

Porter Ridge Middle School



STUDENT EXPECTATIONS

2026-2027

Porter Ridge Middle School

2827 Ridge Road

Indian Trail, NC 28079

704-225-7555

704-226-9844 (fax)

Mrs. Debbie Mayer, Principal

Mrs. Amber Heine, 6th grade Assistant Principal

Ms. Adria Speights, 7th grade Assistant Principal

Mrs. Christina McDowell, 8th grade Assistant Principal

Mr. Sean Greene, Dean of Students

ARRIVAL

- Doors open at **8:20 am** for students. Students should not be dropped off prior to 8:20 am.
 - 6th grade reports to the Pit.
 - 7th grade reports to the Cafeteria
 - 8th grade reports to the Gym.
- Students are dismissed to their classrooms at **8:35 am**. Students should report directly to their classrooms.
- Students **entering the classroom** after the 9:05 am bell are considered tardy and must report to the office to get a tardy pass before going to their classroom. **More than 3 unexcused tardies will result in disciplinary action.**
- Once anyone arrives on this campus, regardless of mode of transportation, they are subject to all school rules and regulations.

DISMISSAL

- For safety reasons, student dismissal is staggered and begins at **4:05 pm**.
- Car rider students should be picked up promptly and no later than **4:25 pm**. Staff supervision ends at this time.
- Car rider students must stay in the car rider area (front of school) during dismissal. Leaving the area without permission will result in disciplinary action.
- Students must ride their assigned bus at all times.

EARLY DISMISSAL

- Attendance is a critical component of success in school. Students who are checked out prior to 12:35 pm will be counted absent for the entire day. Every effort should be made to limit the time out of the classroom.
- If it is necessary for a student to leave school early, a note must be brought to the front office before 9:05 am requesting early dismissal.
- The parent/guardian/adult who plans to pick up the student must sign them out of the office **BEFORE** 3:30 pm.
- The parent/guardian/adult must show a picture I.D. to the staff **BEFORE** the student will be released from the classroom.
- Students will **ONLY** be released to the contacts listed in Infinite Campus. If there is a situation that another parent, guardian, or other adult will be checking your student out of school, have the student bring a note to the front office **BEFORE** 9:05 am stating the following:
 - Name of person picking up student.
 - Your phone number/contact information so the note can be verified.
- Parents are encouraged to check students out between instructional blocks to minimize classroom disruptions.
- Early dismissals without proper documentation including doctor notes will be counted as a tardy. **More than 3 unexcused tardies will result in disciplinary action.**

ABSENCES

There is a direct correlation between attendance and academic success. However, there are times when absences from school are unavoidable. When a student must be absent from school, please note the following:

- A written excuse signed by a parent or guardian must be uploaded to the portal as soon as possible, but no more than 3 days after the absence to support accurate attendance records. Absences will be coded as unexcused until the written excuse is uploaded and reviewed by staff.
- While notes from a physician will be considered at any time, an excuse from a parent will only be accepted within the **same 6-week grading period as the absence**. A parent note can **only** be used to excuse **5 days per semester**.
- Absences due to extended illnesses may also require a statement from a physician. Extended illnesses are those which result in absences in excess of five (5) consecutive school days.
- An absence may be excused for any of the following reasons:
 - personal illness or injury
 - death in the immediate family.
 - medical or dental appointment;
 - court or administrative proceedings
 - religious observances
 - participation in a valid educational opportunity approved by the principal
 - special emergencies approved by the principal
- Parents/guardians...please understand that an excused absence will remain an absence.
- Students in grades 6-8 who wish to participate in **athletics** must have attended at least 85% of the total number of instructional days during the previous semester. Absences for athletic eligibility **include excused AND unexcused**.

ABSENCES - STUDENT RESPONSIBILITY

- Students are responsible for any work missed due to an absence.
- Students should communicate with teachers regarding the work to be made up and when it is due.
- Students attending school events off campus are responsible for all work missed during that time period.

REPORT CARD DATES

Report cards will be issued on the following dates:

T1 - October 20, 2026

T2 - November 30, 2026

T3 - January 25, 2027

T4 - March 15, 2027

T5 - May 5, 2027

T6 - June 4, 2027

GRADING SCALE

Grades on report cards are assigned by numerical equivalents rather than letter grade (i.e., science: 88, math: 93). The following scale can be used in comparing numerical grades to letter equivalents.

Superior	90-100	A
Above Average	80-89	B
Average	70-79	C
Below Average	60-69	D
Unsatisfactory	Below 60	F

TUTORING

Teachers offer tutoring sessions weekly. Tutoring times per teacher are indicated on their teacher “Canvas” Webpages or by appointment. Tutoring outside of regular school hours is to be taken seriously and is not to replace students completing class work and homework. This time is designated for instruction. Tutoring will be discontinued if a student is not abiding by school rules and regulations. Parents are expected to pick their children up at the designated time, or future tutoring sessions will not be scheduled. Additional opportunities for tutoring will be posted on the school/teacher websites.

STUDENT USE OF PHONE IN THE OFFICE

- **Parents are asked to call their children at school only in cases of an emergency.**
- The student telephone in the front office is for emergency situations ONLY.
- As a rule, students will not be called to the office to make or receive phone calls.
 - If a call must be made, students should speak to the teacher and get a hall pass to go to the front office to use the phone.
 - Due to afternoon dismissal, the student phone is unavailable for student use between 3:30 and 4:00 pm.
- Plans with family and friends should be made before coming to school. Parents and students should agree on transportation to home before coming to school.

DELIVERIES & OUTSIDE FOOD

- We do not accept deliveries of any kind (i.e., Valentine's gifts, birthday presents or balloons, etc.) for our students under any circumstances!
- Outside food (fast food, pizza, etc) cannot be brought into the building and delivered to the student.

