

Holly Ridge Middle School

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

WCPSS Mission Statement

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

Vision Statement

HRMS will prepare all students for a productive life in a technological and global society by preparing them to graduate on time using rigorous and relevant curriculum to meet their unique capabilities. Our highly effective and dedicated staff, in collaboration with home and the community, will provide a supportive environment to engage, celebrate, and meet the needs of all students.

Value Statement

Students

We believe students can develop the capacity for:
Self-advocacy and self-reliance
Tolerance of others
Ingenuity in learning experiences
New ways of thinking and problem-solving
Growth mindsets focused on high achievement

School Community

We believe all community members are responsible for cultivating:
Honest and supportive professional collaboration
Openness to new and innovative ideas
Respect the diversity students bring with them
Nurturing healthy relationships in a safe learning environment
Exemplary character and high regard for all
Targeted, data-based instruction
Stewardship of the global community

Administration

Mr. Keith Faison, Principal
kfaison@wcpss.net
(919) 577-1335

Mr. James Cole, 8th Grade Assistant Principal
jcole@wcpss.net
(919) 577-1335

Mr. Drew Daniel, 7th Grade Assistant Principal
ddaniel2@wcpss.net
(919) 577-1335

Ms. Betty Cornell, 6th Grade Assistant Principal
bjcornell1@wcpss.net
(919) 577-1335

Counseling & Student Services

Ms. Shelby Kosch, Counselor
skosch@wcpss.net
(919) 577-1335 Ext. 23138

Ms. Heather Gilberry, Counselor
hgilberry@wcpss.net
(919) 577-1335 Ext. 23153

Mr. Brett Bearman, Counselor
bbearman@wcpss.net
(919) 577-1335 Ext. 23154

Ms. Ivonne Martin, Student Services Technician
imartin@wcpss.net
(919) 577-1335 Ext. 23152

Ms. Leigh Goble, Psychologist
lgoble@wcpss.net
(919) 577-1335 Ext. 23161

Other School Leaders

Ms. Portia Wilson, Lead Secretary
pwilson@wcpss.net
(919) 577-1335 Ext. 23140

Ms. Becky Shelton, Data Manager
bshelton@wcpss.net
(919) 577-1335 Ext. 23139

Ms. Karlie Lowe, Receptionist
klowe@wcpss.net
(919) 577-1335

Ms. Karen Rammalaere, Bookkeeper
krammalaere@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

Website: www.wcpss.net/hollyridgems

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 provided a copy of the WCPSS handbook and the Holly Ridge Middle School Supplemental Handbook. Changes to this handbook will be communicated to parents and students via a due notice message. 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. Students should be in their designated classroom at the beginning of each class or be recorded as "tardy." In regards to disciplinary and corrective actions resulting from school tardies, Please review the tardy policy below:

- At 4 unexcused tardies: students and parents will receive a tardy letter
- At 6 unexcused tardies: students will be assigned a 2 day administrative lunch detention

Tardy Policy, Periods 2-6

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

- Verbal warning.
- 2nd unexcused tardy, teacher gives verbal warning and makes parent contact (either phone or email).
- 3rd 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.

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 Teacher Website postings for assignments and/or contact the Guidance Office (919.577.1335 Ext. 23152) 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 the Guidance Office (919.577.1335 Ext. 23152) 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 enhance a sense of pride in 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 (OSS) suspended or served In-School Suspension (ISS).

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 vegetables if the student lets a staff member know. 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. Please see the discipline section of the student handbook for more information regarding behavior requirements to attend these events.

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. 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. Please see the discipline section of the student handbook for more information regarding behavior requirements to attend these events.

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 contests. 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. Please visit www.hrmspta.org for more information.

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:

- School Website- Principal's Message, Hornet Headlines, and scrolling Twitter feed
- Twitter-Please follow us @HollyRidgeMS
- PowerSchool Parent allows for online viewing of student grades, attendance, etc.
- Online instructional postings (teacher websites) are available on the school homepage under the staff tab
- Remind Text Message Updates per individual teachers

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. 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 may 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. If a bus driver/administrator deems that student behavior is unfit, parents/guardians must pick their child up from the school. When a student misses the bus after school they will report immediately to the front office to call a parent in order 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. Any large deliveries for specific teachers and/or teams need to be arranged prior to drop-off with proper notification given to the front office.

Students will not be permitted to carry balloons, flowers, blankets, large stuffed animals, or other large items throughout the day as they cause a distraction from learning.

