



**2018-2019**

## **Marvin Ridge Middle School**

2831 Crane Road

**Waxhaw, NC 28173**

**Phone: 704-290-1510 - Fax: 704-243-0153**

[www.mrms.ucps.k12.nc.us](http://www.mrms.ucps.k12.nc.us)

### **Principal**

James Eversole

### **Assistant Principals**

6<sup>th</sup> Grade – Pat Greene

7<sup>th</sup> Grade – Shannon Long

8<sup>th</sup> Grade – Dion Mapp

### **Front Office Staff**

Schelly Conneely – Administrative Assistant

Rebecca McBride – Data Manager (Schedules & Attendance)

Gina Rastia– Bookkeeper

Denise Whalers – Receptionist

Tina McSweeney– Nurse

Tom Luisa – School Resource Officer

### **Transportation**

Angela Brooks – Transportation Specialist

704-290-1531

### **Cafeteria**

Colleen Piechocki – Manager – 704-290-1530

# **Attendance Information – 2018-2019**

## ***Absences, Tardies, Early Dismissals***

### **ABSENCES**

- If a student is absent from school, please send them with a parental note or doctor's note when they return to school. All absences are recorded as unexcused until a note is turned in. Notes are due within 3 days of the absence and can be turned in to the Front Office or the Home Room Teacher.
- Absences for personal travel, vacation's, sporting events or competitions are considered unexcused unless pre-approved by the Principal.
- Students must be in school for a total of 3-1/2 hours in order to be counted present for the day. Example: Students arriving late to school must be signed in before 12:15pm in order to be marked present for the full day. Student's signed out prior to 12:15pm will be marked absent.

### **TARDIES**

- Students arriving after 8:40am will need to check in at the front office to receive a pass to class. A student is considered tardy beginning at 8:40am and ending at 12:15pm.
- Students with 5 UNEXCUSED TARDIES will be required to attend a morning or afternoon recovering time.
- Parent/student will be notified via a letter from the school with a scheduled time and date for the required recovery time.

### **EARLY DISMISSALS**

- If you are aware of a doctor/dentist or any other appointment for your child, please send them to school with a note indicating your child's first name, last name, time to be released and phone number where you can be reached. If someone other than the parent is picking up your child, written permission with the person's name must be included in the note, a photo ID will be required when the student is signed out.
- Students with early dismissal notes will need to go to the Front Office in the morning to get an early dismissal pass. It will be up to the student to watch the clock and give the pass to the teacher they are with at the time of dismissal.
- The **LAST** early dismissal for the day is 3:15pm. Students **WILL NOT BE RELEASED** after 3:15pm.
- All students **MUST BE SIGNED OUT** at the Front Office by a parent or authorized person.

- All early dismissals and tardies will be marked unexcused until an original doctors note has been turned in or faxed directly from the doctor's office. All notes should be received within 3 days of absence or ED.
- For every 3 UNEXCUSED EARLY DISMISSALS students will be required to attend a morning or afternoon recovery time.
- Parent/student will be notified via a letter from the school with a scheduled time and date for the recovery period.

## **Miscellaneous Information**

### ***The In's and Out's of Middle School.....***

#### **MRMS – Student Handbook & Curriculum Guide**

- The 2018-2019 Middle School Student Handbook and Middle School Curriculum Guide can be found on the MRMS website under the Parents and Community Link.

#### **MRMS – ELECTRONIC NEWSLETTER**

- A school newsletter is sent out monthly via email. In order to received the newsletter you must sign up under the Parents and Community link on the MRMS website.

#### **LOCKS AND LOCKERS**

- Each student will be issued a lock from the school. If the lock is lost or stolen, students will need to purchase a new one thru the Front Office for \$5.00.
- No outside locks are permitted. Exterior and interior decorations will not be allowed. This includes “wallpaper, chandeliers, stickers.” Interior locker shelves are ok. Locker Dimensions are: 10-1/2” width - 10-1/2” Depth – 35” High

#### **HOMEWORK**

- Students have 2 days for everyday missed to make up their work.
- If a student is out more than 3 days –parents may email the teachers directly to request any homework for the student.

#### **STUDENT AGENDA**

- All students will receive a MRMS agenda on the first day of school.
- If a student needs to replace a lost agenda, there will be a limited supply available to purchase in the Front Office for \$5.00.

#### **SCHOOL STORE**

- The school store is operated by the PTSO. The store is located outside of the pit area and is open 3 days a week. Store hours will be posted on the MRMS website.
- Spirit Wear is sold thru the PTSO only. Please see the PTSO link under the Parents & Community link on the MRMS website.

## **CLUBS**

- Middle School Clubs usually begin in mid September and meet before or after school. Announcements regarding various clubs and how to join will be made via the morning announcements.
- Clubs Offered: 24 Club, Battle of the Books, Chess, Drama, FCA, Jr. Beta Club, Student Council, Robotics, and others depending on teacher availability and student interest.

## **VOLUNTEER**

- Incoming 6<sup>th</sup> Grade Parents who are interested in volunteering at MRMS and have previously been approved as a UCPS volunteer will need to update their volunteer status by adding MARVIN RIDGE MIDDLE SCHOOL. By adding MRMS to your volunteer status you will automatically be included in any school wide volunteer notifications.
- Parents new to UCPS that are interested in volunteering – must complete a volunteer application on line at <https://volunteers.ucps.k12.nc.us> and be approved prior to participating in any volunteer opportunities. Any questions should be directed to [Schelly.Conneely@ucps.k12.nc.us](mailto:Schelly.Conneely@ucps.k12.nc.us).

