

RIDGEVIEW MIDDLE SCHOOL

Parent Handbook 2010-2011

Ridgeview Bobcats ROAR!

Respect, Responsibility, Ready to Learn

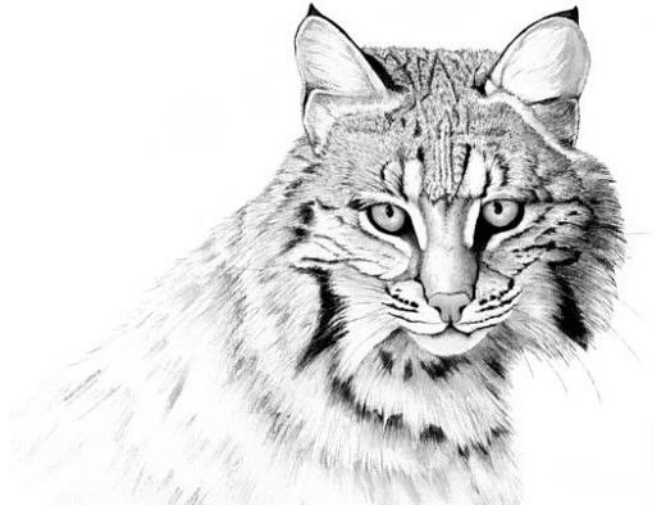


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Ridgeview Web Page: <http://mcps.k12.md.us/schools/ridgeviewms/index.shtml>



RIDGEVIEW MIDDLE SCHOOL

2010 - 2011

VISION STATEMENT

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, live it, believe it!**

August 2010

Dear Parents and Guardians:

Welcome to the 2010-2011 school year. We are looking forward to working together with you to make sure that your student has an outstanding year at Ridgeview Middle School. All of the teachers, counselors, administrators and staff are here to help your child do his/her best. Please use the parent handbook as a source of information about school procedures and to learn about the expectations and rules of the school. Please visit the school web site for more information:

<http://mcps.k12.md.us/schools/ridgeviewms/index.shtml>.

I also encourage you to join the PTSA and take an active role in the school! The parent Yahoo Group is another rich source of current updates and information:

RMS_PTSA-subscribe@yahogroups.com.

During the school year you will find the online grading system, **Ed Line**, to be an ongoing source of information about your child's grades. Each student and family will have a password to access grade and assignment information for each class. A link to **Ed Line** can be found on the school home page.

The Ridgeview Middle School staff look forward to working together with you to make this a positive and successful school year for your child.

Sincerely,

Dr. Carol K. LeVine,
Principal

RIDGEVIEW MIDDLE SCHOOL
FREQUENTLY ASKED QUESTIONS



1. What should my child do if he/she arrives to school late?

Students arriving late should report to the Attendance Secretary in the Main Office and get a note to be admitted to class. The tardy will be coded as excused or unexcused.

2. What is the best way to arrange for an early dismissal for my child?

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.

3. How do I arrange for my child 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. The secretary will call to verify the note with the parent and approve the note. The student may pick up the note at the end of lunch or at the end of the school day and present it to the bus driver.

4. How should I notify the school about my child's absence?

Parents should call the school on the day the child is absent at 301/840-4779. If no call is received, the school will call the home of each child who is absent.

5. How may I give permission for another adult to pick my child up from school?

The school will only release a child to an adult other than the parent if there is indication on the emergency card or a letter on file from the parent giving permission. It is important that the information be filled out completely and clearly in the event that the school needs to reach an emergency contact.

6. How much homework can my child expect from his/her teachers?

Children will receive approximately 20-30 minutes of homework from each academic class daily. Please contact the teacher if there are concerns about homework in any class.

7. How can I keep abreast of my child's academic progress?

All Ridgeview students and their parents will receive an access code to Edline so they can regularly monitor student performance. Report cards for marking period 1, 2, and 3 are distributed to students in school on the dates listed in the master calendar. The fourth marking period report cards are mailed home in June.

