

RIDGEVIEW MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK

2021—2022



320 Wolfpack Way
Clintwood, VA 24220
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MESSAGE FROM THE PRINCIPAL

On behalf of the entire administration, faculty and staff, welcome to Ridgeview Middle School! After the challenges of last year, we are especially excited to begin the 2021—2022 school year with face to face interaction and instruction with our students. The purpose of this handbook is to provide you with information about Ridgeview Middle School's policies and procedures. We encourage students and their parents/guardians to take time to read this handbook together, with the hope that you will find this to be a helpful resource.

One useful tool for parents of middle school students is the school parent portal. Most parents have benefited from using the parent portal site to keep up with their student grades and attendance. If you are not already enrolled in parent portal, I encourage you to contact our school at (276) 835-1601 and sign up.

Also, most of our core teachers will continue to use Google Classroom, so parents who have provided emails to the teachers can receive invitations to view their child's assignments, progress on those assignments and any possible missing assignments. I hope that all of our students are recharged and ready for a great new school year! Looking forward to seeing you,

John R. Whitner

MISSION STATEMENT

The mission of Dickenson County Public Schools is to provide a safe, nurturing environment to educate and inspire students to become lifelong learners and to encourage intellectual, social, and physical growth in a diverse and change society.

RMS PERSONNEL

ADMINISTRATION

John Whitner	Principal	jwhitner@dcps.k12.va.us
Laura Stanley	Assistant Principal	lgstanley@dcps.k12.va.us
Audrey Rasnake	Secretary	arasnake@dcps.k12.va.us
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6TH GRADE FACULTY

Jessica Deel	History	jdeel@dcps.k12.va.us
Sharon Hall	Science	shall@dcps.k12.va.us
Brooke Hearl	Math	bhearl@dcps.k12.va.us
Issac Johnson	Math	ijohnson@dcps.k12.va.us
Traci Ramey	English	tramey@dcps.k12.va.us
Heather Rasnick	Science	hrasnick@dcps.k12.va.us
Katlin Rife	History	krife@dcps.k12.va.us
Kayla Robinson	English	klrobinson@dcps.k12.va.us

7TH GRADE FACULTY

Lisa Ball	Science	lball@dcps.k12.va.us
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Chris Fleming	Math	chrisfleming@dcps.k12.va.us
Porchia Fletcher	English	pletcher@dcps.k12.va.us
April Hay	English	akhay@dcps.k12.va.us
Jordan Kern	Civics	jkern@dcps.k12.va.us
Phyllis Mullins	Civics	pmullins@dcps.k12.va.us
Jeannie O'Quinn	Math	jmoquinn@dcps.k12.va.us

8TH GRADE FACULTY

Tim Carty	World Geography	tcarty@dcps.k12.va.us
Teresa Deel	English	tjdeel@dcps.k12.va.us
Jason Edwards	World Geography	njedwards@dcps.k12.va.us
Ashley Hill	English	arhill@dcps.k12.va.us
Betty Kern	Science	bkern@dcps.k12.va.us
Samantha Mullins	Math 8 / Pre-Algebra	smullins@dcps.k12.va.us
Wade Rose	Science	wrose@dcps.k12.va.us
Katrina Stanley	Math 8 / Pre-Algebra	kstanley@dcps.k12.va.us

ENCORE FACULTY

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Maranda Knepp	Drama	mmknepp@dcps.k12.va.us
Jonathan McCullough	Music/Band	jcmccullough@dcps.k12.va.us
Brandon Mullins	Physical Education	bmullins@dcps.k12.va.us
Amber Owens	Librarian	aowens@dcps.k12.va.us
	Keyboarding	
Lisa Rife	Physical Education	lrife@dcps.k12.va.us
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RESOURCE FACULTY

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Kim Mullins		kdmullins@dcps.k12.va.us
Leslie Mullins		lmullins@dcps.k12.va.us
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Melissa Owens		mfowens@dcps.k12.va.us
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Jordan Stanley		jstanley@dcps.k12.va.us
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CUSTODIANS

Brian Bowman
James Allison
Skylar Deel
Colena Elswick

CAFETERIA

Angie Neece	Cafeteria Manager	asneece@dcps.k12.va.us
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THERAPISTS

Shelda Cline	Physical Therapy	scline@dcps.k12.va.us
Larissa Stanley	Occupational Therapy	lstanley@dcps.k12.va.us
Lindsey Compton	Speech therapy	lscompton@dcps.k12.va.us

SCHOOL COLORS: Black, Ridgeview Blue, Silver and White

MASCOT: Wolfpack

SCHOOL HOURS

Ridgeview Middle School is open from 7:25 a.m. to 3:30 p.m. The school will not be responsible for the general health and welfare of students who arrive at school before adequate supervision is present. Supervision is provided from the time the first bus arrives in the morning until the time the last bus departs in the afternoon.

