



**RIDGEWAY MIDDLE**

**INTERNATIONAL BACCALAUREATE<sup>®</sup> AND  
OPTIONAL SCHOOL**

**SCHOOL-WIDE TITLE I SCHOOL  
2022-2023 PARENT/STUDENT HANDBOOK**



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**Kimberly Shaw, Principal**

## **WELCOME**

Welcome to Ridgeway Middle, International Baccalaureate® and Optional School! We would like to thank you for allowing our staff the opportunity to serve you and the Ridgeway Community!

## **MISSION**

Our mission at Ridgeway Middle School is to maximize the learning experience of every child by nurturing, guiding, and challenging students to reach their fullest potential, as we build leaders, create heroes, and ensure our future as our students become life-long learners and productive participants in an increasingly diverse global community.

## **VISION**

Ridgeway Middle School is a focal point for our students, their families and the community. Our school environment is positive and supportive, yet challenging, setting high expectation for achievement and personal conduct. Our school enables educators, parents, and members of the community to unite in our efforts to empower students to become lifelong learners, productive citizens, and community leaders. We continually explore opportunities to provide optimal learning experiences for every student.

## **School Motto**

RMS + ME =

Knowledge

Pride

&

Success

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## Introduction to the International Baccalaureate

The International Baccalaureate (IB) is a non-profit educational organization that designs curriculum programs that challenge students to excel in both academic and personal endeavors.

“The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.”

The International Baccalaureate® (IB) offers a continuum of international education. The programmes encourage both personal and academic achievement, challenging students to excel in their studies and in their personal development.

# Programmes

In order to teach IB programmes, schools must be authorized. Every school authorized to offer IB programmes is known as an IB World School.

There are four curriculum programs:

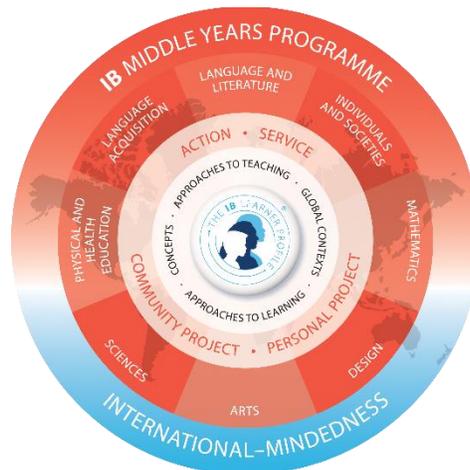
Primary Years Programme	Middle Years Programme	Diploma Programme	Career-related Programme
			
<p>The PYP prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others and have the capacity to participate in the world around them. It focuses on the development of the whole child.</p>	<p>A challenging framework that encourages students to make practical connections between their studies and the real world, the MYP is inclusive by design; students of all interests and academic abilities can benefit from their participation.</p>	<p>Research suggests many benefits to choosing the DP. The programme aims to develop students who have excellent breadth and depth of knowledge – students who flourish physically, intellectually, emotionally and ethically.</p>	<p>The CP is a framework of international education addressing the needs of students engaged in career-related education. It leads to further/higher education apprenticeships or employment.</p>
<p>Age range: 3-12 First offered: 1997</p>	<p>Age range: 11-16 First offered: 1994</p>	<p>Age range: 16-19 First offered: 1968</p>	<p>Age range: 16-19 First offered: 2012</p>
<p><a href="#">Primary Years Programme</a></p>	<p><a href="#">Middle Years Programme</a></p>	<p><a href="#">Diploma Programme</a></p>	<p><a href="#">Career-related Programme</a></p>

What's so special about the MYP?

- The MYP is recognized around the world as an inquiry-based curriculum, supporting students in developing critical thinking, collaboration, knowledge and skills
- All IB programs focus on international perspectives of teaching and learning, as well as supporting students understanding their own home culture and language
- The Community Project in MYP 3 (Grade 8) encourages students to take part in a group research project that includes action and service within the community.
- The MYP supports holistic education; students undertake studies in 8 different subject areas including arts, design, and physical education.
- Teachers undergo regular professional development led by educators from around the world
- Students who have taken part in IB programs (the DP) have higher success rates at applying to college and completing a four-year degree

### **Middle Years Program Curriculum**

The Middle Years Program (MYP) is designed specifically for adolescent learners from ages 11-16.



The MYP has the student at the heart of the program, and uses the IB learner profile to describe the 10 attributes valued by IB Schools. These are:

- Inquirers
  - Knowledgeable
  - Thinkers
  - Communicators
  - Principled
-

- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

At Ridgeway MS, we combine the IB Learner Profile attributes with our emphasis on the 5 As: Attitude, Accountability, Appearance, Actions and Achievement.

### Global contexts for education

The MYP encourages teachers to choose content that is relevant to the students as well as connecting them to national and international topics. Global contexts provide real world settings for what students are learning. In the MYP, each subject uses the MYP Global Contexts as a framework for teaching. There are six global contexts:

- Identities and relationships
- Orientation in space and time
- Personal and cultural expression
- Scientific and technical innovation
- Globalization and sustainability
- Fairness and development

### Conceptual framework

Within each subject area, the MYP has identified specific concepts that students will develop understanding in using topics and content that is relevant for Ridgeway MS students. These concepts form the foundations of the unit plan and are a starting point for student inquiry.

### Subject areas

The MYP has 8 subject areas and students must study in all subject areas, each school year.

<b>MYP Subject Area</b>	<b>At Ridgeway MS, this is called...</b>
Language and Literature	Language Arts/English
Language Acquisition	Spanish, Chinese
Individuals & Societies	Social Studies
Mathematics	Math
Sciences	Science
Arts	Exploratory – Art, Vocal Music, Band, Orchestra, and STEM
Design	Integrated in Science and Math
Physical and Health Education	Physical Education, Health Sciences

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The MYP is *interdisciplinary*, meaning that we encourage students and teachers to connect their learning between different subject areas. For example, students studying in Social Studies may also be studying the same topic in Language Arts.

A typical schedule for Grade 6 at Ridgeway MS looks like this:

<b>Period</b>	<b>Class</b>
<b>HR</b>	
<b>2<sup>nd</sup> Period</b>	Language Arts
<b>3<sup>rd</sup> Period</b>	Math
<b>4<sup>th</sup> Period</b>	Exploratory (The Arts)
<b>Lunch</b>	
<b>5<sup>th</sup> Period</b>	Physical Education and Spanish (A/B Day)
<b>6<sup>th</sup> Period</b>	Science
<b>7<sup>th</sup> Period</b>	Intervention/Library
<b>8<sup>th</sup> Period</b>	Social Studies

### **Inquiry-based learning**

The MYP is a curriculum that involves inquiry-based learning. Teachers work as facilitators to guide and support student inquiry into the relevant topics, concepts and ideas in each subject area. We want students to know the ‘what’ as well as understand the ‘why’. Inquiry-based learning also gives students many opportunities to learn and practice research, writing and communication skills, on their own and in small groups.

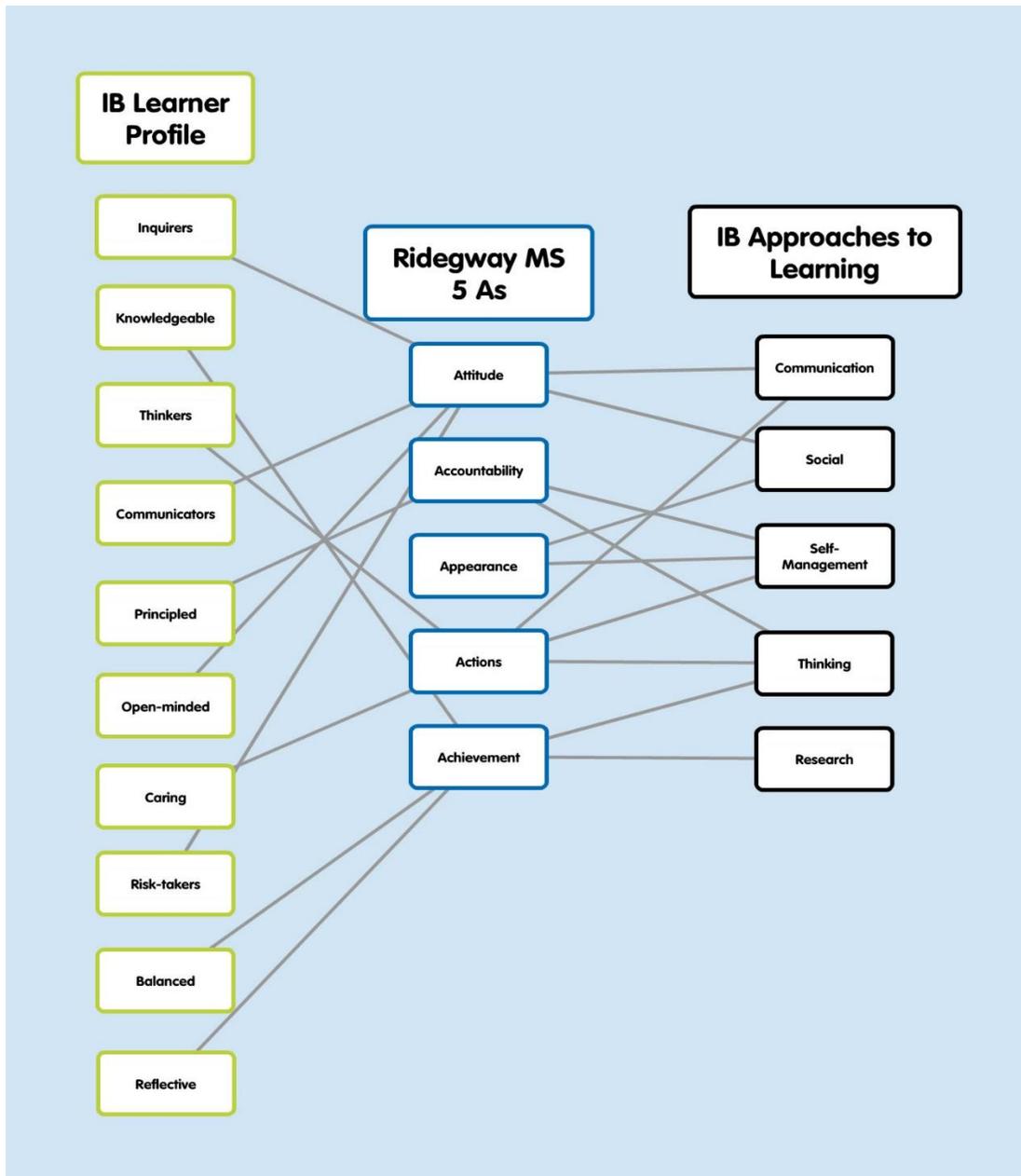
### **Approaches to learning**

The MYP sets out a framework of approaches to learning (ATL) skills that students need in all subject areas. At Ridgeway MS, teachers will focus on a specific set of skills in each unit, providing opportunities for students to learn, practice and master them. These skills include:

- Communication skills
- Social skills
- Self-management skills
- Research skills
- Thinking skills

Just like the Learner Profile attributes, there are strong interconnections between the 5 As and the ATL skills of the MYP.

