



Ridley Middle School Student Handbook

It is the mission of the Ridley School District to create a caring environment that gives all students the opportunity to achieve their fullest personal and academic potential in order to become productive and responsible citizens.



Website
www.ridleysd.org/o/rms





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Mission & Philosophy

It is the philosophy of the Ridley Middle School that students can have a successful learning experience and become responsible members of society when their conduct is governed by accepted standards of behavior and respect for themselves and others. All members of the Ridley Middle School Community will:

- conduct themselves in a manner which creates a positive and safe atmosphere for learning to occur.
- show respect and kindness to one another.
- obey appropriate authorities.
- demonstrate proper regard for all school and personal property, as well as school policies and procedures.
- get involved in school activities, events, and organizations.



Website
www.ridleysd.org/o/rms





Learning Environment

We believe that only when students feel safe and have a feeling of belonging are they able to learn effectively. A good discipline program has standards and expectations that promote appropriate behavior and focus on self-control, responsibility, and respect for oneself and others. Ridley Middle School is a community that must work together to model, learn, and teach appropriate behavioral expectations. All of us - parents, students, and staff - must work as a team to strive for socially appropriate behavior.

STUDENTS - A Ridley Middle School student's responsibility is to maintain self-control, learn to talk about issues, concerns, and problems, and try different problem-solving alternatives that will support his or her learning.

PARENTS - As the first and most important teachers of their children, parents model behavior and teach discipline in the home.

SCHOOL - Ridley's staff will support and reinforce students practicing socially appropriate behavior. Students who do not meet school standards and expectations will be addressed individually in a dignified manner. Only with the mutual support of parents and teachers can Ridley Middle School effectively influence student behavior. As the adult members of this team, we must strive to:

- establish positive relationships among ourselves
- discuss, communicate, and monitor behavioral expectations
- model appropriate behavior and provide limits for students' behavior
- support students as they experiment with socially appropriate behavior
- intervene and counsel students when necessary
- help students choose appropriate consequences
- remove significantly disruptive students promptly
- recognize, share, and reward students' successes

STUDENT RIGHTS:

- the right to an education
- the right to be respected and treated with kindness at school
- the right to be safe at school
- the right to fair consequences when necessary



C.L.A.S.S.

The Ridley Middle School staff is committed to providing students with the academic, behavioral, and technical skills required to become self-directed learners, effective communicators, responsible citizens, collaborative performers and problem solvers. RMS also incorporates a socio-emotional learning (SEL) curriculum into our school culture.



Weekly Morning Meetings

Each week, we extend homeroom by 20 minutes, discuss the life line of the month, and have a lesson surrounding socio-emotional learning. Each meeting is led by the homeroom teacher and a second RMS staff member.

Life Roles of C.L.A.S.S.

- Self-directed Learner - independently acquires information and skills so goals can be satisfied
- Responsible Citizen - understands the rights and responsibilities of self and others and respects community rules
- Collaborative Performer - contributes to group goals and cooperates in social, work, and academic endeavors
- Effective Communicator - listens, speaks, reads, and writes effectively to achieve personal, academic and workplace objectives
- Problem Solver - recognizes a problem, generates and evaluates possible solutions





Academics

BELL SCHEDULE

6th Grade

HR	8:25 - 8:35
BLOCK 1	8:35 - 9:45
BLOCK 2	9:45 -10:55
LUNCH	10:55 - 11:25
BLOCK 3	11:25 - 12:35
BLOCK 4	12:35 - 1:45
BLOCK 5	1:45- 2:55

7th Grade - Green Team

HR	8:25 - 8:35
BLOCK 1	8:35 - 9:45
BLOCK 2	9:45 -10:55
BLOCK 3	10:55 - 11:30
LUNCH	11:30 - 12:00
BLOCK 3	12:00 - 12:35
BLOCK 4	12:35 - 1:45
BLOCK 5	1:45 - 2:55





Academics

BELL SCHEDULE

7th Grade - White Team

HR	8:25 - 8:35
BLOCK 1	8:35 - 9:45
BLOCK 2	9:45 -10:55
BLOCK 3	10:55 - 12:05
LUNCH	12:05 - 12:35
BLOCK 4	12:35 - 1:45
BLOCK 5	1:45- 2:55

8th Grade - Green Team

HR	8:25 - 8:35
BLOCK 1	8:35 - 9:45
BLOCK 2	9:45 -10:55
BLOCK 3	10:55 - 12:05
BLOCK 4	12:05 - 12:40
LUNCH	12:40 1 -1:10
BLOCK 4	1:10 - 1:45
BLOCK 5	1:45 - 2:55





Academics

BELL SCHEDULE

8th Grade - White Team

HR	8:25 - 8:35
BLOCK 1	8:35 - 9:45
BLOCK 2	9:45 -10:55
BLOCK 3	10:55 - 12:05
BLOCK 4	12:05 - 1:15
LUNCH	1:15 - 1:45
BLOCK 5	1:45- 2:55

