

Holly Ridge Middle School

Home of the Hornets ♦ 950 Holly Springs Road ♦ Holly Springs, NC 27540

Mission Statement

At Holly Ridge Middle School, we will engage, educate, enrich, and empower our students.

Vision Statement

HRMS will be a leader in innovative strategies for student success. We will prepare all students for a productive 21st Century life starting with preparing them to graduate from high school on time. Our highly effective and caring staff, in collaboration with home and the community, will provide a challenging and supportive environment to engage and meet the needs of all students. HRMS students will master the curriculum for all subjects and be equipped with the knowledge and skills to actively participate in a technological and global society. All students will take ownership of their education and have pride in their school and community.

The Holly Ridge Middle School Student Handbook is a supplement to the WCPSS Student Handbook that can be found online or in the Guidance Office. All Students have been given a copy of the WCPSS handbook and Holly Ridge Middle School Supplemental handbook. Changes to this handbook will be communicated to students and parents via a due notice message.

Administration

Ms. Emily Mountford, Principal
emountford@wcpss.net
(919) 577-1335

Mr. James Cole, 6th Grade Assistant Principal
jcole@wcpss.net
(919) 577-1384

Ms. Karen Bruce, 7th Grade Assistant Principal
ksbruce@wcpss.net
(919) 577-1365

Ms. Betty Cornell, 8th Grade Assistant Principal
bjcornell1@wcpss.net
(919) 577-1378

Counseling & Student Services

Ms. Angela Wallace, 6th Grade
awallace@wcpss.net
(919) 577-1367

Mr. Brett Bearman, 7th Grade
bbearman@wcpss.net
(919) 577-1383

Mr. Alan Ellington, 8th Grade & Lead
aellington@wcpss.net
(919) 577-1346

Ms. Jasmine Cope, Social Worker
jcope@wcpss.net
(919) 577-1383

Ms. Leigh Goble, Psychologist
lgoble@wcpss.net
(919) 577-1342

Guidance Receptionist
(919) 577-1339

Other School Leaders

Ms. Pamela Branch, Lead Secretary
pbranch@wcpss.net
(919) 577-1338

Ms. Rhonda Jones, Data Manager
rjones4@wcpss.net
(919) 577-1341

Ms. Laurie Davis, Receptionist
ldavis4@wcpss.net
(919) 577-1335

Ms. Belinda Brown, Bookkeeper
bbrown5@wcpss.net
(919) 577-1372

Officer Leon Nelson, SRO
leon.nelson@hollyspringsnc.us
(919) 577-1355

Office Hours: 7:45am – 4:00pm

Instructional Hours: 8:15am – 3:00pm

School Website: <http://hollyridgems.wcpss.net>

School rules apply at all times on the school campus, on the bus, at the bus stop, and on school approved field trips. If behaviors off campus have a significant impact on orderly operation of the campus, a school consequence can apply.

Attendance, Arrival, and Dismissal

Arrival to School

Students are expected to be on time for first period at 8:15am to begin the instructional day. When a student reports after 8:15am, he/she is tardy. The school staff is available to begin supervising students at 7:45am. Students should not arrive prior to 7:45am. Students should only be dropped off in designated carpool areas. No student should be dropped off in the front or rear parking lots. Bus riders enter from the bus entrance only. Upon arrival to campus, all students report directly to their homeroom or to the cafeteria for breakfast. Movement to any other area of the building requires a written pass from the homeroom teacher.

Late Arrival to School

Students arriving later than 8:20am must report to the office to check in before going to class. Tardies will be recorded by teachers. A student shall be in his / her seat at the beginning of the school day and at the beginning of each class or be recorded as “tardy.” Upon three unexcused tardies, the teacher will refer the student to administration for appropriate corrective action and/or consequence.

Early Pick-Up from School

No checkout will be permitted after 2:45 pm. Parents may check out students early from school by going into the front office and signing them out. Parents should be prepared to show a photo ID when checking out their student. While those other than a parent/guardian can be permitted to check out a student, this will only be approved when the office has confirmation from the parent.

Dismissal from School

Dismissal begins at 3:00 pm. Carpool pickup occurs only in the front loop. Students cannot walk to the road or parking lots for pickup. Walkers and bicycle riders must leave campus at dismissal. All bikes must be walked to and from Holly Springs Road. Students are only allowed to ride their assigned bus.

