

**RIDGEVIEW MIDDLE SCHOOL
FAMILY & STUDENT HANDBOOK
2022-2023**

**Natalie M. James
Principal**

**Devin E. Reese
Assistant Principal**

HOME of the RAIDERS!

MOTTO: COMMITTED TO EXCELLENCE

School Colors: Black and Gold

SCHOOL WEBSITE:
www.ccsok.us/ridgeviewms



This Student Handbook Belongs to:

Mission:

*To ensure that each student
is motivated and highly
educated,
prepared for leadership and
service and empowered for
success as a citizen in a
global society.*

**4241 RUDY ROAD
COLUMBUS, OHIO 43214
614-365-5506**

A MESSAGE FROM THE PRINCIPAL

Welcome to Ridgeview Middle School, a school that is committed to excellence. The faculty and staff are excited about sharing this school year with you! The mission of Ridgeview Middle School is we exist to create an environment where students are educated through a lens of culturally responsive teaching, mindfulness, and the use of high-quality student data. Collectively we aim to advocate, challenge, and support student growth in all areas of development. All parents, students and staff members are expected to be active participants in helping to fulfill this mission. Please begin this process by reading and discussing all aspects of this handbook with your child. If you have any questions please feel free to call the school. Thank you in advance for your support in helping to create a successful school year for your child. Together we will be committed to excellence.

Sincerely,

Natalie M. James Principal

RIDGEVIEW MIDDLE SCHOOL- VISION STATEMENT

Each student at Ridgeview Middle School will show a year's worth of growth or more in reading and math as measured by District and /or state assessments by the end of each school year.

SCHOOL HOURS

The school day is from 7:30 a.m.–2:30 p.m. Classes will begin promptly at 7:30 a.m. All students are expected to be on time. Students may enter the building at 7:15 a.m. and will be expected to go eat in the cafeteria or straight to the auditorium. All students are expected to leave the building at 2:30 p.m. unless they are involved in a teacher supervised activity.

IMPORTANT DATES

Aug. 24 (W)	First Day for Students
Oct. 14 (F)	Professional Development Day/Students Not in Attendance
Oct. 25 (T)	End of Quarter 1
Oct. 26 (W)	Records Day/ Students Not in Attendance
Nov. 8 (T)	Professional Development Day/ Students Not in Attendance
Nov. 21-25 (M-F)	Autumn Break/ No School
Dec. 20 (F)	30-Minute Early Release
Dec. 21-Jan. 3 (M-F)	All Schools Closed/Winter Break
Jan. 13 (F)	End of Quarter 2
Jan. 16 (M)	All Schools Closed/Martin Luther King Jr. Day
Jan. 17 (T)	Professional Development Day/ Students Not in Attendance
Jan. 18 (W)	Records Day/ Students Not in Attendance
Feb. 1 (W)	Professional Development Day/Students Not in Attendance
Feb. 20 (M)	All Schools Closed\Comp Day Parent Teacher Conference
Mar. 24 (F)	End of Quarter 3
Mar. 29 (W)	Records Day/Students Not in Attendance

Apr. 6 (Th)	30-Minute Early Release
Apr. 7-14 (F-F)	All Schools Closed/Spring Break
May 29 (M)	All Schools Closed/Memorial Day
June 1 (Th)	Last Day for Students
June 2 (F)	Records Day- Last Day for Staff

ABSENCES AND TARDIES

All students are expected to be at school every day on time. Students will be counted tardy after 7:30 a.m. Students who arrive after 7:30 a.m. must report to the office to receive a tardy permit to class. If a student is to be absent from school, the parent/guardian is expected to call the school before 9:30 a.m. to report the absence. A note from the parent/guardian explaining the absence is required when the student returns to school. Students will be excused for an absence only for the following reasons: "personal illness or quarantine, illness or death in the immediate household, emergencies or any other occurrences or situations which, in the judgment of the superintendent or designee, may necessitate absence from school for good or sufficient cause, religious holiday, medical or dental appointment and college visitation". Habitual excused or unexcused absences or tardiness will result in a referral to the school social worker. Students who have 10% or more unexcused absences may fail a course or grade. Students are also expected to arrive to school on time. Teachers will address tardiness to class. Repeated tardiness to class will result in disciplinary actions. **All student attendance guidelines as defined in House Bill 410 are followed at Ridgeview.**

BELL SCHEDULE

7:15 a.m.	Students Admitted Into the Building
7:30-7:40 a.m.	HR
7:40-8:28 a.m.	1 st Period
8:31-9:19 a.m.	2 nd Period
9:22-10:10 a.m.	3 rd Period
10:13-11:01 a.m.	4 th Period
11:05-11:53 a.m.	5 th Period
11:57-12:45 p.m.	6 th Period
12:49-1:38 p.m.	7 th Period
1:41-2:30 p.m.	8 th Period