Half Day Schedule

HR	8:25 - 8:35
BLOCK 1	8:35 - 9:15
BLOCK 2	9:15 - 9:50
BLOCK 3	9:50 - 10:25
BLOCK 4	10:25 - 11:00
BLOCK 5	11:00 - 11:35

COURSE CATALOGUE

6TH GRADE LANGUAGE ARTS MATHEMATICS SOCIAL STUDIES SCIENCE INNOVATION CENTER LITERACY LAB PHYSICAL EDUCATION HEALTH MUSIC STRATEGIES WORLD CULTURES	7TH GRADE LANGUAGE ARTS MATHEMATICS SOCIAL STUDIES SCIENCE INNOVATION CENTER LITERACY LAB PHYSICAL EDUCATION HEALTH ART CAREER TECHNOLOGY CHARACTER STUDIES	8TH GRADE LANGUAGE ARTS MATHEMATICS SOCIAL STUDIES SCIENCE INNOVATION CENTER LITERACY LAB PHYSICAL EDUCATION HEALTH ART INTRO TO SPANISH MULTIMEDIA TECH
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Academics

RSD 4.0 GRADING SCALE

- Grades are not about what students earn, but about what students learn
 - to communicate achievement status to students and parents
 - provide information that students can use for self-evaluation
 - encourage student growth and progress in learning

Percent Score	New 4.0 Score	Letter Grade
100	4	A+
99	4	A+
98	3.9	A+
97	3.9	A+
96	3.8	A
95	3.8	A
94	3.8	A
93	3.8	A
92	3.7	A
91	3.6	A-
90	3.5	A-
89	3.4	B+
88	3.3	B+
87	3.2	B
86	3.1	B
85	3	B
84	2.9	B
83	2.8	B
82	2.7	B
81	2.6	B-
80	2.5	B-
79	2.4	C+
78	2.3	C+
77	2.2	C

Percent Score	New 4.0 Score	Letter Grade
76	2.1	C
75	2	C
74	1.9	C
73	1.8	C
72	1.7	C
71	1.6	C-
70	1.5	C-
69	1.4	D+
68	1.3	D+
67	1.2	D
66	1.1	D
65	1	D
64	0.9	D
63	0.8	D
62	0.8	D
61	0.7	D-
60	0.7	D-
59	0.6	F
58	0.5	F
57	0.4	F
56	0.3	F
55	0.2	F
54	0.1	F
0-53	0	F

Grading Weights: 80% assessments (test, quizzes, projects etc.), 20% - Classwork/Homework



Academics

Honor Roll Requirements

Honor roll will be announced following the close of each marking period. Each marking period will produce its own honor roll. It is not cumulative from quarter to quarter.

TRADITIONAL HONORS

- Maintain a B- or better in ALL subjects.

DISTINGUISHED HONORS:

- Maintain an A- or better in ALL subjects

Promotion Policy

Promotion of Sixth, Seventh, and Eighth Grade Students to the next grade: Students must pass all primary courses (Math, ELA, Science, and Social Studies). The Ridley School District Promotions Committee may review decisions regarding the promotion, advancement, or retention of students between any grade. A summer skills program may be offered to remediate and promote eligible students. A child's attendance may also be taken into consideration for promotion to the next grade if absences and tardies are chronic.

PowerSchool

To access your student's grades online, go to the district website at: www.ridleysd.org. Open the link to PowerSchool and Canvas Portal at the bottom of the screen. Enter the username and password that is mailed to you. Once in PowerSchool, you can navigate through the program. You have the option to receive emails weekly to keep you posted on your child's progress. If you misplace the username and password, contact your child's School Counselor.

Canvas

Canvas is a secure, user-friendly Learning Management System (LMS) designed to serve as the central digital hub for your student's education. It simplifies learning by connecting students, teachers, and parents in one easy-to-navigate online platform.

Parents can set up a "Parent Observer" account via the web or the Canvas Parent app. This access allows you to view assignment instructions, check submission statuses, monitor grades, and set custom notifications for missing work—all without interfering with your child's active learning environment. Directions for this are on our website and will be in every issue of the *RMS Express*.





Academics

Academic Integrity Procedure

At Ridley Middle School, we believe learning is about developing knowledge, skills, and character. Academic integrity means completing work honestly, taking responsibility for your learning, and demonstrating respect for yourself, your classmates, and your teachers. Students are expected to produce work that accurately reflects their own understanding while appropriately acknowledging the ideas, words, or assistance of others.

EXPECTATIONS:

Students demonstrate academic integrity by:

- Completing assignments honestly and independently unless collaboration has been approved.
- Giving credit when using another person's words, ideas, images, or work.
- Using technology responsibly and ethically.
- Asking for help when they do not understand rather than copying or misrepresenting work.
- Following teacher directions regarding the use of digital tools and resources.

Examples of this include but are not limited to:

- Plagiarism - Presenting another person's words, ideas, images, or creative work as your own without proper acknowledgment
- Cheating -Using unauthorized materials or assistance during assignments, quizzes, tests, or projects.
- Unauthorized or Misuse of Artificial Intelligence (AI) - Misuse occurs when AI replaces student thinking or is used in ways that violate teacher expectations.
- Unauthorized Assistance of any kind.

CONSEQUENCES

Violations of academic integrity are viewed as learning opportunities that also require accountability. Consequences may vary depending on the student's age, intent, and previous history.