DAILY SCHEDULE

8:00 a.m. – 3:00 p.m.

VEHICULAR AND PEDESTRIAN TRAFFIC CONTROL PLAN

Traffic from the 4 Way Intersection on State route 637 follows the traffic circle left onto Wolfpack Way Road. Buses move to the right hand lane and circle around to the front of Ridgeview Middle School. Middle school students exit the bus at the entrance to the middle school, and will enter the building while the bus proceeds to the high school.

Staff and high school students have assigned parking spaces in front of the schools. Pedestrians enter the buildings by designated walk ways. Visitors to the schools park in designated “Visitors” parking spots.

Morning procedures for students being dropped off:

Cars turning onto Wolfpack Way Road will continue in the left lane. Patrons dropping students off at the schools will travel down the first lane to the parking area, turn left at the cones and drop their children off at the first median directly across from the crosswalk. Middle school students will walk over the designated crosswalk and enter the school through the middle school entrance. Students will have their temperatures taken as they enter the building to make sure they are safe to enter.

Afternoon procedures for student being picked up:

Buses will be parked along the sidewalk. Middle school students will load their buses at the departure bell. Students who are accompanied by a parent, older sibling or approved adult may walk around the crosswalk and go to their vehicle.

After the buses have left, parents may proceed around the bus circle and pick their children up at the front middle school entrance. Parents waiting to pick up their children need to wait in the right lane behind the last bus in line until all of the buses have left. Student will wait at the front entrance of the middle school until their parent picks them up.

DEPARTURE PROCEDURES

Students are to leave on their regular bus at dismissal time. A written request must be submitted and approved by the office, if the parent wishes for his/her child to ride a bus other than his/her regular one; a bus pass will be issued and must be given to the bus driver. Students that are to ride home with someone other than their parent will need written permission from both their parents and the other child’s parents. Phone calls with transportation changes need to be provided to the school by 2:30 p.m. to give the administration enough time to contact the students.

The two normal methods for RMS students being picked up after school are either by parents driving around the bus lane after the buses come through and meeting their children at the nearest available cone, or by parents or siblings walking across the bus lane street and escorting their

children across the road to their car. Middle school students are not to cross the bus lane road or walk through the parking lot unless accompanied by an adult or high school sibling.

All students coming to watch home middle school, JV or varsity ballgames have to either ride the bus home or be picked up by the parent and then brought back later to the school for those games. **Supervision is not** provided for student spectators after school, so students are not allowed to stay after school.

VISITORS AT SCHOOL

The staff at Ridgeview Middle School welcomes the visits of parents, relatives and other supporters of our school, but for the safety of our students and teachers, **all visitors and volunteers are to sign in and out in the office.** Teachers are available to meet with parents during their planning time, so parents should email or call the teacher to schedule a conference.

Visitors are requested not to park in or block the bus loading lanes from 7:30 a.m. to 8:15 a.m. and from 2:45 p.m. to 3:45 p.m.

CHANGE OF ADDRESS / INFORMATION

It is very important that parents keep their child's contact information up to date (phone number, address, etc.) so that the school can maintain necessary and appropriate contact with the family. As soon as contact changes occur, please call the office so that the necessary updates can be made. When emergencies happen, it is critical that the school can make immediate contact with the parents.

ATTENDANCE

Attendance on a daily basis is a mandatory requirement for all students. The Code of Virginia §22.1-254, requires that all children who have reached their fifth birthday on or before September 30th and who have not yet reached their eighteenth birthday must attend school. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law.

When a student accumulates more than seven (7) unexcused absences in an academic year the attendance officer/superintendent's designee will enforce the provisions of the Code of Virginia §22.1-258 by one or all of the following: (i) scheduling a conference with the pupil and the pupil's parent; (ii) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in §16.1-228, or (iii) instituting proceedings against the parent pursuant to §18.2-371 or §22.1-262, as described in File: JED, of the Dickenson County Public Schools Policy Manual.