CORRECTIVE/DISCIPLINARY ACTIONS

All expectations outlined in the **Columbus City Schools (CCS) Guide to Student Success and the Ridgeview Middle School Family and Student Handbook** are expected to be followed. All expectations are developed to maintain a safe and organized learning environment. The administration reserves the right to modify expectations as needed to maintain a positive learning environment. The Board and Ridgeview will have zero tolerance for violent, disruptive and inappropriate behaviors. Violations will result in disciplinary actions to correct and discourage misbehavior. Disciplinary actions include but are not limited to: verbal warnings/reprimands, parent/guardian notification, detentions (lunch and/or after school), loss of privileges/participation, parent conference, PEAK, out of school suspension, and recommendation for alternate school placement or expulsion.

CAFETERIA REGULATIONS

Breakfast and lunch is free for all students. The cafeteria procedures are as follows and are to be followed **at all times**:

1. Three students per table.
2. The first five minutes of each lunch period are quiet.
3. When a teacher raises their hand or at the sound of the whistle, all talking will stop.
4. Teachers will dismiss tables to enter the lunch line.

5. Students may go through the line **once**.
6. When you finish eating, raise your hand, and a staff member on duty **will bring** the trash can to you.
7. Roaming around and/or visiting tables in the cafeteria is not permitted.
8. Cutting in line is not permitted.
9. Do not throw food, paper, or other items.
10. Loud noise is not permitted.
11. All food and beverages must be consumed in the cafeteria.
12. The cafeteria staff will wipe off each table.
13. Gum **is not** permitted in the cafeteria.
14. Students may not leave the cafeteria without permission.
15. Students must eat during their assigned lunch period and section.

SCHOOL BUS REGULATIONS

Student and driver safety are the top priority during the school bus route. Parents are responsible for any damage or markings on the bus by the student. **Distractions to the bus driver and failure to comply with the following rules may result in disciplinary action and the student losing the privilege of riding the school bus.**

1. Arrive at your bus stop at least 5 minutes before the assigned bus time.
2. Ride your assigned bus; enter and exit at your assigned stops.
3. Follow the bus driver's instructions and remain in your assigned seat.
4. Excessive noise, profanity, spitting or throwing objects on/out of the bus and fighting are not permitted.
5. All body parts and objects must remain inside the bus.
6. Observe the rules for crossing streets when exiting from the bus.
7. Weapons, smoking, eating, drinking, or littering on the bus is prohibited.

PBIS BEHAVIOR EXPECTATIONS

Ridgeview has three behavior expectations for students. Students are expected to be **RESPONSIBLE**, be a **MEMBER**, and be **SAFE** at all times. The following chart outlines general **RMS** expectations by areas.

	Be RESPONSIBLE	Be a MEMBER	Be SAFE
In the HALL	<ul style="list-style-type: none"> • Move in the right direction, go to assigned areas • Be out of the halls, in assigned area before the bell rings • Use appropriate language • Keep cell phones and other electronics off and put away 	<ul style="list-style-type: none"> • Keep hallways and locker areas clean, pick up after self and Others • Help others • Talk quietly and be considerate of classes in progress • Follow the directions of staff at all times 	<ul style="list-style-type: none"> • Walk at all times • Keep hands, feet and objects to self • Resolve conflicts nonviolently and with maturity
In the CLASSROOM	<ul style="list-style-type: none"> • Be on time and attend every day • Come with supplies, including your Chromebook and homework everyday • Use time wisely and complete and turn in all assignments • Keep cell phones and electronics off and put away 	<ul style="list-style-type: none"> • Respect everyone, appreciate differences and help one another • Participate, raise your hand and ask questions • Follow teacher's rules and expectations • Respect the materials of the classroom 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self and out of aisles • Sit up in seats and push chairs under when you move • Resolve conflicts nonviolently and with maturity

**In the
RESTROOM**

- Come with a pass
 - Use the closest restroom at appropriate times
 - Use time wisely, go back to class or assigned area when finished
 - Keep cell phones and electronics off and put away
- FLUSH the toilet
 - Clean up after yourself and put trash and other items in appropriate containers
 - Respect others' privacy
 - Use only what you need and conserve paper and water
- Wash your hands
 - Report problems to the office and help keep area clean
 - Keep hands, feet and objects to self
 - Resolve conflicts nonviolently and with maturity