- 8. What can my student do to make up assignments?**
Students are responsible for obtaining missed assignments when absent from school. They are encouraged to contact a classmate or see each teacher for assignments. When a student is absent for **three** or more days, parents may request assignments by calling the Counseling Office, 301/840-4785. Please allow Guidance 24 hours to collect assignments.
- 9. How do I arrange a parent conference to meet his/her teachers?**
Parents are encouraged to contact individual teachers, the team leader, guidance counselor, or grade level administrator when questions or concerns arise. Parent conferences can be arranged at any time through the team leader or guidance counselor.
- 10. Is there transportation if my child stays after school for extra help or to participate in activities?**
Activity buses will be available Tuesdays, Wednesdays, and Thursdays each week, beginning late September until the end of May. Students who stay at school for after school activities may ride the activity bus. A variety of after school activities are available at Ridgeview for student enrichment. Students should listen for announcements on the PA and posters for information on activities. Students are expected to follow standard MCPS bus rules.
- 11. What are the computer rules for students in school?**
At the beginning of the school year students will receive a copy of the MCPS guidelines for computer use for students in school, and a list of the rules that will be explained by teachers. Students and parents should sign the form and return it to the teachers. Students are responsible for following these guidelines at all times while in school.
- 12. What is the MCPS policy on cell phones in middle school?**
MCPS policy states that students may possess portable communication devices on MCPS property. It is the student's responsibility to ensure that the device is turned off and out of sight until the end of the instructional school day.
- 13. What should my child do if an item is lost or missing?**
Personal articles found in school or on school property should be turned in to the Main Office. Students should check their classrooms, tell the teachers, and check the Lost and Found, located in the Main Office periodically if they have misplaced an item. If an item of particular value is misplaced, such as a calculator or instrument, a report should be made to the Safety and Security Assistant immediately.
- 14. What precautions can parents take to make sure calculators, instruments, or other items of value are kept secure?**
It is important that all calculators are engraved and recorded by a school staff member. **Students or parents should see the Safety and Security Assistant, Financial Assistant, or an administrator to have an item engraved and serial number recorded.** Other electronic devices, such as ipods, CD players, games, or items of value must remain at home and not be brought to school.
- 15. How can I put money into my child's cafeteria account? Can I see a record of expenditures on the account?**
Parents may put money in their child's cafeteria account by writing a check to the Ridgeview Middle School Cafeteria. The check should be brought to the Cafeteria Manager in the morning by your child, or can be given to the teacher and sent to the office with the morning attendance. **Parents may request a print-out of their child's account from the Cafeteria Manager by calling 301-840-4773.** In addition, parents may make prepayments to their child's account by credit card by going to **myLunchMoney.com**. Once the account is established, you can check balances, view student purchases and fund the account from your computer.
- 16. What are some ways parents can take a more active role in the school?**
Parents may participate in the educational experience at Ridgeview through PTSA and parent advisory committees, such as the Principal's Advisory committee, the NAACP parent and Hispanic parent groups. Parents are encouraged to chaperone dances and trips and volunteer at the school. Parent participation and involvement are strongly encouraged at Ridgeview.

Ridgeview Middle School and General Information For Parents

ACTIVITY BUSES: Activity buses will be available three days each week, Tuesdays, Wednesdays, and Thursdays, beginning late September until the end of May. Students who stay at school for after school activities may ride the activity bus if they normally ride a school bus home from school. Students are expected to follow standard MCPS bus rules.

ATTENDANCE: Regular school attendance is essential to academic success and achievement. We expect students to attend school every day and to arrive on time. The school building is open to students at 7:30 a.m. Students are expected to report to first period each day at 7:45 a.m. for readiness time. Classes end at 2:40 p.m. each day.

The State of Maryland requires school attendance each day school is in session, unless there is a lawful reason for the absence. Parents should make every effort to schedule family trips and vacations so as not to interrupt their child's school schedule. Excused lawful reasons for absences are: Death in the immediate family; student illness; violent storms; observance of religious holidays; work or activity approved by school authorities; state emergencies.

- **Reporting Absences:** Parents should call the school on the day the student is absent at: 301/840-4779. If no call is received, the school will call the home of each child who is absent.
- **Returning to School:** A note from the doctor is required when a student is absent for five (5) days or longer. **If family circumstances require a lengthy student absence, you are asked to write a letter in advance to 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.** The parent will be called for verification, and then the note is approved. Students should pick up the note at the end of the school day and present the note to the bus driver.

ATTIRE: Students are expected to dress appropriately and in a way that is not disruptive to the educational environment. The purpose of school is education, and student attire should reflect this serious focus. Current styles for teens may make selecting clothing a challenge. Parents are asked to support the school and the focus on learning by avoiding the following for school dress: clothing that is low-cut, abbreviated or revealing; bare midriffs, shoulders or back; spaghetti straps; clothing showing underwear or straps; pajama bottoms; "muscle" shirts with cut out armholes; clothing with inappropriate messages (drugs, alcohol, tobacco, gang-related); bandannas, pocket chains or metal chains; hats, caps or other head covering, except for religious observance or medical reasons. Students who come to school dressed inappropriately will be required to change into other clothing. Coats and jackets should not be worn inside the building.

AWARDS: During the school year quarterly interdisciplinary team recognition assemblies take place for students achieving Honor Roll Status, Aiming High Academic Improvement recognition and Straight A's on their report card.

BACKPACKS: In order to minimize crowding in the hallways during the change of class, students may not carry backpacks with them during the school day. All backpacks must be placed in the locker in the morning and stay there until the end of the school day. Parents should be sure to choose a backpack that fits easily in the locker space.

CAFETERIA: Students are asked to purchase and eat their lunch in an appropriate and orderly manner. Students must remain seated while eating, clean their table and properly dispose of trash when finished. Breakfast is served from 7:25 to 7:40 a.m. each morning; lunch is served during 3 grade level lunch periods. Juice, soda and snack machines are located in the cafeteria. Students may purchase juice during breakfast, lunch, and after school. The soda and snack machines are available after school only.