Possible responses include:

- Student conference
- Parent/guardian notification
- Required reteaching of academic integrity expectations
- Opportunity to redo the assignment when appropriate
- Partial or no credit on the assignment
- Academic referral
- Administrative consequences consistent with the Student Code of Conduct
- Repeated or intentional violations may result in increased disciplinary responses.

STAFF RESPONSIBILITY

- Clearly communicate expectations for independent work.
- Explain when collaboration or AI use is permitted.
- Teach students how to properly cite sources and use digital resources responsibly.
- Design assessments that promote authentic learning.
- Address concerns consistently and fairly.



Attendance

School achievement is directly linked to a positive pattern of attendance. When students arrive at school between 8:00 - 8:20 am, they should report directly to the auditorium or to the cafeteria if they wish to purchase breakfast. Students will be dismissed from the auditorium and cafeteria at 8:17. Students must be in homeroom by 8:25 am. If a student leaves school without permission, they will be marked truant for the day and may face disciplinary actions. Students must be present to attend after-school activities.

Absence Procedure

A student absent from school for one or two days as a result of illness may be readmitted to school upon presentation of a written explanation by the parent. With absences of three or more consecutive days, a student will be readmitted to school upon presentation of a note from a physician (Policy #5113.3). This note should be presented to the main office for validation and filing. A student who does not submit a valid note explaining the absence will be considered truant. Appropriate disciplinary action will be initiated, and the case may be referred to the local district court where fines and court costs are likely. All absences beyond 10, no matter the reason, require a doctor's note.

Absence Notification Procedure

If your child is going to be absent, please notify the school by e-mail at ms_attendance@ridleysd.org, or by phone at 610- 534-1900, x4909, or by following the prompts on the RMS attendance line.

Please note: If you call the attendance line, that does not excuse your child's absence. An email or written note is required for the absence to be excused if it is under three consecutive days. After 3 consecutive days or 10 cumulative absences, a doctor's note is required for an absence to be excused.

Pre-Approved Absences Procedure

A student may be excused from school to participate in an educational trip upon submission of a district **Extended Absence Request form**. Such temporary absences are subject to evaluation by the superintendent or designee for final determination (RSD Board Policy #5113.5). This form is available in the office or **online** (Electronic Backpack), and must be completed by a parent, signed by the student's teachers, and returned to the office five days before the absence. **Please know that these days still count towards a student's total number of absences.**



Attendance

Religious Holidays & Instructions

Upon written parental request, and in accordance with the policies of the district's board of school directors, students may be excused from school for religious holidays. A student shall be excused from school to attend classes for religious instruction under section 1546 of the Public School Code of 1949 (24 P. S. § 15-1546). The excusal shall be limited to a total of not more than 36 hours per school year and will affect perfect attendance.

Early Dismissal

There are occasions when parents need to sign a student out prior to the end of the school day. A note should be sent to school. Parents/guardians must report to the front desk to sign the child out at the designated time, and they must show a photo ID. If the student returns to school, they must report to the front desk upon arrival to sign back in. **Any adult picking up a student must be listed on the student's Emergency Card.**

Lateness / Tardies

Students must be in homeroom by 8:25 am. Students arriving after 8:25 are considered tardy and must report to the front desk. Please remember that when dropping off your child, if you drop them off at 8:25, they will be marked late because they are not in homeroom. **CHRONIC tardiness - 5 or more unexcused per month - to school will result in losing permission to attend after-school activities, and field trips, or events.**

Website

www.ridleysd.org/o/rms





Dress Code

RIDLEY SCHOOL DISTRICT

MIDDLE SCHOOL REGULATIONS

Ridley School District reserves the right to prohibit any mode of dress/jewelry/hair style that is beyond current community/school accepted standards or in any manner jeopardizing to the health, welfare, or safety of a student or other students. Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Certain types of clothing and hairstyles may be required for physical education classes or for extracurricular activities such as band, athletics and lab classes, etc.

The following rules and procedures have been developed in respect to the Board Policy #221 regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school.

The district's dress code policy shall be gender-neutral and not infringe of religious dress.

Coverage requirement: Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (finger tips extended-see image). Tops must have full shoulders and midriffs covered. Any rips or tears in clothing must be outside of the required area of coverage. This applies equally to both the front and back of the attire. See through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.

Ridley spirit wear is strongly encouraged.

RMS Students will be required to change into Physical Education (PE) uniform for gym class weekly. This uniform should be purchased at cost through the PE department

Clothing and accessories are not permitted if they:

- are considered sleepwear. Sleepwear, pajamas, pajama bottoms, slippers, and/or blankets are prohibited.
- have sexually suggestive writing/pictures.
- advocate violence.
- advertise or promote the use of tobacco, alcohol or drugs.
- have double meaning wording or obscene language.
- are disrespectful or offensive to others.
 - A tattoo must be covered if it meets any of the above criteria.



Footwear: Footwear must be worn at all times. All footwear must have an enclosed toe with a back and/or secured heel. Certain types of footwear may be required for physical education or in lab or shop settings for protective purposes.

Jewelry: Any jewelry that could cause injury or constitute a hazard is not permitted.