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Visit the IB website at <http://www.ibo.org/myp/>.

Want to learn more about the International Baccalaureate Middle Years Programme at RMS? Contact the IB coordinator at 416-1575.

The IB program at Ridgeway Middle sets high expectations for all students. Students must follow the criteria of the RMS IB Academic Honesty Policy, RMS IB Language Policy, and the RMS IB Assessment Policy. All IB students will be assessed using the IB Assessment criteria.

All students will be required to participate in IB projects and community service projects throughout the year. The 8th grade students will also complete an IB Service project.

While completing the 6<sup>th</sup> through 8<sup>th</sup> grade continuum, students must take at least one visual arts class or one performing arts class during the three years at Ridgeway Middle.

## Ridgeway Middle School



### The 5 A's Student Application

#### ***Attitude***

It is your responsibility to display a positive attitude at all times. Some examples of having a positive attitude include smiling, thinking good thoughts, and displaying positive behavior.

#### ***Actions***

It is your responsibility to make decisions that have positive effects on others. At Ridgeway Middle, we don't talk about each other, we don't fight, we don't use profanity, and we don't disrespect adults or our peers. Ultimately, we adhere to the school expectations and district policies.

#### ***Appearance***

It is your responsibility to dress appropriately. The school uniform policy will be strictly enforced. You are allowed to wear white, navy blue, or orange polo shirts and khaki, blue, or black pants. No pastel colors allowed. Undershirts and socks must be white.

Girls will not be allowed to wear different color undershirts, visible undergarments, or any kind of inappropriate attire. Boys must wear their pants at the waist level at all times with a brown or black belt. No sagging! Jackets must be solid khaki, blue, or black and unzipped. These expectations are outlined in the Shelby County Schools dress code policy.

#### ***Accountability***

It is your responsibility to be accountable for your actions. The areas of concern are in the classroom and before and after school. Your conduct on the way to school or from school, either walking or riding the bus, must be aligned with school expectations. You should do your best work in class, complete homework and study each day. Doing so will help you master the last A – Achievement.

#### ***Achievement***

It is every student's responsibility to work to achieve greatness, every day. As a student, you should strive to make an A in all classes. You should strive to be advanced or proficient on every test you take. Be the best that you can be at all times!

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## **Family and Community Engagement Plan 2022-2023**

Parents are the first and primary educators of their children. Parents, school, and community members all have a shared goal of working with our children to improve their achievement. Ridgeway Middle School encourages parental involvement in the academic achievement of our students through our school's Family and Community Engagement Plan, which is developed jointly with our parents and establishes expectations for maintaining continuous school and home connections through parental involvement activities designated in our school-wide program. This plan provides parents and community members with opportunities to attend regular meetings to help make decisions relating to the education of their children.

### **Parental Involvement**

**Parents of students at Ridgeway Middle School can share in the formal and informal role as educators and act as advisors, resource persons, and coordinators in the following ways:**

- Support and sign Parent–Student–School Compact
- Attend any regular meeting and submit parent comments about school-wide program, if the parent is not satisfied with the program.
- Support educational activities in the home and community.
- Support Ridgeway Middle School's activities and programs, both academic and extra-curricular.
- Request additional materials and training to help children's academic achievement.
- Become educational advocates for all children and avid supporters of Ridgeway Middle School and its vision.
- Attend school events and serve as advisors.
- Use specific talents and resources to enhance RMS' instructional programs.
- Respond to memos, surveys, questionnaires expressing ideas and concerns to improve the educational process in a timely manner.

### **NCLB Involvement**

**The administrators, faculty, and staff will build ties between our parents and school by providing and implementing a coordinated and integrated parental involvement policy with NCLB requirements according to the guidelines set forth by law and SCS Board Policy which includes the following:**

- Ensure parents are involved in planning, review, and improvement of the family engagement policy and the parent-student-school home compact and work with other RMS stakeholders to jointly develop the school-wide program plan (TN School Improvement Plan).
- Hold and involve parents in organized, on-going, and timely informational meetings concerning NCLB and Ridgeway Middle School's participation and involvement expectations.
- Invite parents to observe RMS' programs and visit classrooms.
- Provide parents with timely information about school programs and student progress.
- Welcome feedback from parents and provide support for parents, per parent requests.
- Provide parents with a copy of our Family and Community Engagement Plan and our Parent –Student– School Compact in an understandable and uniform language that parents can understand.
- Provide parents with a description and explanation of grade level curriculum, forms of academic assessment measures, and proficiency levels used at Ridgeway Middle School.
- Provide parents and students with a handbook outlining school rules, policies, procedures, and expectations.
- Provide parents with opportunities for conferences, workshops, and instructional activities that will inform and educate them concerning the curriculum, assessment, and proficiency levels that affect their child's education.
  
- Ensure that the school's parent involvement policy is made available to the local community and updated periodically to meet the changing needs of parents and the school.

### **RMS Program Development**

**To ensure Ridgeway Middle School parents become meaningfully involved in their child's education and participate in the development of the Family and Community Engagement Plan, we will do the following:**

- Build a capacity for parental involvement by providing support for parents, per parent requests and by offering diverse materials and training to help parents work with their children to improve achievement.
- Provide information and assistance to parents pertaining to school programs (Title I, International Baccalaureate, and Optional School)

- Provide assistance and support for parents: in understanding the State’s academic content, State student academic achievement standards, State and local academic assessments, how to monitor a child’s progress and work with educators to improve student achievement.
- Utilize parental involvement strategies that are coordinated and integrated with parental involvement strategies under other state and federal programs.
- Employ and retain highly qualified staff who: are educated in communicating and providing assistance to parents, value parental contributions to student achievement, and notify parents of parental involvement activities through a language that parents can understand.
- Ensure joint development of our School-wide TN School Improvement Plan, our Family and Community Engagement Plan and our Parent-Student-School Compact, so that all plans are agreed on with parents and provide full opportunities for parents, even those with limited English proficiency, parents with disabilities, and parents of migratory children to participate in events and decisions relating to the education of their children.
- Ensure nominated parents from the Parent-Teacher Organization serve on Ridgeway Middle School’s Site-Based Decision Making Council by providing them with dates and times of regular meetings.
- Convene two Annual Parent Meetings, one per semester, with flexible number of meetings (dates and times) to explain the components and requirements of the school’s School-wide Title I program.
- Provide and conduct regular parent meetings throughout the school year to inform parents of current educational changes at the school and or district, and to discuss their child’s progress through TCAP results, EOC results, ELSA reports, EXCEL (EdPlan) reports, Discovery Education results, Stanford Math results, and SRI or Reading Plus data.
- Distribute to parents and students our Family and Community Engagement Plan and our Parent-Student-School Compact, and acquire appropriate signatures.
- Maintain an active and accurate school website to provide local community members access to our School-wide TN School Improvement Plan, our Family and Community Engagement Plan and our Parent-Student-School Compact.

Ridgeway Middle School encourages parents, family members, and community members to remain actively engaged in the development and educational process of our students. We are dedicated to making our educational program the best program for our students. We welcome your participation, support, and feedback. Our primary accountability is to hold the well-being of children as the fundamental value in everything we do!

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**Shelby County School does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex, or age. For more information, contact the Office of Equity Compliance at 9014166670.**

## **Familiar y Comunitaria Plan de Participación 2022-2023**

Los padres son los primeros y principales educadores primarios de sus hijos. Los padres, la escuela y miembros de la comunidad tienen un objetivo común de trabajar con nuestros hijos para mejorar su rendimiento. Ridgeway Escuela fomenta la participación de los padres en el rendimiento académico de nuestros estudiantes a través de la familia de nuestra escuela y el Plan de Participación de la Comunidad, que se desarrolla en forma conjunta con nuestros padres y las expectativas establece para el mantenimiento continuo de la escuela y las conexiones de origen a través de actividades de participación de los padres designados en nuestra escuela en todo el programa de . Este plan ofrece a los padres y miembros de la comunidad la oportunidad de asistir a las reuniones regulares para ayudar a tomar decisiones relativas a la educación de sus hijos.

### **Participación de los Padres**

**Los padres de los alumnos de la Escuela Intermedia Ridgeway pueden compartir en el papel formal e informal, los educadores y actuar como asesores, especialistas y coordinadores de las siguientes maneras:**

- Apoyo y signo de Padres y Alumnos-Escuela
- Asistir a cualquier reunión regular y enviar comentarios de los padres sobre la escuela en todo el programa, si el padre no está satisfecho con el programa.
- Apoyar las actividades educativas en el hogar y la comunidad.
- Apoyo Ridgeway de la Escuela Intermedia actividades y programas, tanto académicos como extra-curriculares.
- Solicitud de material adicional y entrenamiento para ayudar el logro académico de los niños.
- Convertirse en defensores de la educación para todos los niños y partidarios ávidos de Ridgeway Middle School y su visión
- Asistir a eventos de la escuela y servir como asesores.
- El uso talentos y recursos específicos para mejorar los programas de instrucción de RMS.
- Responder a las notas, encuestas, cuestionarios que expresan ideas e inquietudes para mejorar el proceso educativo de manera oportuna.

