



RIDGELY

Middle School

A National Blue Ribbon School
of Excellence!

Ridgely students **achieve to succeed**

Ridgely students are:

Respectful
Responsible
Ready

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Learning is the right of all students and student behavior should compliment a positive learning environment.

STUDENTS SHOULD BRING ONLY MATERIALS NEEDED FOR LEARNING

3 ring binder ruler paper dividers colored pencils
pens/pencils pencil case other materials required by teachers

LOCKERS

- A.** Lockers are to be used only four times a day: before and after school, and before and after lunch. Other times by permission only.
- B.** No sharing lockers or combinations.
- C.** Bookbags, cell phones, hats, headbands, and coats should remain in lockers.

HALLWAY EXPECTATIONS

- A.** Walk to the right side of hall.
- B.** Use inside voices.
- C.** Respect hanging displays, fire doors, and wall displays.
- D.** Proceed quickly and timely to next class.
- E.** Use the “up stairs” for going up and the “down stairs” for going down.

CAFETERIA EXPECTATIONS

- A.** Sit at assigned table.
- B.** Use inside voices.
- C.** Put trash in proper receptacles.
- D.** Use lavatory with permission only.
- E.** Raise hand to get permission to go outside.
- F.** Walk and talk only while outside.
- G.** Stop talk at dismissal and when speaker is at microphone.
- H.** Consume all food in the cafeteria.

DRESS CODE

The following clothing items are NOT appropriate dress for school:

- A.** Tank tops/tube tops/spaghetti strap tops
- B.** Midriff shirts
- C.** Low cut blouses or shirts
- D.** Short shorts
- E.** Shirts with inappropriate slogans, words, or pictures
- F.** Hats, headbands, and bandanas
- G.** Flip-flops

The 12 GUIDING PRINCIPALS of EXCEPTIONAL CHARACTER*

Adaptability - The ability and willingness to change. To put oneself in harmony with changed circumstances. To be ready and willing to adjust as necessary to the changes in people and circumstances that arise in daily life.

Compassion - Kindness. The desire to help others in distress. To show kindness and concern for others in distress by offering help whenever possible.

Contemplation - Giving serious consideration to something. To think things through with proper care before taking action.

Courage - Bravery. The willingness to put one's beliefs into practice, the capacity to meet danger without giving way to fear. To face difficulty or danger and express your beliefs even if you are afraid.

Honesty - Truthfulness, sincerity. The act or condition of never deceiving, stealing, or taking advantage of the trust of others. To be truthful in all that you do and never deceive, steal, or take advantage of the trust of others.

Initiative - Eagerness to do something. To take responsible action on your own, without prompting from others.

Loyalty - Faithfulness, dependability. The quality of being faithful to another person in the performance of duty; adhering to a contract with another person. To show others that you are dependable when you have a commitment to them.

Optimism - Positive beliefs. The inclination to take a hopeful view or think that all will work out for the best. To strive to be positive in your beliefs about yourself, others, and the future.

Perseverance - Hard work. The quality of trying hard and continuously in spite of obstacles and difficulties.

Respect - Regard, value, admire, appreciate. Special esteem or consideration in which one holds another person or thing. To show regard for yourself, others, and the world around you.

Responsibility - Accountability. To consider oneself answerable for something. To demonstrate that you consider yourself to be accountable for your actions and that you follow through on your commitments.

Trustworthiness - Reliability. Dependable, deserving of trust and confidence.

*Willard Daggett, ICLE

Student Schedule

	A Day (Monday, Wednesday & Alternate Fridays)		B Day (Tuesday, Thursday & Alternate Fridays)	
	Subject/Teacher	Room #	Subject/Teacher	Room #
Enter Building 8:05				
Homeroom 8:15-8:25				
Mod 1 8:25-9:15				
Mod 2 9:15-10:05				
Mod 3 10:05-10:55				
Mod 4 (6-A Lunch) 10:55-11:25				
Mod 5 11:25-11:45				
Mod 6 (7-B Lunch) 11:45-12:15				
Mod 7 12:15-12:35				
Mod 8 (8-C Lunch) 12:35-1:05				
Mod 9 1:05-1:55				
Mod 10 1:55-2:42/Gr 6 2:45/Gr 7 & 8				

ACADEMIC PROGRAM

Course Offerings in Middle School Baltimore County middle schools provide a comprehensive program of general studies where all students are required to participate in specified subjects. These subjects are designed to give students experiences in many fields and to aid teachers in uncovering student talents. Throughout the middle school years, teachers strive to facilitate students in identifying their own talents, interests and strengths through a challenging and varied curriculum. At Ridgely, programs are offered to meet the needs of all students on a continuum ranging from Gifted and Talented Education to programs for students with specific learning disabilities.