- **SNAP (School Nutrition Accountability Program):** SNAP is a computerized cash register system for Montgomery County Public Schools.
- **Cafeteria Accounts:** Parents may put money in their child's cafeteria account by writing a check to the Ridgeview Middle School Cafeteria. The check should be brought to the Cafeteria Manager in the morning by your child, or can be given to the teacher and sent to the office with the morning attendance.
- **PIN Number:** Each student will be assigned a PIN number to use when purchasing food in the cafeteria. Your child's PIN number will remain the same during the time (s)he is at Ridgeview.
- **Free and Reduced Lunch:** Free and reduced breakfast and lunch is available daily for all qualifying students. It is important that parents complete the form and return it quickly at the beginning of the school year to the first period teacher.

COUNSELING DEPARTMENT: There are three counselors at Ridgeview assigned by grade to the interdisciplinary teams. Your child's counselor will remain with him/her for grades 6, 7 and 8. The comprehensive counseling program encompasses the following goals: to facilitate the personal and academic growth of all students; to ensure the development of educational and career decision making skills; and to promote the development of interpersonal skills. The Counseling Program at Ridgeview addresses the many physiological, emotional, and social changes that adolescents experience while developing their identities. At this level, students are challenged by increased academic demands, the pressure of peer interactions, and the need to maintain a balance between the two. Students can fill out a form to request a meeting with their counselor when needed.

DETENTION: Teachers and administrators may detain students after school with the prior approval of a parent or guardian. Detention will be held 2:50 to 4:00 p.m.

DISCIPLINE POLICY: Ridgeview Middle School believes in maintaining a safe, healthy learning environment so that each student is insured his/her right to an education. Our school is a place for learning; students should act and look accordingly. Students who violate the rules may be excluded from school activities, such as dances, field trips, and end-of-year activities. A copy of this policy is included in this book. Parents, students, teachers and administrators developed the Ridgeview Middle School Discipline policy.

EMERGENCY INFORMATION SHEETS: The first week of school each student will receive a yellow emergency information sheet to be brought home. It is essential that the school have all of the information requested on the sheet to ensure the health and safety of each child. Please fill out/make corrections to the information sheet carefully and **legibly**, and provide all information. Please add all **cell phones** and **pager numbers**, and make sure to provide another **emergency contact** in case we are unable to reach you. In a medical emergency this information is critical to assure timely and appropriate treatment for your child. **If phone numbers or addresses change during the school year, please inform the Counseling**

Department immediately so that the information can be changed on the emergency information sheet and in school records.

EXTRACURRICULAR ACTIVITIES: A variety of after school activities are available at Ridgeview for student enrichment. We encourage all students to participate in one or more activities. Extracurricular activities are approved school-sponsored activities. Students must maintain a 2.0 average with no more than 1 “E” to participate in these activities and must be present at school on the day of the activity to participate.

Extracurricular opportunities change from year to year based on the availability of sponsors. **Parents and community members are encouraged to sponsor a club or after school program.** The following are some of the extracurricular clubs and programs which took place last year: Interscholastic sports (boys’ and girls’ softball, soccer and basketball) open to students in grades 7 and 8, Intramural Sports (basketball, Step Team), Art Club, Reading and Writing Club, Student Government Association, Homework Clubs, Algebra Boost, Yearbook Club, Study/Homework Clubs, and Performance Activity Groups such as plays and concerts.

FIELD TRIPS: Field trips are outside-of-school activities which extend and enrich the learning experience. 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 the year celebration due to repeated displays of 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/BLUE DRILLS/TORNADO DRILL//SHELTER IN PLACE

- **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 respond 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. 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.
- **Tornado Emergency Plan:** In the event of a tornado warning, students and staff sit quietly on the floor in a tucked position away from windows. If there is not enough time to move PE students indoors, students will go down to the ground in a low, ditch-like area.
- **Shelter-In-Place:** Shelter-in-Place means it might be necessary to immediately secure students and staff indoors. Shelter-in-Place is an enhanced level of Code Blue to be used if there is a suspected chemical, biological, or radiological incident. Shelter-in-Place also may be used in the event of weather related emergency. If a Shelter-in-Place situation were determined, the following would take place in school:
 - The principal would initiate a Code Blue by a PA announcement. All usual steps practiced for a Code Blue alert would take place.

- Initially students and staff would remain in relocatable classrooms until public safety advised the best course of action.
- Students and staff who are involved in outdoor activities would come inside the building.
- The shelter-in-place would be concluded via a PA announcement.

MCPS has developed guidelines for schools establishing an orderly and efficient process of reuniting children with their parents/guardians after a shelter-in-place. At Ridgeview, the on-site location for parent pick-up will be the cafeteria. If students are evacuated off site, the parent reunification location will be Quince Orchard High School. Parents will be notified via the MCPS web site or local media once the shelter-in-place is lifted.

It is important to note that parents will be required to show proper identification at the site to pick up a child. Students will be released only to parents or designees with written parent approval. This approval will be the person's name on the emergency card or a document of consent in writing that is on file at the school giving another parent permission to pick up a child. In any type of emergency situation the school will release students only to parents, guardians, or designees with written prior approval.