Make-Up Work

Students are responsible for seeking make-up work from their teachers after an absence and for turning those items in within the specified amount of time. If an absence will last more than a few days, parents may want to check Blackboard postings for assignments and/or contact the Guidance Office (577-1339) to collect assignments. It typically takes 24 hours for work to be collected and put in Guidance for a parent to pick up.

Attendance Policies & Procedures

Conditions for an excused absence are listed in the WCPSS Student Handbook. A student must be present for at least 50% of the instructional day to be counted as present for the day. When students are absent, they should submit a note with a reason for the absence to their homeroom teacher or to the

front office. Parents may also email this note to the school’s data manager at NCWISE450@wcpss.net. Our automated phone notification system will inform parents/guardians of each student absence. Parents may call the data manager any time during the school day to verify attendance.

Parent-Teacher Conferences

With respect for each teacher’s schedule and obligations during the school day, we designate certain times for conferences. We set aside the first and third Tuesday of each month before and after school for conferences. Contact Guidance Office (919-577-1339) to schedule a conference. Parents reporting for a parent conference should sign in at the front office.

Student Activities & School Programs

Activities, Clubs, and Student Organizations

HRMS offers a variety of academic, athletic, social, and special interest activities, which are an important part of the learning and growing process. Overall, our goal in having these organizations is to enrich, engage, extend, and ultimately to have students be proud of the group they are a part of!

As most of these activities are an extension of the school day, all rules and policies will be maintained both before and after school. Students may be restricted from participating due to poor academic performance, unacceptable behavior, or other appropriate factors as determined by the principal and/or district/state policy.

Students cannot attend or participate in any student activity on a day that they are out-of-school suspended or assigned to In-School Suspension.

Students are responsible for knowing when after-school events will be over and arranging a ride home. Students whose rides are extremely late (more than 30 minutes after the event concludes) can be restricted from future activities.

Athletics & Athletic Events

All athletes must meet requirements by the county and the school in order to participate in tryouts or teams. Eligibility requirements are set by the district and by the state. They are available both online and from the Athletic Director.

Team rules will be presented to students at the beginning of the season. Coaches may remove a player from the team for violation of team rules and/or expectations. Also, students who are not able to participate in physical education activity due to illness or injury will not be permitted to participate in practice or games on the same day.

Child Nutrition Services / Cafeteria & Lunches

Students are invited to either bring meals from home or take advantage of the cafeteria selection. We encourage students to eat a balanced, nutritious meal. Pre-pay accounts are available either with checks to the HRMS Cafeteria or using mylunchmoney.com. During breakfast times, students in the cafeteria are expected to purchase and eat a school breakfast. Students must sit in their designated grade-level areas. The school does not loan money for lunch but will ensure that a student gets a lunch of fruits and vegetable if the student lets a staff member know. We do require that meals be eaten in the cafeteria and do not allow restaurant food to be brought to the cafeteria during lunch. Students may not purchase, or bring items, to share with others. Parents are welcome to eat lunch with their child in the conference room in the front office.

Dances

As a privilege for students who have good conduct at HRMS, the school sponsors dances for HRMS students. These events are open only to current HRMS students. Any student may be restricted from attending dances by administration due to behavioral concerns. An admission fee may be charged in order to cover expenses. Although school staff will provide supervision, we invite parent chaperones as well. Parent chaperones must be approved WCPSS volunteers. Student dress at dances must meet the school's dress code guidelines.

Field Trips

Group trips to off campus sites provide a valuable extension to the curriculum to emphasize course objectives. It is the teacher's responsibility to inform students (in advance) of criteria for eligibility for participation in field trips. Students must be in good standing to attend field trips. Student behavior is always a consideration. *The HRMS administration may require that a parent/guardian attend with a student in certain situations.* Attire for field trips should follow the school dress code. A per pupil assessment is usually required to fund school trips. Since teachers must make final deposits and finalize details of trips well in advance, they will hold students to absolute deadlines in registering and paying for school trips.

Media Center

Our media center supports and enhances our school's curriculum. It is open 7:45am-3:00pm. The media program has two important goals: to integrate technology and information skills into the classroom curriculum and to encourage a life-long love of reading. To encourage reading, our school participates in the county-wide Battle of the Books contest and hosts a number of reading encouragement programs throughout the year. Students may check out up to three books at a time for a two-week loan period. Overdue fines will be assessed. If materials are lost, students are responsible for the replacement cost. All fines and over dues must be taken care of before students may attend school dances and other designated activities.