Ridgely provides students with opportunities in World Language in grades seven and eight that allow them to earn a total of two high school credits. In addition, our math students may participate in Algebra I and II classes, where they may earn high school credit. Along with core subjects, students participate in electives that broaden their experiences and add to their physical and academic development. These include physical education, art, family studies, technology education, and health. Depending on students' talents and interests, they elect to participate in one of the following: Band, Orchestra, Chorus, or World Music.

Other academic programs are provided to ensure improvement and success for every student. Programs include: Algebra with Assistance, Algebraic Foundations and Algebraic Thinking Part I & Part II, and Language! Literacy Program.

<u>GRADE 6</u>	<u>Mods Per Week</u>	<u>GRADES 7 and 8</u>	<u>Mods Per Week</u>
English	5	English	5
Social Studies	5	Social Studies	5
Mathematics	5	Mathematics	5
Science	5	Science	5
Reading	5	World Language/Reading	5
Art	2/3	Art	2/3
Music	2/3	Music	2/3
Physical Education	2/3	Physical Education	2/3
Family Studies/Tech Ed/Health	2/3	Family Studies/Tech Ed/Health	2/3
TOTAL	35	TOTAL	35

Grading System The grading system at Ridgely is the standard system used in many Baltimore County Public Schools, and it is based on five letter symbols: **A, B, C, D, E**. These symbols are defined as follows:

- A=achievement superior in quality & quantity
- B=achievement above average
- C=average achievement
- D=achievement below average
- E=failure to meet minimum grade standards

Report Cards Report cards are issued four times a year. Ridgely uses the standard Baltimore County Middle School report card. The first three are sent home with students and the envelope is returned to school with the parent's / guardian's signature indicating that they have reviewed the report card. The final report card is mailed home in June.

Strive for 25 One of the goals in the Baltimore County *Blueprint for Progress* is that every student shall read at least 25 books during the academic year. Ridgely's plan to meet this goal is called **Strive for 25**. Students are encouraged to read daily and complete the log sheets in the agenda. If students have questions regarding **Strive for 25**, please see our Librarian/Media Specialist or your English teacher.

Honor Roll Baltimore County Public Schools use a standard practice for determining Honor Roll in middle schools. The basis for eligibility will be letter grades, "A's and B's" with a maximum of one "C". The "C" MUST be balanced by at least one "A".

**At the end of the eighth grade, any student who has received straight "A's" through grades six, seven, and eight will receive recognition for his/her achievements. This is currently known as the Principals' List for Excellence.

National Junior Honor Society RMS is a proud chapter member of the National Junior Honor Society (NJHS). This organization recognizes and encourages academic achievement, while developing leadership, citizenship, character, and service. Membership in the NJHS is both an honor and responsibility.

The NJHS membership selection procedure is a multi-step process. Membership is open to 7th and 8th grade students who achieve the honor roll for two consecutive marking periods. These students are invited to complete an application. A NJHS Faculty Council evaluates each student's application on citizenship, leadership, service, and character. After a student is bestowed this honor, an induction ceremony is held. More detailed information can be found on our school web-site.

Interim Reports The Interim Report is one means of communicating with students and parents/guardians. They are issued at the mid-point of each quarter, but may also be given at other times to indicate a student's academic standing between marking periods. Mid-quarter interims allow students time to improve their grades prior to the close of the quarter. Often, interims reflect both positive and negative progress. Students are required to have interims signed and returned to their teachers in a timely manner.

After interims are issued, a school-wide conference time is scheduled for parents to meet with teachers. These are usually scheduled in the late afternoon or early evening. Conference request forms are sent home with the interims. Parents are asked to complete and return the form to school. Conferences will be scheduled and confirmation of times will be sent home with students.