Headwear: Hats, hoods, sunglasses, and visors are not permitted. Hoods must remain down at all times when inside of the building. No headwear may be worn indoors without prior written administrative approval. Religious dress is excluded from this policy.

Book bag and locker procedures will be developed and communicated at the school level.

Health and Hygiene: Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.

Discipline

Failure to comply with the dress code will result in the following consequences:

- At the dean's/principal's discretion, the student will be retained in the office until student/professional staff/parent/guardian provides a proper change of clothing.
- Inappropriate headwear, accessories, etc. may be confiscated and submitted to the dean's office. The student's parent may retrieve the item at their convenience.



Dress Code

To clarify from the policy, students will NOT be permitted to wear ripped jean shorts, full one-piece bodysuits, open-backed shirts, sleeveless shirts or tank tops, or crop tops. Writing across the back side is also not permitted. The following shoes are not permitted: Crocs, slides, Ugg slippers, flip-flops, and any footwear without a full back or toe covering. Students out of dress code will be permitted to change, call a parent/guardian for a change of clothes, or be given a Ridley t-shirt or shorts to change into. If a student refuses to change, they will be sent to timeout.

BACKPACKS/BAGS

Students are NOT permitted to carry backpacks, bags with straps, fanny packs, cross-body bags, or purses during the school day. A small zippered pouch without straps is permitted.

Lockers

Students are assigned both hall and gym lockers. The lockers remain the property of the school district and are to be used only for legitimate purposes. The school district reserves the right to examine the locker and contents without prior warning.

It is the student's responsibility to ensure that the locker is kept clean and orderly. Do not give your combination to other students or use another student's locker. If the locker becomes inoperable, notify the office. If you forget your locker number or combination, ask your homeroom teacher for the information.

RMS does not take responsibility for lost or stolen items when students choose not to put their items in their provided locker with a lock. Students should never share lockers or give out their combination to others.

Students will only be permitted to use their lockers:

- **Before homeroom in the morning**
- **Before and after their lunch**
- **At the end of the day**



Cafeteria Procedures

Lunch is sold in the cafeteria every day. Students who bring lunch from home may also supplement their lunch by purchasing à la carte items such as milk, dessert, and juice.

A breakfast program runs in the morning from 7:50 to 8:15. Students may purchase milk, juice and breakfast foods. Breakfast is FREE for all students.

Students are responsible for cleaning up after themselves and conducting themselves in an orderly fashion. All food and drink must be consumed in the cafeteria. Chronic cafeteria disturbances may result in the loss of cafeteria privileges. If this occurs, a parent may be required to supervise that student during their scheduled lunch. All students are assigned a PIN number when they enter middle school. This is the same PIN number they had in elementary school.

Parents or guardians may deposit money into a meal account. By using the PIN number, students can charge items purchased in the cafeteria. Parents or guardians may request a summary of student charges from the cafeteria manager. Notices of payments due for student accounts with negative balances will be mailed home to the parents. We accept cash, checks, or you can sign up for the online service at <http://www.schoolcafe.com/>.

Please complete a meal application on <<http://www.schoolcafe.com>> to see if you qualify for free or reduced lunch. This application needs to be completed before the start or at the beginning of every school year.

Lunch Procedures

The 6th-grade students eat all together and have assigned seats at lunch. They sit with their homerooms and sit between two different homeroom tables. The 7th and 8th graders have lunch with their team and are able to select their own seats.

Food/Drink Restrictions

No glass bottles are permitted in RMS. Students are only allowed to have water bottles with water in classrooms. Students are not permitted to take any food or other drinks from the cafeteria into classrooms.



Student Services

How To Speak To Your Child's Academic Team

Your child will benefit from a positive working relationship between home and school. The key to a successful relationship is frequent, two-way communication. The following suggestions are adapted from the Pennsylvania Middle School Association publication "How to Ask the Right Questions."

Scheduling a team meeting:

- Call the guidance office and speak with your child's counselor, who can arrange the meeting with the team of teachers.
- Approach the conference with a positive and cooperative attitude.

Come prepared with a list of experiences that your child has shared with you. Remember that you have only heard the child's version of the events.

Preparing for success:

- Log in to check Canvas and PowerSchool regularly.
- Become a Canvas Observer to get messages from the school and your child's teachers
- Please make sure to read any and all global texts, emails, and RMS EXPRESS newsletters sent.
- Attend Back to School Night and other parent programs sponsored by RMS.

School Counselor Services

A counselor is assigned to a grade and remains with that grade throughout the middle school years. There is also a counselor dedicated to special education. The counselors are available to assist students and families with school-based problems, including academic concerns, peer issues, school adjustment issues, and planning for high school and beyond. Counselors meet with all students at the beginning of the year and throughout the year as necessary. Students may request to see the counselor by signing the appointment sheet maintained by the guidance secretary.

Student Assistance Program

The Ridley Middle School Student Assistance Program (SAP) is a group of specially trained school district personnel who collaborate with students and their families to address issues that pose barriers to learning and success in the school setting. These issues may include attendance, academic performance, use of alcohol/ drugs, mental health concerns, or behavioral problems.