### **Participación de la ley NCLB**

**Los administradores, profesores y el personal de construir lazos entre nuestros padres y la escuela de proporcionar y aplicar una política de participación de los padres coordinada e integrada con los requisitos de NCLB de acuerdo a los lineamientos establecidos por la ley y la Política de SCS Junta que incluye lo siguiente:**

- Asegurar que los padres están involucrados en la planificación, revisión y mejoramiento de la política de participación de la familia y el compacto en casa de padres y alumnos de la escuela y el trabajo con otros actores de RMS para desarrollar conjuntamente el plan del programa para toda la escuela (TN Plan de Mejoramiento Escolar).
- Mantener e involucrar a los padres en la organización, en curso y oportunas reuniones informativas sobre la ley NCLB y la participación de Ridgeway de la Escuela Intermedia y las expectativas de participación.
- Invitar a los padres para observar los programas de RMS "y las aulas de visita.
- Proporcionar a los padres información oportuna sobre los programas escolares y el progreso de los estudiantes.
- Recibir comentarios de los padres y brindar apoyo a los padres, por peticiones de los padres.
- Proporcionar a los padres una copia de la Familia y el Plan de Participación de la comunidad y de nuestro Padre-Estudiante-Escuela en un lenguaje comprensible y uniforme que los padres puedan entender.
- Proporcionar a los padres con una descripción y explicación del plan de estudios de grado, las formas de medidas de evaluación académica, y los niveles de competencia utilizados en Ridgeway Middle School.
- Proporcionar a los padres y estudiantes con un manual describe las reglas escolares, las políticas, procedimientos y expectativas.
- Proporcionar a los padres oportunidades para conferencias, talleres, y actividades educativas que servirán de base y educarlos sobre el currículo, la evaluación y los niveles de competencia que afectan a la educación de sus hijos.
- Asegurar que la política de la participación de padres se pone a disposición de la comunidad local y actualizada periódicamente para satisfacer las necesidades cambiantes de los padres y la escuela.

### **RMS del Programa de Desarrollo**

**Para asegurarse de Ridgeway padres de la Escuela Media convertido en una participación significativa en la educación de sus hijos y participar en el desarrollo del Plan de Participación de la Familia y la Comunidad, vamos a hacer lo siguiente:**

- Construir una capacidad de participación de los padres mediante el apoyo a los padres, por peticiones de los padres y ofreciendo diversos materiales y capacitación para ayudar a padres a trabajar con sus hijos para mejorar el rendimiento.
- Proporcionar información y asistencia a los padres que pertenecen a los programas escolares (Título I, del Bachillerato Internacional, y la Escuela Opcional)
- Proporcionar asistencia y apoyo para los padres: en la comprensión del contenido académico del Estado, las normas estatales de desempeño académico de estudiantes, el Estado y las evaluaciones académicas locales, cómo monitorear el progreso de un niño y trabajar con los educadores para mejorar el rendimiento estudiantil.
- Utilizar las estrategias de participación de los padres que estén coordinados e integrados con las estrategias de participación de los padres de otros programas estatales y federales.
- emplear y retener a personal altamente calificado que: son educados en la comunicación y la prestación de asistencia a los padres, las contribuciones de valor de los padres a logros de los estudiantes, y notificar a los padres de las actividades de participación de los padres a través de un lenguaje que los padres puedan entender.
- Asegurar el desarrollo conjunto de nuestra Escuela en todo el Plan de Mejora de la Escuela TN, la Familia y el Plan de Participación de la

comunidad y de nuestro Pacto de Padres y Alumnos de la Escuela, de modo que todos los planes están de acuerdo con los padres y proporcionar plenas oportunidades para los padres, incluso aquellos con limitado Inglés competencia, padres con discapacidades, y los padres de los niños migrantes a participar en eventos y decisiones relacionadas con la educación de sus hijos.

- Asegurar que los padres designados por la Organización de Padres y Maestros, servir en el sitio basado en Ridgeway Escuela de la Toma de Decisiones del Consejo por la prestación con fechas y horas de reuniones periódicas.
- Convocar dos reuniones anuales para padres, uno por semestre, con un número flexible de reuniones (las fechas y horas) para explicar los componentes y requisitos de la escuela 's de toda la escuela del Título I del programa.
- Proporcionar y llevar a cabo reuniones periódicas de padres de todo el año escolar para informar a los padres de los actuales cambios educativos en la escuela y, o distrito, y para discutir el progreso de su hijo a través de resultados de TCAP, los resultados de EOC, los informes de ELSA, los informes de Excel (EdPlan), los resultados de la detección de Educación, Stanford resultados de emáticas, y los datos del SRI o de lectura más.
- Distribuir a los padres de familia y estudiantes de nuestra y el Plan de Participación de la comunidad y de nuestro Pacto de Padres y Alumnos de la Escuela, y adquirir las firmas pertinentes.
- Mantener un sitio web de la escuela activa y precisa para proporcionar acceso a los miembros de la comunidad local a nuestra Escuela en todo el Plan de Mejora de TN escuela, nuestra familia y el Plan de Participación de la Comunidad y de nuestro Pacto de Padres y Alumnos de la Escuela.

Ridgeway Middle School anima a los padres, familiares y miembros de la comunidad a seguir participando activamente en el proceso de desarrollo y educativo de nuestros estudiantes. Estamos dedicados a hacer que nuestro programa educativo el mejor programa para nuestros estudiantes. Damos la bienvenida a su participación, apoyo y retroalimentación. Nuestra responsabilidad principal es mantener el bienestar de los niños como el valor fundamental en todo lo que hacemos!

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Shelby County Schools no discrimina en sus programas o empleo sobre la base de raza, color, religión, origen nacional, incapacidad / discapacidad, sexo o edad. Para más información póngase en contacto con la Oficina de Cumplimiento de la Equidad en el 9014166670.



### **Parent-Student-School Compact 2022-2023**

**Ridgeway Middle School** encourages parental involvement in the academic achievement of our students through our school's Parent-Student-School Compact, which is developed jointly with our parents and establishes expectations for maintaining our ongoing school and home connections. **RMS** recognizes that parents are the first and primary educators of their children. **RMS'** parents, school faculty and staff, and community members all have a shared goal of working with our children to improve their achievement. Through this compact we all agree to share the responsibility for improving **OUR** students' academic achievement.

**Ridgeway Middle School** encourages parents, family members and community members to build a partnership to help all students achieve the State's high standards by remaining actively engaged in the development and educational process of **OUR** students. We are dedicated to making our educational program the best program for **OUR** students. **RMS** welcomes parent participation, support, and feedback.

#### **Parent/Guardian's Agreement**

**I support and share responsibilities with the school in helping my child improve academically. Therefore, I shall strive to do the following:**

- Encourage my child's efforts and be available for questions by attending parent conferences and meetings.
- Monitor my child's attendance to make sure he/she is punctual (at school by 8:15 a.m.) and attends school regularly.
- Familiarize myself with the Parent/Student Handbook and SCS Code of Conduct.
- Understand that if your child is granted an **optional and/or choice transfer** that your child's current enrollment in **RMS** is contingent upon successful academic performance and positive conduct/behavior. Your optional/choice transfer status may be rescinded at any time if your child does not meet the academic and/or conduct/behavioral expectations.
- Routinely review your child's **Class Dojo** reports for real-time monitoring of your child's academic and behavioral progress.
- Establish a time for homework completion and review it regularly for completion. Provide a quiet, well-lighted place for study, limit television time, and stay aware of the requirements for state testing.
- Make reading a fundamental part of our family's activities within the home and encourage my child to use the library to advance their learning.
- Make certain that my child wears the required uniform and wears it properly.
- Volunteer to work, observe, and participate in my child's classroom/school in various capacities.
- Develop a partnership with the school to help my child incorporate the **5A's: Accountability, Appearance, Attitude, Actions, and Achievement** into his/her everyday life.

**Parent/Guardian Signature:** \_\_\_\_\_

#### **Student's Agreement**

**I support and share responsibilities with the school and my parents in helping me improve academically. It is important that work to the best of my ability.**

**Therefore, I shall strive to do the following:**

- Attend school every day and be on time.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Respect others.
- Conform to rules of student conduct in RTI2-B and SCS Policies.
- Understand that if at any time I am added to the **RESET List**, I will not be able to participate in school, extra-curricular, incentive activities and/or opportunities. (The **RESET** is a list created each nine weeks by the RTI2-B team that contains students who fail to meet school-wide behavioral/conduct expectations. The **RESET** list is reviewed each nine weeks and students will have the opportunity to roll off with good behavior)
- Observe and follow classroom policies and procedures.
- Take responsibility for my actions, grades, and cooperate with others, so that I may receive a quality education.
- Incorporate the **5 A's: Accountability, Appearance, Attitude, Actions** and **Achievement** into my daily living.

**Student Signature:** \_\_\_\_\_

#### **Teacher's Agreement**

**I support and share responsibilities with students and parents in helping students achieve academically. Therefore, I shall strive to do the following:**

- Provide homework assignments for students.
- Encourage students and parents by providing frequent student progress reports and necessary assistance to parents so that they can help with the assignments
- Discuss the parent-student-school compact with parents and students and stress the importance of ongoing communication by informing parents of homework and classroom policies and procedures.
- Manage classroom behavior, assignments, and parent communication via **Class Dojo** on a consistent basis (at least every two days)
- Encourage parents to volunteer, visit and/or observe their child's classroom regularly. Prior approval must be granted by the principal and respective teacher.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's academic achievement standards.
- Use special activities in the classroom to make learning enjoyable and teach my students as if they were my own.
- Develop a partnership with parents to help students achieve the state's high standards.
- Hold parent multiple and flexible parent conferences.
- Incorporate the **5 A's: Accountability, Appearance, Attitude, Actions** and **Achievement** into my daily educational endeavors.

