

## RIDGEVIEW MIDDLE SCHOOL VISION

A model middle school that actively engages and empowers students to become life-long learners and critical thinkers.

### MISSION STATEMENT

To instill in students a life-long love of learning through consistent messages of respect and high expectations.

#### Growth Through Learning:

Value it, model it, believe it!

### ACTIVITIES - AFTER SCHOOL

There are many activities which take place after the regular school day. These include clubs, sports, performing groups, homework and extra help study opportunities. Students should check the Ridgeview Middle School web site and listen for announcements of clubs and after school activities made on the morning PA announcements. Parent permission is required for students to participate. Students must be under staff supervision when staying after school.

### ACTIVITY BUSES

We plan to have activity buses to take students home at 4:15 p.m. three days each week, beginning early September 2008.

### ATTENDANCE

Regular school attendance is essential to academic success and achievement. We expect students to attend school every day and to arrive on time. Classes begin at 7:45 a.m. with readiness time and end at 2:40 p.m.

The State of Maryland requires school attendance each day school is in session, unless there is a lawful reason for the absence. Listed below are the lawful reasons for absences: Death in the immediate family; Illness of the student; Violent storms; Observance of religious holidays; Work or activity approved by school authorities; and State emergencies.

- **Reporting absences:** A parent should call the school on a day the student is absent. The telephone number is 301/840-4779. If your parent doesn't call, we will call your home. **Students should bring an absence note from a parent when they return to school.** Notes should be given to the attendance secretary in the main office when the student arrives at school.
- **Returning to School:** A note from the doctor is required when a student is absent for five (5) days or longer. Any absence not related to the reasons listed above should be discussed with the principal to be considered for excused/unexcused status.

- **Early Dismissal:** Students should bring in a note from a parent stating the time he/she will be picked up and by whom. **This note is to be given to the attendance secretary in the main office when the student arrives at school.** The student will receive a pass to meet his/her parent at the stated time to sign out.

- **Permission to ride the bus home with a friend:** (A **parent note is required** to request that a student ride the bus home with a friend.) **The student should bring the note to the attendance secretary in the main office before lunch time.** The note must be signed by administration. The parent will be called for verification.

### AWARDS

During the school year there are quarterly recognition events for students achieving Honor Roll Status, Aiming High Academic Improvement Recognition, and Straight A's on the report card. Each quarter students who receive straight A's are invited to attend the Principal's Straight "A" Luncheon. At the end of the school year students are recognized for various achievements at an Awards Assembly.

### CAFETERIA

Students are asked to purchase and eat their lunch in a quiet and orderly manner. Students must remain seated while eating, clean their table and properly dispose of their trash when they are finished. On most days students will be allowed outside during the lunch period. Breakfast is served from 7:25 to 7:40 a.m. each morning, so that students can report to class at 7:45 a.m.

Juice machines are located in the cafeteria. Students may purchase juice during breakfast, lunch, and after school.

### DANCES

Only students currently attending Ridgeview Middle School may attend school dances. Parents are responsible for transporting students to and from school dances. Parents are expected to pick up their children immediately at the conclusion of the dance. Student attire at dances must meet student attire expectations set forth in this handbook. Student attendance at school dances is a privilege that may be suspended with administrative approval. Any student who is serving suspension on the day of a dance may not attend the dance.

### DETENTION

Teachers may detain students after school with the prior approval of a parent or guardian. Administrative detentions are assigned by the administration.

Detention will be held from 2:50 to 4:00 p.m.

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are approved school sponsored activities. Students must maintain a 2.0 with no more than 1 “E” to participate in these activities and students must be present at school on the day of the activity to participate. Students who are suspended or excluded must have the approval of the principal or her designee to participate. Students should listen to PA announcements, watch for signs in the halls and check the web site for announcements of starting dates and times of activities.

### **FIELD TRIPS**

Field trips are outside-of-school activities designed to extend the learning process. Appropriate behavior must be maintained on field trips. Teachers may recommend to the principal that a student not be permitted on a trip, including the end-of-year celebration, due to repeated misconduct at school. If such a recommendation is made, an administrator will contact the parents to discuss the issue. The final decision will be made by the principal.

### **FIRE DRILLS; CODE RED/CODE BLUE**

**Fire Drills:** When the alarm sounds, all students are to leave the building quietly and quickly by the exit designated for each classroom. Students must remain quiet and stay with their classes or with the staff member in charge of the area. Students are to remain outside until they are given the all clear signal from their teacher. Talking and disruptive behavior will result in disciplinary consequences.