GRADING POLICY/INTERIM REPORTS/PROGRESS REPORTS:

- **Report Cards:** Report cards are issued every nine weeks to notify parents of student progress. **Report cards for Marking Periods 1, 2 and 3 are given to each student in school** to be brought home to parents. The report card distribution dates are: **November 11, 2010, February 2, 2011 and April 7, 2011.** The final report card is **mailed** home on **June 23, 2011.** Letter grades of A, B, C, D or E, and grades indicating learning skills are issued in all subjects. Teachers will use the following code to report learning skills: C-consistently, O-often, S-sometimes, R-rarely, NI-not enough information.
- **Edline:** Teachers regularly post students' grades on Ed-Line. Students and their parents are given access codes so they can regularly monitor student performance.

GUM: Students are not allowed to chew gum anytime in school.

HALL PASSES: Students are required to have a written hall pass in the Ridgeview assignment book when leaving a class for any reason. Ridgeview Middle School assignment books are used as hall passes. Passes will indicate time and destination, and be signed by the teacher. Lost assignment books must be replaced. Students should see the financial assistant.

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 have any medication, whether prescription or over-the-counter, with them at school or administer medication to themselves. Under no circumstances will school or health department personnel administer medication brought to school by a student. 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 to give sufficient attention to homework every evening. Parents should review the student's homework assignments daily. Each student is required to purchase and use a Ridgeview Assignment Book to record assignments. Homework should be expected three to five times a week in each subject.

Each assignment should generally not exceed thirty minutes. Homework should be completed and turned in on the assigned day unless prior arrangements have been made with the teacher. A number of Ridgeview teachers post homework assignments on the Ridgeview web site at (<http://mcps.k12.md.us/schools/ridgeviewms/index.shtml>). Homework assistance is available on the MCPS web site (<http://mcps.k12.md.us/students/homework.cfm>) and from the teacher after school and at lunch.

HONOR ROLL: The honor roll is published and posted at the close of each of the marking periods. To be eligible for honor roll, students must maintain a “B” average during the 9 week grading period, have no more than one “C”, and no grade less than “C” during any given grading period. Team and administrative recognition celebrations for Honor Roll, Academic Improvement, and Straight “A” achievement will take place after each marking period.

IMPROVEMENT HONOR ROLL: Students will be recognized for significant academic improvement on the report card at the end of the second and third marking periods. The Principal's "Aiming High" Academic Improvement award will be given to all students whose GPA improves by .5 or higher from the first to the second, or second to the third marking periods. Students and their families will be honored at a reception and ceremony at school.

INSURANCE: Information about student 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/INTRAMURAL SPORTS: An interscholastic (competitive teams) sports program is 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 SCHOOL: Students arriving after 7:55 a.m. should report to the Attendance Secretary in the Main Office and get a note to be admitted to class. The attendance secretary will code the tardy as excused or unexcused. Frequent tardiness may result in administrative detention. Parents should make every effort to schedule appointments so as not to interrupt their child’s school schedule.

LOCKERS: Students must keep their combinations a secret. Sharing of lockers or changing lockers is not permitted. Each student has two lockers (PE and hall). Valuables are not to be brought to school; the school is not responsible for lost items. In order to help identify items, students may bring calculators or other valuables to the safety and security assistant before or after school or during lunch to be etched with student’s name. 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 teacher during the first few days of school. To assure a safe and orderly school, students are required to use a Ridgeview combination lock on their hall lockers.
- **P.E. Lockers:** The PE Department assigns these lockers to the student. Students should bring a combination lock from home to secure their PE locker. Students must store all possessions in a locked locker during PE class.

LOST AND FOUND: 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 a request to

check the Lost and Found for items of clothing lost or misplaced. The staff in these areas will assist students in locating lost items. In addition to the Lost and Found, other locations for specific items include:

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

MAKE-UP WORK FOR ABSENCES: Students are responsible for obtaining missed assignments when absent from school. They are encouraged to contact a classmate or see each teacher for assignments. If the student is present when a project is assigned, students should turn in the assignment when he or she returns to school unless other arrangements have been made with the teacher. Students who had prior knowledge of a test or quiz before an absence are expected to take the test or quiz on the day when they return to school. When a student is absent for three or more days, parents may request assignments by calling the Guidance Office, 301/840-4785. Please allow guidance 24 hours for assignment collection.

MEDIA CENTER: 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 Monday and Fridays from 7:45 a.m. to 3:00 p.m. and Tuesdays, Wednesday, and Thursdays from 7:45 a.m. to 4:00 p.m. Students may use the Media Center during lunch and after school with passes obtained in the Media Center. Passes are available before school 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.
- 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.

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.

PARENT ADVISORY COMMITTEES: Through PTSA committees and parent advisory committees, such as the Principal's Advisory, Guidance Advisory committees, NAACP Parent Council, and Hispanic parent meetings, parents are able to participate in the educational experience and process at Ridgeview. Parents and the school work together in partnership to support students and ensure a positive learning environment.

PARENT CONFERENCES: Parents are encouraged to contact individual teachers, the team leader, guidance counselor, or grade level administrator when questions or concerns arise. Parent conferences can be arranged at any time through the team leader or guidance counselor. Some parents will be invited to meet with their child's team during the scheduled conference dates in November.

