distributed **April 15-16**

## **During the month of May:**

- Athletic Banquet
- Progress Reports available in Powerschool **May 7-8**
- 8th Grade Social
- End of Course and End of Grade Tests Begin

## **During the month of June:**

- Field Day
- 8<sup>th</sup> Grade moving on ceremony
- The last day for students, fourth quarter ends **June 7**
- Report cards will be mailed **June 14-17.\*\***

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

## Bell Schedule

	6th	7th	8th	Electives
<b>Homeroom/SEL</b>	9:15-9:45	9:15-9:45	9:15-9:45	9:15-9:45
<b>Block 1</b>	9:45-11:05 * 10:30-11:00	9:45-11:00 * 10:25-10:55	9:45-11:05 * 10:30-11:00	Planning
<b>Block 2</b>	11:10-12:50 *depends on lunch time	Planning	11:10-12:50 * 12:15-12:45	11:05-12:20 * 11:45-12:15
<b>Block 3</b>	Planning	12:25-2:05 * depends on lunch time	12:55-2:10 * 1:35-2:05	12:55-2:05 *1:30-2:00
<b>Intervention</b>	2:10-2:45	2:10-2:45	2:15-2:50	2:10-2:50
<b>Block 4</b>	2:50-4:15 *3:40-4:10	2:50-4:15 *3:40-4:10	Planning	2:55-4:15 * 3:40-4:10

\* designates small group instruction

## 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 or another reteaching opportunity 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

As the instructional leader of a school, the principal has the authority to assign each student to a grade level. Thus, the principal will be responsible for making the decision to promote a student to the next grade level, retain a student at the same grade level or accelerate a student beyond the next grade level. This decision should be based on the classroom teacher's and the principal's judgment of what best serves the educational welfare of the student. It is the expectation that the principal or his/her designee will confer with parents/guardians in the decision-making process regarding retention or acceleration and follow the CMS Local Promotion Standards established by the Superintendent in the regulation accompanying this policy.

The Superintendent shall organize available resources to implement a multi-tiered system of support (MTSS) that uses data-driven problem-solving and research-based instructional practices for all students. The superintendent shall establish processes and standards for addressing concerns about student performance and for documenting student responses to research-based instruction and interventions within the MTSS. Parents/guardians are to be notified when a student is brought to the MTSS Tier 2 Team for intervention consideration and given the opportunity to provide input. When a child is identified as needing Tier 3 support, parents shall also be invited to participate in meetings concerning their child.

# 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 schedules 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 or send via email**

### 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 p.m. 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.**
- **No early dismissals at all on state testing days until all testing is complete throughout the building.**

### 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 30 days 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 from teacher
Second Offense:	Teacher consequence
Third Offense:	Parent Contact by Teacher & Team consequence assigned by Teacher
Fourth Offense:	Referral is written and student will receive consequence from 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. (8:45a.m.-4:15p.m.) This includes use during lunch, HAC, restroom, and transition times. If messages need to be communicated to students, please call the front office or send a message to your student's teacher/counselor through email or ParentSquare. The school is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school. School personnel will not search for or investigate lost, damaged, or stolen items.

Students are not allowed to use cellular telephones, including smartwatches, 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 or to send and receive communication. Students arrive at their homeroom class at 8:45 until dismissal at 4:15 p.m., which constitutes the school day. 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.

### Consequences for Cellphone Usage

1st Offense- Cell phone/device being held by the teacher until the end of the block



- Students are not permitted to record audio, video, or still images of any student or staff member without their permission.
- Personally- owned devices must access the internet through the school wireless guest network.
- 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.
- 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 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:

- **\$10 for chargers**
- **\$15 damaged device**
- **\$50 lost and stolen**
- **\$5 Miscellaneous (lost part of device)**

## 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.

**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,

**Will students be able to charge 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 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.

## Physical Education Dress Code Requirements

All students are able to purchase and wear a Ridge Road Middle School gym uniform during P.E. class. Students who do not purchase a uniform **must wear clothing conducive to physical activity.**

## 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.

Homeroom teachers will check for dress code violations during Homeroom and morning arrival. Teachers will give students the opportunity to self-correct so that there is limited disruption to class time for the student. If it cannot be corrected, parent contact will be made and the student will wait for appropriate clothing in the front office. Repeated violations (more than 2) of the dress code policy could result in in-school suspension.