**Code Red/Blue Drills:** In order to assure a safe and secure environment, procedures have been developed in each school to address unforeseen emergency conditions. Students will be taught and will practice drills for Code Red and Code Blue situations. An Emergency Response Team of school staff responds in a designated location to work with administrators to secure the building.

**A Code Blue** signifies “alert.” All students remain in their classrooms and the bells are turned off. Although regular instruction continues, the school is on alert until the Code Blue is lifted by the principal on the PA. At that time the regular school day resumes. A Code Blue may be called for circumstances such as an unusual weather situation or a dangerous situation in the vicinity of the school. In the case of a tornado emergency, students and staff move to the nearest Emergency Weather Station which are designated with signs above the classroom doors and in hallways.

**A Code Red** signifies imminent danger. If the principal calls a Code Red, every student moves to or remains in the nearest classroom. The teacher takes

attendance, locks the door, covers the window, closes the blinds and may turn off the lights. Students must remain silent. In an actual Code Red situation the principal immediately calls 911 for emergency support from Montgomery County police and the school system.

### **GRADING POLICY/INTERIM REPORTS**

**Report Cards:** Report cards are issued every nine weeks to notify parents of student progress. Letter grades of A, B, C, D or E, and grades indicating effort, C (consistently), O (often), S (some-times), R (rarely), and NI (not enough information) are issued in all subjects. Effort in participation and assignment completion will be posted.

**Interims:** Ridgeview believes that good communication with parents is key to student success. Although the MCPS Grading and Reporting Policy requires an interim notice be given only to students in danger of failing a marking period or dropping two or more letter grades, at Ridgeview all students receive interims from each teacher during interim week.

**Edline:** In addition, teachers regularly post students’ grades on Edline. Students and parents receive a password at the beginning of the school year to access their personal account information. This report will show the grades to date in each subject, and indicate missing homework, tests, quizzes, projects and other school work. Missing work can often be made up within a certain time frame, and extra help is available from teachers after school, at lunch and in homework clubs.

### **HALL PASSES**

Students are required to have a written hall pass in the Ridgeview assignment book when leaving a class for any reason. Passes must indicate time, destination and be signed by the teacher.

### **HEALTH ROOM**

The health room is open to students during school hours. Except for emergencies, a pass is required to be admitted. No medication can be administered in the health room without prior authorization. If a student requires medication, an appropriate form must be filled out and signed by both the parent and the physician. Students are not allowed to carry medication whether over-the-counter or prescription, or administer medication to themselves. Under no circumstances will either school or health department personnel administer medication brought to school by a pupil. Medication must be brought to school by a parent/ guardian, never by the student.

## **HOMEWORK**

Homework will be assigned to assist students with the mastery of objectives in each subject. Students should organize their time in order to give sufficient attention to homework every evening. Parents should review the student's homework assignments daily. Each student will be given a Ridgeview Assignment Book. It is recommended that homework be assigned three to five times a week. Each assignment should generally not exceed thirty minutes. Ridgeview's policy is that all homework will be completed and will be turned in on the assigned day unless prior arrangements have been made with the teacher. Homework is graded when assessing whether students have learned a concept. Homework is reported as a learning skill when students are practicing a new concept.

## **HONOR ROLL**

The honor roll will be published and posted at the close of each of the marking periods. To be eligible for selection to the honor roll, a student is required to maintain a "B" average during the 9 week grading period. The student will be permitted no more than one "C" and no grade less than "C" during any given grading period. Team and administrative recognition celebrations for Honor Roll, Straight "A", and Aiming High Academic Improvement achievement will take place after each marking period.

## **INSURANCE**

Information about insurance policies for students is sent home to all families in September. This insurance usually provides coverage for students while at school or at home.

## **INTERSCHOLASTIC SPORTS**

An interscholastic (competitive teams) sports program will be available for 7th and 8th grade students. An intramural (non-team activities) sports program will take place in the fall, winter and spring for both boys and girls. All eligible students, grades 6, 7 and 8 are welcome to participate in intramural sports.

## **LATENESS TO CLASS**

Students should be in their seats when the tardy bell rings. If you arrive after the tardy bell, you are late. Please strive to arrive in class on time.

## **LATENESS TO SCHOOL**

Students arriving after 7:45 a.m. must report to the attendance secretary for a pass to be admitted to class. The attendance secretary will code the tardy as excused or unexcused. Frequent tardiness will earn an administrative detention.