Homework Home assignments are made regularly. Students are expected to leave school each afternoon with notebooks and agendas in hand for home studying and completing written work. Teachers are reasonable about the amount of homework that they assign. A general "rule of thumb" would be that students should be completing about one to one and a half hours of homework each evening. Parents/guardians should encourage students to read for pleasure on a daily basis to academically support our **Strive for 25** reading campaign and should certainly question their child and contact teachers if homework is not being completed on a regular basis.

Conferences Parent conferences may be scheduled to:

- see information from parents/guardians that would help in the design of learning experiences for their child
- provide information needed by the parent/guardian in order to monitor their child's progress, and/or seek mutual agreement on the child's current goals and plans.

Parent conferences should be viewed as opportunities for open conversations concerning student needs. Everyone is encouraged to use conference time constructively to discuss student progress.

Student Service Learningis a teaching method that combines meaningful service to the community with curriculum-based learning. Students improve their academic skills by applying what they learn in school with the real world. All service learning experiences must include preparation, action and reflection. Service learning is not volunteerism, community service or work study internship.

Many of the service learning hours are infused into the academic curriculum. For example, in 6th grade, students receive eight (8) hours in each of these academic areas: English, math, health and social studies. In 7th grade, students have eight (8) hours built into art and family studies/technology education. In 8th grade, students receive eight (8) hours in science and family studies/technology education.. How do you verify this? Look at the final report card and it will indicate the number of hours completed.

The completion of 75 hours of Student Service Learning (SSL) is one of the requirements students must meet in order to graduate from high school. Students may begin earning SSL hours in middle school. Students should listen to morning announcements and teachers to learn more about SSL opportunities in our school. All SSL projects must be approved by the service learning coordinator.

Student Government Associationis an important organization in our school. The purposes of this organization are to provide services for students, to raise funds for extra-curricular activities, to prepare students for leadership roles in a democratic society, and to promote good citizenship among students. The Student Government is made up of an executive board and homeroom representatives. The executive board plans and runs the meetings and activities.

ADMINISTRATIVE PROCEDURES

Attendance Procedures

Absence Notes Upon returning to school after an absence, a student should present a note to his/her homeroom teacher on the day he/she returns that has been written and signed by a parent and includes the date and cause of the absence.

Early Excuses Students who need to leave school before 2:45 p.m. must bring a note from their parent or guardian requesting early dismissal. This note must be taken to the office before 8:15 a.m. for approval. The note must list time and reason for early dismissal. A blue early dismissal pass will be issued in the office. **Parents must come into the main office to sign out their child.** Parents will need to present picture ID when signing out their child. *THE MAIN OFFICE MUST AUTHORIZE ALL EARLY DISMISSALS.* This includes students sent home by the school nurse for illness.

Late Slips If a student is consistently late to school or class, then he/she is subject to disciplinary action, (i.e. detention), unless the lateness is excused. A sequential pattern of remedial measures has been established to aid the student in correcting any undesirable habit of lateness. A phone call will be made to the parents of students who are habitually late asking their cooperation in helping the student realize the seriousness of the continuation of their actions.

Any student who is not in homeroom at 8:15 a.m. is tardy and will not be admitted by the homeroom teacher unless they have registered in the main office. Tardiness to homeroom will be documented in the child's agenda. **A note giving the date and cause of lateness is required from a parent on the day tardy or the following school day.**

Hall Passes To assist in accounting for pupils at all times, it is necessary for a pupil to have their student agenda whenever they leave class at a time other than its completion. The agenda will indicate the pupil's destination, the time they left, and the signature of the teacher granting permission. Upon completing the business at this destination, the teacher or staff member in charge will sign the agenda and write the time of the pupil's departure. The teacher who originated the pass will check the agenda when the pupil returns.

Excellent Attendance Ridgely Middle School recognizes the correlation between school attendance and academic success. Students who achieve 96% attendance will be recognized at a grade level awards assembly in June.