**In the
CAFETERIA**

- Come prepared with lunch or your lunch number
 - Enter quietly, sit in your assigned seat and sit 3 people per table
 - Leave with a pass, use pass appropriately and return within the specified time frame
 - Keep cell phones and electronics off and put away
- At the signal stop talking
 - Eat your own food
 - Do not share food or drinks
 - Respect everyone and help one another
 - Clean up after yourself, throw trash in the trash can when prompted
 - Talk quietly and wait patiently to be dismissed
 - Follow the directions of staff at all times
- Use hand sanitizer
 - Walk at all times
 - Keep hands, feet and objects to yourself and out of aisles
 - Remain seated until dismissed
 - Push chairs under
 - Resolve conflicts nonviolently and with maturity

**In the
AUDITORIUM**

- Enter quietly
 - Sit in assigned seat
 - Show maturity
 - Be a good representative of the school
 - Keep cell phones and electronics off and put away
- Listen quietly
 - Applaud others' efforts
 - Respect everyone, appreciate differences, help one another
 - Follow the rules, requests and expectations of all staff and presenters
- Use only the aisles and walkways to get to a seat
 - Sit up in seats
 - Keep hands, feet and objects to self
 - Resolve conflicts nonviolently and with maturity

On the BUS

- Arrive 5 minutes early
 - Enter/exit at your assigned stop and ride your assigned bus
 - Come with all necessary items
 - Keep up with all of your belongings
 - Keep cell phones and electronics off and put away
- Share space respectfully
 - Follow the rules, requests and expectations of the Driver and Assistants
 - Talk quietly and use appropriate language
 - Stay in your assigned seat
- Keep hands, feet and objects to self, out of aisles, windows and other seats
 - Be quiet at railroad crossing
 - Sit up appropriately in assigned seat
 - Resolve conflicts nonviolently and with maturity
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	Be RESPONSIBLE	Be a MEMBER	Be SAFE
At RECESS	<ul style="list-style-type: none"> • Be on time • Dress appropriately for weather conditions in accordance with dress code • Leave with a pass, use pass appropriately and return within the specified time frame • Stop play, and return equipment respectfully when the whistle is blown • Keep cell phones and electronics off and put away 	<ul style="list-style-type: none"> • Make new friends • Use and return equipment appropriately • Respect everyone, appreciate differences and help one another • Follow the directions of staff at all times • Line up quickly and orderly • Enter the building quietly and be considerate of classes in progress 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Play safely and respectfully • Stay in assigned areas • Be mindful of and report problems and unsafe conditions i.e. mud, puddles, cracks, etc. • Report problems to an adult • Resolve conflicts nonviolently and with maturity
At ENTRY and DISMISSAL	<ul style="list-style-type: none"> • Arrive at 7:15 am • Enter/dismiss with necessary supplies including your Chromebook and homework assignments • Go directly to assigned homeroom • Keep cell phones and electronics off and put away 	<ul style="list-style-type: none"> • Enter/Dismiss quickly and orderly • Wait patiently for buses • Follow the rules, requests and expectations of all staff 	<ul style="list-style-type: none"> • Walk only on sidewalks • Watch out for cars and buses • Be mindful of and report problems and unsafe conditions, i.e. mud, puddles, cracks, etc. • Resolve conflicts nonviolently and in a mature manner
Against Bullying	<ul style="list-style-type: none"> • Understand and think about what you are saying to others • Be responsible for yourself and your actions • Don't engage in name-calling, gossip or spreading rumors 	<ul style="list-style-type: none"> • If you think someone could use a friend, Be ONE! • Respect everyone, differences and all • Stand up for fellow classmates; don't allow yourself to be a bystander 	<ul style="list-style-type: none"> • Keep your hands to yourself, no play fighting or engaging in inappropriate behavior • If you see a bully, report it to a staff member

TELEPHONE USE

Cell phones are to be kept off and put away at all times unless they are being utilized for instructional purposes or if a student has been given permission to use it by a given staff member. Cell phones that are not kept in the off position and out of sight will be confiscated by a teacher or administrator. If a phone is confiscated, a parent or guardian of the student will need to come to the office to pick up the cell phone. Repeat offenders will be subjected to disciplinary action. Students will be permitted to use the office telephone for emergency situations, as determined by the school staff. Arrangements to attend and/or participate in field trips and activities are to be made prior to coming to school. Such situations will not be considered an emergency.