## **LOCKERS**

Students must keep their combinations to themselves. Sharing of lockers or changing lockers is not permitted.

Each student has two lockers (P.E. and hall). Valuables are not to be brought to school. The school is not responsible for lost items. Opened drinks and leftover food must never be kept in any locker. Drinks in glass bottles are not permitted.

**Hall Lockers:** These lockers are assigned to the student by the administration on the first day of school. All students will be required to use a Ridgeview combination lock on their hall lockers. Any lock found on a hall locker that was not purchased from Ridgeview will be cut off. All replacement locks must be purchased from Ridgeview.

Jackets are not to be worn in the school building and should be kept in hall lockers. **All book bags must be kept in lockers.** An administrator may search a locker if there is probable cause. Students are responsible for making certain their lock is properly locked. The school is not responsible for missing locks or the contents of a locker.

**P.E. Lockers:** These lockers are assigned to the student by the P.E. Department.

## **LOST AND FOUND**

The Lost and Found is located in the Main Office. Personal articles found in the school building or on school property should be turned in to the Main Office. Students should check the Lost and Found periodically if they have misplaced an item. Several times during the year, an effort is made to return the articles of clothing to the proper owners. The remainder is donated to charity. Parents may call the Main Office with items of clothing lost or misplaced. In addition to the Lost and Found, other locations for specific items include:

1. HEALTH ROOM: eyeglasses; eyeglass cases; retainers; and other health related items
2. FINANCIAL OFFICE: textbooks; Media Center books; calculators (all calculators must be engraved with the student's name; the serial number must be kept on record with the math teacher. Staff at school will be glad to assist with engraving the calculator).
3. P.E. OFFICE: any item that may have been left in the locker rooms.

The staff in these areas will assist you in locating your lost items.

## **MAKE-UP WORK FOR ABSENCES**

Students are responsible for obtaining missed assignments when absent from school. You may contact a classmate or see each teacher to get your assignments. If you are present when a project is assigned, it is expected that you will turn in the

assignment upon your return to school, unless you have made other arrangements with the teacher. Students who had prior knowledge of a test or quiz before an absence are expected to take the test or quiz upon their return to school.

When a student is absent for three or more days, parents may request assignments by calling the counseling office, 301/840-4785. Allow 24 hours to collect assignments.

### **MEDIA CENTER**

**MISSION:** The mission of Ridgeview's Media Center is to support the instructional needs of the students and staff. It is a specialized library with a collection of resources which focus specifically on the units of instruction in grades 6, 7 and 8.

**Hours and Passes:** The Media Center is open for students' use Mondays and Fridays from 7:45 a.m. to 3:00 p.m. and Tuesdays, Wednesdays, and Thursdays from 7:45 to 4:00 p.m. Students may use the Media Center before and after school with passes. Passes are available for students who wish to come during their lunch period. At all other times, passes signed by a teacher are required.

**Resources:** The Media Center has an extensive collection of print and non print resources including books, magazines, videotapes, CD-ROMs, software, and more.

**Circulation Periods:** Books and magazines (back issues only)-2 weeks; reference materials, overnight; CD-ROMs (selected titles), overnight; vertical materials, overnight.

**Overdue Items:** Students who do not return books and magazines by the due date will not be able to check out any materials until the overdue items are returned or paid for. Students who do not return overnight materials before their first period class the next school day will be restricted from checking out overnight materials for one month.

**Behavior Expectations:** Students are not to bring food, drinks, candy or gum to the Media Center. Students are responsible for returning materials to the appropriate places and for leaving their work area clean.

### **PBIS (Positive Behavior Intervention and Support)**

There are three main components of PBIS. The first is teaching and emphasizing our core values of Respect, Responsibility and being Ready to Learn in all school settings. These values include the hallways, cafeteria, bathrooms, classrooms, and even on the school bus.

The second component of PBIS is an incentive system to reward students for meeting and exceeding our high expectations. These incentives include tickets, Cat Cash, which teachers award to students who go above and beyond or consistently demonstrate our core values.

The final component of PBIS is informing all staff and students about behavioral expectations. Our staff members have developed school-wide procedures for helping students make appropriate behavioral choices. We believe that consistency throughout the school is a key part in maintaining a positive school environment.

### **PERSONAL PROPERTY**

Personal property including calculators and musical instruments must be clearly labeled or etched with the student's name and kept secured at all times. The school will not be liable for replacement costs.