Parent Teacher Association (PTA)

All parents and teachers are invited to join the Parent Teacher Association and to attend its meetings. The HRMS PTA is an association of parents and teachers working cooperatively to enhance the educational program for our students. This association is based on mutual trust, respect, and understanding. The PTA provides many activities and services to the educational program that could not be accomplished without parent involvement. Parents can support the PTA by attending meetings, volunteering at the school, and by actively participating in fundraising activities.

General School Procedures

Communication

One of our school goals is to have good communication with our parents. It is essential that the home and the school make every effort to communicate openly and frequently. Parents are encouraged to call the school with information or questions. We are committed to responding in an appropriate and timely manner to inquiries or concerns. When possible, contact will be made within a 48-hour period. If no response is received within two business days, please contact the principal.

Some methods for communication include:

- Weekly parent email updates
- School Website
- Power Parent allows for online viewing of student grades, attendance, etc.
- Online instructional postings (blackboard) are available on the school website

Lost & Found

Students are responsible for property and possessions brought to school. All lost and found articles should be turned in at the main office. When a student has lost an item, he/she should complete an incident form in the office. Unclaimed items are stored at the school, and students may check the lost and found area with the assistance of the designated staff member. Periodically, unclaimed items are donated to charities. The school is not responsible for items lost or stolen.

Visitors to School

HRMS parents are always welcome at the school. In addition, we invite you to volunteer in. Parents wanting to volunteer should contact the front office to register. During the school day, visitors should always enter the school at the front entrance near the administrative offices and stop in the office to sign in and obtain an identifying visitor's badge. Students are not permitted to have friends visit during school hours.

Student Expectations & Procedures

After School Activities

Students are permitted to remain at school after the school day ends only if they are staying for an after school activity under the supervision of a faculty member. Unsupervised students

are subject to disciplinary action. Parents who arrive late must pick the student up in the office. While waiting at school to attend a home ball game, students will be assigned to a designated area. Pick up time after extra-curricular activities varies depending on the activity. The approximate end time for football is 5:30 pm; basketball is 6:00 pm; all other sports end at approximately 5:15 pm. Students who are not picked up within 30 minutes of the conclusion of activities will be prohibited from attending future events.

Bicycles & Skateboards

Bicycles and skateboards should be chained and locked to the bike rack. The school cannot assume responsibility for damage or loss. Students must walk their bikes and carry skateboards when on campus. Skateboards are not permitted in the school building or on the school bus.

Buses & WCPSS Transportation

Wake County Public School Policy states that school transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the school bus driver. Visit the WCPSS transportation link on the website. A student may only ride the bus to which he/she is assigned.

Bus arrival varies slightly. Students should always make a five minute allowance before and after the assigned time of the stop. Strict standards of behavior on the bus must be maintained at all times in order to satisfy safety requirements. Students should comply promptly and courteously to directions from the driver. Students shall observe quiet conduct on the bus. Students shall not leave the bus from the emergency door unless an emergency exists. Violations of the bus rules may result in the loss of the riding privilege, assigned seating, or other penalties deemed appropriate by school administration. When a student misses the bus after school they will report immediately to the front office to call a parent to arrange transportation.

Deliveries for Students

Holly Ridge will not accept any deliveries for students during the school day. All such deliveries will be returned to the sender. Parents are not permitted to send food items into the classroom or cafeteria for their student or other students. Students will not be permitted to carry balloons, flowers, large stuffed animals, or other large items throughout the day as they cause a distraction from learning.

Dress Code

The Holly Ridge Middle School staff will enforce the Wake County Public School System dress code. When a dress code violation occurs, students will be allowed to return to class when in compliance. Wake County Dress Code-examples of prohibited dress or appearance include, but are not limited to, the following:

- exposed undergarments
- sagging pants
- excessively short (garments need to be longer than fingertips when arms are straight down)
- excessively tight garments
- bare midriff shirts

- strapless shirts, halter tops, spaghetti straps, and shirts with less than 3 inch straps
- attire with messages or illustrations that are lewd, indecent, or vulgar that advertise any product or service not permitted by law to minors
- head covering of any kind
- see-through clothing
- attire that exposes cleavage
- any adornments such as chains or spikes that reasonably could be perceived as or used as a weapon, and any symbols, styles, or attire associated with intimidation, violence, or violent groups about which students at a particular school have been identified.