ELECTRONIC DEVICES

In accordance with **Board Policy**, students shall be permitted to bring their own electronic devices (i.e., laptops, tablets, mobile phones, cameras, and MP3/CD players) to school in anticipation of **instructional uses, only**. At Ridgeview, all electronic devices must remain in the off position and out of sight unless a staff member has given said student permission to utilize the device. **Electronic devices will be confiscated by a teacher or administrator for misuse**. If an electronic device is confiscated, a parent or guardian of the student will need to come to the office to pick up the electronic device. Repeat offenders will be subjected to disciplinary action. **The Ridgeview staff is not responsible for lost, misplaced, broken or stolen electronic devices. Students are responsible for any electronic device that they bring into the building.** The use of electronic devices to cyberbully is not acceptable and will not be tolerated at Ridgeview Middle School.

HALL PASSES

Students are not to be in the hall without a pass. Students will be issued the standard **RMS Disposable Hall Pass** by a member of the staff. The pass is to be filled out completely including date, time, and the teacher's signature. Misuse of a hall pass by a given student will result in limited and/or non-use of hall passes in the future. At Ridgeview we have implemented the **10/10 Rule**. Passes are not given the first ten minutes or the last ten minutes of a period unless for emergency purposes.

DRESS CODE POLICY

The school and CCS dress codes are intended to prevent disruption to the educational process. This policy is also intended to promote a positive school and classroom atmosphere, enhance decorum, eliminate disturbances and minimize distractions to students and staff. All clothing and accessories shall be within the bounds of decency and good taste and appropriate for school. Clothing shall be sufficient to conceal undergarments at all times. **The principal shall have the authority to further define dress code requirements for their individual school.** All students shall abide by the following dress code:

- **All clothing** must be sized appropriately and may not be tight, form fitting or oversized. No sleepwear or see through clothing is permitted. All clothing and accessories shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, or use or glorification of drugs, sex, tobacco, alcohol or violence.
- **Dresses, shorts and skirts** shall be within the bounds of decency and good taste and not shorter than mid-thigh, defined as 4" above the knee, and must have no writing across the seat area.
- **Pants and shorts** are to be free of tears or holes and no bigger than 1" larger than the correctly measured student waist size and must be worn at the student's natural waist line. Pants cannot be gathered or drawn together at the waist or ankle. Pant length should not touch or drag on the ground. Shorts must be hemmed and straight legged. **Athletic shorts are not permitted unless during physical education class or activity.** **Sagging will not be permitted.** A belt, strap or zip tie should be worn the entire school day if needed for pants/shorts to remain at the waist.
- **Tops** must be worn at all times and must be sized appropriately. Undershirts may not be worn as outer wear, may not be low cut; see through, off the shoulder or otherwise revealing. Tube tops, spaghetti strap tops, tank tops, halter tops and/or any strapless top or dress are not permitted. No bare midriffs permitted. As a test for appropriate length, student bodies shall not be exposed when arms are raised above their heads.
- **Shoes** must be worn at all times and should protect the feet from injury. Flip-flops, "slides", slippers/bedroom shoes/house shoes or anything that resembles them are not permitted. Rubber soles are recommended.
- **Hats, slumber bonnets, "do-rags", caps and other types of head covering** (other than for religious purposes) **and Outerwear** shall not be worn inside the building. **Hoodies** may not be worn over the head inside the building. Hair rollers may not be worn inside the building.
- **Accessories and hair color** are to be decent and appropriate for school. Accessories may not be oversized, noisy, gaudy or otherwise distracting. Chains and spikes are not permitted. **Backpacks must stay in assigned locker.** Belts are to be no longer than 3" larger than the student's correctly measured waistline. Any accessory that may be considered a distraction or danger will be restricted.
- **Gang Symbols and Gang-Related Apparel** shall be defined as apparel that, if worn or displayed could be determined or affiliate the student as a part of a gang and/or threaten the health and safety of the student or school environment. The administration may prohibit the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute denotes membership in such a group. (i.e., wearing or possession of chains, rags, bandannas, stocking caps, long belts, baggy/oversized pants, cutoff or saggy pants, pants worn very low below the waist, fronts, etc.). Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the building principal or assistant principal.

In cases of dress code violations and questionable dress (not explicitly covered in these guidelines) the student will be counseled by a teacher, counselor, or administrator and appropriate corrective and/or disciplinary action taken, including, when necessary, a home contact seeking parental cooperation and assistance. Students will also be requested to change into appropriate clothing or be issued alternative clothing (i.e. other clothing items as available). Parents will also be contacted when necessary to provide the appropriate clothing for their child as soon as possible within the school day. Repeat infractions will result in the appropriate discipline. Students are responsible for adhering to **all dress code policies contained within the **CCS Guide to Student Success** and those outlined in the **Ridgeview Middle School Family and Student Handbook**.