Cafeteria and Lunch Regulations The cafeteria is provided for your convenience. We are proud of our cafeteria because of its services, attractiveness, and cleanliness. The following procedures will help maintain the high standards set by our students for their lunch period:

- All students must report to the cafeteria during their assigned lunch periods. Students who take longer than **eight minutes** getting to lunch are considered late, which may result in disciplinary action.
- Students' manners in the cafeteria will show courtesy and respect for others while they are eating, with special concern for cleanliness.
- Students cannot take books and other school supplies into the cafeteria. Students may go to their lockers both before and after lunch; therefore, are advised not to bring their books and other materials to the cafeteria.
- Pupils must remain inside for the first part of each lunch period. If weather permits, pupils may be excused to go outside after the first fifteen minutes of the lunch period.
- Students must eat their lunch in the cafeteria. Each person must assume responsibility for depositing lunch bags and trash in trashcans, and for leaving the table and the floor around the table clean.
- At the beginning of school year, each grade level will have assigned seating. Free seating will be permitted after cafeteria routines are established.
- No food is to be taken from the cafeteria.
- Under the direction of the teacher in charge, students may leave by the side door to go outside. Students are to remain outside until dismissed by the teacher. Pupils will re-enter by the rear cafeteria or the cafeteria lobby doors.
- Teachers on duty will dismiss students who remain inside on a table-by-table basis.
- All students are expected to maintain silence when the teacher in charge requests it. Announcements will be completed much more quickly if students are silent and attentive.

Items Prohibited in School Items that may be hazardous to the safety of others or that interfere in some way with school procedures must not be brought to school. Items such as toys, games, radios, tape players and recorders, walk-mans, cameras, water pistols, skateboards, and other articles, which are disruptive to the school program, should

be left home. Please refer to the Baltimore County Public Schools' *Student Handbook* for the policy on electronic communication devices (Category I).

Homework Requests Parents and students are encouraged to form "homework buddies" for those times when your child is home ill for a day or two. If your child is absent for three consecutive days or more, then please call the school's office to officially request make-up work. This request can be made on the third day of student absence. **Parents need to give the school 24 hours, after they have contacted the office, before they can pick-up their child's assignment.**

Please make all requests in this manner. Requesting work using this procedure is intended for extended student illnesses. If student illness is one or two days, or the student will return before the work is available, then please utilize the "homework buddies" system to obtain work. Parents may also contact teachers directly via email. Please give teachers ample time to fulfill requests. Also, parents and students are encouraged to sign-up for daily homework emails.

Student Activities / After School Help Sessions All student activities sponsored by Ridgely Middle School will be under the direct supervision and control of school personnel. All student social activities planned by the school will be held in the school building or on the school grounds. No student will be admitted late to an activity nor dismissed early from an activity without written permission approved prior to the activity. In order to assist school personnel with monitoring students after school, we ask that parents complete an After School Activity Permission Form. Students must obtain a form from the sponsoring teacher and have his/her parent/guardian complete the form in order to stay after school. A copy of this form is located at the end of the handbook information section. Students are required to sign-in when they report to the activity.

Student Responsibility Students share a responsibility for the use and maintenance of all school property. They also share responsibility for discouraging vandalism and theft of both personal and public property. Knowledge of these types of incidents should be reported to a staff member. Any student guilty of theft or vandalism will be faced with both restitution and disciplinary action.

Lockers Hall lockers equipped with a special built-in combination lock are available to each student at the beginning of the school year. Once a student has been assigned a locker, they are responsible for its condition. Periodic inspections will be held to insure that students keep their lockers clean. Damage to a locker will result in a student fine to pay for repair of such damage. Lockers should be kept locked at all times and students should not give their locker combination to their friends. Students will have access to their lockers before school, before and after lunch, and after school. Lockers should not be used at any other time during the school day. Special locker assignments are made through the physical education instructors and technology education instructors for students in their respective classes.

Searches of Students and Schools Public School Law 7-307 states: Authority to search students: A principal or assistant principal of a public school may make a reasonable search of a student on the school premises if s/he has probable cause to believe that the student has in his/her possession an item, the possession of which is a criminal offense under the laws of the state. Authority to search a school: A principal or assistant principal of a public school may make a search of the physical plant of the school and its appurtenances including the lockers of students.

Use of Telephone Pay telephones may be used by students only with permission of a staff member before school and after school. Using the pay phones will not be accepted as an excuse for being late to class. Parents are requested to provide students with change (50¢). School phone lines are for staff use and are available for students in emergency situations only. Please refrain from calling school during the day to leave reminder messages for your child. Please use the student agenda to remind students of after school transportation plans or activities.

