

Ridgetop Middle School Student Handbook 2018-19

RIDGETOP GUIDELINE FOR SUCCESS Ridgetop Raiders are Respectful and Responsible.

Assembly:

- Applaud or cheer politely.
- Enter & exit orderly as directed.
- Listen quietly.
- Quiet on countdown (3 - 2 - 1).
- Stay seated; face forward with eyes on speaker.

Cafeteria:

- Food & drinks must be consumed in the cafeteria.
- Leave your area clean.
- Use an indoor voice.
- Wait calmly in line for your turn.

Classroom:

- Be seated unless directed otherwise.
- Come to class prepared.
- Follow all staff directions immediately and without argument.
- Only water may be consumed in class.
- I will stop talking to listen to all announcements made on the intercom system.

Office:

- Follow staff directions.
- Stay in student designated areas.
- Use indoor voice.
- Wait patiently and calmly.

Chromebook/Computer Lab:

- Handle your computer with care.
- Keep all food & drinks away from computers.
- Keep password to yourself.
- Visit only appropriate web sites.
- Students may not "stream" music.
- Use chromebook only as directed by my teacher.
- Carry the chromebook closed with two hands at all times.

- Only use chromebook on a desk or a table.
- Notify teacher immediately if someone is using a chromebook or google account incorrectly.

Front of School:

- Keep area clean.
- Prearranged transportation.
- Bikes must stay outside the yellow lines.
- Skateboards are not allowed.

The Hallway:

- Always walk.
- Carry a signed planner or pass.
- Keep your hands and feet to self.
- Make way for other people.
- Stay to the right.
- Keep food/beverages in your backpack
- Use appropriate language.
- Use indoor voice.

Independent Library Use:

- Please enter quietly, put your backpack on the designated shelves
- Please sign in: first/last name
- Show your signed planner to library staff (not necessary at lunch)
- Keep food/beverages in your backpack
- Computers are reserved for school assignments
- Ask permission to print any and all documents
- Failure to remain quiet and working will result in being sent back to class or the cafeteria.

Sporting Events:

- Be appreciative of other team's abilities.
- Show appropriate fan support.
- Use positive comments toward others.

Student Name: _____ Grade: _____

A QUICK GLANCE

The staff at Ridgetop will help you achieve success at school by assisting you with problem-solving and by protecting your right to learn. We look forward to a great year!

Before School:

- The building opens at 6:45.
- Gates open at 7:05.

- Current ASB Card
- Sudden cardiac arrest/concussion form
- Sports participation fee

6th Grade can participate in cross country, wrestling and track & field.

Athletic probation or suspension will result after grade checks every 2 weeks if:

- You have a F
- More than one D

During School:

- RMS is a closed campus.
- You must stay on campus unless you have written permission through the office to leave.
- To be in the halls during class you must have one of these:
 - ◆ Your own planner signed by a staff member,
 - ◆ Office or Library pass, or
 - ◆ TA or Leadership badge.

After School:

- You must leave the campus within 15 minutes of the last bell, unless you are involved with an adult-sponsored event.
- Buses leave 5 minutes after the last bell so don't be late!

Athletics

To be eligible for athletics you must have:

- Passed 5 classes the previous semester
- A current physical form
- Emergency Medical Waiver Form
- Insurance
- Athletic Clearance Form

Dress Code: See district policy

Safety:

You have the right/responsibility to:

- A safe school
- Feel comfortable at RMS
- Be the eyes and ears of RMS

If you have any concerns about unsafe or uncomfortable conditions, you can:

- Tell any RMS staff member
- Make an appointment with a counselor or administrator
- Request a mediation.

School Communication

When the school gives me something to give my parents, I am responsible for getting it to my parents (for example, grade printouts, progress reports, etc.)

More detailed information can be found on the following pages in alphabetical order by topic.

ACADEMIC STUDY HALL

I understand that one of the goals for Academic Study Hall is to allow time for extra tutoring and test re-takes and make-ups. I will use my time in Academic Study Hall to study, complete school work, & get help with school work as needed.