Electronic Devices & Other Prohibited Items

No student shall use, display, transmit or have in the “on” position on school property any wireless communication device or personal entertainment device until after the conclusion of the instructional day. Laser pointers are not permitted at any point on school property or on the school bus unless authorized by the principal. Items will be confiscated and returned only to the student’s parent.

Other prohibited items include (but are not limited to) skateboards, headphones, water guns or similar devices, toys, basketballs or other game balls outside of physical education, or other items identified by the administration as causing a disruption to learning or the school environment. This policy applies to buses and includes time before school.

Food & Drink Policy

Students may bring food or drink items to school only for lunch consumption. Food (including gum) or drinks are not allowed in the halls or in classrooms. These are to be in a container and consumed in the lunchroom during times set aside for breakfast and lunch. Restaurant food will not be delivered to students during the school day. Water bottles are permitted during transitions. Additional restrictions may be implemented per teacher discretion based on safety concerns.

Lockers

All students will have access to a locker. Some students may be required to share a locker. The student lockers are a part of the school building, and as such, are under the supervision and jurisdiction of school officials. No student may exchange lockers or move to an empty locker. The school does not assume responsibility for items lost or stolen from lockers.

Personal Belongings on Campus

Students are responsible for personal belongings brought to school. Do not leave any valuables in lockers or in the physical education locker rooms. All belongings should be secured. Only money needed for lunch or after school events should be brought to school. Students are urged not to leave books, book bags, purses, jackets, shoes, or other belongings unattended. All personal items need to be marked with a student’s name.

Search Provision

Administrators and school officials have the authority to search individuals, book bags, lockers, or other personal items when they feel there is reasonable suspicion that an individual is in possession of illegal or unauthorized items. A search might also be necessary to protect the safety and welfare of students and/or school personnel.

Tardy Policy

A student is tardy when he/she is not in the assigned seat at the designated time for class to begin. Following are the consequences for unexcused tardies:

- First unexcused tardy, teacher gives verbal warning.
- Second unexcused tardy, teacher gives verbal warning and makes parent contact (either phone or email).
- Third unexcused tardy, teacher refers student to grade level administrator.

All future tardies will be referred for administrative action. Tardies exceeding five minutes will be written up as skipping class.

Code of Student Conduct

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student policies shall take precedence.

An important aspect of the school program is to help students develop self-control, character, and orderliness. We expect the citizens at Holly Ridge Middle School to behave in a socially acceptable manner and to respect the rights of others. It is important for students to recognize that they are responsible for their behavior on the way to and from school, during school hours, on the bus, and at all school events. The faculty and staff of Holly Ridge Middle School are committed to helping each student become an effective and successful member of our community. This goal requires a cooperative effort from the stakeholders, staff, students, parents, and community. Following is the Holly Ridge Middle School's Code of Student Conduct. In addition, we will distribute the Wake County Public School System's Student/Parent Handbook. Ideally, parents will review and discuss with the students.

Student Responsibility & Expectations

- Attend school regularly ready to learn.
- Show respect and politeness to all people, their property and self.
- Follow the rules and expectations of teachers, school, and school system.
- Be where you are supposed to be and be on time.

- Know the consequences for violating the Student Code of Conduct.

Teacher & Administrator Responsibilities & Expectations

- Inform our students and parents of teacher and school rules and expectations.
- Provide an opportunity for all students to learn and to be successful.
- Provide a safe, purposeful learning climate.
- Communicate regularly with parents and students regarding academics and behavior (positive and negative).
- Discuss issues with guidance counselors and other appropriate staff regarding student progress and needs.
- Apply the rules in a fair, timely, and consistent manner to ensure that the rules become a part of the normal routine and expectation throughout the school.

Parent Responsibilities & Expectations

- Ensure that your child understands and follows the Student Code of Conduct.
- Re-emphasize to your child the importance of self-discipline and respect for themselves and others.
- Communicate with your child's teachers through e-mail, the planner, phone messages, etc.
- Work closely with the school staff to help your child learn and to be successful.

Discipline

Wake County Public School Board Policy states that a school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of youth. Each principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with board policy.

At Holly Ridge Middle School our mission is to create a safe learning and teaching environment for all students and staff. To that end, the Wake County Public School System Board of Education has identified the following infractions as serious in nature and will be dealt with according to the appropriate board policy. Please refer to the 2015-2016 Wake County Public School System Student/Parent Handbook for further explanation.

