

RIDGE ROAD MIDDLE SCHOOL

POLICIES AT A GLANCE

● EARLY DISMISSAL:

Parents must send a note stating the student's name, time and reason for dismissal. The student is to bring the early release request to the **main office** no later than 9:30 am.

Failure to turn in a note will result in an extended delay while waiting for your child.

Your student will meet you in the front office at the time requested. If you do not come for your child at the time requested, the student will be sent back to class.

We will not interrupt class to call students without a note. If you arrive after the times listed below to pick up your child and have not provided a note in the morning, you will be asked to wait or come back at the next dismissal time.

End of 1st block: 10:30am

End of 2nd block: 11:45am

End of 3rd block: 1:45pm

EARLY DISMISSALS WILL NOT BE GRANTED BY PHONE OR AFTER 2:30PM WITHOUT A PRIOR NOTE

● DELIVERIES:

Deliveries for students should **not be sent** to the school. Parents, family members, friends, etc. should not bring **food, balloons, candy, cake, flowers**, etc. These items will **not be accepted or delivered to the student**.

● CLASSROOM VISITS/INTERRUPTIONS:

Visitors are welcome on campus. Parents wishing to confer with a teacher must contact the teacher by telephone or email to make an appointment. Under no circumstances should the teacher be distracted from instruction for a discussion. Conferences must always be scheduled in advance and are held outside school hours or during the teacher's planning period. If a parent wishes to drop-in on a student without teacher notification, a campus security associate or administration will escort them to view the classroom from the hallway.

We will **not interrupt** class to call students, to relay phone messages, or to call students who have forgotten items. Parents may drop off messages or items in the main office. Students will be contacted during class change time to pick up their message or items.

- **PHONE CALLS:**

Messages will not be delivered to students. In the event of an emergency, the student will be called to the office either at the end of the block or at dismissal. Only in the **most extreme** emergency will a class be interrupted to give a message to a student.

Changes in transportation will not be taken after 2:30pm

- **CELL PHONES:**

Cell phone usage must be for academic reasons only. Usage will be approved at a time designated by teacher or administrator. Students cannot use their cell phones in the building for personal use. If a student uses their cell phone, it will be confiscated, taken to the office and kept there for seven (7) days. It will need to be picked up by a parent – cell phones will **NOT** be given to the student.

- **VISITORS DURING LUNCH:**

Parents are invited to have lunch with their student. Only adults on the student's contact list are allowed to visit. Boyfriends/Girlfriends will not be permitted to have lunch with a student. Parents having lunch with their child may **only** bring food to school for their child. **Parents may not share food with other students** unless the school has received prior written notice and approval from the parents of other students who will receive the food.

- **TELEPHONE USE:**

The office phones are for business use only. Student messages will be taken from a PARENT ONLY on an emergency basis. If the student has an emergency, they must obtain a note from their teacher and then be directed to the grade level administrator to use the phone. All phone calls will be limited and no student will be allowed out of class to use the phone unless it is an emergency. Students may not use the phone between classes.

- **UNSCHEDULED MEETING REQUESTS WITH ADMINISTRATORS:**

Generally administrators are not available at the beginning of the school day until all students are in class and all buses have arrived. Additionally, administrators may already have scheduled appointments. Parents without an appointment will be seen at the administrator's earliest availability. Parents are encouraged to complete a form so that the administrator can gather information about the student and be prepared for the meeting.