



EVERYTHING YOU NEED TO KNOW-STUDENT VERSION

Arrival

Students who arrive early to school are expected to gather in the cafeteria in the morning. If you are meeting with a teacher for extra help or to make up work in the morning, you must check in at the front door, then proceed to that classroom and stay there until you are dismissed to homeroom.

The school day officially starts in Homeroom at 8:00 a.m. You are expected to arrive at school, go to your locker, and walk to homeroom before this time. It is important that you arrive on time. During homeroom, attendance is taken for the day and the morning show is televised. If you arrive at school after 8:00, you must sign-in at security.

Attendance Guidelines

It is important as an outstanding middle school student to do your best to arrive to school every day possible. We understand, however, that things may happen and you are unable to be at school for a certain reason. If this occurs, your parent must report your absence in SDM or call the attendance line. It is also very important to note that you are responsible for any work that you might have missed during the time of your absence. It is also your responsibility to communicate with your teachers during your absence and, when possible, inform them ahead of time that you will not be in school.

Bicycles

You are allowed to ride your bicycle to school. If you do ride one, please park and secure it properly in one of the bike racks in the front of the building. You can lock and chain the bicycle to a rack. The school is not responsible for stolen or damaged bicycles.

Bus Notes

Parent permission is required in order for you to ride a different bus or your regular bus but stop at a different stop. Your parents must enter this in SDM as an exception. Bus reports will be given to the bus drivers each day noting any changes/additions. **No bus notes will be accepted over the phone or via email.**

Cell Phones - NO CELL PHONES BETWEEN 8:00 AM & 2:50 PM.

To help make sure that you are present and engaged throughout the school day, you are required to leave your cell phone in your locker during the school day. You are not permitted to use your phones anytime during the school day, unless a teacher specifically asks you to use it for educational purposes.. When you arrive at school, the cell phone should be turned off, placed in your backpack, and left there until the end of the school day.

If you are found in violation of this rule and use your cell phone, the following procedure will be implemented. At the teacher's discretion, they can give you a warning to put your cell phone away prior to it becoming a 1st offense. For a 1st offense, the teachers will confiscate the cell phone, will turn it into the office, home will be contacted, and your parent or guardian will need to pick up your cell phone. In subsequent offenses your parents/guardians will still need to pick up your cell phone and disciplinary consequences may be given ranging from lunch detentions to ISS.

If there is an emergency where you would typically use your cell phone, please ask a teacher or staff member to let you go to the main office to call your parents. And remember, you will have plenty of time to check your phone for updates at the end of the school day.

Counseling Center - [Counseling Center Website](#)

You never have to feel alone at East Ridge Middle School. In addition to teachers and administrators to help you, you also have a Counselor to support you. You will have the same Counselor for three years, and she will always be available to answer your questions, help you with academic and personal problems, and just be around if you need to talk.

The Counseling Center is next to the main office. It's easy to make an appointment with your counselor. All you need to do is drop by the Center between periods and the secretary will help you set up a meeting with your counselor. Students who need to see their Counselor during the school day must get a pass from the teacher whose class they are missing. Your parents are also welcome to call the Counseling Center with their concerns or questions.

Don't wait for your counselor to call you. Come whenever you need to talk to somebody. They are there for you. The ERMS counselors are:

Grade 6 - Ms. Caitlin deMello

Grade 7 - Mrs. Amy Jonsson

Grade 8 - Ms. Meghan Mulvehill

Other mental health/counseling support available include:

Sarah Fritz - School Psychologist

Dana Tatela - School Psychologist

Audrey Camino-jara - Teen Talk Counselor, [Kids in Crisis](#)

Chromebooks

All students at East Ridge Middle School are provided with a Chromebook at the beginning of the school year. You will use your Chromebook for classwork, projects, homework, and technology-based assignments. Because your Chromebook is essential to your work here at East Ridge, you are expected to treat it with care and respect, and to use it appropriately.

When Chromebooks are being used for assignments, you are expected to only be using them for that purpose - not for games, videos, or other websites that are not part of your class. If you are using your Chromebook for these things, a teacher will need to talk to you about appropriate Chromebook use, and there may be other consequences. Also, when Chromebooks are not being used, you are expected to keep them closed.

You will bring your Chromebook to school and back home every day. It is your responsibility to charge your Chromebook every night. If you do not charge it, or forget to bring it with you, you will face difficulty participating fully in school the next day, and will risk falling behind. Please also respect the Chromebook as if it was your own computer - do not damage or drop it, put stickers on it, write on it, or do anything else that will harm it.

Dress Guidelines

Any clothing worn to school that breaks one of the following rules is prohibited:

- 1) Your clothes cannot increase risks of danger or injury to yourself or other students.
- 2) Your clothes cannot create a distraction from class time.
- 3) Your clothes cannot show any inappropriate messages or images.