Absences

Students are expected to be in school every day. Parents/Guardians are expected to contact their child's school on the day of the child's absence to inform the school of that absence. Parents/Guardians are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments is known. When such notification is made, the parent/guardian need not contact the school on the first day of the absence. **For any reason, a written note providing the dates of and reasons for the child's absence is required from the parent/guardian within three days of the child's return to school.** The purpose

of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained until the end of the school year for documentation purposes.

Excused Absences

Dickenson County Public Schools defines excused absences in support of the mandatory attendance law. The following conditions provide the only acceptable reasons for a student's absence from school.

Illness - When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness will provide evidence of the illness for the school.

Prearranged Appointments - For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.

Family Death or Emergency - For absences because of a death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence.

Religious Observances - Absences as a result of observances of religious holidays should be prearranged by the parent, who is responsible for notifying the child's school of the religious holiday(s) to be observed.

Extenuating Circumstances – Unforeseeable or unpreventable absences as determined by the school administration.

Exceptional Circumstances - The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family. Prior to the student's absence, the parent must complete the Request for Exceptional Circumstance to Attendance Form.

The parent will document on this request the rationale for the absence, dates of absence, and siblings within the school division for whom the exception will be also requested. The principal will provide the response to the Requests for Exceptional Circumstances in writing to the parent.

In documented extenuating circumstances, the principal may approve an absence after-the-fact as exempt from the sanctions of the attendance policy. For those circumstances which cause the student to be absent and prior request for approval is not possible, the parent must complete the Request for Exceptional Circumstances within two days of the student's return to school.

The school may require terms of compliance which the student must meet prior to the principal's approval of the Request of Approval of Exception to Attendance. Required terms of compliance may include, but are not limited to, timely completion and submission of make-up work and assignments, a relevant journal, and/or a related project.

No more than five (5) days may be approved by the principal for exceptional circumstances during a school year. For requests of more than five days, the request must be endorsed by the principal and approved by the superintendent/designee.

Field trips and school related activities- Days missed due to principal approved student participation in school related activities will not be counted as an absence.

Suspensions

For absences because of a suspension, the parent will be notified of the suspension and the date when the student will be expected to return to school. The student must return on the indicated date.

Make-up Work

When students are absent, (this includes absences for suspension), an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction.

Students will be expected to make up work for all classes missed within five (5) days of returning to school. Extenuating circumstances may be considered in extending the time limit.

It is assumed that an unexcused absence will represent a deliberate attempt by a student or his/her parents to avoid the duty of attending school. Assignments associated with unexcused absences and suspensions, including Comprehensive Tests (unit tests, exams, etc.), will receive a 10% reduction on those scores. These must be completed within five (5) school days after returning to school.

Excessive Absences

Ten (10) or more parental notes to excuse absences are considered excessive and may require a physician's note or other official documentation to excuse subsequent absences. When a student accumulates ten (10) or more parental notes to excuse absences, the student may be referred to the school's principal or principal's designee. The principal/designee will confer with the parents/guardians to determine the circumstances surrounding the absences and develop a corrective action plan as appropriate. Interventions may include, but are not limited to, parent conference, referral to guidance counselor, or development of an attendance contract.

Tardiness/Check-outs

A student arriving late to school or leaving early from school will only be excused for the following reasons; illness, prearranged appointments, family death or emergency, religious observances, or other extenuating circumstances.

Any combination of three (3) unexcused tardies or check-outs will count as one (1) unexcused absence for the purpose of supporting the mandatory attendance law.

Any combination of ten (10) unexcused tardies or check-outs may result in a referral to the school's principal or principal's designee. The principal/designee will confer with the parents/guardians to determine the circumstances surrounding the unexcused tardies or unexcused check-outs and develop a corrective action plan as appropriate.

Homebound Instruction

In the event a student develops a medical condition which would result in prolonged absence from school, the student may be a candidate for Homebound Instruction. Students approved for Homebound Instruction are considered present for attendance purposes. For more information concerning Homebound Instruction, please contact Mrs. Denechia Edwards, Supervisor of Special Education, P.O. Box 1127, Clintwood, Virginia, or (276) 926-4643.

HOMEWORK / REPORT CARDS

Homework is an expansion and enrichment of skills taught to the individual student. The parents, students and teacher will work together for the completion of the student's work.