Students are responsible for all school property assigned to them, which includes books, furniture, and equipment. Students will receive an obligation to pay for any items lost, stolen, or damaged, and report cards will be withheld until the obligation is cleared. Textbooks must be covered, and the name of the student and teacher should be clearly written in each book.

### **PHYSICAL EDUCATION**

Students must change their clothing for physical education class. This change includes appropriate athletic shoes, shorts and tee shirt and/or sweat-shirt and sweatpants, depending on the weather. A complete change of clothing should be kept in the gym locker. All clothing should be marked with the student's name. All students must wear a gray T-shirt and black shorts or sweats. Ridgeview school uniforms will be available for sale during the first week of school. Students will receive information from their PE teachers.

**STUDENTS ARE NOT REQUIRED TO PURCHASE RIDGEVIEW UNIFORMS.**

If for some reason a student is unable to participate, a note from a parent/guardian is required on the day excused. Injuries needing more than 5 days to rehabilitate must be verified with a doctor's note.

### **PREPARATION FOR CLASS**

Each student should have a three-ring binder and a Ridgeview Assignment Book. The assignment book should be placed in the binder and kept for the entire school year. Each student is also expected to be prepared for class daily by bringing textbooks, paper, pens, pencils, high-lighter, calculator and/or other necessary supplies.

It is suggested that the three-ring binder include the following: plastic zippered pencil case; student assignment book; pencils (#2), pens, eraser; loose-leaf lined paper; and dividers for subjects.

### **SCHEDULE CHANGE POLICY**

Schedule changes, if necessary, will be made for academic reasons only unless recommended by the team. The change must be requested in writing by a parent. All schedule changes must occur within the first 25 days of the semester.

### **STUDENT GOVERNMENT**

The Student Government Association (SGA) represents all students. The SGA sponsors dances, raises funds for charity, and collaborates with administrators to communicate the students' point of view. Elections for grade level officers will be held in the fall. In the event a student government or class officer fails any subjects or displays inappropriate behavior, he/she may be relieved of his/her responsibilities of the office.

### **SUBSTITUTE TEACHERS**

There will be times during the school year when a substitute teacher will be in the classroom in place of the regular classroom teacher. Substitute teachers must be respected and all school rules followed.

### **TRANSPORTATION**

Parent automobiles are not permitted in the front driveway between 7:00-9:30 a.m. and 2:00-3:00 p.m., and between 2:00-4:30 p.m. on Tuesdays, Wednesdays and Thursdays (activity bus days). **Parents providing private transportation for students should arrange to meet in the parking lot.** Public Transportation: Ride-On bus transportation is available to students. A signed form with parent permission must be on file in the main office for any student to use the Ride-On bus. Forms can be obtained in the main office.

**Bicycles:** Students may ride bicycles to school. Students should provide a chain lock to secure the bicycle on a bike rack.

### **Roller blades/Scooters/Skateboards/**

**Razors/Zips:** Roller blades, scooters or skateboards, razors or zips are not permitted on school grounds or in the building.

**School Buses:** Most of our students ride the school bus. Students must obey the bus driver at all times while under his/her supervision. Bus transportation is provided for students who live beyond 1.5 miles

walking distance. Bus routes are established each year by the MCPS Department of Transportation Office and are not determined by the school. After a schedule for pick-up time is established, the students are asked to be ready and waiting. Riding on the bus is a privilege not a right. If a student cannot assume the responsibility that goes with this privilege, the privilege may be revoked. School rules are enforced at the bus stop as well as on the bus.

1. Students must form orderly lines for boarding buses in the loading areas.
2. No student shall stand or move from seat to seat during the trip.
3. Loud, boisterous conversation is not acceptable. Profane language will not be tolerated.
4. Doors will be opened and closed by permission of the bus driver only.
5. Students should not enter or leave the bus until it has come to a full stop.
6. Students should report promptly to the boarding area in front of the school when school is dismissed. Buses will wait 7 minutes for students to board.
7. Food or drinks should not be consumed on the buses.

### **TRESPASSING**

Any person who does not have a lawful purpose at Ridgeview will be notified by the principal or designee to leave the school grounds. Students suspended from school are not permitted on school grounds unless authorized by the principal or his/her designee.

### **VISITORS**

School safety and security are a priority at our school. **All visitors must report directly to the main office and sign in.** Visitors will be given a "visitors pass" to be worn while in the building. Students from other schools may not attend classes with Ridgeview students.