

**Hickory Ridge  
Middle School  
2013-2014  
Student Handbook**



**7336 Raging Ridge Road  
Harrisburg, NC, 28075  
Phone: 704-455-1331  
Fax: 704-455-1338**

**Principal: Jim Carroll  
Assistant Principal of Instruction: Andrea Owens  
Assistant Principal: Bill Shapcott**

**Student Name: \_\_\_\_\_**

August 26, 2012

Dear Hickory Ridge Middle School Students and Parents,

Welcome to all, we are excited about the 2013-2014 academic year! We are committed to ensuring that Hickory Ridge Middle School is a safe and orderly school that encourages the social development and academic achievement of every child. Our staff encourages you to be involved in making Hickory Ridge Middle School a school where everyone is respected, respectful and excels academically. We have high expectations for our students and our dedicated teachers and staff are committed to providing you with effective instructional strategies to ensure that learning takes place.

This handbook has been prepared for you to answer most questions that you may have about expectations, policies, and procedures at Hickory Ridge Middle School. Most importantly, we are providing this book to assist you in keeping track of all of your assignments, project due dates, important school events and activities, as well as a tool for communication between school and home. The Handbook is organized by alphabet in order to make it an easier document to reference.

Please note that school policies are subject to revision anytime during the school year by the administration. Student fees may also be subject to change and students and parents will be notified. Please join us in reaching the goals we have set for you and our school this year. We want to make your Hickory Ridge experience a rewarding and memorable one!

Sincerely,  
The Administrative Team

### **HICKORY RIDGE MIDDLE SCHOOL VISION**

Hickory Ridge Middle School produces successful students ready to analyze information and solve problems in high school and the global marketplace in which they will live and compete.

- All members of the school community engage in healthy relationships that demonstrate value and respect.
- School leadership sets high standards and expectations through data-driven goals that challenge and inspire all toward excellence within an environment where all are accountable.
- School staff works collaboratively to continuously improve instruction as well as address students' intellectual, social, emotional and physical needs in a developmentally-appropriate manner.
- An alliance is forged that supports both teachers and parents in the development of our students' growth and independence.
- Students accept responsibility for their own learning and prepare themselves to become life-long learners

### **HICKORY RIDGE MIDDLE SCHOOL MISSION STATEMENT**

Providing a safe and welcoming environment where all students are inspired to embrace challenges, build respectful relationships, set goals, and fulfill their potential!

### **ACADEMIC RECOGNITION**

Hickory Ridge Middle encourages and rewards academic excellence. Students who excel and maintain a specific grade point average will be named to the honor roll.

“A” Honor Roll: All students who maintain a 93 or higher in all subjects for a grading period

“A/B” Honor Roll: All students who maintain an 85 or higher in all subjects for a grading period.

### **AFTER SCHOOL HELP**

Students wishing to receive additional instruction before or after school may make arrangements with the subject teacher using the following guidelines:

- Help is available per the teacher’s schedule
- Students should prepare a list of areas of difficulty or questions beforehand
- Students should be picked up in a timely manner.

Information on long-term tutoring is available by calling the school

### **ARRIVAL AND DISMISSAL**

Our doors are open to students at 8:35 each morning. This is the earliest that students should be on campus. Upon arrival in the morning, students will report to their designated area. Students eating breakfast will enter the cafeteria through the front door or the 200 wing hallway. 7<sup>th</sup> and 8<sup>th</sup> grade students not eating breakfast will await classes in the atrium; 6<sup>th</sup> grade students will gather in the cafeteria. Parents bringing students to school and/or picking up students must use the designated drop area at the front of the building – follow staff direction to pull all the way forward before letting students exit the vehicle. This will allow more families to drop off their students at the same time. Parents are not to drop off or pick up students in any other areas. Buses will drop off and load students on the bus lot. Classes start at 9:00am and dismiss at 4:00pm. Car-riders should be picked up no later than 4:15pm.