### 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 and alcohol, or any other words, symbols or slogans that could be considered derogatory to another student or group can disrupt the learning environment and may not be worn on clothing or as jewelry as this is inappropriate.
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. Clothing must be suitable for all classroom activities including healthy activity, physical education, science labs, and other activities where unique hazards exist.

Dress Code Attire	Non-Dress Code Attire
<ul style="list-style-type: none"> <li>• Sneakers, shoes, sandals, crocs</li> <li>• All pants/shorts worn above the waist</li> <li>• All clothing must cover stomach, breasts, genitals and bottom</li> <li>• Tops cover shoulders at least 4 finger lengths wide</li> <li>• All clothing must not be transparent and must cover underwear</li> <li>• Leggings and biker shorts with a cover to the mid-thigh</li> <li>• Dresses/skirts worn at or below fingertip length</li> <li>• Distressed jeans with holes below fingertip</li> <li>• Hoodies can be worn, but the hood cannot be over the head</li> </ul>	<ul style="list-style-type: none"> <li>• Bedroom shoes/slippers</li> <li>• Clothing that is tight against or outlines the bottom, genitals, breasts. Ex. biker shorts and leggings</li> <li>• Shorts/skirts/dresses or slit above the fingertips when standing straight with shoulders relaxed.</li> <li>• Headgear (i.e. scarves, bandanas, stocking caps, hoods, hats, towels, sunglasses, doo-rags, combs) and other items worn on the head without direct permission from an administrator. Example: religious practices)</li> <li>• Exposed undergarments</li> <li>• Any clothing, jewelry, tattoos with inappropriate images, language</li> <li>• Headphones and AirPod/wireless headphones</li> </ul>

## 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 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.

## Say Something App: School and Student Safety Reporting

Everyone deserves to feel safe and supported while they are on our campuses every day. The safety and well-being of our students and staff is our top priority -- and requires a proactive approach to violence prevention.

The [Say Something Anonymous Reporting System](#) is a research-based violence prevention program offered by Sandy Hook Promise, a national nonprofit organization. It teaches the warning signs of potential violence or self-harm and provides students and staff with secure ways to share safety concerns through a mobile app, website, or phone call. .

Students and staff can submit a tip about concerning or threatening behaviors through the app, website, or a telephone call, 24/7/365. Every submission goes directly to a trained crisis counselor. The trained counselor vets the tip, gathers details, then shares the information and next steps with the school team and law enforcement, as needed. The team steps in to address the threat and provide solutions. Ridge Road has trained Say Something response staff that includes our social worker, counselors, and administrators.