Dress Code (Policy Code 4316)

Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

- Depict profanity, vulgarity, obscenity, or violence;
- Promote the use or abuse of alcohol, tobacco, or illegal drugs;
- Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;
- Threaten the health or safety of staff or students; or
- Are reasonably likely to create a substantial disruption of the educational process or operations of the school.
- Specifically:
 - Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
 - Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
 - Clothing must cover undergarments (waistbands and straps excluded).
 - Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
 - Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
 - Specialized courses may require specialized attire, such as sports uniforms or safety gear.

- Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

Enforcement: Any school dress code enforcement actions should minimize the potential loss of educational time. When a school staff member or school administrator discusses a dress or grooming violation with a student, the adult should be the same gender as the student if practicable. Staff concerns about student attire should be discussed discretely and out of earshot of other students to the extent practicable. Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g., school clothing closet) or otherwise complying with this dress code (e.g., removing a problematic item). School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day.

Applicability: This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations.

This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

Electronic Devices, Headphones & Other Prohibited Items

Prohibited items include (but are not limited to) headphones, laser pointers, 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. Skateboards are prohibited unless they are chained to the bike rack and carried on and off campus. The aforementioned policies apply to buses as well as time before, during, and after school. If students are not in compliance with the policies of prohibited items, staff members can confiscate the items, which will be secured in the front office until a parent/guardian picks them up. Students who refuse to turn over confiscated items will be assigned appropriate disciplinary consequences by administration.

Smart phones, tablets, and other personal technology devices may be used by students for instructional purposes only in conjunction with the school's BYOD policies and with the permission and under the supervision of their teachers in compliance with the Technology Responsible Use Policy. This policy applies to headphones as well. The school system assumes no responsibility for personal technology devices brought to school.

More information regarding BYOD policies can be found in the section below.

BYOD Policies

The use of personal devices to support educational experience is not a necessity, but a privilege. Holly Ridge Middle School defines "devices" as privately owned wireless and portable electronic devices that can be used for wireless Internet access, word processing, image/video capturing, sound recording, and information transmitting. If students have a signed permission slip on file and BYOD strategies are being utilized within their classrooms, please ensure the following policies/procedures are followed and understood:

1. Students will accept full responsibility of their device and keep it with them at all times. HRMS is not responsible for the loss, damage, misuse, or theft of personally owned devices brought to school.
2. Unless otherwise permitted during a teacher monitored class activity, students may not use any device to record, transmit, or post photos/video of a person(s) on campus. This provision applies to all students and school personnel at any time and location.
3. Students will never be required to allow another student to use or handle their device.
4. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school. Devices should not be dropped off at the front office if a student forgets it at home.
5. If participating in the BYOD program, students must be connected to the WAKE-BYOD WCPSS Wi-Fi at all times. Using any other network is not permitted.
6. Violations of any Board policies, administrative procedures or school rules involving a student's personal electronic device may result in the loss of BYOD privileges and/or disciplinary consequences.

**Please see the school's BYOD website for more information and instructional practices related to this program by visiting the following website: <http://www.wcpss.net/domain/11375>*

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 should not 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.

Code of Student Conduct

A safe, orderly, and welcoming school environment is essential for student learning. 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. WCPSS board policies regarding the Code of Student Conduct can be found at the following address:
https://boardpolicyonline.com/bl?b=wake_new#&&hs=208219

An important aspect of the school program is to help students develop self-control, character, and self-discipline. 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.
- Report any violations of the Code of Student Conduct in a timely manner.
- 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 Code of Student 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, student planner, planner, phone messages, etc.
- Work closely with the school staff to help your child learn and to be successful.

Discipline

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 a number of behavior infractions that compromise student learning and will be dealt with according to the appropriate board policy. Please refer to the 2019-2020 Wake County Public School System Student/Parent Handbook for more information. In addition, WCPSS board policies regarding the Code of Student Conduct can be found at the following website:

https://boardpolicyonline.com/bl?b=wake_new#&&hs=208219

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.

Applicability of Code of Student Conduct

All students shall comply with the Code as well as all state and federal laws, school board policies, and local school rules governing student behavior and conduct. This Code applies to any student who is on school property, (including school transportation), who is in attendance at school or at any school-sponsored activity, or whose conduct at any time, place, or cyberspace, on or off campus, has or is reasonably expected to have a direct and immediate impact on the orderly

and efficient operation of the schools or the safety of those individuals within the school community.

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.

Behavior Contracts

Students who exhibit multiple discipline infractions may be placed on a behavior contract. The contract can prohibit certain activities and outline specific expectations that must be met by the student in order to resume normal school activities and attend specific events.

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

Grade Recovery Contracts

Any students who have earned a failing grade for the first nine weeks of a semester will be offered a grade recovery contract for that particular class. Please review the specifics of the Grade Recovery Contract with your teacher, grade level counselor, or administrator for a more detailed understanding of the conditions of this Policy.