Parents have the responsibility to:

1. Show an interest in the child's work.
2. Provide a suitable time and place for study.
3. Allow enough time to complete the work.
4. Encourage the child to take responsibility for the work.
5. Give encouragement to the child.
6. Reinforce and review a skill that may have been forgotten.
7. Provide positive motivation and reinforcement of skills.
8. Praise a job well done.

Students have the responsibility to:

1. Listen in class and learn the skills for an assignment.
2. Write down an assignment and ask questions if not clear.
3. Take needed books and supplies home.
4. Do neat and accurate work to the best of their ability.
5. Complete assignments without constant reminders from teacher or parent.
6. Complete assignments on time.
7. Take completed assignments to school and turn in to teacher.

A major goal of the instructional program is to assist students in becoming committed to the process of learning. Learning is not restricted to the classroom but is a continuous process. The individual school can only teach a small portion of that which is valuable and available to be learned. The home is a vital partner in this process and can help develop a systematic approach to homework which will assist the student in achieving common learning goals.

The basic objective of homework is the reinforcement and application of previously learned concepts, principles, and skills. Homework assignments, therefore, should be structured to reinforce and apply that which has b

een introduced and explained in the classroom.

The Dickenson County School Board affirms the importance of homework in the teaching/learning process, and views it as a means of strengthening and extending skills and concepts gained in the classroom. Teachers shall, therefore, in accordance with county policy, assign and react to meaningful homework assignments. The nature, amount, and level of difficulty of homework shall take into account the student's age, ability, and educational needs. Average daily total time expectations shall be:

Grades 4—745 minutes to 1 ½ hours

Report cards are sent home at the end of each nine weeks grading period.

Individual notices of unsatisfactory progress will be sent home as the need arises. Honor rolls will be given for each grading period: First Honor roll—all A's; Second Honor roll—a B average with no more than one C.

SCHOOL CONDUCT

One of the most important goals for students is self-discipline. Coinciding with this is a good image of oneself. The school will strive to guide the physical, mental, social, and emotional development of each student. The cooperation of the home is essential in this endeavor. A student must have consistent patterns of desirable behavior and opportunities to practice them.

STANDARDS OF STUDENT CONDUCT

- Students shall not cheat, plagiarize, or knowingly make false statements with respect to any assigned schoolwork or tests.
- The student shall not trespass on school property or use school facilities without proper authorization or permission, or during a period of suspension or expulsion.
- A student shall not engage in gang activities including any group activity that threatens, that is illegal and/or violent, or that encourages the development of gang activity, which may include bullying, inappropriate congregating, and harassment.
- A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.
- A student shall not engage in verbal abuse of others (name calling, ethnic, sexual, or racial slurs, or derogatory statements).
- Students shall not use language or gestures that are vulgar, obscene, or that disrupt teaching and learning.
- Students shall abide by the Dickenson County School Division's Acceptable Internet Use Policy and Regulation.
- Students shall not be absent from or report late to class or school without appropriate parental permission, school permission, or an otherwise valid excuse.
- Students shall not run in the cafeteria, hallways or rooms.
- Students shall hold voices down at all times while indoors.
- Students shall line up in a quiet and orderly manner when traveling to another area.
- Students are to walk on the right side of the hallway in single file.
- Students shall follow rules established by classroom teacher—hold up hand, obey teacher, etc.
- Students shall comply with any oral or written instructions made by school personnel.
- Students will not bounce balls in classrooms, halls or anywhere else indoors except in the gym.

BASIC RULES

- *We will show respect for others and their possessions.
- *We will keep hands, feet, and other objects to ourselves.
- *We will use acceptable language and good manners.
- *We will follow directions.
- *We will not prevent the teacher from teaching, or other students from learning.

DRESS CODE

A. Generally

School personnel have the responsibility to protect the health and safety of students and to maintain proper and appropriate conditions that promote learning. Based on the belief that school is a place of business where students are learning both academic and social skills, the Dickenson County School Board requires that all students dress appropriately. In accordance with the purpose of this dress code, no student shall present himself or herself to school in a manner, which is plainly offensive to others or is likely to cause disruption. As provided herein, the administration shall prohibit any clothing, jewelry, similar attachments, or accessories, which have a substantial and material disruptive effect on the school atmosphere or represents a clear safety concern for students and/or staff. School clothing should be appropriate as to time, place and weather conditions. Any form of dress or appearance that disrupts or distracts from the purpose or conduct of school that is considered

contrary to good hygiene, or that threatens the safety of one's self or others will not be permitted.