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. It is the student's responsibility to take care of his/her personal items. The school will not be liable for replacement costs. Students should bring calculators, instruments or other items to be etched to the safety and security assistants before or after school or during lunch. The safety and security assistants, administrators and school staff are available to assist students with securing items or addressing concerns regarding personal property. Missing items should be reported immediately to a staff member.

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 sweatshirt 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. Students 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, highlighter, 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 may be requested in writing by a parent. All schedule changes must occur within the first 25 days of the semester.

SEXUAL HARASSMENT: Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate behavior. Such incidents should be reported to parents and school authorities. The information should be reported verbally or in writing to the principal, assistant principal, a guidance counselor, a teacher, or another staff person immediately.

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. Guidelines and information about student leadership opportunities will be given to students and parents in the fall.

STUDENT SERVICE LEARNING: The State of Maryland requires that students complete student service learning hours to receive a high school diploma. Ridgeview web site at <http://mcps.k12.md.us.schools.ridgeviewms/index.shtml> will provide you and your students with information concerning Student Service Learning. Students need to complete 75 hours before high school graduation and can begin working on those hours while in middle school. Ridgeview teachers sponsor and coordinate the student service learning program at the school. Please contact them if you have questions about whether a particular activity is approved for student service learning credit.

TELEPHONE DIRECTORY PRIVACY: Each year a student directory is printed and distributed to all students by the PTSA. The directory contains each student's name, address, telephone number, and an optional listing of the parent(s)' name. If a parent does not want his/her student information to be listed in the directory, it is important that the school be notified. A form to request that the information be withheld was included in the summer packet of information that was mailed to each family in August.

TESTING: On a testing day the schedule of classes may be altered to provide an optimum-testing environment for students. Classes may be extended or dropped. State and local tests administered in middle school include: Maryland State Assessments (Grades 6, 7, and 8); High School Assessments (Algebra); MCPS Algebra, Geometry, and Spanish semester exams.

TRANSPORTATION: Only school buses will be permitted to enter the school circle between 7:15-9:00 a.m., 2:00-3:00 p.m., and between 3:00-4:00 p.m. on Tuesdays, Wednesdays and Thursdays (activity bus days). **Parents providing private transportation for students should arrange to meet and drop off in the parking lot.**

Public Transportation: Ride-On bus transportation is available to students free of charge with school identification. 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, skateboards, razors or zips, and rollers on sneakers 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 to assure safety on the bus. Bus routes are established each year by the MCPS Department of Transportation Office and are not determined by the school. Riding 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.

If the school bus does not arrive on time and the delay is probably not due to weather or traffic conditions, allow at least 15 minutes for the bus to arrive. If after 15 minutes, the bus still has not arrived, parents should call the MCPS Transportation Office at 301/353-0822.

TRESPASSING: Any person who does not have a lawful purpose at Ridgeview will be notified by the principal or her designee to leave the school grounds. Students suspended from school are not permitted on school grounds unless authorized by the principal or 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. Classroom visits by parents are welcomed at any time with advance notice.

Ridgeview Middle School WEB PAGE: Please visit the Ridgeview web site at <http://mcps.k12.md.us/schools/ridgeviewms/index.shtml>

**RIDGEVIEW MIDDLE SCHOOL
DISCIPLINE POLICY
2010 - 2011**

SCHOOL PHILOSOPHY OF DISCIPLINE

Ridgeview Middle School believes in maintaining a safe, healthy learning environment so that each student is insured his/her right to an education. Students are expected to adhere to the rules and cooperate with the school staff at all times in all school related matters whether on or off school grounds. **Out of school suspensions may only be given when it is determined by the principal that a behavior is disruptive and detrimental to the operation of the school.** In every instance the discipline policy at Ridgeview is governed by the rules of common sense and respect for self, respect for others, and respect for property. It is the aim of these policies and the aim of staff to resolve problems rather than punish individuals, to function preventatively rather than punitively.

For effective teaching and learning to occur, good order must be maintained at all times. Parents, teachers and administrators originally developed the Ridgeview Middle School discipline policy. The current policy was reviewed in 2010, and additions and revisions were made.

**Major Infractions and Countywide
Disciplinary Standards**

Ridgeview Middle School follows all MCPS guidelines for the following infractions. The consequences may be modified as appropriate for special education students in accordance with the IEP.

- **Bomb/Facsimile Possession or Bomb Threats**
 - **Consequences: Expulsion; Police Referral**
- **Distribution of Intoxicants**
 - **Consequences: Expulsion; Police Referral**
- **Firearms**
 - **Consequences: Expulsion; Police Referral**
- **Violent Physical Attack on a Staff Member or Student**
 - **Consequences: Expulsion; Police Referral**
- **Weapons Used to Cause Bodily Harm/Injury**
 - **Consequences: Expulsion; Police Referral**

RIDGEVIEW MIDDLE SCHOOL BEHAVIORAL EXPECTATIONS

- All students are capable of behaving appropriately
- Misbehavior is a matter of choice
- Students will accept responsibility for their actions
- Teachers have the right to teach
- Students have a right and responsibility to learn
- No student should prevent a teacher from teaching or a student from learning
- Respect must be shown all the time

STUDENT APPEAL PROCEDURES

All students have a right to appeal any action, including grades, test scores, suspensions, detentions by teachers and administrators. In order to appeal an action, students should seek the support of the guidance counselor or grade level administrator.