### **ATHLETICS**

Athletic teams are available for 7th and 8th grade students. The teams are: Baseball, Basketball, Cheerleading, Football, Softball, Track, Volleyball and Wrestling. The following rules apply to all students participating on any athletic team at Hickory Ridge Middle School:

- Athletes are representative of their school; therefore, it is not only expected but mandatory that they behave in a sportsmanlike manner at all times.
- A student must meet local promotion guidelines and be present 85% of the preceding semester in order to maintain athletic eligibility.
- Each player must receive a medical exam by a licensed physician each calendar year in order to be eligible for tryouts, practice, or participation in interscholastic athletic contests. All medical exam forms are accepted for 365 days (1 yr.) from the date signed by the doctor.
- All athletes must purchase school insurance or be covered by personal insurance in order to participate in any interscholastic sport.
- If a student becomes 15 years old on or before October 16 of the school year, he/she will be ineligible to play.
- Athletes should report to their designated area for practice or games immediately upon dismissal.
- A student may not be a member of two (2) school teams during the same season at the same time.
- A student who is placed in In School Suspension (ISS) is not eligible to play in the next game, but is allowed to practice. Any student who receives Out of School Suspension (OSS) cannot practice on day(s) of suspension and are not allowed to play in the next game. Students receiving any three suspensions during the same season will be dismissed from the team for the remainder of that sport season. Students receiving three OSS assignments are ineligible to play any sports for the remainder of the school year.

Individual team rules, regulations and guidelines are mandated by the head coach. Being a part of a team teaches many desirable character traits; we therefore ask that you model those traits as athletes, fans and parents. Our coaches put in many hours working with our athletes and should not be inconvenienced with late

pick-ups; make every effort to coordinate pick-up times with your parents.

#### **ATHLETIC EVENTS**

1. Students must make all arrangements for transportation before the day of the game. Students will not be allowed to use the office phone to call and make those arrangements.
2. Students should report directly to the appropriate area in a safe and orderly manner upon leaving the classroom.
3. Students should use the main ticket entrance at all times.
4. Students should sit in designated and appropriate areas.
5. Students will not be permitted to return to the game once they leave.
6. Dress code will be in effect at all times (Shoes and shirts must be worn at ALL times).
7. Students are expected to come to watch the game and participate in an appropriate manner. All Hickory Ridge Middle School rules should be followed.
8. Fighting will not be tolerated. Anyone involved in a fight will be escorted from the game and may not be allowed to attend ANY future athletic events.

#### **ATHLETIC PEP CLUB**

All students are encouraged to attend athletic events. Pep Club membership is open to all students, parents, and friends of Hickory Ridge Middle School. Adult membership is \$30.00. Student membership is \$20.00. This entitles them to free admission to all home Hickory Ridge Middle athletic events.

#### **ATTENDANCE/CHECK-IN/CHECK-OUT**

Good attendance is critical for success in school. All absences will be coded unexcused unless a written note from the parent/guardian is received within 24 hours. State law allows absences to be excused for the following reasons: illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observance, or educational opportunity. All other absences are coded as unlawful. Absences for personal trips are not excused according to state guidelines. In order to be recorded present, a student must be in attendance at least one-half day. The half-day point is 12:30 p.m. Students who miss 20 days during the school year may receive no credit and will be automatically reviewed for retention.

Parents needing to check-in or check-out their student during the school day should report to the office. Students will be called to the office after the parent has arrived for check-out. Due to limited staffing, and to avoid disruption of Sustained Silent Reading, no check-outs will be allowed after 3:30pm.

#### **BULLYING/DISCRIMINATION/HARASSMENT**

For students to achieve their personal best, each must feel comfortable at school. Whether it is the classroom, hallway, cafeteria, or bus – students should not be the victim to any form of unwelcome comments, gestures, put-downs, or bullying. Hickory Ridge Middle School and Cabarrus County Schools will not tolerate any form of harassment or discrimination in regard to race, gender, ethnicity, appearance, or social/economic status. Harassment is considered any unwanted behavior that demeans, threatens, or offends the victim.

The Cabarrus County Board of Education has adopted a policy dealing with sexual harassment as it applies in the workplace and among students. This policy reflects the law. Some examples that could involve students are 1) making telephone calls and sending notes, letters, or materials of a sexual nature or content; 2) touching and initiating physical closeness of a sexual nature; 3) making obscene or sexually suggestive looks, gestures, sounds, advances or propositions; 4) making sexually provocative or graphic comments about another person's body; 5) pressuring for dates or sexual activity; 6) engaging in sexual banter or teasing; making jokes or remarks or asking questions of a sexual nature; 7) displaying sexually suggestive pictures, cartoons, or other related items. A student may report any such incident to his or her advisor, principal, or teacher. All reports will be reported to the superintendent of schools or his/her designee within 24 hours.

Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: physical, emotional, and relational. Bullying may include, but is not

limited to verbal taunts, name-calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person, or through social networking sites, texting, blogging, and the internet.

Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school. Bullying and Harassment Reporting Forms are available on the CCS website, and in the main office at the school

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING	<i>Policy Code: 1710/4021/7230</i>
STUDENT USE OF SOCIAL NETWORKING SITES, BLOGGING, AND THE INTERNET	<i>Policy Code: 4312</i>
DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE	<i>Policy Code: 1720/4015/7225</i>

### **BUSES**

Buses are provided so that students can be transported to and from school in the safest manner possible. Bus drivers should receive the same respect as a classroom teacher and students who do not cooperate with the bus drivers or who violate bus conduct rules (fighting, disrespect to one another, and other disturbances) will be subject to disciplinary actions that may include loss of bus privileges. Misbehavior on the bus endangers the lives of all who ride and will not be tolerated. Students are expected to follow all school rules at bus stops.

**Cabarrus County Policy does not allow for students to ride a bus they are not assigned.** If a parent wants their student to get off at a bus stop that is not their assigned stop, parents must send in a written request that includes the date of the request and phone numbers of both parties responsible.

**State law prohibits parents from entering a school bus or delaying the scheduled route.**

In order to be assigned to a bus, students must complete a transportation request form. Please note that because the transportation office, and not Hickory Ridge Middle School, designates bus assignments, this request may take one to ten school days. All stops and assignments are made based on state bus guidelines. Students are expected to ride at least once a week in order to retain their seat on the bus. Only an administrator can change a student's bus assignment. Any changes in bus assignment or stops should be directed to the bus coordinator; please allow a **minimum of 3 days** to process.

#### **Rules and Guidelines**

These school bus rules and guidelines are for the safety of the students and the bus driver. Remember, **school provided transportation is a privilege, not a right.**

Be **Safe** at all times

1. Remain seated, facing forward in your assigned seat.
2. No eating or drinking.
3. Keep your body and all other objects to yourself and inside the bus.
4. Use appropriate noise levels.

Be **Respectful** at all times.

5. Follow the School Bus Driver and/or Monitor's directions the first time given.
6. Be respectful with words and actions.

Be **Responsible** at all times.

7. Ride only on your assigned bus; get on and off at your assigned stop.
8. Maintain cleanliness and appearance of the bus. Do not damage the bus in any way.
9. May use personal electronic devices responsibly.

## CAFETERIA

The school cafeteria is maintained as a vital part of the health program at our school. The cafeteria staff appreciates your cooperation in the following:

1. Deposit all litter in proper trashcan and return all trays/dishes to the proper area.
2. Leave the table and floor around you clean – each team/class should clean their area before returning to class.
3. Take no food or drinks from the cafeteria without teacher permission.
4. Keep noise to a minimum, and do not break in line.
5. Purchase all food in one trip through the serving line; all items must be selected from the same serving bar.
6. Have money and ID card ready when approaching the cashier.
7. Lunches should not be charged. \*
8. Glass containers and/or sodas may not be brought into the cafeteria.
9. Students are to remain seated until dismissed by their supervising teacher. No loud noises or singing will be permitted at any time.

**\*Each student is expected to have money in his/her account or to have money in hand for each meal. All checks for cafeteria accounts should be made out to Hickory Ridge Middle School. Please put student's name or student ID number on checks for accurate accounting. Lunch charges will be capped at \$5.00.**

Food options and prices are as follows:

\$1.30 Breakfast (paid)

\$ .00 Breakfast (free/reduced)

\$2.40 Regular lunch (paid)

\$ .40 Regular lunch (reduced)

## CHARACTER EDUCATION

Character education is an important part of the instruction of every Hickory Ridge Middle student. Although character education will not be formally taught in classes, it will be emphasized in other ways in our school curriculum and in our extracurricular and community-based activities. Our focus will be on the *Seven Habits of Highly Successful Students*.