VISITATION POLICY

All visitors are to remain in the vestibule until they are properly identified. Those visiting the building must be prepared to utilize their driver's license or state issued identification card for Raptor 6. Visitors who are unable to use Raptor 6 will not be allowed to enter the building during normal school hours. Parents wanting to visit a classroom must have prior approval from the classroom teacher and administration. A 24-hour notice is required to visit a classroom.

LOCKERS

When lockers are assigned to a student, **only combination locks are permitted**. Students are to keep their locker combinations private and are **not permitted to share lockers**. Lockers and lock combinations will be registered with students' homeroom teachers and the assistant principal. If a student changes his/her locker combination, he/she is to notify his/her homeroom teacher immediately.

MEDICATION

Students using prescribed medication during school hours must have a signed medication authorization card from the parent/guardian and a properly completed physician's statement on file. All medications must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Students are not permitted to carry any medicine without a signed permission slip and authorization from an administrator.

LOST AND FOUND

Lost and found items are found in the designated area in the cafeteria. Unclaimed items will be donated to local charities. Personal items that are found should be given to the secretary.

INTERSCHOLASTIC ATHLETICS

Interscholastic athletics are available for 7th and 8th grade students as follows: co-educational soccer in the fall, girls' volleyball in the fall, girls' and boys' basketball in the winter, co-educational track and field in the spring, girls' softball and boys' baseball in the spring. All students must have a completed OHSAA physical form on file in order to participate in any sport. Age eligibility: A student who turns 15 before August 1 may not participate. Academic eligibility: Students must have maintained at least a 2.0 GPA during the previous grading period and passed five classes. Attendance eligibility: Participants are required to attend school at least half of the school day to be eligible to participate on game days.

"BE RMS"- PBIS GRADE LEVEL & SCHOOLWIDE INCENTIVE PROGRAMS

Each student is eligible to participate in our PBIS Incentive Programs. Students will be required to meet certain criteria in order to receive and/or participate in the appropriate recognition associated with each program. The building principal has the discretion to modify and/or make final decisions regarding the implementation and rewarding of such recognitions.

CONSUMPTION OF FOOD & SNACKS DURING THE SCHOOL DAY FOR SPECIAL OCCASSIONS

Throughout the course of the school year a student may have the opportunity to consume food and/or snacks during the school day for special occasions (i.e. honor roll recognition, school-wide and/or classroom incentives, etc.). In order for a student to consume any food other than the food provided/brought in for breakfast and lunch during the school day a permission slip must be on file in the office. **Permission slips are available on the Ridgeview website and should be returned to school.**

Please note: Parents and guardians will be responsible for educating their students about allergy management at school. Allergy management and education includes, without limitation, identification of "safe foods" by reviewing together breakfast and lunch menus and discussion of the vigilance required to self-monitor food products available at other school functions and in school vending machines. (CCS Guide to Student Success).

HOMEWORK POLICY

Homework is routinely assigned as an extension and reinforcement of the daily classroom learning activities. Students are expected to complete and submit their homework within the time frame specified by each classroom teacher. Some teachers, at their discretion, accept late homework or provide a framework for the completion of missing assignments; however, the expectation is that all homework is submitted on time. It is the responsibility of the student to request make-up assignments from the teacher upon returning from an absence.

GRADES

The grading scale and determination of grades as outlined in Board Policy 5171.1 will be utilized.

SAFETY DRILLS

All students are expected to follow the directions of all staff during safety drills. Students who fail to comply with staff requests during a given safety drill will be subject to disciplinary action.

FIRE DRILL INSTRUCTIONS

The signal for a fire drill will consist of the constant ringing of the fire alarm. Fire exits for each room are posted in that room. Unless indicated by the principal or assistant principal as a false alarm (over the PA system), all students will evacuate the building in a quiet and orderly manner. **There shall be absolute silence and student cooperation during the fire drill.** A **reverse evacuation drill** can occur after a fire drill periodically throughout the school year. Students are expected to be quiet while participating in this drill.

TORNADO DRILL INSTRUCTIONS

The signal for a tornado drill will be announced over the PA system by the principal or assistant principal. Students and teachers will proceed to their assigned areas and assume appropriate positions. An announcement will be made over the PA system for students and teachers to return to their classes. **There shall be absolute silence and student cooperation during the tornado drill.**

LOCKDOWN DRILL INSTRUCTIONS

The principal will determine the need to lockdown. The principal will activate the school lockdown plan by announcement or signal. All persons in outside areas should go indoors to a classroom. Students will await further instructions from their teachers. When the lockdown is cancelled, an administrator, safety and security, police and/or other designated school staff will unlock each classroom door and student/staff assembly areas. A Level 1 may be cancelled by a PA announcement. **There shall be absolute silence and student cooperation during the drill.**