At the RMS, this group of staff members is known as the Student Assistance Team or S.A.P. The team receives referrals from students, parents, teachers, administrators, or other school staff. Students may also self-refer. The team operates using confidential referral procedures, treating all cases with respect and compassion. SAP is not a treatment program. It is a systemic process using effective and accountable techniques to mobilize school resources. The team does not diagnose, treat, or refer any student for treatment. If the problems are beyond the scope of the school, the team will provide the parent/student with information to access services within the community.

The goal of the Student Assistance Program is to intervene when a student is experiencing difficulty and to identify those actions that can be taken to help the student overcome other issues. Parental involvement and support are key to the successful resolution of the identified concerns.



Student Services

Update Student Records

Accurate records of pertinent student information are vital to our school. **Changes of any kind, such as parent or student name change, address change, home, business or emergency phone number, or email change must be reported to the office and/or guidance immediately. Please know, for your child's safety, that we only release students to adults listed on the emergency card. If you need to add more than three people, please do so on the back of the card.**

Health Services

Members of our nursing staff provide first aid and treat minor ailments such as a sore throat. They are also responsible for dispensing all medication. If a child needs to take medication during the school day, the school nurse must be notified in writing by the physician. Information required: the name of the drug, dosage, time of day the medication is to be taken, and duration of the treatment. Medication can only be dispensed when it is in the original, labeled container. Over-the-counter drugs such as aspirin and cough medicine are dispensed under the same guidelines.

Students cannot carry medication during the school day, with the exception of an inhaler along with the directions for use.

The nursing staff will conduct health screenings as required by law for each grade, including height, weight, vision, hearing, dental, pediculosis, and scoliosis. The school nursing staff is not intended to take the place of a family physician. If a child becomes ill or is injured at school, parents/guardians will be notified as soon as possible. If a child is sick prior to leaving for school, the best place for them is at home so as not to jeopardize their health or that of others. If a child exhibits any of the following symptoms, they should be kept at home and a physician should be consulted:

- Fever •Runny nose
- Nausea or vomiting •Red, watery eyes
- Headache •Sore throat
- Rash •Sneezing and coughing
- Flushed face •Restlessness

ALLERGY AWARENESS

The Ridley School District will provide a safe and healthy learning environment for any student identified with allergies that may result in anaphylaxis. The purpose of this policy is to create an "allergen aware" school, intended to reduce the environmental risks to students with life-threatening allergies.

Please refer to the [Ridley School District website](#) for any further information concerning our allergen policy.



Transportation

Students are assigned bus passes from the Ridley School District Transportation Office (ext. 1102). If you are eligible for a bus, you will receive a letter and bus pass over the summer. If you did not receive a bus pass, you are within our 'walker' radius.

Bus Safety Regulations

STUDENT BUS PASS I. D. CARDS ARE REQUIRED TO RIDE THE SCHOOL BUS

- Students must obey the driver and be courteous. The driver is in full charge of the bus and students and has authority to assign seats.
- Students must be on time: buses cannot wait for those who are late.
- Students must enter the bus without crowding or disturbing others and occupy their seats immediately.
- Students may not extend their head or arms out of the windows.
- Students must not throw articles in, out, or around the bus.
- Students are to conduct themselves while on the bus in such a way that it will not distract the driver from his job of driving.
- Replacement bus I.D. cards may be obtained in the school office

Riding the school bus is both a right and a privilege. A student who does not respect the rights of others and endangers their own life and/or the lives of others will lose their bus privileges.

DROP OFF / PICK UP

Please be aware that RMS has a one-way driveway and gets congested very quickly. Please factor that in when dropping students off; if they are dropped off anytime after 8:20, they will most likely be late for school. **Homeroom starts at 8:25.** Your child will be safe if they are dropped off outside of the driveway and walk down the sidewalk to the front door of the school.

Bicycles / Skates / Skateboards

Students are not permitted to ride bicycles, roller blades, scooters, or skateboards on school grounds.

- Bicycles are to be parked in assigned areas and kept locked. The school cannot and will not be responsible for their protection.
- Skateboards should be dropped in the bin located in the RMS foyer area.

Students **MAY NOT** ride electronic scooters or bicycles on RMS property.



Security

RMS Security

- “See Something Say Something”
- One supervised entrance used at all times
- Raptor Screening for all visitors
- Consistent practice of emergency procedures
- Del – Pass
- Support from local police departments

Building Visitors

Visitors are welcome and encouraged. All guests must sign in with the lobby receptionist and complete the Raptor verification process, which requires a valid driver's license or photo ID. Visitors will be given a guest badge, which must be displayed while they are in the building.

Children will only be released to adults listed on emergency cards.

Building Evacuation Drills

Evacuation drills and lockdown drills are conducted monthly. Signs showing emergency exits and assembly areas are posted in each room. Signals and directions will be explained in homeroom. It is most important that these drills be conducted in a serious, orderly fashion. Following directions from the office, all students should proceed quickly, quietly, and orderly during evacuation of the building. Class groups shall stay together in the assembly area to enable teachers to check class rosters.