The Hickory Ridge Middle character education program will stress the following traits that contribute to making one a productive individual:

1. Be proactive- take responsibility for your life
2. Begin with the end in mind- define your mission and goals in life
3. Put first things first- prioritize, and do the most important things first
4. Think win-win- have an everyone-can-win attitude
5. Seek first to understand, then to be understood- listen to people sincerely
6. Synergize- work together to achieve more
7. Sharpen the saw- renew yourself regularly

## CHECKOUT PROCEDURES

Students are not to leave campus without permission. Students who leave campus must sign out through the front office. Parents are requested to report to the office for this procedure and should have picture ID available. Students who leave campus without permission or cut class will be subject to disciplinary actions. Students are NOT allowed to walk to or from school; violators will face disciplinary action. Adults listed on the enrollment card **only** may check students out of school. **Parents should make arrangements with their children for afternoon activities before coming to school.** Only in extreme emergencies will phone messages

be delivered. **No student will be checked out after 3:30 p.m.**

#### **CLASSROOM VISITATIONS**

Parents are welcome to observe their child's classroom. In order to do so, an appointment must be made at least 24 hours in advance with the teacher(s) you wish to observe. Upon arrival at the school, please sign in at the main office and a staff member will escort you to the classroom for the observation.

#### **CLUBS/STUDENT COUNCIL**

Faculty members sponsor various clubs based on students' interests. A complete listing of clubs was not available at the time of this printing. Information will be provided at the beginning of the school year.

#### **COUNSELING PROGRAM**

The Hickory Ridge Middle School Counseling Program is committed to facilitating student learning by providing inter and intra-personal experiences which nurture respect, responsibility and development of life-long skills in the areas of academics, personal/social and career development. These goals are accomplished through individual counseling, small/large group counseling, classroom guidance, referrals to special programs and community involvement.

School counselors are accessible to all members of the school community. Students may contact their school counselor by completing self-referral forms which are available in every classroom and in the counseling office. Parents/guardians, teachers, and other school personnel may refer students as well; a written referral is preferred. Consent for student participation in the school counseling program is implied unless parents/guardians specifically request (in writing) that their child be excluded.

**Parents/guardians are encouraged to contact their child's counselor if they have any questions or concerns about their child or the school counseling program. School counselors may be contacted by calling (704)-455-1331 and asking for the appropriate counselor.**

#### **DISCIPLINE POLICY**

**"Being a student at Hickory Ridge Middle means having respect for others at all times."**

The aim of the Hickory Ridge Middle discipline policy is to be fair and equitable to all students and the goal is to provide a safe, inviting, and orderly environment where all students can learn. Our approach is intended to help students develop a sense of responsibility and promote appropriate behavior, while holding students accountable for misbehavior. Occasionally, students will receive consequences for such misbehavior.

All of the discipline policies and regulations have been developed with this philosophy in mind. School rules apply on school grounds going to and from school and at any event where the school is represented, regardless of the location. Students should behave at all times in a manner that will reflect positively on the school and community.

Teachers and substitutes have the latitude to assign students directly to the Responsibility Room if the student is disrupting instruction in the classroom. Only administrators may assign any of the following consequences for misbehavior: after school detention, in-school suspension, extended in-school suspension and/or out-of-school suspension:

##### **AFTER SCHOOL DETENTION**

After school detention is held each day from 4:05 to 5:00pm. It will meet in the ISS Room (Room 1000) and all students' assigned need to be in the room at 4:05. Every minute later than 4:05 extends the time the student must remain in ASD by five minutes.

##### **IN SCHOOL SUSPENSION**

Students assigned to in-school suspension (ISS) will report to Room 1000 after checking in with their Homeroom teacher. Students will be expected to do assigned work from teachers and assigned work from the ISS coordinators. Extended in-school suspension is a combination of ISS and after school detention.

##### **OUT OF SCHOOL SUSPENSION**

Out-of-School Suspension is served at the student's residence and the student is not allowed to be on any Cabarrus County School property for the duration of the suspension.

## DRESS EXPECTATIONS

The dress expectations of Hickory Ridge Middle School parallel those of the Cabarrus County School System. School should be considered to be the training ground for students who will one day be successful citizens in the workplace. Some casual clothes, which may be appropriate for recreational settings, are not acceptable in the workplace or at school. Respect for one's appearance is an important concept the staff of Hickory Ridge Middle attempts to instill. Extremes in hairstyles and modes of dress deemed by the administration to be clearly inappropriate or that tend to disrupt or distract from the educational process will not be permitted within the school. If there is a doubt as to the appropriateness of an outfit, it is probably unacceptable for school. The following are items that are frequently addressed in regards to dress code:

- 1 Shorts, skirts or skorts should come to at least 3" above the knee, even if one is wearing tights or leggings. Students may wear Bermuda or walking shorts.
- 2 Bare midriffs, halter-tops, muscle shirts with huge arm openings, mesh shirts, tube top, see-through shirts/blouses, are not acceptable. The straps on the tank-tops must be at least 1.5 inches (width of ID card).
- 3 Slashed, cut-up, frayed or excessively tight jeans or pants must not show skin or undergarments anywhere 3" above the knee or higher. Bicycle shorts and clothing with writing on the rear end are not allowed.
- 4 Clothing which advertises or portrays drugs, tobacco, alcohol, violence, is sexually suggestive, or has any slogan which is not in good taste, is not to be worn to school.
- 5 Blouses or tops that reveal cleavage or excessive skin are not allowed.
- 6 Stiletto heels and flip-flops are discouraged for safety reasons.
- 7 No sagging pants will be permitted and students will be expected to wear belts or suspenders if needed to keep pants/shorts at the natural waist.
- 8 No chains with or without large medallions are acceptable. Chains on clothing must be permanently attached. Chains worn around the neck that are deemed, by administration, large enough to be used as a weapon are prohibited.
- 9 Sunglasses, hats, gloves are not to be worn by any student while in the building.
- 10 Steel-toed footwear is not allowed.
- 11 Sleepwear is not allowed.
- 12 Oversized t-shirts or jerseys that hang below the fingertips must be tucked in. Oversized jackets must be left in locker.
- 13 Excessive face painting, piercings, or unnatural hair coloring that becomes distracting is not allowed. Students are discouraged from marking on themselves or each other.
- 14 Any apparel, accessories, jewelry (including rosary beads), emblems, bandanas, tattoos, or body markings that depict gang affiliation are not allowed to be worn at school. This is a violation of the gang and dress code policies.

Anyone wearing inappropriate clothing deemed dangerous, disruptive or distracting from the normal school atmosphere will be asked to call home for a change. If getting a change of clothes is not possible, the student will spend the day in the ISS room.

## GRADING SCALE

Grades on report cards are assigned by numerical equivalents rather than letter grades. Report cards are scheduled to go home October 28, January 27, and April 7. Progress reports are distributed September 23, December 2, February 25, and May 5. The following scale can be used in comparing numerical grades to letter equivalents:

Superior	93-100	A
Above Average	85-92	B
Average	77-84	C
Below Average	70-76	D
Unsatisfactory	Below 70	F



## GUM

Gum is allowed to be chewed but is prohibited in some areas in the building. However, misuse of gum will not be tolerated and is subject to school discipline.

## HALL BEHAVIOR

1. Students should not block the hallway between classes
2. Do not run or loiter in the halls.
3. Students must carry a written hall pass, and remain quiet, when in the halls during class time.
4. Avoid excessive noise, horseplay, physical contact or any display of affection.
5. Students will not be allowed out of class during the first or last 10 minutes of class.
6. Students should avoid unauthorized areas while changing classes (Parking lots, identified stairwells, loading dock, athletic fields, etc).
7. Students **must walk on the right** hand side of the hallway at all times.

## HELPFUL HINTS

1. Do not bring excessive amounts of money or valuable personal property to school. The school is not responsible for any loss incurred. Students are expected to store items of value in their lockers.
2. Valuables or money should not be taken to PE classes.
3. Make wise choices. Think for yourself. You will be held responsible for your own words and actions.
4. Book bags are not to be brought into the classroom. Book bags must fit in school lockers
5. With the exception of school-approved fundraisers, selling items is not allowed at school.
6. Lockers do not protect property unless they are actually locked.

## HOMEWORK BELIEFS

Hickory Ridge Middle School believes that homework is a vital part of school instruction and assists in furthering the goals of the educational program. Homework increases student achievement by stimulating independence, promoting responsibility, extending the thought process and reinforcing classroom learning.

Hickory Ridge Middle School fully recognizes the uniqueness of each student and his/her needs. The following guidelines are based on the "average" middle school student; however, individual differences among students will be taken into consideration. Please note that on occasion, AIG students and EC students may receive additional/modified assignments, respectively.

### Student Expectations

- ✚ 6<sup>th</sup> and 7<sup>th</sup> grade students are provided an agenda and are expected to write down all homework assignments.
- ✚ 8<sup>th</sup> grade students are not provided agendas. They should use their own organizational system in preparation for success in high school.
- ✚ Complete and turn in homework on time.
- ✚ Understand that missing or incomplete assignments will be reflected in their daily grade average.
- ✚ Read 30 minutes each night.