Drugs and Vaping

East Ridge is proud to be a drug free zone. Drug and alcohol use is against the law. The Board of Education prohibits their possession, use or distribution on school property, at school-sponsored events, or on school provided transportation. No alcoholic beverages or controlled drugs, as defined by Connecticut law, are permitted on school property. Appropriate discipline action will be taken.

Smoking, vaping and possession of tobacco in any form, including vaporizers, chewing tobacco, electronic cigarettes and tobacco/nicotine delivery devices, is not permitted at any time on campus, on any school transportation vehicle, or off-campus school activity. Vaporizers, chewing tobacco, electronic cigarettes and tobacco/nicotine delivery devices are not permitted anywhere on school grounds because of the hazard posed to health by both use and subsequent disposal. Students found with a vaporizer, chewing tobacco, electronic cigarettes or tobacco/nicotine delivery devices are subject to the same disciplinary action as smokers.

Drugs, alcohol, and nicotine delivery devices as outlined above, are extremely dangerous for you and under no circumstances are okay to use. You will participate in learning opportunities throughout your time here that will illustrate the potential harms and safety concerns, provide you with strategies if confronted with peers who use substances, and share

with you supports that we offer as a school. Disciplinary action if you are found to violate these rules, will be accompanied by mandatory counseling sessions.

Early Dismissal

In order for you to be dismissed early from school, your parents must enter this in SDM as an exception. **No early dismissals will be accepted over the phone or via email.**

Extra Help

At times you may find that you need a bit more help in understanding the material that has been taught in class. ERMS teachers are free to give extra help on a more individualized basis. You may meet with teachers during the times they have indicated that they are available for extra help. If you cannot attend one of the regularly scheduled extra help sessions, you must make an appointment with the teacher personally to make the necessary arrangements to meet either before, during, or after school to get extra help.

Gum

Students are not permitted to chew gum during school. Chewing gum is a distraction in the classroom and leads to a great amount of extra cleanup for the custodial staff.

Items Left at Home

If you forget something at home such as your lunch or a book, your parent may drop it off at the Security Guard's office by the main entrance where you may pick it up during your lunch period. Other school items can be picked up during passing time.

Lockers

At the start of each school year, students are assigned a personal locker. Your locker will have a unique combination. Do not share this combination with anyone! If you forget your combination, please ask your homeroom teacher. Practice using the locker combination, and if you are having trouble, ask a teacher or staff member for help. In order to protect your materials, do not leave your locker unlocked or open. **You can only access your locker three times a day, upon arrival at school, on your way to lunch, and at the end of the day at dismissal.**

Your locker is school property. You are expected to keep it clean and orderly, and to not damage it. Slamming lockers, placing stickers inside or outside the lockers, or writing on the lockers is not allowed. School administrators may open a locker at any time if they believe that the locker contains items that break school rules.

When decorating your locker both inside and outside, only use magnets to hang things. Please do not use tape. Birthday magnets are available in the main office.

Lost and Found

Lost and found items can be found in the cafeteria, both locker rooms in the gym, and occasionally the Main Office for smaller items. If you lose an object, you must report it at once to the secretary in the Main Office and look through the previously specified lost and found locations either during your lunch or at the end of the school day. Please do not bring valuables or large sums of money to school where they may be lost. We do everything we can to safeguard private property, but the school cannot be responsible for lost items. Please do not give out your locker combination to others so it remains a safe place for you to store your property.

Obligation

As students, you are expected to take care of our school's books, technology, materials, and property. Returning items on time and in good condition is very important. You will be responsible for replacing any school materials that are lost or damaged.

Passes

There are many times throughout the school day when you may need to have a pass in order to be in the hallways or go from place to place. Here are our rules for passes:

- 1) If you arrive late to school, you will receive a "late pass" from the Security after you check in. Make sure to present this late pass to your next teacher.
- 2) If another teacher has kept you after class, make sure that teacher gives you a late pass. If you arrive in a class late without a late pass, and without a good reason, you will need to talk to your teacher to explain why you were late.
- 3) If you are leaving class for a moment (such as for the bathroom or to get water), you need to ask your teacher for permission, sign out on the teacher's sign-out sheet, and sign back in when you return.
- 4) If you are going to the library from a class, you must obtain a pass from your teacher.

Academic Integrity

Cheating is either giving or receiving unauthorized assistance on any type of school related work. In specific classroom or homework situations, individual teachers will determine what is or is not authorized as legitimate assistance.

Plagiarism is against the law. Plagiarism consists of copying or paraphrasing the words or ideas of others without proper formal acknowledgement. No student may legitimately submit work as his or her own if it is the work of another or other persons. To help combat plagiarism, teachers may utilize turnitin.com to check on originality in assignments. Parents are encouraged to join us in supporting students to develop paraphrasing skills.

Our response to cheating and plagiarism is tiered with our priority being to support students in learning and growing from their experiences. However, depending on the circumstance, the severity, and the frequency, teachers have the discretion to either use it as a learning opportunity, granting a re-do or an alternative assignment, and/ or referring it to administration. In all cases, parents will be contacted.