## Lost and Found
- 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.

## Messages to Students:
- **Only** urgent messages regarding transportation will be passed on to a student during the school day. Families are responsible for reminders about after school activities.

## House Keeping
- **Dropping off lunch/forgotten items for school**
  - Deliver *labeled* 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.

## Arrival, Dismissal and Transportation
### Photo ID:
- Every visitor must provide photo ID with each visit. Visitors will not be admitted to the building without proper identification.

### Early Dismissal:
- *Arrive no later than 2:20pm to pick up a child early from school without a note.*
  - 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. *Students will not be released to anyone who is not listed on the Emergency Contact Sheet.*

### Late Arrival:
- Student reports to the main office to sign in with a written explanation of lateness.

### Transportation:
- 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.

## Absences/Health Concerns
### Absence Notes:
- Students submit a signed, written note by a parent/guardian to the homeroom teacher with the date(s) and reason(s) for the absence(s).

### Request for work:
- 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.

## Health Suite:
- Ms. Westwater dwestwater@bcps.org
  - The nurse’s suite is closed mods 1 and 10 and used for emergencies only at that time.
  - Contact nurse if child is injured and requires supports at school.
  - 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.

## Resources
- Baltimore County Public Schools: [www.bcps.org](http://www.bcps.org)
- Ridgely Middle School: **443-809-7650** [www.ridgelyms.bcps.org](http://www.ridgelyms.bcps.org)
- Ridgely Middle School PTA: [www.RidgelyMiddlePTA.com](http://www.RidgelyMiddlePTA.com)

## Records and Contact Information
### Change of Address:
- Go to “Forms” on RMS website or contact Mrs. Thompson mthompson@bcps.org

### Transcript Request:
- Go to “Forms” on RMS website or contact Mrs. Thompson mthompson@bcps.org

### Transportation:
- Mr. Rosati mrosati@bcps.org

### Principal:
- Mr. Seth Barish sbarish@bcps.org

### 6th Grade:
- Mr. Rosati, Assistant Principal mrosati@bcps.org
  - Ms. Bley, School Counselor ebley@bcps.org

### 7th Grade:
- Ms. Magginson, Assistant Principal kmagginson@bcps.org
  - Ms. McShain, School Counselor tmchshain@bcps.org

### 8th Grade:
- Mr. Popielski, Assistant Principal ppopielski@bcps.org
  - Ms. Jahries, School Counselor jjahries@bcps.org

### Absences:
- A parent/guardian reports to the main office or calls the main office by a parent/guardian who is not listed on the Emergency Contact Sheet.

### Early Dismissal:
- Students report to the main office and a note is signed out in the main office by a parent/guardian or designated contact.

### Late Arrival:
- Students report to the main office to sign in with a written explanation of lateness.

### Transportation:
- 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.