**Principal's Agreement**

I support and share responsibilities with parents, students, and teachers in helping students achieve academically. Therefore, I shall strive to do the following:

- Provide an environment that promotes positive communication between the teacher, parent, and student.
- Ensure teachers regularly provide homework assignments that will reinforce and are an extension of classroom instruction.
- Enforce district and school uniform policies.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's academic achievement standards.
- Give parents reasonable access to staff, to volunteer, participate, and observe in all of their child's classes.
- Provide and hold multiple and flexible opportunities for parent-teacher conferences.
- Encourage teachers and students to always respect self, others, and property.
- Encourage teachers and students to have high expectations academically, socially, emotionally, and physically.
- Continuously reinforce the **5A's: Accountability, Appearance, Attitude, Actions and Achievement** every day.

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This document was printed using funds through ESSA under Title I, Part A.

Shelby County School does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex, or age. For more information, contact the Office of Equity Compliance at 9014166670.



### Padres y Estudiantes-Escuela 2022-2023

Ridgeway Escuela fomenta la participación de los padres en el rendimiento académico de nuestros estudiantes a través de Padres y Estudiantes-Escuela de nuestra escuela, que se desarrolla en forma conjunta con nuestros padres y establece las expectativas para el mantenimiento de nuestra escuela en curso y conexiones domiciliarias. RMS reconoce que los padres son los primeros y principales educadores primarios de sus hijos. Los padres de RMS, el cuerpo docente de la escuela y el personal, y miembros de la comunidad tienen un objetivo común de trabajar con nuestros hijos para mejorar su rendimiento. A través de este acuerdo estamos todos de acuerdo para compartir la responsabilidad para mejorar el logro académico de nuestros estudiantes.

Ridgeway Middle School anima a los padres, familiares y miembros de la comunidad para construir una sociedad para ayudar a todos los estudiantes alcancen altos niveles del Estado, al permanecer activamente en el proceso de desarrollo y educación de nuestros estudiantes. Estamos dedicados a hacer que nuestro programa educativo el mejor programa para nuestros estudiantes. RMS da la bienvenida a la participación de padres, apoyo y retroalimentación. Nuestra responsabilidad principal es mantener el bienestar de los niños como el valor fundamental en todo lo que hacemos!

#### Padre / Guardián 's Acuerdo

Yo apoyo y compartir las responsabilidades con la escuela para ayudar a mi hijo a mejorar académicamente. Por lo tanto, me esforzaré por hacer lo siguiente:

- Alentar los esfuerzos de mi hijo y estar disponible para preguntas, asistiendo a conferencias de padres y reuniones. Controlar la asistencia de mi hijo para asegurarse de que él / ella es puntual (en la escuela a las 8:15) y asiste regularmente a la escuela. Familiarizarme con el Manual para Padres / Estudiantes y el Código de Conducta de la SCS. Establecer un tiempo para completar las tareas y revisar de forma regular para su finalización.
- Entender que si su hijo se concede una transferencia opcional y / o de la elección que la matrícula actual de su hijo en RMS está supeditada a un exitoso rendimiento académico y la conducta / comportamiento positivo. Su estado de transferencia opcional / opción puede ser revocado en cualquier momento si su hijo no cumple con el académico y / o conducta / comportamiento expectativas no se cumplen. estado académico y la conducta
- Proporcione un lugar tranquilo, bien iluminado para el estudio y el tiempo de televisión y el límite de tiempo extracurricular otro y estar al tanto de los requisitos para las pruebas de estado.
- Revisen diariamente **Clase Dojo** de su hijo informes sobre el seguimiento en tiempo real del progreso académico y de comportamiento de su hijo.
- Haga de la lectura una parte fundamental de las actividades de nuestras familias dentro de la casa y animar a mi hijo a usar la escuela o una biblioteca pública para avanzar en su aprendizaje.
- Asegúrese de que mi hijo usa el uniforme requerido y usarlo correctamente.
- Voluntarios para trabajar, observar y participar en clase de mi hijo / de la escuela en varias capacidades.
- Fomentar una asociación con la escuela para ayudar a mi hijo de incorporar el 5A:  
Rendición de cuentas, aspecto, actitud, acciones y logros en su / la vida cotidiana.

#### Acuerdo del Estudiante

Yo apoyo y compartir las responsabilidades con la escuela y mis padres para ayudarme a mejorar académicamente. Es importante que yo trabaje con lomejor de mi capacidad. Por lo tanto, me esforzaré por hacer lo siguiente:

- Asistir a la escuela con regularidad. Asistir a la escuela cada día con bolígrafos, lápices, papel, y otras herramientas necesarias para el aprendizaje.
- Llene y devuelva las tareas. Tenga en cuenta las horas regulares de estudio.
- Los Respetar a los demás. Conforme a las normas de conducta del estudiante en RTI2-B y Políticas de SCS.
- entender que si en cualquier momento estoy añade a la lista **RESET**, no voy a ser capaz de participar en la escuela, extracurriculares, actividades y / o oportunidades de incentivos. (El **RESET** es una
- Lista creado cada nueve semanas por el equipo RTI2-B que contiene los estudiantes que no cumplan con las expectativas de comportamiento / conducta de toda la escuela. La lista de posibles citas se revisa cada nueve semanas y los estudiantes tendrán la oportunidad de rodar con buen comportamiento )
- Observar y seguir las políticas y procedimientos en el aula.
- Asumir la responsabilidad de mis acciones, las calificaciones, y cooperar con los demás, de modo que pueda recibir una educación de calidad.
- Incorporar la 5 A es: Rendición de cuentas, apariencia, actitud, Acciones y logros en mi la vida diaria.

#### Acuerdo del Maestro

Yo apoyo y compartir las responsabilidades con estudiantes y padres de familia, para ayudar a los estudiantes logros académicos. Por lo tanto, me esforzaré para hacer lo siguiente:

- Proporcionar tareas para los estudiantes.
- Administrar el comportamiento en clase, tareas, y la comunicación entre padres a través de la clase Dojo sobre una base constante (por lo menos cada dos días )
- Anime a los estudiantes y padres de familia al proporcionar frecuentes los informes de progreso de los estudiantes y la asistencia necesaria a los padres, para que puedan ayudar con las tareas
- Discuta el pacto padre-estudiante de la escuela con los padres y estudiantes, y destacar la importancia de la comunicación en curso, informando a los padres de los deberes y las políticas y procedimientos en el aula.
- Animar a los padres para ser voluntario, visitar y u observar el aula de su hijo regularmente.
- Proporcionar currículo de alta calidad y instrucción en un ambiente de apoyo y eficaz ambiente de aprendizaje que permite a los niños para cumplir con el rendimiento académico del estado normas.
- Utilizar actividades especiales en el aula para hacer el aprendizaje divertido y enseñar a mis alumnos como si fueran míos.
- Fomentar una asociación con los padres para ayudar a los estudiantes a lograr altos estándares del estado.

- Mantener reuniones con los padres de padres múltiples y flexibles.
- Incorporar el 5 A es: Rendición de cuentas, apariencia, actitud, acciones y logros en mis actividades educativas diarias.

#### Acuerdo principal de

Yo apoyo y compartir las responsabilidades con los padres, estudiantes y maestros, para ayudar a los estudiantes académicamente. Por lo tanto, me esforzaré para hacer lo siguiente:

- Proveer un ambiente que promueve la comunicación positiva entre el maestro, padre y estudiante.
- Asegúrese de que los profesores proporcionan regularmente las tareas que se refuerzan y son una extensión de la enseñanza en clase.
- Hacer cumplir las políticas del distrito y de uniformes escolares.
- Proporcionar currículo de alta calidad e instrucción en un ambiente de aprendizaje propicio y eficaz que permite a los niños a cumplir con los estándares académicos del estado de rendimiento.
- Dar a los padres acceso razonable al personal, voluntarios, participar y observar en todas las clases de sus hijos.
- Proporcionar oportunidades múltiples y flexibles para conferencias de padres y maestros.
- Celebrar conferencias de padres y maestros. Animar a los profesores ya los estudiantes a respetar en todo momento mismo, los demás, y la propiedad.
- Animar a los profesores y estudiantes tienen altas expectativas académica, social, emocional y físicamente.
- Continuamente reforzar la 5A de: rendición de cuentas, apariencia, actitud, Las acciones y lograr todos los días.

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Este documento ha sido impreso con fondos a través de ESSA / NCLB en el Título I, Parte A.

Shelby County School no discrimina en sus programas o empleo sobre la base de raza, color, religión, origen nacional, incapacidad / discapacidad, sexo o edad. Para más información póngase en contacto con la Oficina de Cumplimiento de la Equidad en el 9014165300.

**Every Student Succeeds Act (ESSA)  
Parents' Right-To-Know**

**All parents have the right to request the following:**

- A teacher's professional qualifications, which includes: state qualifications, licensure, grade/s certification, waivers
- A teacher's baccalaureate and /or graduate degree, fields of endorsement, previous teaching experience
- A paraprofessional's qualifications
- An assurance that their child's name, address, and telephone listing not be released to military recruiters

**All parents will receive information on the following:**

- Their child's level of achievement in each of the state academic assessments
- Their option to request a transfer to another school within the district if their child is the victim of a violent crime at school
- Their right to timely notification that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly effective

**NINGUN NINO SE QUEDA ATRAS  
Derecho De los Padres de Familia a saber**

**Todos los padres tienen derecho a solicitar lo siguiente:**

- Las calificaciones profesionales de un maestro, que incluye: Calificaciones del Estado, Licenciatura, graos de la certificación, Renuncia a derecho
- El Bachillerato a Titulo de graduación del maestro, campos de especialidad, experiencia previa
- La calificaciones del profesional
- Garantía que los datos de su hijo como nombre, dirección, numero de teléfono, no se entregan a los reclutadores militares

**Todos los padres recibirán información sobre lo siguiente:**

- El nivel de rendimiento de su hijo en cada una de las evaluaciones académicas del estado
- Su opción de solicitar un traslado a otra escuela del distrito si su hijo/a es victima de un crimen violento en la escuela
- Su derecho a aviso con tiempo anticipado que su hijo/a ha sido asignado o ha estado bajo la enseñanza durante cuatro semanas consecutivas o más, de un maestro que no está altamente muy efectivo

## Parent Communication

Team newsletters are included in the RMS Monthly Student & Parent Flyer Packet. The **BlackBoard** messaging system is utilized. The school marquee and website are updated regularly, and notes, letters and reminders are sent home to ensure parents are informed about school events. **PowerTeacher** and **ParentCONNECT** are used as tools to provide parents with class requirements, assignment deadlines, and other important information. Parents should access **ClassDojo** daily for academic and behavior reports.