NON-NEGOTIABLES

- **BULLYING**
An act defined as a direct or indirect, physical or psychological intimidation which occurs repeatedly over time to create an ongoing pattern of harassment and abuse. (May include internet bullying).
From Detention to Out of School
- **FIGHTING**
All student who actively participate in a fight regardless of who 'threw the first punch' are subject to disciplinary action.
From Detention to Out of School
- **DISRESPECT**
Students are expected to show respect toward any staff person or parent volunteer from any school at all MCPS activities. When a school official makes a reasonable request of any student, it is imperative that he/she comply. Failure to do so shall constitute insubordination.
From Detention to Out of School
- **CUTTING CLASS**
Students are expected to be in each class for which they are scheduled unless officially excused. All students will be assigned an hour detention.
From Detention to Out of School
- **DISRUPTIVE ITEMS**
"Disruptive 'toys' have no place in the school environment. A (PCD) portable communication device refers to any device carried, worn, or stored by an individual to receive or communicate messages. These **MUST NOT BE OPERATIONAL AND MUST BE OUT OF SIGHT** on school property or on field trips during the school day.
 - Portable music devices, cellular telephones, toys, games, etc. will be confiscated without warning.
All cellular phones must be picked up and signed for by a parent/guardian.
- **INAPPROPRIATE DRESS**
Students are expected to dress in a manner that is **appropriate for school**. The wearing of inappropriate, offensive and/or distracting clothing is prohibited. No headgear of any kind (except religious) will be permitted in the building. Shirts should be "complete" (e.g. midriiffs, torso should be covered, shirts should have sleeves), and undergarments must not be visible. Shoes must be worn and sunglasses are prohibited.
From Detention to Out of School
- **TARDINESS**
Students are expected to report to class promptly.
From Detention to Out of School

BEHAVIORS – CONSEQUENCES

ARSON: Setting or helping to set a fire on school property or bus stop area

- Parent conference/EMT
- Referral to police/Fire Marshall
- Suspension
- Recommendation for expulsion

PORTABLE COMMUNICATIONS DEVICES/CELL PHONES: Students are not permitted to use cell phones (PCDs) on MCPS school campuses during the instructional day. It is the student's responsibility to ensure that the device is turned off and out of sight during times of unauthorized use. Students may use call phones during evening or weekend activities outside the instructional day. Failure to comply will result in confiscation of device and parents only will be responsible for picking it up.

- Confiscation of device
- Parent Conference
- Detention

BULLYING: To frighten or intimidate with harsh looks or talk. To spread malicious gossip through writing, texting, or speaking. Any form of bullying by an individual or group will not be tolerated. (See harassment, threats)

- Parent/student conference
- Counselor referral
- Detention
- Suspension
- Recommendation for expulsion
- Police referral

BUS BEHAVIOR: Established standards of school rules and regulations apply to riding any MCPS bus. Students should not stand in the aisle or distract the driver in any way. School consequences will be given for misbehavior on the bus, at the bus stop, or on the way to or from a student's home.

- Student conference and safety contract
- Parent notification
- Removal of bus privilege
- Suspension
- Assigned seating for a period of time

CAFETERIA: Food should be consumed in the cafeteria only. Students will be allowed to take lunch food to the classroom for detention or teacher supervised lunch with the written permission from the teacher. Inappropriate behavior of any kind will not be tolerated. Eating in the cafeteria is a privilege, and the following rules must be followed:

- Place all trash in receptacles
- Recycle certain items
- Stay seated during the lunch hour
- Food and drink remain in the cafeteria and are not allowed outside
- Clear trash, then remain seated with hand raised for permission to move outside during lunch
- Tag, "table topping", play fighting are prohibited outside
 - Student conference
 - Restricted use of cafeteria
 - Community service
 - Detention
 - Suspension

CELL PHONES: Cell phones are not to be used by students during the school day. Cell phones must remain in the “off” mode during the school day. (See beeper, pagers, portable communication devices)

- Confiscation of device
- Parent conference
- Detention

CHEATING/PLAGIARISM: Cheating is copying all or part of another student’s work, tests, or other written assignments. It also includes giving your own work, tests or written assignments to another student. Plagiarism is using another person’s work as your own.

- Zero on assignment
- Parent notification
- Referral to administrator

CHEWING GUM/FOOD/DRINK: Chewing gum and candy are not allowed at any time in school. There is no eating or drinking except in the cafeteria. Staff may arrange for food items to be consumed in the classroom under strict supervision. Students must be responsible for clean up and disposal of food.

- Student conference
- Detention

COMPUTER USE: Use that is inappropriate may include but are not limited to accessing unauthorized sites or vandalism of computer.

- Loss of computer privileges
- Detention
- Suspension

DISRUPTIVE BEHAVIOR/HALL CONDUCT: Any behavior which disturbs or interrupts the normal activities of the school, including running, shouting, spitting, play fighting, pencil fighting, and book knocking.