Morning Procedures Students are not permitted in the building before 7:45 a.m. At this time, students are directed to wait in the cafeteria or the front office lobby area. Please note, only students with an instrument may wait in the front office lobby area. Morning helpers must have a pass in their agenda and be under the supervision of a teacher. Students are allowed to enter the building at 8:05 a.m. At this time, students should report to their lockers to deposit belongings and obtain materials for classes and then report to homeroom where attendance is taken. A student must have a written pass in his/her agenda in order to visit other areas of the building. Each student is expected to be seated in his/her homeroom class no later than 8:15 a.m. The cafeteria lobby entrance is for students who ride the school bus. The entrance at the end of the tech ed hallway is open from 7:45 am to 8:10 am. After 8:10 am, students who are dropped off by a parent/guardian must use the school's mail entrance on Lynncrest Road.

Field Trip Refunds Unfortunately, we are not able to refund field trip money paid for any reason, including illness and disciplinary action, when costs are prepaid.

BCPS Student Handbook The Baltimore County Public Schools System wants all students to be safe and healthy while in school. Therefore, a clearly defined Discipline Code has been designed and enacted to ensure a safe and effective learning environment for all students. As emphasized in the *Baltimore County Public Schools (BCPS) Student Handbook*, the Discipline Code is based on the belief that all students should be provided a learning environment free of disruptive behavior, drugs and alcohol. You will receive a copy of the *BCPS Student Handbook* within the early days of the new school year. In addition, students receive a thorough orientation to the handbook by an administrator. All students are required to keep the *BCPS Student Handbook* in their binders at all times. Parents are asked to review the *BCPS Student Handbook*, discuss the contents with their child, and sign the form in the back of the handbook.

Computer Use There are many opportunities throughout the school day for students to use one of the many computers in the school. However, students will only be allowed to do so when they have returned the signed parent permission form in the back of the *BCPS Student Handbook*. Each student has a unique user name and password placed in the back of their agenda.

Textbooksare issued to students in classes where they are required. Teachers will note the condition of the text and scan its number into the computer when it is issued. Students are responsible for paying for lost or damaged books. If a student loses a book, another book will not be issued until payment is made for the lost or damaged book. If payment is made and the book is found later, a refund will be issued.

GENERAL STUDENT EXPECTATIONS

Members of the student body are expected to conduct themselves in a manner that demonstrates respect for students, adults, and property at Ridgely Middle School.

The following are some general behavior expectations at Ridgely Middle School:

- Students must arrive on time for school and classes.
- Students must have a signed agenda when in the hall between classes.
- Students are expected to be prepared for school and to bring all materials needed for each class, including special areas.
- Students are expected to cooperate with all teachers in completing assigned class work and homework.
- Students should actively participate in class and follow class rules and procedures.
- Students will demonstrate respect for one another and staff through use of appropriate language and actions.
- Chewing gum, candy and other such food items are not to be brought to school except if requested to do so by a teacher for a specific purpose.
- Phones, if necessary, are to be kept in lockers during the day and used **ONLY** before and after school outside of the building.
- Writing on one's body is prohibited.

PARENT PARTNERSHIP

The administration, faculty, and staff at Ridgely Middle School welcome the opportunity to create a partnership with our parents/guardians. We are frequently asked, "What can we do to help our student(s) be successful at RMS?" Listed below are a few ways that teachers and parents can work as a team to foster a partnership for your student's success:

- Daily read the agenda. Make sure that your student's homework is complete and organized. If homework is not assigned in a subject, "no homework" or "none" should be written in that subject's space. A blank space does not signal the absence of homework in that area.
- The fastest method of communication with a teacher is by writing a note in the agenda. Remind your student to show his/her agenda to the teacher should you have a question. Likewise, by daily checking the agenda, a parent/guardian may see a note written by a teacher. If a note is written by a teacher, frequently there will be a "parent/guardian, please sign here" line. This signature notifies the teacher that the note has been read, and that the communication has come full circle.
- A daily homework email is available at all three grade levels. It is considered a back-up plan to the agenda.

By checking your student's completed homework assignments, organizing its location for student- retrieval for the next day, and looking for written communication from teachers (and teachers checking for notes from parents/guardians), a

daily communication “check” can easily take place. The administration, faculty, and staff at RMS look forward to a successful year made possible through this partnership.

Dress for Success It is the responsibility of students and their parents to select suitable attire for school. Students come to school to learn; therefore, clothing should not present a health or safety concern, or distraction to the instructional program. Students should come to school DRESSED TO SUCCEED!

