

# Mountain Ridge Middle School

## *By the Book Reference Guide 2018-2019*

2771 Gerrardstown Road  
Gerrardstown, WV 25420  
304-229-8833

<https://www.berkeleycountyschools.org/mountainridgemiddle>

Ron Branch, Principal

Tony Ponton, Assistant Principal



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### ***Welcome to MRMS, Home of the Dragons***

Our mission is to lead students to great heights in academic and social success in an environment that is safe and engaging.

We believe:

- all students will learn and be successful
- students who are engaged in school activities, both academic and extracurricular, will have a rewarding school experience
- students must learn to interact with others in a positive and constructive manner
- parents and community members are an integral part of the education process

In order to achieve these goals, students must follow these guidelines.

- Attend school regularly
- Be on time and prepared for class
- Complete all assignments and homework
- Protect school property and equipment
- Dress appropriately for school (see BCS Handbook for specifics)
- Be a lady or a gentlemen at all times
- Respect fellow students and faculty at all times
- Follow school and classroom rules

### ***Communication***

Information and announcements are sent home via paper copies, NTouch digital messages and posted on the MRMS website. To be sure you are receiving all pertinent information in a timely manner, we encourage you to visit our website often and to use NTouch. For more information visit

<https://www.berkeleycountyschools.org/mobileapp>

Students and parents will use Schoology to view grades, assignments and message teachers throughout the school year.

Faculty can also be reached through email. Visit our website for email addresses.

Parent/Teacher Conferences:

- Thursday, November 1, 2018 from 6:00 p.m. – 8:00 p.m.
- Thursday, January 10, 2019 from 6:00 p.m. – 8:00 p.m.

## Daily Schedule

7:05-7:25	Doors Open/Breakfast
7:30-8:03	Homeroom/Advisory/Olweus
8:07-8:52	1 <sup>st</sup> period
8:56-9:41	2 <sup>nd</sup> period
9:45-10:30	3 <sup>rd</sup> period
10:34-11:19	4 <sup>th</sup> period
11:23-12:08	5 <sup>th</sup> period, A lunch
12:12-12:57	5 <sup>th</sup> period, B lunch
1:01-1:46	6 <sup>th</sup> period
1:50-2:35	7 <sup>th</sup> period
2:35	1 <sup>st</sup> dismissal
2:35-3:00	Clubs/Tutoring/SPL Period
3:00	2 <sup>nd</sup> dismissal

## Other Important Information:

- **Arrival and Dismissal Procedures** - The earliest arrival time for students is 7:05 A.M. Students are marked tardy if they arrive after 7:30 A.M. Parent drop off and pick up is in the small loop by the parking lot. The front door of the building is reserved for buses from 7-7:30 A.M. and 2:15-3:00 P.M. Student dismissal is in two waves. The first dismissal is 2:35 P.M. and the second is 3:00 P.M. Unless a student is a regular parent pick up, please sign out your student in the main office. The person signing them out must be on the emergency card.
- **Emergency Cards** - Please fill out both sides of the school emergency card completely and carefully. This is important information for us to be able to reach you in case of any emergency concerning your child. If any of the information changes during the school year, please keep us updated by sending in a note.
- **Emergency School Closings** - Weather and other unforeseen events may create the need to close schools during the school day. It is important that every family has a plan for children in the event of an early closing. Please write the plan for your child on the back of the emergency card and discuss the plan with your child. The school will not be able to call parents during an emergency closing so do not include that as part of your plan. Our phone lines must be kept open during an emergency so information will be announced on local radio, television, cable channels, and the NTouch text message and email system of Berkeley County Schools. Your primary contact information included in the emergency card will register you for NTouch alerts. Please be sure to keep this information current so you will be notified of delays, dismissals and cancellations.
- **Visitors and Volunteers** - All visitors and volunteers to the school must enter through the building's front doors and report to the office for a visitor's pass. You are able to eat lunch with your child on occasion. You may purchase a school lunch or bring a packed lunch from home. You will be unable to eat in the cafeteria if fast food and soda beverages are brought for lunch. These items are not allowed in the school cafeteria as stated in the state child nutrition policy.
- **Safety** - The safety of students is a priority at our school. Evacuation and safety procedures are in place in the event of an emergency. During the school year all students and staff will practice fire and safety drills. In the event of a school evacuation the students will walk to the Mountain Ridge Intermediate School.
- **Cell Phones** - Students are not permitted to use cell phones during the school day. Cell phones must remain in a locker. Students who are caught using a cell phone will have it confiscated for a parent to retrieve from the office.

- School Issued Chromebooks – Students are issued a Chromebook to use for educational purposes only. It is their responsibility to bring the charged Chromebook with them to school each day. Students must follow guidelines to keep this device in good working order and damage free. The complete handbook can be found at <https://www.berkeleycountyschools.org/domain/5650>
  - Planners - Students will receive a free planner at the beginning of the year and must carry the planner with them at all times. A replacement planner costs \$5.00.
  - Make-Up Work - It is the students' responsibility to obtain all make-up work from his/her teacher.
  - Leave Early - If your student needs to be picked early during the school day, please send a note to school the morning of the appointment. Please include the following information: Child's name, pick-up time, the person's name picking them up and that person MUST be listed on the emergency card. Instruct your child to bring their note to the front office as soon as they arrive to school.
  - Bus notes - need to be signed by the office to ride home on the bus with another student. BOTH students need a note.
  - Water Bottles - Students may carry a CLEAR water bottle during the school day. It may only contain water. No tea, soda, etc. Faculty reserves the right to inspect bottles at any time.
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#### **NONDISCRIMINATION STATEMENT**

The Berkeley County public school district does not discriminate on the basis of race, color, creed, ancestry, familial status, religion, national origin, gender, sexual orientation, age, disability or other legally protected classification in its programs, activities or employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Ron Stephens, Assistant Superintendent 401 South Queen Street Martinsburg, WV 25401 (304) 267-3500 [restephe@k12.w.vus](mailto:restephe@k12.w.vus)

#### **WEBSITE ACCESSIBILITY**

The Berkeley County School District is committed to making our content accessible to all members of the public, including those with disabilities. This includes parents, students, employees and all other associated with our district.

We are in the process of updating our website to bring it into full compliance of the Web Content Accessibility Guidelines (WVAG) 2.0 Level AA and Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA)

1.0. If you find problems with our website and would like to provide feedback or report a concern, please via email ([webmaster.berkeley@k12.wv.us](mailto:webmaster.berkeley@k12.wv.us)) or at 304-267-3500.