- Warning
- Student/parent conference/EMT
- Detention
- Suspension
- Possible referral to pupil services

DRESS: Students are expected to dress appropriately and in a way that is not disruptive to the educational environment. Bare shoulders, backs or midribs, spaghetti straps, low cut revealing tops, very short shorts or skirts, low cut or hanging pants, any display of underwear, pajama bottoms are not appropriate for school. Outerwear coats, jackets, hats, head coverings (except religious) head bands, gloves, and pocket chains may not be worn in the school building. Students may keep a sweater or sweatshirt in their locker to adjust to differences in room temperature. Clothing and accessories which contain profane or offensive language or advertise/advocate the use of tobacco, drugs, alcohol or other illegal items, may not be worn in school. Clothing and accessories having gang related symbolism, bandannas or colors, marking or identifiers of gang affiliation are not permitted in school.

- Student conference and removal of offensive items
- Parent notification
- Detention

DRUGS/ALCOHOL/PLACEBOS/ AND OR/OTHER DANGEROUS SUBSTANCES: Use, possession, distribution of or being under the influence of intoxicants on MCPS property, or engaged in MCPS sponsored activities is strictly prohibited by Maryland State law. Intoxicants are defined as alcohol or controlled substances not authorized by a physician's prescription. They include but are not limited to illegal drugs, drug paraphernalia, medication, over the counter drugs, and alcoholic beverages. Students needing to take medication at school must follow the Montgomery County Health Department procedures for distribution of medication at school through the health nurse.

- Parent notification
- Police referral
- Suspension
- Recommendation for expulsion
- Referral to counselor
- Student Assistance Program Team Referral
- Confiscation of material

EXPLOSIVE DEVICES/FIRE-CRACKERS: Use or possession of firecrackers, stink bombs, poisons, explosives, acids, caps, and other incendiary devices which are dangerous to health and safety.

- Confiscation
- Administrative conference
- Detention
- Suspension
- Possible expulsion

EXTORTION: Any act or attempt to secure money, property, favors or required actions (services) through threat of physical harm (explicit or suggested).

- Parent conference
- Detention
- Suspension
- Possible expulsion

FAILURE TO SERVE DETENTION: Failure to serve an assigned detention after the student and parent have been notified.

- Student conference
- Parent conference
- Additional detention

FALSE FIRE ALARMS: Pulling a fire alarm without legitimate cause. Making a false emergency report.

- Parent notification
- Suspension
- Fire marshal referral

FIGHTING: Occurs when two or more participants engage in a physical confrontation. All participants will be disciplined. Inciting to fight and play fighting will be treated the same as fighting.

- Student conference
- EMT
- Detention
- Suspension
- Police referral

FORGERY: Writing or signing a document which contains deliberately misleading, false, or inaccurate information. This includes signing or initialing someone else's name with or without their permission.

- Parent conference
- Detention
- Suspension
- Police referral possible

GAMBLING: Games of chance such as playing cards or dice for money, tossing coins or betting is prohibited on school property. Trading cards is prohibited.

- Parent/student conference
- Detention
- Suspension

HARASSMENT: Troubling or tormenting another person over a period of time. (See bullying)

- Parent conference
- Counselor referral
- Detention
- Suspension
- Safety contract
- Written work on effects of harassment

INAPPROPRIATE PHYSICAL CONTACT: Physical contact or actions considered indecent, abusive, profane, uncomfortable and/or obscene by another student or staff member.

- Student/parent conference
- Counselor referral
- Detention
- Suspension
- Police referral possible

INAPPROPRIATE LANGUAGE: Verbal/written language and or actions considered indecent, abusive, profane, and/or obscene by another student or staff member.

- Administrative conference
- Detention
- Suspension
- Counselor referral

INSUBORDINATION: Failure of a student to follow clear and appropriate instructions of a staff member at any time on school premises or while under the supervision of a staff member, including activities and field trips. This includes failure to leave class and/or report to the office when told to do so by a staff member and failure to identify oneself to a staff member.

- Student/parent conference
- Detention
- Suspension

INTIMIDATION: The act of frightening another person by threats or by physical contact such as pushing, tripping, bumping, knocking books will not be tolerated.

- Parent notification
- Student conference
- Detention
- Suspension

LEAVING CLASS WITHOUT PERMISSION: Walking out of class without permission.

- Student conference
- Parent notification
- Detention

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION: Leaving school property without parental permission or administrative approval at any time after arriving at school or during the school day.

- Student conference
- Parent notification
- Detention

LITTERING: Leaving any materials such as food, cans or other debris in the building or on school grounds.

- Student conference
- Parent notification
- Detention
- Suspension
- Community service

LOCKER USAGE: Students are not allowed to share or switch lockers or lock combinations at any time. Students may use lockers only at designated times of the day: before and after school and before and after lunch.

- Student conference
- Parent conference
- Detention

LOITERING: Being in the building or on the property without a school related purpose. Loitering includes being in the halls without a pass or in an area of the building to which the student is not assigned, in the parking lot without permission, or hanging around the building before or after school

- Administrative warning/conference
- Parent notification
- Detention
- Suspension
- Police notification

PHYSICAL ATTACK ON STAFF OR STUDENT: An unprovoked attack or attempt to harm another person when the one attacked has not physically harmed or attempted to harm the other.

