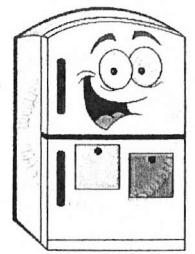


Ridgely's Notes for the Fridge

A Quick Guide for Things Every Family Needs To Know



Resources

Baltimore County Public Schools: www.bcps.org
 Ridgely Middle School: **410-887-7650** www.ridgelyms.bcps.org
 Ridgely Middle School PTA: www.RidgelyMiddlePTA.com

House Keeping	Arrival, Dismissal and Transportation	Absences/Health Concerns	Records and Contact Information
<p><u>Dropping off lunch/forgotten items for school</u></p> <ul style="list-style-type: none"> ➤ Deliver <i>labeled</i> items/lunch for your child to the main office. ➤ The office will not call students to the office to pick up forgotten items/lunch. ➤ Forgotten lunches are delivered to the cafeteria. ➤ Students should check in at the main office for forgotten items between classes. <p><u>Messages to Students:</u></p> <ul style="list-style-type: none"> ➤ Only urgent messages regarding transportation will be passed on to a student during the school day. <p><u>Lost And Found:</u></p> <ul style="list-style-type: none"> ➤ Located in the cafeteria. ➤ Electronic items, eye glasses, and keys are kept in the main office. ➤ Students should take inventory of personal items frequently and check lost and found as needed. 	<p><u>Photo ID:</u></p> <ul style="list-style-type: none"> ➤ Every visitor must provide photo ID with each visit. Visitors will not be admitted to the building without proper identification. <p><u>Early Dismissal:</u></p> <ul style="list-style-type: none"> ➤ Students need a signed, written note with the time and reason for early dismissal. ➤ Students should report to homeroom and then report to the main office with the note. An early dismissal pass is issued by the main office. ➤ Students report to the main office and must be signed out by a parent/guardian with proper ID. <i>Students will not be released to anyone who is not listed on the Emergency Contact Sheet.</i> ➤ Arrive no later than 2:30 to pick up a child early from school without a note. <p><u>Late Arrival:</u></p> <ul style="list-style-type: none"> ➤ Student reports to the main office to sign in with a written explanation of lateness. <p><u>Transportation:</u></p> <ul style="list-style-type: none"> ➤ Students may only ride assigned bus. ➤ Students who miss the bus at the end of day should report to the main office to contact a parent. ➤ Students must be signed out in the main office by a parent/guardian or designated contact. 	<p><u>Absence Notes:</u></p> <ul style="list-style-type: none"> ➤ Students submit a signed, written note by a parent/guardian to his/her homeroom teacher with the dates and reason for the absence. <p><u>Request for work:</u></p> <ul style="list-style-type: none"> ➤ A parent/guardian calls the main office to request make-up work when a child is absent for three consecutive days or more due to illness. Arrangements to pick up student work will be determined by teacher/parent/student circumstances. ➤ The BCPSOne online Learning Management System can be used as a resource for class assignments and communication with teachers. <p><u>Health Suite:</u> Ms. Westwater dwestwater@bcps.org</p> <ul style="list-style-type: none"> ➤ The nurse's suite is closed mods 1 and 10 and used for emergencies only at that time. ➤ Students must have a pass to report to the nurse's suite. ➤ Students should not contact parent/guardians via cell phone outside of the nurse's suite. 	<p><u>Change of Address:</u> Go to "Forms" on RMS website or contact Mrs. Thompson mthompson@bcps.org</p> <p><u>Transcript Request:</u> Go to "Forms" on RMS website or contact Mrs. Thompson mthompson@bcps.org</p> <p><u>Transportation:</u> Mr. Rosati mrosati@bcps.org</p> <p><u>Principal:</u> Ms. Truesdell, struesdell@bcps.org</p> <p><u>6th Grade:</u> Ms. Phillips Friend, Assistant Principal lphillips@bcps.org Ms. Jahries, School Counselor jjahries@bcps.org</p> <p><u>7th Grade:</u> Mr. Rosati, Assistant Principal mrosati@bcps.org Ms. Stacy, School Counselor rmgagnestacy@bcps.org</p> <p><u>8th Grade:</u> Mrs. Magginson, Assistant Principal kmagginson@bcps.org Ms. McShain, School Counselor tmchshain@bcps.org</p>