The following are additional expectations regarding proper dress:

- Students’ overall appearance will reflect neatness and cleanliness. (Please refer to page 4 for additional information)
- Clothing must be of reasonable fit.
- Outer garments must provide adequate coverage of underclothes (no see-through garments). Coats and jackets must be stored in lockers; they may not be worn to class.
- Clothing that refers to or makes innuendos to sex, drugs, alcohol, or profanity is not acceptable.
- Students must wear some type of footwear that provides adequate protection from injury. “Flip-flop” type footwear presents a danger to student safety and should not be worn to school.
- Items worn around the neck or attached to a wallet (such as heavy chains or whistle straps) are not allowed as they can pose a safety threat. **Students are reminded to check the BCPS’ *Student Handbook (Category III)* for specific items that are inappropriate for school.**

Physical Education Physical Education presents a varied and flexible program in which boys and girls acquire physical fitness, physical skills, and socially desirable habits of good sportsmanship, teamwork, fair play, responsibility, and safety. This program is also designed to develop an interest in wholesome recreation in order to instill healthy lifetime habits.

Uniforms and Lockers A uniform is required for health and safety reasons, appearance, and protection of street clothing. Each student is required to have a uniform. Borrowing uniforms is prohibited. The uniform is only to be worn during physical education class. Uniforms must be laundered every week to comply with good health practices. In the event a uniform is lost, students may bring in a pair of shorts and a T-shirt to wear for one week. After a week, if the uniform is not found, a new one will need to be purchased.

Upon entering school, each student is assigned a locker for the storage of physical education clothing to ensure the security of belongings. Students are responsible for making sure it is locked. The student will need to purchase a lock from the physical education department for their gym locker. This lock will be used for the three years the student attends Ridgely.

Temporary Excuses from Participation A student who has a temporary disability or illness (less than a week) should present a written note from a parent or guardian to his/her physical education teacher on the day to be excused. Excuses from physical education extended beyond this time require a note from a doctor. All doctors’ notes are to be brought to the school nurse before homeroom.

Medical Excuses from Participation Should a student become physically unable to participate in vigorous physical activities for more than one week, they must present a physician’s certificate to the nurse, stating the nature of the disability and the length of time the student is to have limitation of activity. The student will be given a school medical excuse form that they will take to the physical education teacher. Students who are on medical excuses will not be allowed to participate in any school-sponsored activity that involves vigorous physical activity.

Pupil Personnel Worker The pupil personnel worker provides direct and indirect services to school personnel, students, and families of students who are experiencing academic, behavioral, emotional, physical, and social situations. The pupil personnel worker serves as the liaison between the home, school, and the community. They provide a coordinated approach to addressing the needs of students and families by networking with agencies, connecting services, and collaborating with other human service providers to support students and families.

Guidance Your counselor is a person who is specially trained to help you realize your full potential as a unique individual. Your counselor can help you: assess your strengths and weaknesses, develop positive attitudes, choose courses that are right for you, solve personal problems with family, friends, and teachers, discover your talents and abilities, help you create a four year educational plan, increase your awareness of careers, help you understand yourself and others, develop your decision-making skills and strategies, and locate and access community based resources.

Students may only visit the counselor with a pass for an appointment. An appointment can be made by visiting the guidance office before or after school to fill out a request for an appointment. The counselor will issue a pass for the appointment. Students may visit the counselor at other times only with a pass in the agenda from a teacher. Your counselor is also available in the cafeteria during your daily lunch time.

School Psychologist The school psychologist provides both direct and indirect services to students, parents and school staff. These services include consultation, assessment, crisis interventions, and therapy in order to promote a positive school climate where the academic, behavioral, and social functioning of students can occur.

Peer Mediation Peer Mediators are Ridgely students who have been professionally trained to help fellow students resolve their differences. They teach students how to look at a conflict or disagreement objectively, gather information about the situation, brainstorm solutions, and choose an acceptable resolution to the conflict.

Peer Mediation request forms are located in each classroom, as well as the Guidance Office. Students will complete the request form and can return it to their teacher or place it in the Peer Mediation box located in the Guidance Office. Two trained Peer Mediators will work with the two student disputants to help them with the process of resolving their differences.