Safe 2 Say Reporting

Pennsylvania's Anonymous tip line to report safety and security issues for use by students and parents. This reporting line is only used for emergencies and when the reporter believes someone is in danger. If the report is for a non-emergency student conflict, please report to the school counselor or dean of students. <https://www.safe2saypa.org/> 1-844-SAF2SAY





Student Behavior

Philosophy for Student Behavior

The Board of School Directors charges each school principal and all staff with the responsibility of establishing standards of pupil conduct which will ensure the rights and safety of all members of the Ridley School District. The Ridley School District discipline philosophy encourages students through proactive, positive student activities and programs appropriate to their levels of maturity. Students shall assume responsibility for:

- Controlling their own behavior.
- Respecting authority.
- Respecting the rights, privileges, and safety of self and others.
- Respecting both school and private property.
- Behaving in accordance with specific rules, regulations, and guidelines established by their school.
- It is our belief that violations of established standards shall result in disciplinary actions which :
 - are appropriate to the violation
 - are appropriate to the student's developmental level
 - conform with existing laws and regulations
 - are in accordance with the standard due process proceedings.
 - provide the student with the opportunity to reflect on the behavior and make corrections to that behavior.

STUDENT RESPONSIBILITIES

At Ridley Middle School, the important responsibilities of students are:

- know and obey the rules established for students.
- listen to and follow directions from staff members.
- understand and give every task a personal best effort.
- be prepared and have all necessary materials
- maintain and assist in keeping Ridley's campus, equipment, and materials safe and first class.

Students may not bring restricted items to school. Including but not limited to:

- anything that could be considered a weapon
- any toys/stuffed animals
- fidgets/squishies (unless specified in student's 504 or IEP)
- glass bottles
- beverages other than water outside the cafeteria

Website

www.ridleysd.org/o/rms





Student Behavior

Disciplinary Responses

Levels of Misconduct:

- I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.
- II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.
- III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.
- IV. Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

Response Options:

Verbal Reprimand
Parent Conference (Phone or in-person)
Referred to Counselor
Detention
Temporary Removal From Class (Time Out)
In-School Suspension
Out-of-School Suspension
Alternative Programs
Team or Psychological Evaluation
School Community Service
Referral to Outside Agency

Hall Conduct

Students are to show consideration and courtesy while moving through the halls to their classes. Students should walk on the right. It is essential that students do not run in the halls or on the stairways. Excessive noise and misconduct will not be tolerated. Any conduct which endangers the safety of students is considered a hall violation and subject to disciplinary action.





Student Behavior

In-School Suspension

The purpose of this placement is for a student to make constructive use of studying, as well as, completing any work that would be given during class time. While assigned to the I.S.S. Room, a student will be expected to make the most of the day keeping up with all regular class assignments. The assignments will be provided by classroom teachers. Self-help packets that will address school related issues and the decision making process related to the specific infraction that resulted in the students suspension may also be assigned. A supervisor will be present to assist students at all times. If assigned to I.S.S., the students are required to follow certain procedures.

RMS Fighting Policy

Fighting will not be tolerated. All students who are participate in a fight will be suspended for three days, and recommended for peer mediation. Students found recording a fight will also face disciplinary action. If a student is involved in a second fight throughout the year, they will again be suspended, and the Ridley Park Police may be notified. **"Play fighting" among friends will also result in a suspension.**

RSD Non-Smoking / Vaping Policy

Any pupil who possesses or uses tobacco (which includes cigarettes, cigars, pipe, or other smoking device, smokeless tobacco in any form) in any school building, school bus, or on school property commits a summary offense. When a pupil is charged with violating this policy and is referred for prosecution, the court may admit the offender to an adjudication alternative in lieu of imposing the fine of \$50.00. For further information, refer to School Board policy #1341. Use of tobacco and/or vaping is considered a policy violation. Policy violations may also result in suspension from school and enrollment in the Teen Intervene Program, which educates the student on the dangers of vape/tobacco use.

Field Trip Eligibility Criteria

Students must maintain passing grades and be in good disciplinary standing throughout a marking period to participate in any incentive-based team field trip. Students that have excessive unexcused tardies or absences may lose privileges to attend field trips.



Anti-Bullying information

Bullying Vs. Conflict

Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

A conflict is a situation in which unacceptable differences in interests, expectations, values, and opinions occur in or between individuals or groups.