## Parent Conferences

We always welcome parents! You may visit for classroom observations except when testing occurs. Visitors are asked to enter and leave the classroom as quietly as possible. A guidance counselor or the facilitator will escort all parents during observation visits. There should be no interruptions from the visitor while the teacher is teaching and students are present. Grade level teams will conduct parent conferences during **planning time**, by **appointments** and on **district parent conference dates**. **PLEASE call ahead and schedule a conference with your child's teacher**. Your cooperation in following this procedure to protect class time from interruptions is appreciated.

We invite and urge parents to consult with teachers or the principal for help with problems. Please send a note or call the school to arrange a conference time. **Teachers cannot be interrupted during class time for conferences**. There are two parent/teacher conference days included in the school calendar.

## Items Left In The Office For Students

If a parent brings something to school for their child, the office will see that the item is delivered during the child's lunch period or after school. Flowers, balloons, and other delivered gifts should not be sent to school. These items will not be delivered to the student and will stay in the office until the end of the day. Students will be allowed to pick the item(s) up before they leave. **Main office will accept money between the hours of 8:30am-9:00am and 1:00pm-2:00pm**. Money left in the office should be sealed in an envelope with the student's name and amount on it, given to a member of the office staff. The parent that is leaving money will record their name and student's name in the log book and sign it, confirming that money was left in the main office. Students will also sign the log book, confirming that the student has received the money.



## Messages To Students

There are approximately 700 students. Therefore, we must discourage parents from leaving messages for students or requesting that we call them out of class for a phone call. For the staff to do either, we must be assured that it is a true emergency. This means that you must disclose the nature of the emergency to the office staff. The administrator will decide whether the situation constitutes an emergency after the parent informs him/her of the situation.

## PTO

The PTO at Ridgeway is starting fresh this year. It will be active. It exists to promote the welfare of our children. Parents and teachers are encouraged to join and support the activities of the organization. Dues are \$5.00 for the year. We want to strive for 100% membership. PTO information will be forthcoming.

## Volunteers

At Ridgeway Middle School, we believe the use of volunteers enhance the educational process for students and promotes community involvement in education. However, Board Policy states that all volunteers, whether in classrooms, on field trips, or assisting with athletics, must have a completed background check on file with the school. Background checks must be completed online in the school library during regular school hours. See the assistant principal for more information.



## Crosswalks, Parking, And Traffic

Students are expected to cross streets only at designated crossings. The crosswalk is located on Quince directly in front of the school. When walking to or from campus, please set the proper example of safety for your children by only using designated crossings. **DO NOT ALLOW STUDENTS TO CROSS THE STREET IN UNPROTECTED SITUATIONS.** It is extremely hazardous for students to cross at any point except the designated school crossing areas.

Car riders' drop-off will be in the south lot each morning and departure will be in the front drive only. Please cooperate with us on ensuring the success of this transportation plan. We understand that sometimes many of you are in a hurry, but students' safety must be considered. It is the safest and most reliable means for loading and unloading our students. After dismissal, car riders are asked to stand patiently and look for their cars in front of the school. This will help to speed up departures. Students are to load cars at the crosswalk area with the faculty monitor.

Ridgeway IB Middle Parents,

### **IMPORTANT REMINDER RE: STUDENT PICK-UP**

As you know, our school dismissal time is 3:15 p.m. every day. We have a process in place to ensure all students are supervised and dismissed in a safe and orderly manner. I want to remind you that car rider students must be picked up by 3:30 p.m. This is a safety requirement because we cannot ensure supervision for car riders who are left outside after 3:30 p.m. Safety is always our top priority, so please understand we will contact proper agencies for any car rider students who are left alone past 3:30 p.m. to ensure the student's safety. If after-school pickup is a challenge for you, we have space in our Y-Care after-school program. You can sign-up for Y-Care online at [www.ymcamemphis.org](http://www.ymcamemphis.org).

If you have any additional questions or concerns, don't hesitate to contact School Administration. Thanks for your understanding and cooperation.

### **Please observe the following when picking up or dropping off your children:**

#### **South Entrance**

This is the drop-off location for car riders in the morning. There should be only **one lane of traffic** and students exiting vehicles must use the sidewalk and/or entry ramp/walkway. In the case of inclement weather or an emergency, await directions from the monitor before dropping off students. An alternate location may be given.

#### **Front Entrance**

AM - Bus riders must use the sidewalk (east to west) closest to the south entrance to enter the building each morning.

PM - The main entrance is for student pick-up. Please pull to the center area before allowing your child to get in the car. Students must follow the directions of the crosswalk monitors when crossing the school drive, entering vehicles, and crossing Quince.

#### **North Parking Lot**

This lot is for faculty only. Do not enter this parking area to pick-up or drop-off students.

## Attendance And Tardies

Students are to be ***in their homerooms at 8:15 am!*** Students are considered ***late to school after 8:20.*** Students who are late miss valuable instructional time as teaching and learning begin at 8:15 am. **It is imperative that the parents of transfer students be aware that continued tardies to school will jeopardize their child's transfer status.** Transfers will be revoked for students who do not arrive on a timely basis. The administration reserves the right to require a doctor's statement anytime excessive tardies are a result of a recurring illness.

*\* Tardy students must be signed in by a parent or relative over the age of 18. If no one is available to sign-in the tardy student, the student will report to ISS (In School Suspension) until properly signed in. Excessive tardiness (3-5 or more) will receive an Overnight Suspension (Parent Conference) which must be cleared the next school day.*

**NO EXCEPTIONS!**



*\* Students are considered absent if checked-in after 12:00 PM.*

If a student is continuously tardy to class, he/she may be referred to the office for more severe disciplinary action. "Hall sweeps" will be done randomly. Students caught in the halls without a proper hall pass may face disciplinary action.

## Absences

Board Policy states that students are expected to attend school each day that school is officially in session. Each day a child is absent, a note MUST be submitted to the main office giving the reason for the absence. The note should contain a daytime phone number of a parent or guardian. If the note is not submitted, the absence is counted as unexcused, and no make-up work will be accepted. Please note: Faxed notes of any kind will not be accepted. Baby-sitting or family vacations are not excused.

Absences will be excused for the following reasons:

- *Personal illness or hospitalization of student.*
- *Death or serious illness of the immediate family of the student.*
- *When the student is officially representing the school in a school-sponsored activity.*
- *Special and recognized religious holiday/event observed by persons of their faith.*
- *Legal court summons*
- *Any other unusual cause acceptable by the principal.*
- *One-day absence when the parent/guardian is deployed for military service and one-day absences when the parent/guardian returns from military service.*

### PLEASE NOTE

**\*\*\*After ten (10) absences, parents must bring a doctor's note for every absence thereafter. The 10 days do not have to be consecutive. The District may require a parent conference and/or physician verification to justify absences after the accumulation of 10 days during the year.\*\*\***

## Attendance Policy

- Students who have 3-5 tardies during the school year will receive an official conference request from the attendance office. If there is no reply from the parent/guardian, the student(s) will be suspended until the conference is held.
- Students who have 5+ tardies during the school year will be referred to a SART meeting (Student Attendance Review Team) to identify causes and to discuss further actions to be taken. If there is no reply from the parent/guardian, the student(s) will be referred to the Office of the District Attorney for further actions.
- Parent contact for students with **1 or 2 unexcused absences**
- Warning letter and conference for Students who have **3 unexcused absences**
- Attendance letter from the School District, Student Attendance Review Team (SART) meeting, and a Parent/Student Action Plan (PSAP) for students who have **5 unexcused absences**. If there is no reply from the parent, the District Attorney General and/or local law enforcement will be notified.
- Final letter from the District Attorney's Office and Student Attendance Review Board (SARB) meeting for student with **ten (10) or more unexcused absences**
- Students having **ten (10) consecutive absences** will be dropped from the school enrollment. At that time, the parent/guardian must complete the registration process again if enrollment at RMS is to continue.
- Students tardy to class or failure to attend three (3) or more times during the school year will be subject to disciplinary actions.
- If there is no reply to any of the above occurrences an "Official Warning" from the school/district will be issued.

## Checking In And Out Of School

**CHECKING IN** – Students reporting to school after (8:15 a.m.) must be cleared through the attendance office before reporting to class. These students will be considered tardy.

**CHECKING OUT** – Students checking out of school must submit a note to the office before homeroom. The parents' home and work phone numbers must be included on the note so that the office staff can make verification. Checking out is to be kept to a minimum during the school year. **Only parents/guardians listed on enrollment forms are allowed to check out students for any reason.** Be sure enrollment information in the main office is current.



### **STUDENTS CANNOT BE CHECKED OUT OVER THE PHONE.**

The office phone should be used for emergencies only. Students may not use the office phone unless it is clear to the office personnel that the student is in distress and needs to check out.

**\*Students will not be allowed to check out after 2:45 p.m.\***

### Withdrawals

If a student moves out of Ridgeway's district and must withdraw from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete necessary paperwork.

### Telephone And Address Changes

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. It is important that our records be kept up to date.



### Payments

Payments to the school may be made in **CASH or MONEY ORDER**. **PERSONAL CHECKS ARE NOT ACCEPTED**. The main office is not responsible for collecting payments of any kind. Payments must be given to the proper sponsor, coach, teacher, etc.

### School Hours

School hours are 8:15 a.m. - 3:15 p.m. Students will be allowed to enter the building at 7:55 a.m. **STUDENTS MUST BE IN THEIR HOMEROOMS BY 8:20 a.m. OR THEY WILL BE MARKED TARDY**. Students arriving after 8:15 a.m. must be accompanied by a parent or relative over the age of 18 to sign-in and then report to class with an admit.