### Teacher Expectations

- ✚ Individual teams/classroom teachers will provide homework and grading policies in a contract letter to parents at the start of the school year.
- ✚ Assign homework with sole purpose being to enhance classroom instruction.
- ✚ Homework will be graded for effort, completion and/or accuracy.
- ✚ Homework assigned without purpose and for punishment is unacceptable.
- ✚ Homework should be of an appropriate length---based on student ages, subject matter and ability levels.
- ✚ Assign varied homework assignments.
- ✚ Encourage students to read 30 minutes each night.

### Parent Expectations

To assist students in being successful with work at home, parents should...

- ✚ Set aside a specific time for homework each day.
- ✚ Create a “study area” for the homework completion.
  - Make sure the area is well lit
  - Make sure the area is clean and organized
  - Make sure your child has needed supplies
- ✚ Be available if your child has questions. Support your child by reviewing homework and providing suggestions, but do NOT complete the assignment.
- ✚ Make sure that students read 30 minutes.

### **ITEMS NOT ALLOWED AT SCHOOL**

Articles that interfere in any way with school procedures, disrupt instruction, or become hazards to the safety of others are not allowed. Personal music devices may not be used during the school day. Prohibited items include toys, electronic devices, balls, skateboards, fireworks, any spraying device, Wite-Out, glass containers, laser pointers, permanent markers, and any other items deemed inappropriate for school. Students are discouraged from bringing personal digital devices, large amounts of cash, or other valuables to school; however, students are allowed to bring e-readers. Staff members are under no obligation to try to recover these items if lost or stolen.

Students who find lost articles are asked to take them to the office. If a student finds an item of value and fails to report it, he/she is subject to disciplinary actions for theft. Lost articles that are not claimed within a reasonable time will be given to charitable organizations or be thrown away.

### **LOCKS/LOCKERS**

Each student is assigned a locker for books and personal items and must keep these locked at all times to avoid theft. **Key and laser locks are not allowed.** School lockers are school property, not individual student property, and are subject to inspection by school administration at any time. Students may visit their lockers at designated times and only use the locker to which they have been assigned. Students should treat lockers with care and keep them clean. Book bags should be placed in lockers before students go to first period and taken out at the end of the day. Students are allowed to place appropriate and easily removed decorations on the outside of a locker.

### **MAKE-UP WORK**

When a student is absent for any reason, it is the student’s responsibility to approach all of his/her teachers about making up work.

1. It is the student’s responsibility to get assignments and to return all make-up work to each teacher. This should be taken care of at a time that does not interfere with instructional time.
2. Teachers should be granted a 24 hour period to prepare assignments for students who are out for an extended amount of time.
3. Work requested for absences of an educational nature or vacation will be given ahead of time only with prior approval from an administrator and if deemed appropriate and convenient by the teacher.
4. If the assignment is given prior to the student’s absence, the assignment is due upon the student’s return.
5. If the assignment is made during the absence, the student will generally be given three (3) days after returning to school to make-up the work.
6. Students with extended illness may be granted additional make-up time at the **discretion of the teacher.**
7. In the case of an Out-of-School Suspension, make up work will be given when the student returns to school. The student will be given the amount of time equal to the suspension to complete the work.

## **MEDIA/TECHNOLOGY**

Students are expected to respect school property. Equipment (computers/peripherals) is to be used appropriately. Inappropriate behaviors such as “hacking,” unapproved programming, altering screens, game playing, installation of unapproved software or damage to equipment may result in loss of the privilege of using the equipment or other administrative action. All local, state, and federal copyright laws will be enforced.

The *User Agreement for Technology Access* is found in the school information packet sent home at the beginning of the school year. This user agreement will be enforced unless a parent sends a note to the principal requesting their child not to have Internet access. All students with Internet access are expected to abide by this policy. Irresponsible behavior may result in removal from use of computer equipment or other administrative action and/or criminal prosecution.

### **COMPUTER LAB**

- All local, state, and federal copyright laws will be enforced.
- Level “0” or “1” voices should be used.
- Bring only materials directly related to the lab assignment
- Keep your body confined to the workstation.
- Use only fingers on the keyboard.
- Keep the keyboard placed on the table.
- Food and drink are not permitted in the computer lab.