1. Students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the common rules of decency or reflect negatively on or distract from any phase of the educational program. Appropriate dress is clothing that covers the body sufficiently so as not to attract excessive attention to one's self.
2. Messages on clothing, jewelry and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, violence or that represent gang activity or membership or that advertise obscenities or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.
3. Any article of clothing, footwear, jewelry or other accessory that suggest, identifies or otherwise promotes "gang" related and/or endorses/promotes subversive activities will not be permitted.
4. For health and safety purposes, appropriate footwear must be worn at all times. Going barefoot is not acceptable.

B. Specific Guidelines

The following guidelines are examples that are intended to be age appropriate for all students in kindergarten through grade 12. They include but are not limited to:

1. Any item of clothing, jewelry, adornment, etc. which may be distracting or may materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or which represents a potential danger to self or others will not be permitted.
2. Footwear must be worn at all times and should be appropriate for normal activities. Socks without other footwear are not considered appropriate. Tennis shoes are appropriate. It is recommended to not wear flip flops (beach type) to school. Other open-heeled footwear is deemed appropriate. Sport shoes with cleats are not acceptable for inside wear.
3. Some school programs, such as industrial technology, laboratory activities, physical education and interscholastic athletics may require special hair care and clothing to ensure the health and safety of all students.
4. Hats, visors, bandannas, sunglasses and/or other headwear (unless required by a physician) may not be worn inside the building.
5. Shorts/dresses/skirts must be of appropriate length. Shorts/dresses/skirts should be no shorter than mid-thigh when standing. The following shorts are not acceptable: very short shorts, such as the thin nylon, athletic type shorts with side slits, biker, jogging, swimwear, cut-offs, gym shorts (except in physical education classes and athletic practices). Athletic and cheerleading uniforms, which do not meet the criteria established above, may not be worn during classes.
6. Shirts or blouses should be of sufficient length so they may be tucked in the waistband.
Pants/shorts/skirts shall be appropriately sized and worn at the natural waistline.
7. No undergarments (including boxer shorts and sports bras) should be readily visible or be worn as outer garments.
8. Strapless tops, tops with "spaghetti" straps, traditional tank tops with narrow straps and cut-away underarms, tube tops, bare back or bare midriff style, mesh or "fish net" style apparel are not permitted. If sleeveless garments are worn, underwear may not be readily visible.

9. Clothes with holes exposing underwear or private areas are not permitted.
10. T-shirts, articles of clothing and badges or buttons that have writing, symbols or slogans encouraging the use of alcohol, drugs, sex, profanity, vulgarity, violence, promotion of racial prejudice, or subversive activities may not be worn.
11. Clothing usually worn outdoors such as heavy coats, raincoats, jackets or gloves should not be worn in the building under normal circumstances.
12. In schools where lockers are provided, backpacks will not be permitted in the classroom. Backpacks should be placed in lockers upon arrival at school and not picked up until school is dismissed.
13. Accessories typically, referred to as "animal jewelry" such as heavy chains, dog collars, or spiked collars are not permitted.

Decisions regarding the appropriateness of clothing, footwear, hair and accessories will be made by the building principal or designee. Initially, items deemed inappropriate will be called to the attention of the parent(s), and the student may be required to call home for a change of clothing, cover the noncomplying clothing, be assigned to In School-Suspension (ISS) for the remainder of the day, and/or go home. Repeated violations of the dress code may result in suspension from school.

The board believes that the primary responsibility for appropriate dress, grooming and overall appearance of students rests with the parents of students and with the student.

DISCIPLINE

If a discipline problem arises in the classroom the teachers will use all reasonable means to correct the difficulty within the classroom. However, if the case is severe or persistent, the teacher will refer the student to the principal. The Handbook of Expectations and Consequences for Students located on the DCPS website outlines the stages of intervention consequences for a variety of discipline problems.

WEAPONS

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school principal or the superintendent or superintendent's designee is prohibited, and grounds for disciplinary action. The superintendent or superintendent's designee is permitted to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property.

Such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle,
 - unloaded firearms in closed containers,
 - any air rifle or BB gun,
 - toy guns and look-alike guns,
 - any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
 - slingshots,
 - spring sticks,
 - brass or metal knuckles, blackjacks,

- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, • any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in Va. Code § 22.1-277.07, and
- other dangerous articles.