# 2023-2024 Ridge Road Middle Behavior Matrix

## WE ARE A RAVEN FAMILY, THIS IS THE RAVEN WAY.

RRMS MODELS	SCHOOL-WIDE	CLASSROOM	CAFETERIA	BATHROOMS	BUS & BUS LOT	HALLWAYS
<b>I AM</b> 	<ul style="list-style-type: none"> <li>I respect all community members.</li> <li>I behave in a way that allows myself and others to learn.</li> <li>I choose kind, helpful, and appropriate words when I engage with others.</li> </ul>	<p>All school-wide expectations, and..</p> <ul style="list-style-type: none"> <li>I listen and respond appropriately to others.</li> <li>I will ask for permission to use other's property.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I stay in my assigned line and wait for my turn.</li> <li>I use an inside voice as I talk to others at my table.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I use the bathroom for its intended purpose.</li> <li>I respect the privacy of others.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I respect the driver and the duties of their job.</li> <li>I follow the driver's directions.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I follow traffic patterns and posted directions.</li> <li>I move quietly in the halls when class is in session to respect others' learning.</li> </ul>
<b>I AM</b> 	<ul style="list-style-type: none"> <li>I am on time and prepared to learn each day.</li> <li>I follow directions from school staff.</li> <li>I use technology and materials appropriately.</li> <li>I keep my cell phone away and follow the dress code.</li> </ul>	<p>All school-wide expectations, and ...</p> <ul style="list-style-type: none"> <li>I come prepared with classroom materials.</li> <li>I communicate with my teacher to make-up any assignments.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I know my lunch number</li> <li>I clean up after myself and keep tables clean</li> <li>I sit at my assigned table.</li> <li>I throw away trash as I am dismissed.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I throw away trash.</li> <li>I keep the walls graffiti free.</li> <li>I use the bathroom only at designated times.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I know my bus slot and bus number.</li> <li>I wait for my bus to be dismissed and then go directly to my bus.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I always have an escort or pass when in the hallway during class.</li> </ul>
<b>I AM</b> 	<ul style="list-style-type: none"> <li>I ask for help when needed.</li> <li>I stay focused and on-task during class.</li> </ul>	<p>All school-wide expectations, and ...</p> <ul style="list-style-type: none"> <li>I am eager to actively participate in class.</li> <li>I give effort and complete my assignments.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I get everything I need at one time when I go through the lunch line.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I use the restroom in a timely manner.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I have all the materials needed to go home prior to dismissal.</li> <li>I get on the bus quickly.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I go directly to class during transitions.</li> </ul>
<b>I AM</b> 	<ul style="list-style-type: none"> <li>I am in the right place at the right time and always go to my assigned classroom.</li> <li>I keep my hands, feet, and objects to myself.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I know and follow classroom procedures for movement.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I stay seated until my table is dismissed.</li> <li>I alert an adult to any spills.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I will report safety hazards such as broken equipment or water on the floor.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I am aware of my surroundings.</li> <li>I stay seated and facing forward on the bus.</li> </ul>	<p>All school-wide expectations, and...</p> <ul style="list-style-type: none"> <li>I walk on the right side of the hallway facing forward.</li> <li>I move my body and belongings calmly and with control.</li> </ul>

# Ridge Road Middle School Rules and Consequences

**NOTE: CONSEQUENCES ARE BASED UPON SEVERITY AND REPEAT OFFENSES. The CMS Student Code of Conduct is used to identify and deliver fair and consistent consequences.**

**STUDENT REWARDS WILL BE GIVEN MONTHLY FOR STUDENTS WHO MEET EXPECTATIONS. Incentives will be tracked for individual students as well as group rewards through our House system.**

We expect our students to behave in the RavenWay out of the need and desire for a safe and respectful learning environment for all. We encourage positive behaviors through the use of monthly “Bravo and Flight Log Sheets.”

We have a CMPD School Resource Officer on campus full time. In specific situations involving illegal actions, the officer may initiate an investigation which could result in criminal charges for the student. These situations include, but are not limited to gang activity, threats, assault, weapons on campus, drugs and drug paraphernalia, theft, and sexual harassment.

## Dishonesty

**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

- Students must be accompanied by a parent or guardian to any extra-curricular event
- 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 of the gym.
- 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 year.
- 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

Bullying and/or harassing behavior are strictly prohibited in CMS. Students are expected to use appropriate language and conduct at school and school functions and possess only appropriate materials. This rule applies to cursing, possessing, sending, or receiving written materials or electronic text and/or images that convey an offensive, racial, derogatory, bullying or obscene message to another person. This includes but is not

limited to references to race, color, ancestry, national origin, gender, gender identity or expression, sexual orientation, religion, physical or sensory disability, physical appearance that includes hair styles, or making offensive statements or gestures. In addition, as with other disciplinary violations, any manner of bullying that occurs off campus may violate the Code of Student Conduct if it has a direct and immediate impact to the orderly and efficient operation of the school or the safety of individuals in the school environment.

Students who feel bullied, harassed or intimidated on school property by an adult or another student or who witness such conduct may report it by: 1. Go to [www.cms.k12.nc.us](http://www.cms.k12.nc.us) or Ridge Road website and click on the "Report Bullying Anonymously" button. Retaliation for making a report is strictly prohibited. Students and parents may also use other means, such as email or other reliable methods, to make such a report.

**Bullying:** Bullying is defined in CMS Regulation JICK-R as a physical act or gesture or a verbal, written, or electronically communicated expression directed at one or more persons that:

1. Creates an actual and reasonable expectation that the conduct will
  - A. cause physical harm or emotional distress to a person or damage his or her property, or
  - B. place a person in reasonable fear of physical harm, emotional distress or damage to his or her property; or
2. Creates or is certain to create an intimidating, hostile educational environment for the person at whom the conduct is directed, such that it substantially interferes with or impairs the student's educational performance.