Arrangements for the afternoon pickup must be made BEFORE a student comes to school. We prefer not to interrupt classes with instructions on how students are to get home. There will be a staggered dismissal beginning with bus riders. Car riders and walkers will be dismissed at 3:15. All **students should leave the campus at dismissal time or no later than 3:30 unless supervised by a teacher**. All students involved in after-school activities should be picked up promptly. THIS ALSO APPLIES TO STUDENTS SERVING DETENTION. A mandatory parent conference will be required for students with late pick-ups.

### Textbooks



Students are responsible for all textbooks/workbooks issued to them. It is the student's responsibility to assess the condition of the textbook at the beginning of the school year to determine the condition and to note any damage that is present at the time of its issue. After the textbook is issued, any textbook lost, stolen, or damaged is the responsibility of the student, and any monetary obligations must be met before the student receives his/her report card. Charges for minor damage, such as writing or overly abused covers, will be based on the degree of damage, not to exceed the cost of a lost book. The same rules apply for library books and school equipment issued to a student.

### Homework

Homework is a key component of learning. Just as an athlete must practice reaching excellence, so must we practice academic concepts to master and maintain our excellence. Students will receive an agenda book to record daily/weekly homework assignments. We expect parents to go over the assignments with your children each night. Homework is an important continuation of classroom learning.



### Make-Up Work

Make-up work is given only for excused absences. A student missing class for an excused reason is expected to make up work that he/she missed. **IT IS THE RESPONSIBILITY OF THE STUDENT TO INQUIRE ABOUT MISSED WORK**. A general rule of thumb is that a student with an excused absence be given three days to make up his/her work. This rule of thumb could not apply if the student has a large number of consecutive absences. In that case the teacher and student must agree on the length of time the student has to make up his/her work.

## School Uniform

### Ridgeway Middle School Uniform and Dress Code

#### The basic uniform is as follows:

- The basic uniform is tan, navy blue, or black pants, skirt, or shorts and white long sleeve or short sleeve shirt with a collar (polo style or dress style). Students are also allowed to navy blue or orange polo shirts. No pastel or neon colors allowed.
- Pants must be straight-legged or boot cut. Full-length pants, crop pants, cargo pants and straight-legged capri pants are permitted. Jeans and leggings are not permitted.
- Walking shorts are permitted. (Walking shorts are knee-length, straight-legged shorts.)
- Pants must fit at the waist and not be oversized or undersized (e.g., Baggy pants, sagging pants, tights, or pants made of spandex are prohibited.).
- Skirts and shorts must be at or below the knee.
- All male students must wear belts and shirts must be tucked in.
- Light-weight jackets and sweaters, worn throughout the day, must be navy blue, black, khaki, or white.
- Outerwear (e.g., a winter coat) must be stored in lockers upon arrival at school. (Confiscated jackets are expected to be picked up at the end of the school day.)

In addition, students may wear the following:

- Polo shirts may be school colors (navy blue or orange). No pastel or neon colors are allowed.
- Light weight sweaters or jackets worn indoors must be solid black, blue, white, or khaki. Light weight sweaters or jackets must be kept unzipped, unbuttoned, and untied during school hours.
- **Only apparel purchased at Ridgeway Middle School is allowed.**

In addition, students **are not** allowed to wear or display the following:

- **Manufactures' logos or brand names on the clothing. Nor can logos be pinned.**
- Head apparel (such as hoods, hats, scarves, bandanas, etc.) must not be worn inside the school building, except for religious or medical reasons.
- Gold fronts (grills)
- Autographed clothing
- Holes, rips, or tears in clothing
- Tattoos
- Body Piercings

The school administration reserves the right to determine whether the student's attire is within the limits of decency, modesty, and safety.

The following guidelines may be helpful to you:

1. Students are expected to come to school neat and clean (bodies, clothes, and hair).
2. Alcohol or tobacco advertising will not be permitted. Halter tops, tank tops, tops with string ties, exposed stomachs, net shirts, plunging necklines, and "see-through" tops are not acceptable.
3. Slacks are acceptable. Short shorts are not permitted. Stretch pants, "bike" shorts, "low rider" shorts or pants, or tight knit slacks or pants are not appropriate. Pants or shorts should cover underwear.

4. Skirts are expected to be KNEE LENGTH. Extremely long dresses or miniskirts are not appropriate for school. Clothing must be suitable to allow participation in physical education activities.
5. Comfortable shoes should be worn at all times with buckles or strings properly fastened. "Fad" shoes or high heels are not acceptable as they often cause safety problems. No "Flip-Flops" or house shoes are allowed. Tennis shoes are required for physical education. Sandals must cover heels.
6. Appropriate undergarments must be worn.
7. **Cuts, tears, patches, holes, etc. are not allowed in clothes/jeans when students participate in "no uniform" days.**
8. Hair should be cut and combed neatly. No rollers, clips, hairnets, or shower caps are permitted. Hats are for outside wear and are to be removed when entering the building unless there is a medical reason. If a student comes to school wearing inappropriate clothing, the parent may be called to bring appropriate attire while the child waits in ISS for the clothing.
9. No backpacks are allowed during the school day for any reason. Students are allowed to carry RMS drawstring bags during the day.

### Academic Recognition

Memphis Shelby County Schools has established uniform honor roll requirements for all students. The requirements are as follows:

Academic recognition is determined from the students' report cards and is set by the SCS Board of Education.

#### **Principal's List**

Academic Subjects	All A's
Conduct	E's, G's or S's



#### **Honor Roll**

Conduct	All A's and B's
	E's, Gs or S's

#### **Citizenship Honors**

Conduct	All E's
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### Grading Policy

Academic Grades are reported as follows:

90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Poor, but passing
Below 60	F	Failure
	I	Incomplete (No grade given. Grades must be made up within nine weeks or grade converts to an F.)

Conduct grades are reported as follows.

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### MYP Assessments

The aim of assessment in the MYP is to support student learning. Students are assessed at the end of a unit of learning, using **assessment criteria** which is set by the MYP. Each subject area has 4 assessment criteria to provide feedback on student learning in areas such as knowledge, communication, critical thinking and problem solving. The table below shows the different criteria used to assess each subject.

Each criterion is scored out of **8**. At the end of a period of grading, students will receive individual scores for each criterion as well as a score out of **7** for the subject area.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Language and Literature</b> (English Language Arts)	Analyzing	Organizing	Producing text	Using language
<b>Mathematics</b> (Math)	Knowing and understanding	Investigating patterns	Communicating	Applying mathematics in real-world contexts
<b>Individuals and Societies</b> (Social studies)	Knowing and understanding	Investigating	Communicating	Thinking critically
<b>Sciences</b> (Science)	Knowing and understanding	Inquiring and designing	Processing and evaluating	Reflecting on the impacts of science
<b>Arts</b> (Art, Vocal Music, Band)	Knowing and understanding	Developing skills	Thinking creatively	Responding
<b>Design</b> (Integrated in core subjects)	Inquiring and analyzing	Developing ideas	Creating the solution	Evaluating
<b>Physical and Health Education</b> (Physical Education, Health Sciences)	Knowing and understanding	Planning for performance	Applying and performing	Reflecting and improving on performance
<b>Language Acquisition</b> (Spanish)	Comprehending spoken and visual text	Comprehending written and visual text	Communicating	Using language

### What does a score out of 7 mean?

The table below shows the descriptors for each level with the equivalent letter grade achievement.

MYP Grade	Letter Grade	Descriptor
1	F	Produce work of very limited quality. Conveys many significant misunderstandings or lacks understanding of most concepts and contexts. Very rarely demonstrate critical or creative thinking. Very inflexible, rarely using knowledge or skills.
2	D	Produces work of limited quality. Expresses misunderstandings or significant gaps in understanding for many concepts and contexts. Infrequently demonstrates critical or creative thinking. General inflexible in the use of knowledge and skills, infrequently applying knowledge and skills.
3	C	Produces work of an acceptable quality. Communicates basic understanding of many concepts and contexts, with occasionally significant misunderstandings or gaps. Begins to demonstrate some basic critical and creative thinking. Is often inflexible in the use of knowledge and skills, requiring support even in familiar classroom situations.
4	B	Produces good-quality work. Communicates basic understanding of most concepts and contexts with few misunderstandings and minor gaps. Often demonstrates basic critical and creative thinking. Uses knowledge and skills with some flexibility in familiar classroom situations, but requires support in unfamiliar situations.
5		Produces generally high-quality work. Communicates secure understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication. Uses knowledge and skills in familiar classroom and real-world situations and, with support, in some unfamiliar real-world situations.
6	A	Produces high quality, occasionally innovative work. Communicates extensive understanding of concepts and contexts. Demonstrates critical and creative thinking, frequently with sophistication. Uses knowledge and skills in familiar and unfamiliar classroom and real-world situations, often with independence.
7		Produces high-quality, frequently innovative work. Communicates comprehensive, nuanced understanding of concepts and contexts. Consistently demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations.

### Community Project

An important part of the MYP is the MYP projects. At Ridgeway MS, we do the Community Project which is a requirement for Grade 8 students. Students can work independently or form small groups to investigate a need in the local community. As part of the project, students also develop a plan of action. They present their project to a group of students, teachers and parents.

### Perfect Attendance

Perfect Attendance recognition will be given to students who have maintained Perfect Attendance, without any absences, tardies, or early checkouts. In addition to Awards Ceremonies, Perfect Attendance recognition will be given each semester.



### Use Of The Library And Computer Labs

Students are allowed to use the library, classroom, and the computer lab to work on school related projects. Students found misusing internet access privileges will lose it. All students using school computers must have an Acceptable Use Agreement form signed by their parent or guardian and on file with each homeroom teacher. Students who vandalize or misuse the computers or any other equipment will be disciplined according to the Shelby County Schools Board policy.

### Lockers

Students may go to their locker only during the assigned times. Going to a locker is not an approved excuse for being late to class. Students are required to rent a locker at a cost of \$5.00. **Sharing lockers is prohibited.** Lockers are the property of Ridgeway Middle and are subject to inspection by authorized personnel at any time. No personal lock may be used.

### Cafeteria Regulations And Conduct

It is the goal of the administration to create an atmosphere in the cafeteria that is clean, orderly, and inviting for students. We encourage students to practice self-control and respect the privileges that they are given.