Conflict

Website

www.reallygreatsite.com





Anti-Bullying Information

<u>Anti-Bullying Pledge</u> We, the Ridley School Community, will: • Not tolerate bullying. • Protect others that are bullied. • Include students that are left out. • Communicate the bullying situation to an adult. Student Signature	<u>What Does Bullying Look or Sound Like?</u> <table border="0"><tr><td> Physical Aggression • Physical violence • Pushing • Kicking • Hitting • Stealing </td><td> Social Alienation • Embarrassing others • Spreading rumors • Excluding others • Blaming others • Racial slurs </td></tr><tr><td> Intimidation • Taking another's possessions • Defacing property • Graffiti </td><td> Verbal Aggression • Teasing others about their appearance or clothes • Making fun of others • Threatening others • Name calling </td></tr></table>	Physical Aggression • Physical violence • Pushing • Kicking • Hitting • Stealing	Social Alienation • Embarrassing others • Spreading rumors • Excluding others • Blaming others • Racial slurs	Intimidation • Taking another's possessions • Defacing property • Graffiti	Verbal Aggression • Teasing others about their appearance or clothes • Making fun of others • Threatening others • Name calling
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Intimidation • Taking another's possessions • Defacing property • Graffiti	Verbal Aggression • Teasing others about their appearance or clothes • Making fun of others • Threatening others • Name calling				
Please report any suspected bullying activity to the following adults: • Classroom teacher or coach • Guidance Counselor • Dean of Students • School Administrator • Parent or guardian • Any additional RMS staff member	<u>Disciplinary Response Options</u> <table border="0"><tr><td> • Verbal reprimand • Special assignment • Behavioral contract • Referral to Guidance • Detention • Parent conference </td><td> • SAP referral • In-School Suspension • Contact law enforcement • Full Out-Of-School Suspension • Temporary Out-Of-School Suspension </td></tr></table>	• Verbal reprimand • Special assignment • Behavioral contract • Referral to Guidance • Detention • Parent conference	• SAP referral • In-School Suspension • Contact law enforcement • Full Out-Of-School Suspension • Temporary Out-Of-School Suspension		
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Technology

Phone / Personal Electronic Device Policy

All cell phones are to be **OFF AND AWAY IN THE STUDENTS' LOCKERS** during the school day. Students are not permitted to carry their phones or use smartwatches in the hallways or in classes. If the student needs to contact their parents during the day, they need to ask permission from an adult. There is a student phone in the main office that students are permitted to use. Regular issues of misuse may result in the main office holding the student's phone in the school safe until the end of each day. Continued violations will require a parent to come pick up the phone.

Other personal devices (iPads, laptops, meta/smart glasses) are not permitted for use in school. Students are not permitted to wear headphones/earbuds around their necks or ears throughout the building.

SmartPass

SmartPass is an electronic pass system that students will use to move throughout the building. Going to the bathroom, nurse, guidance, music lesson, OT, PT, Speech, etc. will require the use of SmartPass. SmartPass will keep a record of your child's movement throughout the building, so you as a parent can be aware of how many passes they have requested and how much instructional time they have missed. Students will have three passes available during the day.

Outstanding Tech Fee

Students with outstanding tech fee due to damage / lost ipads may not be able to attend end-of-year field trips. Contact main office to discuss options for repayment.



Technology

ANNUAL TECHNOLOGY FEE AGREEMENT

In order to prepare students for the 21st century and be competitive in their future workplace, a Ridley School District student's educational experience will now include a technology device as a digital tool for learning. The payment of the technology fee and completion of this agreement will allow your child to be issued a device as a personal learning tool in school and/or at home. Students will be expected to complete assignments requiring the use of technology at school and in their home. Internet access at home may be required, and hot spot loans are available for families. Cash or a money order may be used to pay the annual fee at the District Office. All other forms of payment are to be made using SchoolPay.com. The annual technology fee is \$35.00 per iPad and \$70.00 per laptop.

Technology Fee Coverage

- The annual technology fee affords students the opportunity to use the device at school and at home. The fee covers a **one-time** device repair.
- The fee does not cover outright loss or theft of the device, charger, or cable.

Intentional mistreatment resulting in malicious damage to the device that is caused by the assigned student user will result in disciplinary action to include the repair or retail replacement cost of the device, as well as potential police involvement.

DEVICE	1 ST INCIDENT	2 ND INCIDENT	3 RD INCIDENT
iPad	COVERED*	\$100	\$379
Laptop	COVERED*	Cost of Repair	\$879

*Does not cover outright loss of the device or replacement of device cover, charger or cable

- A parent and student conference will be held with the principal, or designee, to review the incident and determine a plan for future use.
- By declining, or opting out, you agree to pay the repair or retail replacement charge for any damage caused by your child whenever using the device, which is the same requirement for any other school-issued material.
- In the event of an incident, any applicable charges must be paid before a replacement device is issued.

Incident Reporting Procedures

In School Damage

- When damage occurs in school the student should report the problem immediately to the classroom teacher, or to the principal's office. Our in-house technician will evaluate the damage. If the damage requires repair and is the first incident for the child, the issue will be recorded and the repair or replacement will be initiated. Parent notification will be made as an alert to the future charges and student use of the device. Additional repairs will result in the assessment of charges and parent notification as indicated above.

At Home Damage

- When damage occurs at home the student and parent should report the problem immediately to the principal's office. Our in-house technician will evaluate the damage. If the damage requires repair and is the first incident for the child, the issue will be recorded and the repair or replacement will be initiated. Parent notification will be made as an alert to the future charges and student use of the device. Additional repairs will result in the assessment of charges and parent notification as indicated above.

Misuse/Neglect

- The assigned student, parent, or a district employee will report damage resulting from negligence or intentional misuse to the principal's office--whether the damage was during or outside of the school day. A parent conference will be held to review the incident, and the resulting discipline and charges will be assessed. Please keep in mind that the technology fee specifically states that it does not cover intentional misuse or negligence.