### **MEDIA CENTER**

- Level “0” or “1” voices should be used.
- The library is open daily.
- Equipment should be used appropriately.
- Books may be checked out for two weeks.
- Magazines are to be used in the Media Center.
- When a book is overdue in the library, an overdue notice is sent to the student through his/her first period teacher.
- Students must have written permission to come to the Media Center, except when accompanied by a teacher.
- If a student needs materials or equipment for special classroom assignments, the materials must be checked out by the classroom teacher.
- Computers are to be used for reference. Computer hacking, inappropriate programming, altering screens, or game playing will result in the student losing the privilege of computer use in the Media Center.
- A student copier is provided at \$.10 per page.
- Returned books should be placed in the book depository.

## **MEDICATION**

Students who need to take medicine on a regular basis must have a completed Physician’s Authorization Form for Cabarrus County Schools on file at the school signed by his/her parent/guardian and doctor before any medication (prescription or nonprescription) can be administered by school personnel.

Medicine must be in the original container. Other medications, such as Tylenol and Aspirin, cannot be administered by school staff without the above documentation. Each student will be given a form detailing medication policies at the beginning of the year.

## **PHONE USE BY STUDENTS**

The school telephone is for office use and emergency situations. Students are not to use the telephone without permission. Students are expected to make arrangements with parents concerning after school activities **before** coming to school. Phone messages cannot be delivered to a student unless it is an extreme emergency.

### **Students will not be allowed to:**

- call home on the day of a field trip for permission to go on the trip.
- call home on the day of an after school extra-curricular activity for permission to attend.
- call to bring late homework, projects, or PE uniforms to school.

Front desk phones will be available for student use for emergency calls when the student has a note from his/her teacher or after school.

Students may possess cellular phones; however they must be **shut off and stored in their locker** while on school grounds or riding a bus. Car riders may use phones after the buses have left the parking lot at the end of the day. If a cellular phone is confiscated by a staff member, **it can only be claimed during a parent visit to the school**. Repeated violations will result in confiscation for two weeks.

### **PHYSICAL EDUCATION**

Students are expected to participate in physical education classes unless prohibited for medical reasons. These reasons must be confirmed through a physician's written statement. Parent medical excuses are accepted for two days only and a note must be written for each day. A doctor's excuse is required if more than two days of physical education classes will be missed.

Physical education uniforms are not required, but highly encouraged. Uniforms can be purchased through the PE department for \$17.00. If a uniform is not worn, then the student must wear a comparable grey t-shirt and navy blue short. Tennis shoes and socks are required. Students may not use the clothes they are wearing for the day as their gym clothes. Students are not allowed to wear jewelry during the PE class and are advised to keep expensive jewelry and electronic devices out of the locker room. Additional written information will be given to students on the first day of PE class. All students will be issued lockers in the locker room area and are not allowed to share lockers. Students are required to bring a combination lock to put on these lockers. **Also, no gum or candy is allowed in the gymnasium or auxiliary gymnasium at any time!**

### **PICTURES**

Student pictures will be made shortly after school begins. Students will receive information and payment packets to return to the school if they want to purchase pictures. All students are expected to have their picture made so that they will be included in the yearbook. Purchase of a package and/or yearbook is optional. Spring Picture packages will also be available.

### **PLAGIARISM/ACADEMIC DISHONESTY**

Sometimes the pressure to earn good grades tempts students to take academic shortcuts. It is important that work turned in for grades are the work of the student whose name is on the assignment. Consequences are given for plagiarism and academic dishonesty and work will have to be redone for grade.

### **PROMOTION GUIDELINES**

Students must:

- Meet the promotion standards based on classroom assessments and grades. Students are required to obtain a passing average of 70 or higher in 4 of 6 subjects, 3 of which must be in the core academics of math, language arts, science, and social studies.
- Be absent no more than 20 school days
- Demonstrate grade-level proficiency by scoring at Level III or above on state End-of-Grade tests in reading and mathematics.

Students who fail to meet the promotion standards shall receive one or more of the following:

- Focused intervention
- Personal Education Plan (PEP)
- Alternative assessments and/or programs

- Retention

#### **Policy Provides Re-Test Options**

For students who do not meet promotion requirements, the Shared Accountability Standards include procedures for re-testing, as well as a formal review process. Teachers or parent may request a formal review to determine if the student should be promoted to the next grade.