AFTER HOURS

If I need extra help with my schoolwork, a quiet study place, and/or extra time using a computer, I can attend an after school program in the library, which is available Tuesday and Wednesday from 2:10 until 3:55 p.m. (dependent on funding)

ALCOHOL/DRUGS/TOBACCO

I may not smoke, chew, or remain in the company of those using these on the school grounds or in a location that will reflect negatively upon Ridgetop. I will not have tobacco products in my possession.

I will not possess, use, or be under the influence of alcohol or drugs on school grounds, or at school-sponsored activities, either on or off-campus. If I do, I will be suspended from school.

I understand that minors convicted of possession or consumption of alcohol/drugs will not be able to obtain a driver's license or permit from the Department of Licensing until the age of 17, or one year from conviction, whichever is longer.

ASB CARDS

It is to my advantage to buy an ASB card for \$15. This allows me to attend some Ridgetop events at a reduced cost. **I must buy an ASB card if I participate in ASB sponsored clubs or sports.**

ATHLETICS

7th and 8th graders have the opportunity to participate in a variety of interscholastic athletic programs at Ridgetop. 6th Grade can participate in cross-country, wrestling and track & field. The standards of good behavior, healthful training, and safe competition are the primary goals. If I wish to participate, I must meet the following conditions prior to turn-out:

- ◆ **PAPERWORK ON FILE:** A current physical examination by a licensed medical provider (within the previous 24 months), emergency medical waiver form, sudden cardiac awareness/concussion form, athletic clearance form, current ASB card, athletic fee, and insurance/safety/warning form indicating that parents/guardians and students have read and understand the dangers of participation in the specific sport.
- ◆ **ATTENDANCE:** I must be in attendance at school the full day on the day of practice or

contest unless I have a note verifying the absence was due to an appointment with a physician and/or this physician approves my participation.

- ◆ **ACADEMICS:** Grade checks will be conducted as stated in the "Grade Check Process" in the Athletic Code. Athletes who receive an "F" grade or more than one "D" grade will be placed on probation or suspension status.

ATTENDANCE

I understand that attendance affects what I learn in my classroom. I know it is essential to attend school regularly and be on time to every class. When it is necessary for me to miss school for a legitimate reason, (illness, medical/dental appointments, observance of religious holidays, family emergencies, or school activities) to be excused I need a note or phone call from my parent within 48 hours. The 24 hour number is 662-2930. All absences are unexcused until a note or parent call is received. If received after 48 hours, I may be subject to a discipline consequence.

If I am late to school, I will report to the Attendance Office for a tardy slip before I go to class.

Acceptable reasons for being late are:

- Illness or medical appointment
- Family emergency
- Religious reasons
- School activity
- Power failure

Unacceptable reasons for being late are:

- Overslept or missed the bus (unless excused by a parent/guardian)
- No reason given

If I need an early dismissal, I will take my note to the Attendance desk before school. I cannot leave class for my early dismissal unless I have a pink attendance slip.

If I am absent from school for a legitimate reason, it is **my responsibility** to check with my teachers immediately or check Moodle for make-up work.

I will contact the Attendance office for my homework if my absence will exceed three days.

I will be considered truant from school if I am absent from class or school during school hours without permission. If I am truant, I know that I may face the consequences of detention, Thursday school, in-school suspension, and/or a referral to juvenile court.

BEFORE, DURING, and AFTER SCHOOL

The building is open for students at 6:45 A.M. and the halls at 7:05 A.M. Prior to that time I can wait in the cafeteria. I understand we have a closed campus and I will remain in the building during the school day. Once I arrive at school, I may not leave the campus unless I have been given written permission by my parent or guardian and have checked-out through the office.

During class and lunch times I must have a pass to be in the halls. Unless I am going to the library, office, or on a TA job, the only acceptable pass is my planner signed by my teacher. When in the hall I may be asked for my planner.

If I am involved with after school activities, I must be in an area with my supervisor(s). If I am not participating in an activity, I should not be on campus. I will not go back and forth across the street, nor will I "hang out" across the street. If I stay for an after school event, I will need to find my own ride home. My ride should pick me up within 15 minutes of the end of my activity.