BEHAVIOR ON BUSES

Children may not ride on any bus other than their own without approval from the office. A written note from the parents is necessary when such a need arises. That note will need to be signed by the principal or designee and then presented to the bus driver of the different bus in order to be allowed to ride that bus.

BUS RULES

Riding a school bus is a privilege extended by the school district

In order to make our buses as pleasant and safe as possible, all students must follow these rules:

1. Obey the bus driver.
2. Keep arms and head inside windows.
3. Avoid unnecessary conversation with the driver—it is dangerous! No shouting on the bus.
4. Observe proper classroom conduct on the bus and at the bus stop.
5. Absolute silence is required at all railroad crossings.
6. Stay properly seated at all times.
7. The driver has the right to assign students to certain seats if necessary to promote order on the bus.
8. Do not eat or drink on the bus without driver's permission.
9. Stand off the roadway while waiting for the bus. Do not stand near edge of sidewalk while waiting for the bus at school.
10. Be on time. The bus cannot wait if you are late.
11. Students making bus transfers at school from one bus to another may not leave the assigned transfer area for any reason.

LOCKERS

Students are assigned to a locker and given the combination. This locker is school property. Students are expected to keep personal belongings in their lockers. It is not advisable to give others your locker combination. Lockers should be kept clean at all times. No open food or drinks are to be kept in the lockers. Each student is responsible for his/ her locker and its contents and should learn to open and close the locker without jerking and slamming. Students should report out-of-order lockers to the office so they may be repaired. No student is to change lockers without permission from the principal.

SEARCH & SEIZURE

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable

search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school or any item described as unauthorized in school rules available beforehand to the student.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property. Searches may be conducted wherever the student is involved in a school-sponsored function.

PERSONAL SEARCHES

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be:

- justified at its inception and
- reasonably related in scope to the circumstances justifying the search.

An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A personal search may include requiring a student to be scanned with a metal detector.

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

The school computer system, as defined in Policy GAB/IIBEA Acceptable Computer System Use, is school property. Students are only authorized to use the school's computer system and other similar educational technology consistent with the educational mission of the school and in accordance with Policy GAB/IIBEA Acceptable Computer System Use. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

TELEPHONE CALLS

Students must obtain permission from the office administration to use the phone.

PERSONAL PROPERTY

The school administrators and staff are not responsible for personal valuables if they are stolen or misplaced at school.

SCHOOL CLOSURES/DELAYS

In the event of inclement weather, closure or delays for our school a phone call will be made from the Dickenson County School Board Office. Information can also be viewed on the Dickenson County Public Schools website or local T.V. and Radio stations.

LOST AND FOUND

Parents are encouraged to put names on clothing and other personal belongings. The school cannot be responsible for lost items. Each year, a large number of clothing articles accumulate that have been misplaced by students. These clothes are temporarily stored in hopes that the child, the parent or the guardian will come in and claim them. However, articles not retrieved by students or parents will be donated to local charities twice during the school year, once just before winter break, and then at the end of the school year. It is the parent's responsibility to retrieve lost items.

FOOD AND DRINKS

Due to medical concerns and health risks for students under age 16 who drink energy drinks such as Monster, Rockstar, Red Bull and NOS, energy drinks are not allowed at Ridgeview Middle School during the school day

CELL PHONES

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

MONEY

When sending money to school, always enclose it in an envelope. On the outside, write the child's name, grade, amount, teacher's name, and reason for the money. Parents or students need to make sure that they receive a receipt for the money that has been turned in. **All checks must be written to Ridgeview Middle School** unless the teacher instructs the students otherwise. ***Due to banking procedures, there will be a \$15.00 fee for all returned checks.*** If you have any questions please feel free to contact us at 835-1601.

Students are not to sell items to other students unless it is an approved project.

ACCIDENTS AND ILLNESSES

Children who are ill should remain at home. Our students who have health problems are especially susceptible to germs and viruses. Exposure is unavoidable at times, but we want you to know that we try to protect the health of each child to the greatest extent possible through good health habits such as frequent hand washing. You can help us protect the health of all students by making certain your child is feeling well physically when he/she comes to school. When attempting to determine if your child is well enough to attend school, the following guidelines should be considered:

- Children should not come to school if they have had vomiting, diarrhea, or fever the night before school, or if they have been kept up all night coughing or with any other illness.
- Children should not come to school if they have an elevated temperature (100 or above).
- Children should not come to school if they have redness, pain, swelling, and crustiness about the eye(s). This could indicate conjunctivitis (pink eye).