## **NURSE/HEALTH ROOM**

- If a student requires medication during the school day (doctor prescribed or over the counter) – a doctor must complete the UCPS Medication Consent Form prior to submitting to the school nurse with the corresponding medication to be dispensed. Forms are available in the Front Office. Or from the school nurse. Any health related questions should be directed to the school nurse, Carol .Evangelist@ucps.k12.nc.us.
- Incoming 6<sup>th</sup> Grade Students are required to have a current Tdap booster immunization on file prior to school starting.
- If a student is sick – they are required to get a Health Room Pass from their teacher prior to coming to the Health Room.

## **SCHOOL LUNCH**

- Cafeteria account numbers transfer over with students from the elementary school. New students to UCPS will receive an account number from the cafeteria personnel.
- Current lunch and breakfast menu's can be found on the MRMS website. Current prices - \$2.40 for lunch and \$1.15 for breakfast.
- On-line accounts can be set up for cafeteria payments through [www.k12paymentcenter.com](http://www.k12paymentcenter.com).
- Outside food from commercial restaurants (ie. McDonalds, Pizza, Subway, etc.) is not permitted to be brought to the cafeteria at any time due to child nutrition laws. This causes a disruption and competes with child nutrition services. If a parent brings this type of lunch to school for a student, they will be permitted to eat it in the Front Office area.

## **CAFETERIA**

- All students go to lunch and team time with their 2<sup>nd</sup> Block class. Only one grade level at a time is at lunch. Example: A lunch goes to the cafeteria while B lunch is at team time....and then A lunch will go to team time while B lunch goes to the cafeteria. This applies to all grade levels.
- All students are assigned tables according to their 2<sup>nd</sup> Block Teacher. During the year, weather permitted, classes will alternate sitting outside on the patio. A schedule will be posted in the cafeteria.

## **BACKPACKS**

- Students are required to keep their backpacks in their lockers during the day.
- Rolling backpacks are not permitted unless medically necessary.

## **CELL PHONE POLICY**

- Students are not allowed to use cell phones during school hours. If they are brought to school – they should remain in the student’s backpack/locker.
- Students will be allowed to use their cell phone after dismissal as long as they are outside of the building in the front only (car pool line).
- Cell phones, IPod or MPS players are not allowed to be used in the bus lot or on the bus at any time unless they are directed by the bus driver
- If a cell phone, IPod or other electronic device is taken from a student by a teacher, it will be turned into the Front Office and the parent will be required to come in and sign for it. After 3 incidents, students will receive ISS.

## • **LOST AND FOUND**

- Remind students to check the **Lost and Found** areas frequently if they have lost something.
- It is recommended that all PE Uniforms, Sweatshirts, Coats, Backpacks, Lunch Boxes, Pencil Pouches, Binders, etc. be labeled with students name.
- Items of value (jewelry, phones, electronics, keys, etc.) are usually turned into the Front Office and students should check their first.
- Once a month unclaimed articles will be donated to a charitable cause. Announcements will be made for a week prior to any of these items being donated to charity.

## **FORGOTTEN ITEMS**

- Our school policy is that we do not interrupt class instruction time to call a student down to the office because of a forgotten item.
- If it is necessary to bring something to school for your student, please give it to the Greeter or Front Office and a message will be put on the electronic message boards

which are in every classroom and near the Pit. Students will be responsible for checking the message board to see if they have an item that has been left at the Front Office.

- Students who have forgotten their lunch, a message will be put on the electronic message. Please be sure that all lunch boxes / bags are labeled.
- If a student forgets their school issued laptop – a message will be put on the message board for the student to pick up in the front office. If the student doesn't pick it up by the end of the day it will be given to Mr. A.

## **TRANSPORTATION**

- If a student was a car rider in elementary school and wants to ride the bus in middle school – you will need to fill out a NEW BUS RIDER FORM as they will not automatically be assigned to a bus. Forms are available in the Front Office.
- Middle School students are NOT ALLOWED to ride home on a friends bus at anytime.
- Transportation changes **will not be accepted** via phone, fax or email. If your are changing your students transportation for that day (ex. from car to bus or bus to car) and the student does not know – the procedure is that a parent will need to come in to the Front Office by 3:30pm and verbally confirm the change and it will be included in the afternoon announcements.

## **CAR POOL**

- Students dropped off between 8am – 8:15am will go directly to the Pit. At 8:15am, 6<sup>th</sup> Grade will disperse to the Cafeteria, 7<sup>th</sup> Grade to the Gym and 8<sup>th</sup> Grade will remain in the Pit. All students will be dispersed to Home Room at 8:30am.
- Students need to be in their seats at 8:40am for attendance. Students being dropped off in the car pool line between 8:40am and 8:50am will need to have a parent come in and sign them in. and get a tardy pass. If the bus is late – students are not considered tardy.
- If you are dropping your student off – you should plan for extra time when it is raining or foggy as that is when the car pool line tends to get backed up.
- Students SHOULD NOT BE DROPPED OFF or PICKED UP in the BUS PARKING LOT at any time
- Parents tend to start lining up for afternoon carpool around 3:00 – 3:15pm. If you need to get your student to an appointment immediately after school, we recommend you get in the car pool line early..
- Parents – please only drop your student off in the designated drop off area as this results in a car pool line backup and a safety issue for students. In the afternoon, parents should not park and walk up to the front door to pick up students as this also causes the carpool line to move slower.

## **Parent Portal**

- Parent Portal access to check grades and attendance will remain the same as last year. Please contact the office if you need assistance.

### **School Issued Computers**

- All middle school students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will receive a new Laptop computer this year.
- Students will only receive the laptop and charger and will be 100% responsible for any loss or damage. Laptop bags will not be provided and it is recommended that students purchase their own bag.
- Computers will have a protective case. It is to be left on the computer.