If I am dropped off before school or picked up after school I know that the designated waiting area is in the front of the school and not on the neighborhood side streets.

BEHAVIOR EXPECTATIONS

Ridgetop Raiders are Respectful and Responsible.
Our expectations are high!

I realize that I will receive consequences for inappropriate behavior, and my parents will be notified. The consequences will depend on the nature and seriousness of the behavior and the number of previous misbehaviors. Out-of-school suspension or in-school suspension will cancel my participation in before- and after-school events on that day. I can find a list of behavior expectations on page 1 of this handbook and a list of potential consequences for misbehavior in the CKSD Student Rights and Responsibilities document.

POSSIBLE DISCIPLINE CONSEQUENCES:

- Parent conference
- Detention
- Work detail
- Loss of privileges
- Suspension from activities
- In- or out-of-school suspension

BUSES and TRANSPORTATION

I have the privilege of using the transportation services of this school district. If I abuse it, I may lose it! Drivers are carefully trained and need students quiet and appropriately behaved. Safety is "Rule #1." If I plan to catch a ride on a different bus with my friend, I will present a written parent note to

my Academic Study Hall teacher to get a bus pass (on Thursdays present note to 6th period teacher or the office before school or at lunch). I cannot drive any motor vehicle to school!

My school recognizes that some of us may rely on a bicycle or skateboard to get to and from school. I am welcome to ride a bicycle, scooter or skateboard on the public sidewalks, but not between the yellow lines in front of the school, in the school parking lot, or inside the school. I take full responsibility for securing my bicycle in the proper area and placing my skateboard or scooter in my locker. If I choose to disregard these rules, I know that I will lose my wheels and they will only be released to my parent.

CAFETERIA and FOOD

Our cafeteria is a clean and friendly place. During lunch we enjoy the privilege of socializing with our friends in the lunchroom, the back field area, and the courtyard on certain days. I understand that I must stay seated in the lunchroom. I can eat or drink only in the cafeteria, not outside or in the halls. I enjoy clean halls, classrooms, and gymnasiums and strive to keep them looking good. Our pride always shows. To help with this, I will keep all open food and beverages in the cafeteria at all times.

CHEATING/ PLAGIARISM

Code of Academic Integrity

The staff and students of Ridgetop Middle School greatly value our integrity and take responsibility for our own successes and failures. Most importantly, we believe students want to do what is legal and right and that faculty members want to help these efforts.

Cheating and, more specifically, plagiarism, comes with a high cost.

Engaging in these behaviors costs us the skills we need to succeed in and beyond school. This includes the ability to use our own creative thinking to problem solve, a skill teachers and employers expect in us. Violating our integrity deprives us of the confidence that comes from knowing we can succeed on our own. Finally, it damages reputations.

Important Definitions

Integrity - Adhering to sound moral principle and character.

Plagiarism - Using information, ideas or opinions in a piece of writing or a project without crediting the source. From the Latin: Plagiarius, which means "Kidnapper."

Cheating - Claiming another person's work as your own even if you have his or her permission to do so. Giving permission for another person or persons to claim your work as their own. Using class notes, study notes or any other additional materials without permission

on assessments.

Consequences -The consequences for cheating/plagiarism are dependent upon the severity of the offense and the type of assignment.

COMPUTERS

Students have access to many forms of technology. This is viewed as a privilege. Any misuse, tampering, or altering of systems, reprogramming, or theft of technology will not be tolerated. Any student involved in electronic vandalism will be subject to loss of privileges, school discipline consequences, and/or police notification, if deemed appropriate. Students may not place any programs on RMS computers or network.

I understand that I may access the Internet to help me learn. When I am on the Internet, I will only use it for educational purposes related to the classes I am taking. I may copy and print information from the Internet only with permission of a staff member. I will not allow other students to use my Internet access code. If I go to inappropriate Websites or use the Web for entertainment purposes at school, I will lose the privilege of accessing the Internet.

I understand that I may not read or write personal e-mail at school; however, I may use my school e-mail account to assist me in class projects. The e-mail must be related to a project for that class and I must have teacher permission. If I read or write personal e-mail at school, I will lose access to my school email account, google mail & drive.