Students are not allowed to bring **candy, gum, potato chips, or other "junk" food** to school. The one exception to this rule is that a student who brings a lunch from home may include snacks as part of the lunch. Food may **NOT** be taken out of the cafeteria. **Please talk to your child about manners and behavior in the cafeteria.** Students are expected to act like young ladies and gentlemen while in the cafeteria. We always expect students to use good manners. The administration and teachers will monitor and supervise the cafeteria during lunch. Students are to follow directions **without question and without hesitation.** If the cafeteria gets too loud during lunch, talking will be prohibited until order is well established. **"Silent lunch"** may last a short period or for the entire lunch period, depending on how cooperatively and responsibly students respond. Students who do not adhere to cafeteria expectations may be isolated from their peers. **All scheduled lunches will observe 5 minutes of silence before dismissing to their next class.**

### School Meals

Breakfast and lunch are served each day at no cost to the students. Students are responsible for entering their lunch I.D. number during lunch in the cafeteria.



### Medicine

If under exceptional circumstances a student is required to receive medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the Principal's designee will administer the medication in compliance with the regulations that follow:

Written instructions will be signed by the parent/legal guardian and will include, student's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, termination date for administering the medication, and name and phone number of student's physician. The signed instruction form will be kept on file at the school.

*All medication **MUST** be brought to the office by the parent/guardian.*

All medication must be in its original container, whether prescription or nonprescription, and be clearly marked with student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name, and pharmacy address and phone number. Over the counter medication must be in the original container with ingredients listed and child's name affixed to the container.

The **parent/guardian must also complete an Authorization for Medication During School Hours** form requesting that the school administer the medication. Forms are available in the school office. The student is responsible for coming to the office at the appropriate time and taking the medicine in the office. *Please note that medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime.* Approved possession of a student's own prescription medication during the school day is limited to life threatening conditions (e.g., asthma medications and epi-pens for severe allergic reactions). Selling and/or giving away one's prescription medication will result in a suspension or possibly an expulsion. Prescription medications are only appropriate for the person to whom the doctor issued the prescription.

### Discipline

Good discipline within a school is necessary to insure a proper learning environment. **It is the responsibility of parents, the Board of Education, the administrative staff, and school personnel to take the measures necessary to provide the proper atmosphere for the instruction of students.** Developing citizenship is one of the major functions of education. The faculty and staff are charged with the responsibility of using any board policies or procedures necessary to provide an atmosphere for learning.



One of the most important lessons that education teaches is discipline. While discipline does not appear as a subject, it underlies the whole educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Therefore, it is the responsibility of each student to operate as a responsible citizen. Shelby County Schools establishes the policies governing student conduct. These policies are upheld by the administration and faculty of Ridgeway Middle School.

### Discipline Plan

- 1<sup>st</sup> Infraction – Verbal warning, noted on clipboard/in Class Dojo by teacher
- 2<sup>nd</sup> Infraction – Reflective essay, lunch time detention, after school detention, or conference
- 3<sup>rd</sup> Infraction – Phone call home and parent/teacher conference
- 4<sup>th</sup> Infraction – Office referral/behavior contract

The following types of behavior will result in consequences that range from conferences, in-school suspension, isolation, loss of privileges, detention, community service, home suspension, or expulsion dependent upon the severity and/or continuation of Code of Conduct violations. **Cases of certain criminal conduct, including alleged assault and possession of drugs or weapons, must be reported to law enforcement. Other violations of the Student Code of Conduct may be reported to law enforcement consistent with applicable SCS Policies**

- Fighting, disruption, or interference with curricular or extracurricular activities.
- Damage or destruction of school or personal property.
- Assault on school employees, students, or other persons.
- Possession or use of narcotics, alcoholic beverages, and other dangerous drugs.
- Stealing of school or private property.
- Violation of attendance expectations and regulations.
- Being insubordinate or showing disrespect toward a school employee, student, or guest of the school.
- Inappropriate display of affection while on school premises, while in the custody and control of the school, or in the course of a school related activity.

- Engaging in any act, which intimidates, threatens, degrades or disgraces a fellow student, visitor, administrator, or member of the school staff by gestures (written or verbal means).
- Using any form of profanity, written or verbal.
- Skipping or cutting class, **which is defined as not being in the assigned place at the appropriate time.**
- **Possession of weapons (real or look alike) and alcohol or other drugs is strictly prohibited.**
- Bullying

Enrollment transfers may be revoked if continuous misbehavior occurs. Students and their parents/guardians who believe they have been discriminated against have the right to seek corrective action. Reports of such incidents must be submitted in writing to the **PRINCIPAL**. If necessary, the route of appeal is Student Services.

### **Fighting**

Fighting will not be tolerated for any reason. Ridgeway Middle School will be a ***“Fight-Free School,”*** which means everyone will work together to create an atmosphere where no fights or verbal put-downs will be tolerated. The Fight-Free School mission is, ***“To teach the youth of today, the future leaders of our nation, appropriate interpersonal behavior skills. The focus is to provide an improved school environment which will enhance the learning process and allow our children the optimum advantage to excel in their academic careers.”*** We want our students to choose to solve problems intelligently, instead of choosing to fight. We must exercise every option to work out our differences and solve all problems nonviolently. Administrators and/or teachers should be informed of possible conflicts which are to be solved through discussion rather than physical contact. At times it is difficult to tell the difference between "playing" and fighting. Many fights start as playing. All too often, such play causes someone to get hurt; tempers flare and a real fight results. If two or more people are involved in a fight, all will be given a Home Suspension/Expulsion, or **MPD may transport those involved to Juvenile Court.**

### **School-Wide Expectations**

## **BE Respectful BE Responsible BE Wise**



Adhere to the RT12-B School-Wide Discipline Plan. The school expectations were developed by the RT12-B School Team to provide an environment conducive to learning. It is our responsibility to provide an environment that is safe, secure, and orderly. The following additional expectations have been established to ensure this particular goal and will be consistently enforced throughout the school.

- Keep hands, feet, objects, and negative comments to yourself.
- Respect ALL adults in the building and use appropriate language.
- Maintain positive interactions with adults and peers.
- Eating and drinking are allowed only in the cafeteria; gum chewing is prohibited.
- Adhere to Shelby County Schools dress code policy.

If expectations are disregarded, appropriate disciplinary action will result. The following actions are considered when school and/or classroom expectations are not followed.

- Verbal warning
- Reinforce, Remind, Redirect
- Review Compact and Code-of-Conduct
- Conference with students
- Loss of privilege
- Community Service

- Isolation
- Reflection essay
- Phone call to parent
- Guidance counselor support
- Implement strategies from the Behavior Intervention Manual (BIM)
- Mandatory parent conference with teachers or an administrator
- In-School Suspension (ISS)
- Detention
- Home Suspension
- Expulsion

### **Counseling Department**

Counseling Department hours to meet with parents will be:

- 8:30-9:30a.m. & 1:30-2:30p.m. except Wednesday mornings
- SART Meetings will be held on Wednesday mornings (Chronic Absences)

Any paperwork needed from the Counseling Department will require at 48-hour turnaround to receive back:

- Make-up Classwork/Homework
- Medical Documentation (If teacher feedback is required, it will be 1-week turnaround.)
- Letter of Recommendation

### **Zero Tolerance Policy**

The "Zero Tolerance" Policy, as outlined by the district, specifies infractions of the school expectations as cause for mandatory expulsion. Some of the infractions are listed below:

- Assault/battery
- Possession of a dangerous weapon (knife, gun, razor, etc.)
- Possession of or the involvement in the consumption or selling of drugs
- Possession of or consumption of alcohol
- Threatening or striking a teacher or administrator
- Gang activity
- Serious threats against a student
- Conduct deemed as sexual harassment or sexually explicit
- Under the influence of a controlled substance.



\*Any student that has an OSS or 3 days of ISS for the 20-day attendance period will be placed on the RESET LIST until the next 20-day period. Students identified by their teacher via Class Dojo (negative points) and/or for disciplinary referrals will also be added to the RESET LIST. Students on the RESET LIST are not allowed to participate in extracurricular activities (i.e. events, dances, sports, field trips, etc.). Students on sports teams will be placed on a probationary status until the next 20-day period when behavior improves.

## In-School Suspension

The purpose of In-School Suspension at Ridgeway Middle is to improve the school's environment by implementing a behavior modification program.

The goals of the program are to:

1. Provide an alternative to home suspension as a means of disciplinary action for inappropriate student behavior.
2. Deliver uninterrupted instruction to students in a safe, rigidly structured environment.
3. Curtail absenteeism that results from suspensions.
4. Modify inappropriate behavior and return the student to their regular classroom environment.

Students can only be referred to ISS by the administrative team. A student is usually assigned In-School Suspension for a minimum of two days. Students are expected to report to the ISS room at 8:30 a.m. with all needed supplies ready to work. The ISS program begins at 8:30 and ends at 3:15. Students are not allowed to talk or sleep. All assignments given by the regular classroom teacher must be completed. Credit will be given for regular classroom work completed in ISS daily. The students will be counted present in their classes. The student may not participate in, or attend, any school activities including assemblies, field trips, or awards programs while assigned to the ISS program. Students who are home suspended while in In-School Suspension will have to return to In-School Suspension and serve missed time when they return.

## Suspensions And Expulsions

An administrator may issue a Home or Extended-Day Suspension when deemed necessary. Home Suspensions may be issued from one (1) to ten (10) days. Four (4) to ten (10) day suspensions may be appealed. Expulsions are issued by an administrator at the school but must be reviewed by Student Services. Student Services will notify parents/guardians of the date and time for a discipline hearing at the school. No student will be readmitted into school after an expulsion without a conference with the student's parent or guardian.