## 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 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, CMPD SRO, 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](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/Vapes/Vape Pens**

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.

## 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.

## 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.

Our school uses an alternative to suspension placement that we refer to as the BIC (Behavior Intervention Center). Students may be assigned to the BIC for mediation, reflection, and block or half day consequences based on the behavior concern.

## 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 or guardianship or custody 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.

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. Administrators are not available on demand.

### 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 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

Lockdown procedures are clearly communicated and practiced during the school day. Students who do not follow lockdown directions from staff will have consequences issued in compliance with the CMS Student Code of Conduct. If there is a visitor on campus during a lockdown practice or in the case of an emergency, visitors will be included in our safety procedures.

### 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/quarter 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.
- Snacks are not always available and are offered on a rotating basis. Privileges can be lost by grade-level or whole cohort based on conduct in the cafeteria.
- 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. Breakfast will be provided at “no charge” to all students for the 2022-2023 school year. The application for free and reduced price lunch benefits is available NOW. Families are encouraged to complete the application online. Locate the application by going to the CMS website, clicking on the MEALS icon and APPLY for Free/Reduced Lunch. The meal application is also available by clicking [HERE](#). Lunch is \$2.75 for students daily. Payments can be made to the student account using PayPams. See the CMS website for more information.

## 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 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, he/she is to stay home and be fever free for 24 hrs without the use of fever-reducing medication before returning to school. If you think your child may have something that is contagious, please keep him/her home so that he/she does 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

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

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 p.m.**

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.

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.
- 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/Novels

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 8:00-8:45 a.m. or 4:30-5:15 p.m. 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 a.m. bell, if the tutoring session is in the afternoon students will remain in the building until 5:30 p.m. and should be dismissed to the tutoring location at 4:15 p.m. 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. To ensure students have access to all of their core content for tutoring, teachers will use the following days/schedule.

- Mondays- Science
- Tuesdays- ELA
- Wednesdays- none
- Thursdays- Math
- Friday- SS

## 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

School counselors are available for every student in the school. They provide services such as educational planning, study and test-taking skill-building, SEL, 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.

6<sup>th</sup> Grade: Ms. Riggins

7<sup>th</sup> Grade: Mrs. Franklin

8<sup>th</sup> Grade: Mr. Eley

Student services is also comprised of a full time school social worker, part-time school based mental health counselor and school psychologist, as well as a Family/School Advocate. This individual will serve as a liaison between families and the school by connecting families to information and resources. The person may conduct home visits, meet with parents regularly, plan and execute parent events, and coordinate volunteers and community support.

## Intervention Team/MTSS

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 curricula or future plans. 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:

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](https://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>

## PTSA

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. The PTSA cannot accept credit or debit cards; cash, check or money order will be accepted.

## School Improvement Team (SIT)

The School Improvement Team is an important team of staff members and parents at Ridge Road Middle School. The School Improvement 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 Improvement 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 school. 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/her agenda, he/she will be responsible for purchasing a new one from the school. 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, 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 <sup>st</sup> year LEP 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup>	Determines Language Proficiency
MAP	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>	Measures of Academic Progress
CenterPoint	6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup>	ELA checkpoint assessments three times each year
WIDA ACCESS TEST	All LEP Students (6 <sup>th</sup> 7 <sup>th</sup> 8 <sup>th</sup> )	Determines Language Proficiency
Spanish - EOC Test	7 <sup>th</sup> and 8 <sup>th</sup> 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 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Grade	Measures Reading and Math Proficiency
NC EOG Science Test	8 <sup>th</sup> Grade	Measures Science Proficiency
NC Math 1 EOC (formerly known as Algebra)	8 <sup>th</sup> Grade Math 1 students	Measures Algebraic Proficiency for HS Credit (Counts for 25% of Year Grade)

\*\*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 Instruction** - 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 4 levels. Students who show limited command of grade level content are given a score of NP, or Not Proficient. 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.

**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.

**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.

## 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)

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## Ridge Road Student/Parent Handbook Signature Page

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

*I understand that I am responsible for the information in the 2023-2024 Ridge Road Student/Parent handbook and the Technology Agreement 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: \_\_\_\_\_