I understand that if I am communicating with a staff member electronically, using a system setup for school communication (e.g., instant messaging, e-mail, etc.), school rules apply. Inappropriate use will be disciplined.

If I log on as another person, I will face discipline for misrepresentation and have all computer privileges revoked.

CONFERENCES

I understand I must help keep an open line of communication between the school and my parents/guardians. In order to do this I will be an important part of a conference in November among my parents, my teacher, and me. The discussion will include attitudes, behavior, and explaining my grades.

COUNSELORS

I can talk to a counselor at Ridgetop about questions I have, challenges I am dealing with, or difficulties I am experiencing at school or elsewhere. This includes academics, social and personal relationships with kids or adults, and life issues. Our counselors are caring people who will listen to my concerns, suggest practical options, and help me get

back on my feet or find the path that is right for me. I will make an appointment before school, during lunch, or after school with an office secretary if I need to see a counselor.

DANCES

We have lots of fun at the social events that ASB sponsors during the school year. All Ridgetop students are welcome. After-school dances happen about once a quarter. This is my chance to have fun with my friends, meet new friends, DANCE, and listen to a great mix of music for all tastes. School rules and dress code apply to all dances. Grinding, moshing, freaking, or "dirty dancing" of any kind are not allowed. Students who violate this will be removed from the dance.

DELIVERIES TO CLASSROOMS

Student responsibility and minimizing classroom disruptions go hand-in-hand. I need to be responsible for remembering my lunch or lunch money, bringing my homework and supplies, and making after school arrangements prior to leaving home in the morning.

Did you know that every message or item that is delivered to you in class disrupts the instruction of the entire class? Be considerate of other students and be responsible.

Flowers and balloon bouquets are discouraged at Ridgetop. They cause a disruption in class and are not allowed on buses because of safety concerns. If I do receive a bouquet, I will be notified of the delivery and may pick it up after school in the office. Friends bringing flowers/balloons need to leave items in the office and I can pick them up after school.

DRESS CODE See district policy

FINANCIAL ASSISTANCE

I know that if my family is having trouble paying for school supplies, field trips, etc., there is help available. I will let a teacher, counselor, or administrator know if I need this type of help.

GUEST TEACHERS

I understand guest teachers are here for a reason. I will always treat guest teachers with the respect and courtesy they deserve. Being rude or disrespectful to a guest teacher will result in disciplinary consequences.

GRADES

I receive grade reports at the end of every semester. The semester grade is the grade that will appear on my transcript and be in my permanent record. Progress reports can be checked online via Parent Access or Student Access.

If my parents or I have questions about my

classroom performance, it is important that we contact my teachers.

I will receive *Honor Roll* recognition for a GPA of 3.5 or higher if I am enrolled in four or more classes at Ridgetop.

If I have a cumulative 3.5 GPA or higher and demonstrate leadership, character, and community service, I am eligible to apply for *National Junior Honor Society*. Honor Society members are eligible for special awards.

HARASSMENT, INTIMIDATION, and BULLYING (HIB) POLICY

Ridgetop is committed to safeguarding the right of all students to learn in an environment that is free from all forms of HIB. The school prohibits all unwelcome behavior that creates an intimidating, hostile or offensive environment.

Complaints of HIB will be promptly investigated and action will be taken to resolve complaints. No individual will suffer reprisals for reporting incidents of HIB. Retaliation is prohibited.

Individuals found to be responsible for HIB will be subject to appropriate action up to and including exclusion from school. The severity of the discipline will be based upon circumstances of the infraction.

Definitions: Harassment, intimidation and bullying are prohibited. School District policy defines HIB this way: "Conduct through words, acts, or symbols that creates a hostile, threatening, or intimidating environment, such that a student is denied or limited in his or her ability to participate in or benefit from the schools program. HIB specifically includes, but is not limited to, harassment with reference to the national origin, race, gender, sexual preference, or disability of another." Bullying can be pushing, shoving, hitting, spitting on, name calling, picking on, making fun of, laughing at, and/or excluding someone from a school activity. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing," or any other rationalization. The victim is never responsible for being a target of bullying.