A Home Suspension or Expulsion is generally used as part of a progressive comprehensive plan of discipline. However, at times it is necessary to issue a suspension on the first offense. Examples of these offenses would be:

- Possession of Tobacco
- Truancy
- Using violence, force, coercion, threats, intimidation, fear, harassment, bullying, or urging other students to engage in such conduct
- Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's property
- Involvement in activities associated with gangs or any unapproved clubs, by displaying related symbols or paraphernalia or participating in the recruitment or initiation activities
- Cursing or use of profane language directed toward other students
- Fighting between students, gang fights, or fights in which one or more students assault another student, or students threatening to strike school personnel
- Engaging in immoral, obscene, indecent and/or offensive behavior, language, gestures, pictures, writing, or propositions
- Stalking another student or teacher in the school
- Being insubordinate or disrespectful to school personnel, including cursing or using profane language

In addition to issuing a suspension, the appropriate law enforcement officials will be notified if any laws are broken. The student will not be permitted on campus or any SCS property until the suspension has been cleared.

Students are the responsibility of the school during the times listed below and will be disciplined when behavior infractions occur:

- At all school-sponsored activities and events
- On school grounds before, during, or after school hours and at any other time when the school is being used by a school group
- Off school grounds at a school activity, function, or event; or in a capacity of representing the school
- Some cases involving traveling to or from school, a school activity, or a school related event
- Anywhere, if the conduct involves intimidation of staff member, an interference with school personnel or an education function.

### Vandalism

Vandalism of any kind will not be tolerated in the school. Students found guilty of vandalism will be issued a suspension on the first offense. Cash rewards will be paid to students who provide information to the apprehension of any student guilty of vandalism.

### Sexual Harassment

Any incidents of sexual harassment that occur in the school should be reported to administration immediately. Examples of sexual harassment include but are not limited to:

- Unwelcomed sexual flirtation or sexual propositions
- Offensive jokes, drawings, cartoons, graffiti, pictures, or gestures
- Making graphic comments about a person's body
- Sexually insulting remarks about race, gender, socio-economic class, disability, or sexual orientation
- Spreading sexual rumors
- Cornering/blocking normal movements, threatening or stalking behavior
- Unwelcomed person-to-person contact including bumping and/or rubbing against a person
- Viewing and/or sending electronic messages and pictures that are sexual in nature
- Sexually exposing oneself
- Sexual battery: making contact in sexual private areas
- Rape

All students have the right to learn in an environment free of discrimination, which encompasses freedom from student-to-student harassment. Therefore, Shelby County Schools will not tolerate sexual harassment in any form.

***Graduated disciplinary actions up to and including expulsion will be taken against any student who violates this policy. Any retaliation taken against the complainant is illegal.***

### Classes/Restroom Breaks

Students should report to all assigned classes each day. Students are not allowed to report to an unassigned teacher/class without permission. Not only is there a possibility the student will be reported absent for the class, but it is also a safety issue.

Students will change classes as a group accompanied by their teacher. Students will exchange classes in a single file line always staying to the right side of the hallway. They are expected to do this in a non-disruptive manner. Running, scuffling, playing, and loud talking will not be tolerated. Parents of students who misbehave or are chronically late to class may be asked to assist in teaching appropriate behavior choices.



### Hall Passes

Students are **NOT** permitted in the hall during class periods unless they are accompanied by a teacher or have a hall pass. All hall passes should be filled out correctly stating name, destination, date and time. A hall pass is issued to only one student at a time. **No hall passes will be issued during the first and last ten minutes of each class.**

### Assemblies

Students are expected to conduct themselves in an orderly and courteous manner during each program. Applause should be generous when appropriate. Whistling, stamping of feet, shouting aloud, booing, and constantly talking will not be tolerated. Students who misbehave during assemblies will be disciplined, which may include not being allowed to participate in current and/or future assemblies.

### Bus Rules

Shelby County Schools provides bus transportation for eligible students. It is a matter of life and death that students conduct themselves in an orderly fashion both at the bus stops and on the buses. **Students will be issued one bus pass and the replacement fee for a lost pass is \$2.00.** Students will be required to sign a bus rules form. If a student violates those rules, the parent will be notified. If a student continues to violate the bus rules, ***the student may lose the privilege of riding the bus.*** Behavior at the bus stop falls under the same rules as behavior on the bus. Students must ride the bus they have been assigned and no other. Bus attendance will be taken daily.



**The bus driver is considered a member of the faculty and the driver's instructions are to be followed without hesitation. Administration and the driver have the authority to assign seats on the bus as necessary.**

**Students who accumulate 3 bus referrals will be suspended from riding the bus for the period of time indicated by an administrator. During this specified time, student transportation will be the responsibility of the parent/guardian.**

### Unnecessary Items

Some things are best left at home. They may be a source of disruption to instruction, may cause a disturbance among students, or need extra security because of the value of the item. All electronic devices and cameras are not allowed. Such items brought to school may be confiscated by the main office and kept until a parent comes to school to pick up the item the same day after 1 p.m.

## **REFER TO THE SHELBY COUNTY SCHOOLS HANDBOOK**

### **ABOUT CELL PHONES**

Use of electronic devices (cell phones, headphones, ear buds, etc.) is not permitted during morning entry. Cell phones must be stored in a locker during school hours. Lockers can be rented from homeroom teachers for \$5.00 each. Students are not allowed to share lockers.

### **Lost And Found**

All items lost should be submitted to the main office. Students should check with the office if they have lost an item. The school does not accept responsibility for lost or stolen items. It is important to note that most lost items are first reported to us as stolen. Please allow us time to investigate before concluding items are stolen. Each student must take responsibility for personal items in all classes and in the gym. This will prevent theft problems. Students should not bring large amounts of money with them to school, expensive electronic devices, jewelry, etc. These items may theft targets.

### Field Trips

The purpose of field trips is to enhance the curriculum and reward good conduct. We utilize transportation approved by Shelby County Schools and do not ask parents to drive their personal vehicles. We always need parents to accompany us to aid the teachers with supervision. **Background check approval of all parent/guardian chaperones must be on file in the assistant principal's office prior to departure.** The cost for parents varies from trip to trip. Some activities may require parents to pay the full admission fee. Students attending any field trip sponsored by the school must submit a signed permission form before participating in the activity. **Telephone calls for field trip permission will not be accepted.**



### Emergency Dismissal

Parents and students should have a plan in case of early dismissal due to inclement weather. Please listen for alerts from the local media regarding school closing on days when threatening weather exists. Students will be released to parents/guardians listed on registration forms only.



### Disaster, Fire, And Severe Weather Drills

Drills are held at scheduled and unscheduled times throughout the year. These drills are necessary for the safety of the students, staff, and faculty. Becoming knowledgeable of drill procedures will help minimize emergency situations. Teachers inform the students of procedures for evacuation and post evacuation procedures in the class according to the Emergency Management Plan. Everyone should know the specific directions for reaching a point of safety from all areas of the school building. During the drills students and personnel are expected to conduct themselves in an orderly manner. Becoming knowledgeable of drill procedures will help minimize emergency situations.

### Metal Detection And Searches

The administration will carry out metal detector searches daily. Students are to cooperate with the searches and make no effort to delay or avoid the search. Students who refuse to produce objects identified by metal detectors will be suspended. Items confiscated will be submitted to the main office and recorded. Parents may retrieve confiscated items that can be returned by contacting the office. **Lockers and other storage areas, containers, and packages brought into school by students or visitors are subject to search by authorized personnel. PLEASE NOTE: THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ANY ITEM CONFISCATED BY SCHOOL PERSONNEL WHICH IS KEPT OVERNIGHT.**

### Shelby County Schools

Race, Color, Religion, Sex, National Origin -Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in 111 programs and activities. The primary focus is services to students. Title VI also covers employment practices.

Title IX of the Education Amendments of 1972 prohibits discrimination in educational programs or activities on the basis of sex. This applies to employment practices and to student admission, assignment and treatment. Sexual harassment is covered under Title IX as well as under Title VII of the 1964 Civil Rights Act, as amended.

### Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disability in student admission, treatment, or in access to programs and activities. Section 504 includes building accessibility. It also prohibits employment discrimination in any program or activity on the basis of a disability. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardships. Accessibility to buildings, transportation and services is mandated.

Requests, complaints or grievances concerning discrimination covered by these laws are to be submitted in writing. Students First level of request/compliance/grievance is to the principal of the school. If there is no resolution or if the problem/complaint is with the principal, then proceed to the Director of Student Services.

**Ridgeway Middle School invites parents and community members to become active participants in the education of students and success of our school. Our open-door policy and school-wide Title I program provides numerous opportunities for volunteers to assist students in all subject areas.**



### **Memphis Shelby County Schools Important Dates**

The calendar includes two semesters. The first semester begins August 8 and ends December 16. The second semester begins January 2 and ends May 26.

<u><b>First Semester</b></u>		<u><b>Second Semester</b></u>	
<b>August 8</b>	<b>1<sup>st</sup> Day of School</b>	January 1	Winter Break
September 5	Labor Day	January 2	Classes Resume
September 8	Parent Conferences	January 16	M. L. King Day
October 10– 14	Fall Break	February 16	Parent Conferences
November 11	Veteran’s Day	March 13 – 17	Spring Break
November 21-25	Thanksgiving Break	April 7	Spring Break II
December 19-30	Winter Break	May 26	Last Day of School



- Imagine a school where students can walk in the building with smiles on their faces and are greeted by loving adults who not only care about them as students but who also have a personal vested interest in their well-being.
- Imagine a school where students have opportunities that are filled with meaningful activities and a plethora of cultural experiences.
- Imagine a school where students understand that positive behavior is a responsibility as well as an expectation. Imagine such a school.
- Imagine a school where teachers truly believe in every child, every day, college bound.
- Imagine a school where the rigor and delivery of instruction and interactions with students are such that students understand that if they choose to pursue college, whether on an academic or technical path, they can feel confident knowing that they have truly been prepared.
- Imagine a school where students can rest assured knowing that the basic level of knowledge has not only been attained, but also reaches far beyond what is considered standard. Imagine such a school.
- Imagine a school where parents and teachers have a working relationship, parents are involved in the education of their children, and students understand that the teacher is fully supported by the parent and/or guardian.
- Imagine a school where the students are involved in student organizations and have school pride that it is a natural inclination for them to want to represent their school with excellence.

IMAGINE

**RIDGEWAY MIDDLE SCHOOL!!**