

# 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.*

## Holly Ridge Middle School Vision Statement

*Holly Ridge Middle School is committed to fostering an inclusive school community in which we are providing equitable access to rigorous learning opportunities, building trusting relationships, and growing each of our students academically, socially, and emotionally.*

### **Administration**

Jennifer Newby, Principal  
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### **Counseling & Student Services**

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Heather Gilberry, Counselor  
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Leigh Goble, Psychologist  
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### **Other School Leaders**

Anita Wright, Lead Secretary  
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Ivonne Martin, Data Manager  
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Ashley Carr, Receptionist  
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Officer Timothy Shine, SRO  
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**Office Hours:** 7:45 am-4:00 pm  
**Instructional Hours:** 8:15 am-3:00 pm  
**Website:** [www.wcpss.net/hollyridgems](http://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. School rules apply at all times on the school campus, on the bus, at the bus stop, and on school approved field trips.**

## **Attendance, Arrival, and Dismissal**

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### **Arrival to School**

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

### **Late Arrival to School**

Students arriving later than 8:15 am 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.” Disciplinary actions may be taken if a pattern of tardiness to school is observed.

### **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. Failure to consistently arrive on time could result in escalated consequences.

### **Early Pick-Up from School**

We request that all early checkouts be completed before 2:30 pm. To check out a student early, parents should go to the front of the building and use the electronic checkout process. A photo ID is necessary for checking out a student. While others besides parents or guardians may pick up a student, they must be listed as an approved contact in Powerschool.

### **Dismissal from School**

Dismissal begins at 3:00 pm. 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. Students and parents should communicate with teachers and check Canvas for missed assignments/agendas.

### **Late Work Policy**

Students will receive a 10 point deduction on all work 5 days late and then an additional 10 point deduction for work 10 days late with the possibility of receiving a maximum grade of 80 on late assignments. Late work will be accepted for the first half of the quarter up to 3 days prior to interims and the second half of the quarter up to 3 days prior to the end of the grading period. Late work from the 1st half of the quarter will not be accepted after the interim report period.

### **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 imartin@wcpss.net. Our automated phone notification system will inform parents/guardians of each student’s absence. Parents may call the data manager any time during the school day to verify attendance.

### **Parent-Teacher Conferences**

Contact your child’s team leader, homeroom teacher, or counselor to schedule a conference. Conferences may be set up through a virtual Google meet or in person. Parents reporting for a parent conference in school should sign in at the front office.

## **Student Activities & School Programs**

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### **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 some 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 a full day of 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 [www.MySchoolBucks.com](http://www.MySchoolBucks.com). No outside purchased food will be allowed in the cafeteria so as to not interfere with the lunch program. Students will be provided a space to eat any outside food provided by the parent.

### **Dances/Socials**

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. Although school staff will provide supervision, we invite parent chaperones as well. Parent chaperones must be approved WCPSS volunteers. 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 from 7:45 am-3:00 pm. 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. 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 overdue fines 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](http://www.hrmspta.org) for more information.

## **General School Procedures**

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### **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
- X (Twitter)-Please follow us @HollyRidgeMS
- Canvas Learning Management System- Parent Observer
- Talking Points - 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 visit the Wake County Public Schools website to register using the new volunteer system. 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**

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### **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 fifteen 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. No outside fast food will be allowed in the cafeteria so as to not interfere with the lunch program. Students will be provided a space to eat any outside food provided by the parent.

### **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.

Please review the WCPSS Dress code at the following link:

<https://www.wcpss.net/domain/50>

**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.

### **Technology & Phone Policies**

Student phones should not be used in instructional spaces, as students should have access to their WCPSS laptop each day. If a student has a phone and chooses to bring it into the classroom, the phone should be silent and kept in a bag. Cell phones or other electronic devices are not permitted in the restrooms or locker rooms.

Students should bring their charged laptop to school daily.

HRMS is not responsible for the loss, damage, misuse, or theft of personally owned devices brought to school.

### **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. 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. The school does not assume responsibility for lost or stolen personal belongings.

### **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**

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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](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 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 email, phone, talking points, 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 2024-2025 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](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 may 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