For our discipline process to be successful, it is essential that students and parents report to the school's administration any violation of policy that they are aware of. It is also important that this is reported in a timely manner.

Threats

At HRMS, all threats, including those made in jest, will be taken seriously and investigated by administration. Possible consequences for making a threat include assignment to In-School Suspension, short-term out-of-school suspension, or long term out-of-school suspension.

Harassment

The Wake County School System Board Policy defines harassment as any verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive to interfere with a

student's ability to participate in or benefit from an educational program or activity. Prohibited conduct may include abusive jokes, insults, slurs, name-calling, threats, bullying, etc. This can include online postings or other electronic messaging if there is a disruption to the school. Any student who believes that he/she has been harassed should report the behavior immediately to a teacher, counselor, assistant principal, or principal. Possible consequences for harassment include assignment to In-School Suspension, short-term out-of-school suspension, or long term out-of-school suspension.

Gang Related Activity

The Wake County Public School Board Policy prohibits students from committing any act that has any association with gangs including having clothing, jewelry, signs, visible tattoos, or literature. Also prohibited are communications verbal or non-verbal (gestures, handshakes, slogans, drawings, etc.). Soliciting other students for gang membership is prohibited. Students violating this policy may be suspended for the remainder of the school year. When necessary, WCPSS Security Office and the Holly Springs Police Department will be involved in possible violations of this policy.

Class/Activity Disruption

All students are expected to contribute to building a positive learning environment: When students commit physical or verbal actions which interfere with the learning environment and/or interrupts teaching, orderly conduct of class/school activities, or act in such a way that interferes with an individual's ability to learn or be safe, disciplinary consequences including possible Out of School Suspensions are appropriate.

Instigation of a Fight

Students who take actions that could reasonably lead to fighting or physical aggression will also receive appropriate disciplinary consequences. This includes students engaged in horseplay or other off-task behaviors even in jest/playing.

Physical Aggression / Fighting

Wake County School Board Policy states that fighting and assaults on students and other people are prohibited. Any physical contact with another student may violate this policy even when it is the result of horseplay. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and immediately notify proper school authorities. A student who exceeds reasonable force will be disciplined even though someone else provoked the fight. Repeated violations may result in a long-term suspension.

Assault

As defined by School Board Policy, the first violation shall result in removal to an alternative educational setting or long-term suspension from the school system for at least the remainder of the school year.

Non-Compliance

The Holly Ridge Middle School defiance policy is based on Wake County School Board Policy. Students are expected to follow the direction of all staff members including substitute teachers, proctors, etc. If the assistance of an administrator becomes necessary to get the student's behavior into compliance, the student will be assigned to In-School Suspension or out-of-school suspension (OSS) at the discretion of the administrator. If a student feels that he/she is being treated unfairly, the student must still comply with the directions of the staff member. Then, at an appropriate time, the student may come to the main office to register the complaint on an incident report.

The above listed are serious violations. Any other infractions that disrupt the educational learning environment will receive disciplinary action by administration.

Possible disciplinary actions include but are not limited to:

- **Probation.** Revocation of participation in all student activities or denial of expanded privileges for students for a specified period of time.
- **Lunch Detention.** Students assigned to lunch detention will report to their designated area during the lunch period.
- **In-School Suspension (ISS).** is a disciplinary consequence for violations of the Code of Conduct. During ISS, students will not attend any class or activity. The student is required to do current work provided by the teacher for full credit.
- **Out-of-School Suspension (OSS).** A student on out-of-school suspension is not permitted to be on school property at any time during the suspension period. No classes or activities may be attended during the period of OSS. A student under suspension from school is trespassing if he/she appears on the property of any school during the suspension period without the expressed, written permission of the principal. Students may make-up work missed during OSS for full credit providing the work is turned in within the time period specified for all other absences.

Students assigned to ISS or OSS shall not participate in interscholastic practices on the day of their assignment.

Students who have been in ISS or on OSS may be barred from attending extracurricular activities unless these activities are part of a subject's curriculum requirements.

6-8 Grading System

In grades 6-8 students earn letter grades of A, B, C, D, or F on their report cards. WCPSS employs a standardized grading scale with letter grades having the following numerical value:

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	0 – 59
I	=	Incomplete