In spite of your best efforts to monitor your child carefully, symptoms of illness might appear after arriving at school. Should this happen, we will call you to pick your child up early to assure he/she receives appropriate care and attention. **The accurate listing of emergency numbers where parents may be reached is essential.** Children may remain in the clinic until transportation arrives. If changes occur in your emergency contact telephone numbers during the year, please send a note with the necessary changes to your child's teacher and the school nurse, or call the school secretary.

If it becomes necessary for a child to receive professional medical attention and the parent cannot be reached, the student will be taken to a doctor or hospital emergency room for treatment. Make sure that medical forms for the nurse have been filled out and sent to the nurse so that your child can receive necessary services in case of emergencies.

Information regarding family physician and hospital preference is a part of each child's registration. This information can be updated by calling the school nurse.

ADMINISTERING MEDICINES TO STUDENTS

The school is **NOT** authorized to dispense medicines of any type without a medication request signed by the parent. Where it may be necessary for the child to take a prescribed medication or any over the counter medications during the school day, the appropriate school permission form shall be filled out by the parent and filed in the nurse's station. Prescription medicine for a student should be sent with the bottle that includes the prescription and dosage to be given. Medicine is not to be sent with the child on the bus, but should be brought by the parent or another adult family member to the office. The parent and the principal or principal designee shall arrange for the nurse or a staff member to administer the medication during the school day at the appropriate times.

BREAKFAST & LUNCH PROGRAMS—PROVIDED AT NO COST TO STUDENTS

BREAKFAST:

All students can pick up a grab & go breakfast as they come through the lobby in the morning. Those meals will be taken to the homeroom where they can eat their breakfast in the classroom.

LUNCH:

Lunch will be eaten in the cafeteria during the 2021—2022 school year, with students eating at assigned tables based on their cohort. The lunch schedule for each grade level is listed below.

LUNCH SCHEDULE

Note: The lunch schedule is modified on snow schedule days and on early release days.

6th grade	11:26—11:56
7th grade	11:58—12:28
8th grade	12:51—1:21

CAFETERIA RULES

1. Students will sit at assigned tables at all times.
2. Talking is to be kept at a quiet conversational level.
3. Students are expected to keep the tables and floors neat and clean.
4. Students are expected to place all trash in appropriate containers and return trays to the window.

**DICKENSON COUNTY SCHOOLS
2021-2022 School Calendar**

August 4,5,6	Teacher Workdays
August 9	Schools Open (9—3)
September 6	Schools closed-Labor Day
October 8	End 1 st Nine Weeks (Day 44)
November 2	Schools closed-Election Day
November 22-26	Thanksgiving Schools Closed
December 17	Early dismissal for students End of first semester (88 days)

December 18 through January 3—Christmas Break; Schools Closed

January 3	Teacher Workday
January 4	Schools reopen, students return
March 8	End of 3 rd Nine Weeks (Day 134)
March 11-14	Spring Break; schools closed
April 15-18	Easter Break—schools closed
May 17	Last Day of School Early dismissal for students
May 18 & 19	Teacher Workdays

Note: Dates are subject to change due to weather-related school closings

CRISIS EVENTS

School is one of the safest places for students to be during most crises or natural disasters. The following emergency procedures have been established to keep them safe:

In most cases, students will be kept at school until the emergency is determined to be over. For example, a chemical spill may delay student release when there is risk of exposure. Under certain circumstances students may be evacuated to another site. If this occurs, parents will be notified through the school website, announcements on local radio and television stations, and through phone calls made to emergency contacts on record for the student. We ask parents and guardians not to telephone the school and tie-up the few telephone lines that will be needed for emergency use. The best place to get current updates is to visit the School's website which can be accessed at www.dcps.k12.va.us. Students will be released to parents who come to get them. Procedures for release to other authorized parties, however, will not occur unless authorization for release to the person(s) is on record. Parents must ensure this information remains current. The family reunion/information/assistance center will provide up-to-date information on the incident, the status of their children and information on what parents can do to assist.

RELOCATION

If relocation to an alternate site becomes necessary:

The first off-site alternate relocation site for Ridgeview Middle School is Clintwood Elementary School.

The second off-site alternate relocation site for Ridgeview Middle School is Sandlick Elementary School.