- Parent notification
- EMT
- Suspension
- Police referral
- Recommend expulsion

RACIAL/ETHNIC SLURS: Verbal/written comments and/or actions considered to be motivated by race or ethnic background by another student or staff member.

- Student/parent conference
- Detention
- Suspension
- Counselor referral

RADIOS/ELECTRONIC EQUIPMENT/LASER POINTERS/DISRUPTIVE DEVICES: Radios, cameras, CD players, iPods, MP3 players, electronic games, shock pens, toys.

- Confiscation of item (to be returned to parents only)
- Student conference
- Detention

RETALIATION: “Getting even” with another student or adult by threatening or conducting a verbal or physical confrontation.

- Student/parent conference
- EMT
- Detention
- Suspension

SALE OF CANDY/GUM, ETC.: Students are not permitted to sell unauthorized candy, gum or other items on school property.

- Confiscation of student’s items
- Student/parent conference
- Detention
- Suspension

SEXUAL HARASSMENT: Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate pictures, verbal, written or physical conduct, including gestures of a sexual nature.

- Parent/student conference
- Counselor referral
- Detention/research assignment
- Suspension
- Recommendation for expulsion
- Police referral

SMOKING/TOBACCO USE OR POSSESSION: Smoking cigarettes, using tobacco, or possessing such items on school property is prohibited. Smoking on school property is prohibited at all times and is against the law.

- Confiscation of items
- Parent/student conference
- Detention
- Written report on hazards of smoking
- Suspension

SNOWBALLS: Making or throwing snowballs on school property is not allowed.

- Student conference
- Detention
- Suspension

TARDINESS: Not being in your seat in the classroom when the bell rings. Students who are late should have a note from a staff member. If the student does not have a note, teacher should admit him and send the student’s name to the office.

- Student conference
- Parent notification and detention
- Administrative referral and detention
- Team meeting

THEFT: Stealing property that belongs to the school, staff members, or students.

- Parent conference
- Restitution
- Suspension
- Police referral

THREATS AND INTIMIDATION: Repeatedly troubling, worrying, or tormenting another person who wants to be left alone; frightening another person by threats or by physical contact such as pushing, tripping, bumping, birthday hitting, pulling chairs, open chesting, playing “it” or any other game involving physical contact. (See bullying)

- Student conference
- Counselor referral
- Detention/research assignment
- Suspension
- Recommendation for expulsion
- Police referral
- Parent conference

TRESPASSING: Being on MCPS property without permission.

- Parent notification
- Detention
- Suspension
- Police referral

THROWING OR SHOOTING OBJECTS: Throwing or shooting objects of any type, in the halls, cafeteria, classroom or on school grounds is prohibited. (Rubber bands, paperclips, paper wads)

- Student and/or parent conference
- Detention
- Suspension
- Police referral

TRUANCY: Absent from school without permission.

- Student and/or parent conference
- Detention
- Referral to MCPS Pupil Personnel Services
- Referral to Protective Services

UNEXCUSED ABSENCE: Absent from class without permission.

- Student/teacher conference
- Parent notification
- Detention

UNSAFE ITEMS: Carrying, storing, or possessing items that may cause danger to oneself or others such as aerosol sprays, glass bottles, laser pointers, matches, lighters, or other items are strictly prohibited. Items such as rubber bands, or paper clips may not be used in ways that can cause harm to others.

- Student conference
- Confiscation of item
- Parent notification
- Detention
- Suspension

VANDALISM/DESTRUCTION OF SCHOOL PROPERTY: Intentional destruction or defacement of any school property including books, supplies, facilities and equipment.

- Parent conference
- Cleaning of assigned area
- Restitution for damages
- Detention
- Suspension
- Work detail developed by administration
- Possible police referral
- Expulsion

VERBAL ABUSE/DISRESPECT: Willfully intimidating, insulting or in any other manner verbally abusing a student or member of the school staff.

- Student/parent conference
- Detention
- Suspension

WEAPONS: Carrying, storing, possessing or withholding knowledge of any weapon on MCPS property or school bus is strictly prohibited. Weapons are defined generally as implements that can cause bodily harm, and include but not limited to clubs, chains, knives, BB guns, firearms and any object used as a weapon or replica of a weapon.

- Parent notification
- Police referral
- Suspension
- Recommendation for expulsion

GENERAL SCHOOL POLICIES:

SCHOOL SPONSORED ACTIVITIES, DANCES, FIELD TRIPS, END OF YEAR ACTIVITIES ON OR OFF SCHOOL PROPERTY: The regular school day rules and regulations apply at all times. Participation in any and all school sponsored activities is a privilege that can be revoked by the school administration. The school administration reserves the right to exclude any student whose behavior is contrary to this standard.

STUDENT REFERRAL: If classroom based interventions and strategies have not been effective, teachers may bounce students to another classroom. Teachers will provide the classroom assignment. Completed work will be returned to staff. Continued disruption or insubordination will result in an office referral.

In all cases, especially with repeat offenders, the administration reserves the right to determine the most appropriate consequences, which may include suspension. (MCPS Regulation JGA-RB).