Sexual harassment is defined as unwanted sexual attention from peers, staff, or anyone you must interact with in order to pursue school activities. It includes physical or verbal conduct of a sexual nature that makes the environment intimidating, hostile, or offensive to the student. Sexual harassment includes derogatory remarks (i.e., negative comments, putdowns) and behavior directed towards others based on their sexual orientation. The range of behaviors includes, but is not limited to:

- Unwanted physical contact such as touching,

pinching, patting, rubbing, hugging/asking for hugs, etc.

- Sexual writings or drawings on items brought to school or placed on school property.
- Uninvited remarks and gestures of a sexual nature.
- Spreading sexual gossip or rumors.
- Pressure for sexual activity.
- Words, actions, written materials, or pictures derogatory to a gender or someone's sexual orientation, including anti-gay or lesbian putdowns.

CYBER

If electronic communication done *outside* of school results in school being disrupted or students feeling unsafe or harassed at school, appropriate school discipline will be assigned. This includes comments and bulletins written on sites and through apps like Facebook, Instagram, Snapchat as well as instant messaging, Twitter, texting, and e-mail.

What to do if you are a victim of HIB:

If you have been the victim of HIB, the following options are recommended as direct and effective approaches for stopping it. You may initiate any of these, but realize the only way to solve the problem of HIB is to address the behavior.

Option 1—Tell the harasser, "Your behavior is bothering me. STOP IT!" This may be difficult. If you feel uncomfortable or unsafe confronting the harasser, you may choose another option.

Option 2—Ask a staff member to help you talk to or write a letter to the harasser telling him or her how you feel, that the harassment must stop, and that the behavior is offensive, inappropriate, and not welcome.

Option 3—Make a written complaint that includes the name of the harasser, a description of what the harasser did, how you felt, and what you want to have happen. A form is available in the office. Sign and date the complaint and give it to an administrator, counselor, or teacher. A copy will be given to an administrator.

HEALTH ROOM

When I am sick or not feeling well, the health room is the place to go. I will check in with a secretary and call home from the office. If my parents cannot come to get me, I may be asked to return to class after 15 minutes.

LIBRARY

The Ridgetop Library stores a wealth of information available at my fingertips. There are computer programs, books, on-line newspapers, and a copy machine—anything I need to make the grade. The library staff is willing to help me find what I need. *The library is open before school, during lunch,*

and after school for student use.

LOCKERS/TEXTBOOKS

My locker is the property of the school and subject to search at any time. I will only use the lock issued by the school, use only my assigned locker, and keep the combination a secret. I will keep valuables and money at home. I am financially responsible for any mistreatment of my locker, the lock, and my books checked out to me.

I understand that it is my responsibility to take excellent care of any textbooks that are checked out to me. This includes writing my name in the designated location, covering it, and not leaving it unattended. If I lose or damage textbooks that are checked out to me, I will be charged for repair or replacement.

MEDICATION

I will never take *any* medication at school, except that given to me in the office by office staff or my parent/guardian. My parent must bring all medications, prescription, or over-the-counter drugs (e.g., aspirin, cough drops, etc.), to the office with a form signed by my parent and physician. The original container and directions will be kept with the office staff. I am responsible for remembering to come to the office to take my medicine.

Public Displays of Affection (PDA)

Handholding is approved as long as it doesn't impede traffic. We will practice "catch and release" hugs. The following are examples of public displays of affection that are not approved: kissing, embracing, body rubbing, shoulder cuddling/clinging, leaning cuddling, hands in clothing, overt touching, lying atop one another and other displays as determined by the common sense applied by this staff.

Students who are kissing will be referred to an administrator for a conference call home. Further repeat of this behavior will follow increasing consequences within our building behavior plan throughout the year. This outlined procedure is based on expectations of conduct and can fall into sexual harassment if the affection is unwanted.

PE CLOTHES

I will suit up for PE each day that I am in the class. I understand that I may purchase a Ridgetop shirt for \$6 and shorts for \$10 or wear a plain gray t-shirt and black shorts. Three unexcused non-suits will get me an after-school detention.