Ridgely Student Assistance Program (RSAP) The Ridgely Student Assistance Program is part of a national program that has been organized to provide education awareness to students, staff, and parents about the dangers of abuse of drugs, alcohol, and tobacco. The Student Assistance Team at Ridgely also provides assistance and referral information to students identified as at risk for substance abuse. Students, faculty, and parents may refer students to the team if they have a concern about a student who may be at risk. All information shared in this process is confidential.

Health Suiteis located across the hall from the main office. If you begin to feel ill during the school day, tell your teacher and ask for a pass in your agenda to visit the nurse. Except for serious accidents, no one will be admitted to the Health Suite without a pass. A P.E. uniform is an acceptable pass for P.E. class. The Health Suite is closed mods 1 and 10 except for emergencies.

Administration of medication (prescription or over-the-counter) is discouraged. However, if your physician determines that it is necessary, his/her written order, signed parent permission and your medication must be presented to the nurse. Certain discretionary medications may be given during the school day provided you meet the criteria and the school nurse has signed parent permission to administer these medications.

School Storeis located in the cafeteria lobby area on the first floor. Materials needed for daily school activities are available for you to purchase. The store is open daily from 8:00 to 8:12 a.m. each school day.

Lost and Foundis located in the Guidance Office. Students may visit each day before and after school and before and after lunch. Care should be taken to place a name label on clothing, purses, wallets, eyeglasses, musical instruments, etc. Each student is responsible for his/her property. This also includes books, folders, binders, etc. If you lose something at school, check all of your classrooms and ask your teachers for lost items before visiting Lost and Found.

Harassment and Intimidation(bullying) means conduct, including verbal conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is motivated by an actual or a perceived personal characteristic such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating.

Harassment and intimidation (bullying) are serious and will not be tolerated. A form is available on the BCPS web-site to report alleged harassment and intimidation (bullying) that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school*, in the current school year.

If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, and wish to report an incident of alleged harassment or intimidation (bullying), complete the form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

<http://www.bcps.org/parents/>

*Will be collected unless specifically excluded by local board policy.

Student Recognition Program Each year, a student has numerous opportunities to build his/her end of year Recognition Certificate. As a student participates and earns various recognitions, stickers are placed on his/her certificate. Examples of stickers which students may earn are:

- Outstanding Attendance
- Honor Roll
- National Junior Honor Society
- National Junior Art Honor Society
- Intramurals
- Track and Field
- Peer Mediator
- Student Service Learning
- Student Government Association
- Science Fair
- Strive for 25
- Latin Club
- Spanish Club
- French Club
- Art Ways
- Outstanding Musician
- Musician Helper
- Technology
- Mathematics Excellence
- English Excellence
- Social Studies Excellence
- Science Excellence
- Foreign Language Excellence
- Academic Team Awards may include:
 - Distinguished
 - Hard Worker
 - Courtesy
 - Behavior

Bus Transportationis provided to any student who lives one mile or farther from school. Riding the school bus is a privilege, not a right. Failure to follow the rules may result in the temporary or permanent loss of that privilege. One major concern is the safe operation of the school buses and the safety of the students riding our buses. If you wish to ride a bus other than the one assigned, please bring a parent note to the office prior to homeroom for administrative approval. Permission to ride will be based on available space. Each occurrence will require a separate parent note.

To protect students against injuries, the rules below are to be followed at all times:

1. Use common sense and thereby escape injury. Do not stand or play in the roadway while waiting for the bus. Wait in an orderly group on the same side of the road where the bus stops. Since heavy traffic or road conditions may affect schedules, students are encouraged to wait 30 minutes for the bus before returning home.
2. Wait for the bus to come to a complete stop before moving to board the bus. Do not rush to get the bus. Line up to enter the vehicle. In the afternoon, allow the bus to pull away before you cross the road. Do not cross the road after you get off the bus until the bus has pulled far enough down the road for you to see traffic in both directions and are absolutely sure that it is safe to cross. Look both ways for approaching vehicles.
3. Board the bus in an orderly fashion and, if necessary, be prepared to sit three persons per seat.
4. Remain seated at all times. Do not place your hands, arms, head, or any object(s) out of the windows of the bus. Keep your feet, legs, and books out of the aisle. Smoking, eating, and drinking are prohibited on school buses. Help the driver keep the bus clean.
5. Ride only the bus to which you have been assigned. Always be ready to show your bus identification card. Students must have their bus identification card with them at all times they are riding the bus. Failure to show proof of bus identification may result in a temporary denial of bus transportation.
6. Always enter and leave the bus through the front door. Never use the rear door except in an emergency.
7. Never attempt to get on or off the bus while it is in motion.
8. Be courteous. Don't take advantage of other riders in order to get a seat.
9. Do not stand forward of the marking line on the floor of the bus or back of the marking line in the rear of the bus.
10. Remember that misbehavior of any kind will not be tolerated.
11. Recognize that the driver has absolute control of the bus and of the conduct of those on it, except in the presence of a teacher or administrator.
12. A rider is not to leave the school grounds once s/he arrives in the morning or while s/he is waiting for her/his bus.
13. Courtesy and respect toward the bus driver care to be exhibited at all times.