#### **Policy Addresses Students with Special Needs**

The policy also provides special exemptions for students with disabilities or who have limited English proficiency which prevents them from participating in the NC Standard Course of Study. Although excluded, these students will continue to be challenged through targeted curriculum with their progress evaluated either through a portfolio or an Individualized Education Program (IEP). Eventually, limited English proficient students must meet the same requirements as other high school students in order to receive a diploma.

#### **SAFETY DRILLS**

Your teachers will thoroughly discuss directions for fire drills and other safety-related drills. For your safety, and that of your fellow students, follow all instructions carefully. Obey the following simple rules during all drills:

1. Do not talk from the time the alarm is sounded until you have returned to your room or place of instruction.
2. Listen for instructions from your teacher, and follow them explicitly.
3. Cell phone use during safety situations is a violation of Cabarrus County School policy, and can lead to long-term suspension.

#### **SCHOOL NURSE**

Students who are sick should report to the nurse's office after receiving a note from their classroom teacher. Any calls to parents will be made by the school nurse.

#### **SCHOOL RESOURCE OFFICER**

Hickory Ridge Middle is assigned a full-time resource officer through the Cabarrus County Sheriff's Department. Our officer's first priority is the safety and security of students, teachers, and visitors to our campus. In working with the administration to establish and maintain a safe environment, she assists with investigations, patrols the campus grounds, makes contacts with students and parents, teaches classes, and advises students.

#### **SCHOOL SUPPLIES**

At the beginning of each year, teachers give students a list of supplies they are expected to purchase. Students may purchase paper, pencils, mechanical pencils, pens and erasers from vending machines located in the halls. Students may purchase these supplies before school, after school, or with written permission from the teacher. The student must use correct change.

#### **SPIRIT ROCKS**

The school spirit rocks are not monitored by school personnel. We ask that you be courteous and thoughtful in announcing your child's birthday and painting other messages on the rocks.

#### **STUDENT COUNCIL**

The student council functions as the student government. Representatives are elected from homerooms near the beginning of the school year.

### **STUDENT ID CARDS**

Cards are used for security, Internet access, cafeteria purchases, library checkouts, athletic events, and all dances. Cards may not be covered or defaced in any way. Replacement cards will be made after a \$5.00 payment is received.

### **STUDENT PLANNER**

At the beginning of the school year, a planner is provided for all 6<sup>th</sup> and 7<sup>th</sup> grade students to help them with organization and the recording of assignments. 8<sup>th</sup> grade students are encouraged to use their own organizational system in preparation for success in high school.

### **TARDIES**

Promptness is very important at Hickory Ridge Middle. Students who are late to school (after 9:00am) should report directly to the main office and provide a written excuse from a parent or guardian. Repeated classroom tardies will result in an office referral.

### **TEXTBOOKS**

It is the student's responsibility to keep textbooks in their possession and to keep them in good condition. Students are required to pay for lost books and for damage greater than that of normal use. Any lost book must be paid for before another one will be issued. New textbooks now cost the school between \$30.00 and \$70.00 each.

### **VOICE LEVELS**

Students are expected to respond to indicated voice levels when signaled by staff members:

- Voice Level 0** Complete silence.
- Voice Level 1** Whisper
- Voice Level 2** Speaking quietly to the person immediately beside him/her
- Voice Level 3** Speaking within a group
- Voice Level 4** Outside voice

### **WEAPONS**

General Statute 14-269.2 states that it is a Class I felony to possess or carry a firearm or explosive on educational property or to aid a minor to possess or carry a firearm or explosive on educational property, it is a misdemeanor to aid a minor to possess any other type of weapon on educational property, it is a misdemeanor to fail to store firearms in a reasonable manner for the protection of minors and to fail to warn a person of this law upon the sale or transfer of a firearm. The law also makes it a misdemeanor for any person to possess or carry, whether openly or concealed any BB gun, air rifle, air pistol, bowie knife, blackjack, dirk, dagger, slingshot, leaded cane, switchblade supplies, altered nail files and clips. Tools used solely for preparation of food, instruction and maintenance on educational property are permissible.

Students who violate this law shall be suspended from school for a period up to 10 days or possibly for the remainder of the year depending on individual circumstances. Also, in compliance with the law, the Cabarrus County Sheriff's Department will be notified and a deputy will come to investigate and file a report with juvenile authorities.

### **YEARBOOK**

A yearbook is published each year. Orders are taken by the publishing company through a mailing sent directly to the students. Students who order by the designated deadline are guaranteed a book.