PHONES and ELECTRONIC DEVICES

From the time I enter school in the morning until school dismisses for the day (when the final bell rings), electronics are off and put away. **Electronics may be used in the classroom only with teacher permission.** Electronics includes: cell phones,

personal listening devices such as iPods/MP3 players, CD players, radios, etc., cameras, computer games, laser lights/pens, or other electronic devices.

Exception: Electronic books may be used during class with teacher permission and/or before school or during lunch. Internet connectivity must be turned off during the school day. Students my not "stream" music.

How To Connect to the WIFI

- Select the network entitled "**CKSD Staff and Students**".
- Tell your device to connect to that network.
- You will be prompted to enter your username and password to get onto the network.
- On most devices you will need to give the CKSD domain in addition to your username. Enter your username as follows: **cksduser\[username]** .
(For example, if your username is jamesj, you would enter cksduser\[jamesj] .)
- Enter your password exactly the way you would enter your password on your desktop PC.

OTHER ITEMS

I also may not bring aerosol sprays, trading cards, plush pillows, and other "toys." I further understand that if I choose to bring these items to school and don't keep them put away in my locker or bag, they will be confiscated until my parent picks them up from the main office or my parents have a conference with an administrator. I understand that if a staff member requests that I put any of these items away or asks me to give them up, I must comply without argument. If I decide to bring such items and they are stolen, I understand the school is not responsible for the lost item. Items that are not picked up from the office by a parent by the end of June will be donated to a charity.

PLANNERS

I am required to have a planner. Ridgetop planners are available for \$3.00 or you may purchase one from a store.

SCHEDULE CHANGES

Just because things are not going well in a particular class does not mean it is time to leave that class; however, my school recognizes that unusual circumstances may at times require a change. Changes will be considered during the first two weeks of the semester by a counselor or administrator, if a written parent request has been received by an administrator and/or consent for the change has been received.

SCHOOL SAFETY

Possession of Firearms: Any student in possession of a firearm on school property or at a school-

sponsored event will be expelled from the Central Kitsap School District and law enforcement authorities will be notified.

Dangerous Weapons/Bomb Threats: Any student in possession of a dangerous weapon or explosive device on school property, or who participate in any way in making a threat to the school or to a person, on the way to/from school, or at a school-sponsored event, shall be subject to suspension or expulsion. In all such cases, law enforcement will be notified.

Gang-Related Behavior: I understand it is important for our school to be safe. Student behavior through words, dress, hand signs, or symbols representing gang affiliation will not be tolerated on school grounds, at school-sponsored activities (either on or off-campus), or in a location that will reflect negatively upon Ridgetop Middle School. This kind of behavior will be treated as harassment, intimidation, & bullying (HIB).

Safety Drills: Ridgetop conducts several safety drills every school year. These may be fire, intruder lockdown, or earthquake drills. I will take all these drills seriously and participate in them without goofing around.

Reporting: If I hear about something that may result in a dangerous situation, I can report this safety concern to any adult in the school and ask that my name be kept confidential. Reporting concerns

early—such as a possible fight or a threat—helps keep our school safe.

Found Items: If I find anything of value, the school expects me to turn that item in to the office as soon as possible. If I keep an item of value I may receive discipline for theft.

Additional: If I make an honest mistake and bring something (for example, a pocket knife, laser pointer, etc.) to school that I shouldn't have, I will bring it to the office as soon as I discover I have it and turn it in without risk of punishment. It must be picked up by a parent.

STUDENT RECOGNITION

A variety of programs honor/recognize students for academic achievements. Please see the school website for descriptions of these programs.

TARDIES

I know that if I am tardy to school I must check in with the attendance office in the office. More than three tardies per semester are not only distracting to my classmates and teachers, but they will result in detention or some other consequence.

VISITORS

My parents and other adults are always welcome to visit the school. For my safety and the safety of others, **all visitors** need to report to the office upon arrival to the building. It is helpful that parents make an appointment prior to their visit. Friends and students from other schools may *not* attend or visit classes during school hours.