Parents/guardians who drive their children to school or pick up their children after school are reminded not to enter the bus loop at either time.

STRIVE FOR 25

NUMBER	TITLE	AUTHOR	ADULT SIGNATURE	DATE
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
	Teacher Signature 10 Complete/Coupon Delivered to Library			
36				
37				
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42				
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45				
	Teacher Signature 10 Complete/Coupon Delivered to Library			



STRIVE FOR 25

NUMBER	TITLE	AUTHOR	ADULT SIGNATURE	DATE
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	Teacher Signature 10 Complete/Coupon Delivered to Library			
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	Teacher Signature 10 Complete/Coupon Delivered to Library			



STRIVE FOR 25

NUMBER	TITLE	AUTHOR	ADULT SIGNATURE	DATE
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	Teacher Signature 10 Complete/Coupon Delivered to Library			
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	Teacher Signature 10 Complete/Coupon Delivered to Library			



Ridgely Middle School

After School Activity Permission Form

Students who stay after school must have this form completed, signed, and in their possession.

Students found in the building after school without this form will be brought to the office to be supervised until parents come into the office to pick them up. Students should always have 50 cents tucked away for an emergency phone call from the pay phone. The office phones are not to be used for this purpose.

Teacher must fill out this part:

Student: _____	
Sponsoring Teacher: _____	
Activity: _____	
Date: _____	Ending Time: _____
Pick up location is:	
_____	Charmuth entrance at the activity ending time.
_____	Lynncrest entrance at the activity ending time.
_____	Cafeteria entrance at the activity ending time.

Parent/Guardian must fill out this part:

Choose one and sign.

_____ My child has permission to stay after school for the above-named activity and will be picked up at the above designated location.
<u>or</u>
_____ My child has permission to stay after school for the above-named activity and has permission to walk home.
<u>or</u>
_____ My child has permission to stay after school for the above-named activity and has permission to ride home with _____ and will be picked up at the above designated location.
Parent/Guardian Signature: _____
Phone numbers if I am running late: _____

This page is left blank on purpose.

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<u>or</u>
_____ My child has permission to stay after school for the above-named activity and has permission to walk home.
<u>or</u>
_____ My child has permission to stay after school for the above-named activity and has permission to ride home with _____ and will be picked up at the above designated location.
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This page is left blank on purpose.

Complete the form, cut it from the agenda, and give it to your counselor at lunch time or drop it off in the Guidance Office either before or after school.

PEER MEDIATION REQUEST FORM

(PLEASE PRINT INFORMATION CLEARLY)

Student Name _____ Grade _____

Other student involved _____ Grade _____

Issue _____

PEER MEDIATION REQUEST FORM

(PLEASE PRINT INFORMATION CLEARLY)

Student Name _____ Grade _____

Other student involved _____ Grade _____

Issue _____

PEER MEDIATION REQUEST FORM

(PLEASE PRINT INFORMATION CLEARLY)

Student Name _____ Grade _____

Other student involved _____ Grade _____

Issue _____

REQUEST FOR COUNSELING APPOINTMENT

Student Name _____ Grade _____

Date _____ Homeroom # _____

_____ Please see me when you are available this week.

_____ Urgent! Please see me as soon as possible!

REQUEST FOR COUNSELING APPOINTMENT

Student Name _____ Grade _____

Date _____ Homeroom # _____

_____ Please see me when you are available this week.

_____ Urgent! Please see me as soon as possible!

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