Technology

Device Assignment and Registration

Thank you for registering your child's device as a personal learning device. The chart below explains the things that you will need to do. We have staff available to assist you in the process.

YOU WILL NEED	WHY?	TROUBLESHOOTING	NOTES
Email address	To create accounts, you need to have point of communication.	- If you do not have an email or do not wish to use your personal email, you can create a free email account using sites such as, <hotmail.com> or <gmail.com>. - Remember your user log in and password.	
iTunes Account	In order for your child to have access to the secure school apps, the app gets sent to the account like an address.	- If child is under 13, the parent must set up the account. - If the parent does not want the device to have the parent account, a new account may be created. The account does not need to be attached to a credit card. - Remember your user log in and password.	
SchoolPay Account	SchoolPay provides a record and receipt of your payment. The convenience of SchoolPay allows you to pay any school debt electronically. Not all school debts are currently in SchoolPay, but we are moving to include more in the future. Field trip fees, camp payments, and class dues are the types of things we will be adding. The convenience fee varies.	- If you do not have a SchoolPay account, an account can be easily set up. - Remember your user log in and password.	
Activate the iPad	The iPad will need an iTunes account to function.	When the iPad is powered on, you will need to follow the prompts to assign the iTunes account.	
Activate "Find My iPad"	It also helps you find the iPad if you misplace it.	The utility is in the system preferences and needs to be turned on.	
Signed Hold Harmless	The form indicates that parents and students are responsible to follow the Acceptable Use Policy and take care of the device.	Parent signature is required.	
Decide on where the device stays	Parents need to decide how they want to manage the device. If no technology fee is paid, the device does not leave the school. It is still used in school, and parents are responsible for the actual cost of repair or replacement.	- Pay and Stay: device is activated and kept at school. - Pay and Go: device is activated and goes home.	

Important Points:

- The device must stay in the district-issued case.
- The Technology Fee insures the device only for damage on the first occurrence.
- When the device is collected, the collection includes the case, the charger block, and the charger cable.
- The Technology Fee does not cover theft of the device. Theft should be reported to the police, and a claim needs to be filed with the parent's homeowner's insurance policy.
- All repairs must be done through the Ridley School District. The devices are attached to a serial number that will be rejected at outside repair vendors and delay the repair being completed.
- "Find my iPad" should always be active on the iPad.



Activities

Eligibility

Students must achieve passing grades and be in good disciplinary standing to be eligible to participate and remain a member of any school sponsored activity or organization.

Activities

Activities are open to all grades unless noted

- Art Club
- Band
- Jazz Band
- Color Guard
- Chorus
- D&D Club
- Drama Club
- Garden Club
- Stage Crew
- Student Government
- TV Crew
- Yearbook Club
- and others....

Musical Organizations

Students have the opportunity to participate in a variety of musical organizations including jazz band, concert band, and chorus. In addition, the music teachers may develop small groups based on student interest and talent. These groups participate in winter and spring concerts. There are also special performances and competitions scheduled throughout the year.

Student Government

The Student Government is a representative group of students who organize activities for all students throughout the year, i.e. Fright Night, Egan Classic tournament, Gobble Game, Talent Show, Quizzo Night, and the Eighth Grade Farewell Party.



Athletics

Eligibility

Students must achieve passing grades and be in good disciplinary standing to be eligible to participate and remain a member of any school sponsored activity or organization.

Athletics

We offer a full program of interscholastic activities for 7th and 8th grade students. Games are played under the rules of the P.I.A.A., and the Eastern Delaware County Scheduling Group (E.D.C.S.G).

- Volleyball
- Field Hockey
- Soccer (G/B)
- Football (V/JV)
- Basketball (G/B)
- Wrestling (Co-ed)
- Lacrosse (G/B)
- Track (G)
- Baseball

The Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form must be completed by a physician dated after May 1st of the school year in order to try out for, and participate in, any sport.

For teams that have cuts, students must try out and be cleared by a doctor to do so if injured.

Teams always go to the field well dressed and well equipped. Players will wear the issued uniform, and all team members must dress alike. Players are responsible for any items issued which are the property of the school. **Students will be fined for items that are not returned.** Details are on our website under Sports.

Students chosen to participate on a team must submit a signed Student Athlete Code of Conduct form. Any violations of the Code of Conduct may result in dismissal from the team. **Athletes must arrive at school no later than 11:00 in order to participate in practices or games each day.**

Conduct during athletic contests is extremely important to our school. The following rules mean a great deal to your school, coaches, teachers, and community.

- Visiting teams and individual players should be shown respect.
- The decisions of the referee should be accepted without comment or argument by players or spectators.
- Rough or "dirty play" by players from RMS or any team should not be applauded or condoned.
- Good sportsmanship should always be our goal. The name and reputation of our school is worth far more than winning any athletic contest.
- Team members are awarded a certificate and a letter after completion of the season and fulfillment of a set of standard requirements for the sport.



Contact *Information*

We are here
to help! Call us
if you need us.
610-534-1900



Main Office - 1328



Guidance - 1322



Attendance - 4909



Nurse - 1314



Cafeteria - 1302



Dean - 1315



Principal - 1304



Assist. Principal - 1305



Assist. Principal - 1303