NON-EDUCATIONAL ITEMS

- Students should only bring items to school that are necessary for academic progress.
- Students should not bring blankets, toys, Squishies, stuffed animals, Nee-dohs, or other distracting items to school.

FORGOTTEN ITEMS

Instructional time will not be disturbed for students to obtain forgotten items that have been brought to school by parents/guardians. Students who have forgotten items should check the front entry way in between classes for any drop offs that may have occurred. The following items can be dropped off: Chromebooks/chargers, lunches and Tennis Shoes for PE. Please put them in a bag prior to bringing shoes to school.

Homework items can be dropped off, however, it will be placed in the teacher’s mailbox with a sticky note noting the student’s name, day and time. This protocol will eliminate the classroom interruptions and therefore maximize instructional time.

Attire for after school activities/sports can also be dropped off at the school if a student has forgotten his/her uniform, cleats, shoes, etc. Please note that the student will need to come to the “Forgotten Items Area” AFTER dismissal to claim these items. Students will not be called out of class to pick up items needed for after school activities.

Please do not bring forgotten “toys” such as footballs, other sports like balls, phone chargers, phones, airpods, etc. These items are not required for instruction.

CONFERENCES/APPOINTMENTS WITH STAFF MEMBERS

- Parents must make appointments for conferences with teachers, counselors, and administrators by calling the school office at (704) 225-7555.
- Teachers are not able to be pulled away from instructional time without prior notice.

SELLING/TRADING ITEMS AT SCHOOL

- All sales not connected to Porter Ridge Middle School are prohibited. Items being sold without the expressed permission of the Principal will be confiscated.
- In addition, students are not allowed to trade their personal belongings (e.g., tennis shoes, jewelry, clothing, etc.)

LOCKERS AND LOCKS

- All 6th, 7th and 8th grade students may choose to be assigned a locker, which is the property of Union County Public schools and Porter Ridge Middle School.
 - Students are never to swap lockers or assume ownership of a locker that has been vacated.
 - Students may not share a locker without teacher approval.
 - Students should not bring valuable items with them to school. ***The loss of items that are not required for school will not be investigated or replaced by the school.***
- **Students must have a school lock on their hall locker at all times.**
 - Locks will be sold for \$5.00 each.
 - Any non-school lock, on a hallway locker, is subject to being cut off.
- Lockers may be searched/opened by a school official and/or associate. Students should not presume to have any right to privacy.
- ***The school is not responsible for the loss of items due to students failing to keep their lockers locked when not in use.***

Students may only visit lockers when approved and designated by teachers and administration. Students are not permitted to go to their locker during their grade level planning period since the hallway is not under teacher supervision at that time.

BOOKBAGS/PURSES/COATS

Bookbags, backpacks, purses, etc. are PERMITTED in the classrooms only with school approval assuming a student chooses to not use a school locker.

SCHOOL SAFETY

- Cameras are located at various locations inside the school and outside of the school.
- Students and parents should be aware that the Union County Sheriff's Department can bring the Passive Law Enforcement Drug Dog on campus at any time.

LOST AND FOUND

Students who find lost articles are asked to take them to the table outside of the cafeteria. Lost articles which are not claimed within a reasonable time will be given to charitable organizations. The school is not responsible for items or valuables lost by students.

VISITORS

- Parents/guardians are always welcome, but are asked to make an appointment to visit with a teacher, the administrative team, or a school/classroom activity.
- All visitors to the school are required to report to the main office, sign in, and **wear a VISITOR'S PASS while they are on campus.**

FOOD/DRINK

- Students are encouraged to bring water-based drinks to school in clear/plastic bottles.
- Students may bring a water bottle to use with our water filling stations.
- Students should not bring energy drinks to school.
- No food/drinks, including snacks, are permitted in the classroom, the halls, or on the buses with the exception of water in their classroom.
 - Teachers will ask students to discard food and drink or place these items in their lockers/backpacks.
 - Failure to follow a staff member's request will result in a school-level consequence deemed appropriate by administration.

MONEY

- Students who need to get change for money must go to the office during homeroom. Students are urged to bring correct money amounts for various needs.
- Checks for lunch will not be cashed in the school office.

FIELD TRIP GUIDELINES (ALL GRADE LEVELS)

- Student behavior and/or attendance can affect whether or not a student is eligible to attend field trips and extracurricular events. From the time the field trip notice goes home, a student who repeatedly receives consequences such as Afterschool Detention, Saturday School, In-School Suspension, and/or OSS will NOT be eligible to participate in a field trip.
- **Refunds of field trip costs cannot be made once checks have been cut for trip expenses.** Final decisions will be made at the discretion of administration.
- All school rules apply on field trips.
- Any field trips that require an overnight stay have more stringent guidelines that will be distributed at the time of the trip including academic and conduct requirements.

CAFETERIA FEES

If you have any questions related to the cafeteria, please call Amanda Howard, PRMS Cafeteria Manager, at **(704) 290-1506**.

PDA: PUBLIC DISPLAY OF AFFECTION

No Public Displays of Affection on school grounds. PDA is described as any intimate physical contact between two or more persons.

CAMERAS / PHONES/ VIDEO CAMERAS / ELECTRONIC DEVICES

- **The use of electronic devices during school hours or on the school bus is not permitted. The school will not be responsible for investigating or replacing the loss or theft of any electronic devices brought on campus.**
 - Cameras and video cameras cannot be used at school or on the school bus except when part of a class assignment. The teacher must give permission to the student before the camera is used.
 - Students are encouraged “not” to bring electronic devices to school.
 - Use of a cell phone is defined to include, but is not limited to phone ringing, talking on phone, taking pictures, browsing, gaming, text messaging, etc from 9:05-4:05 pm.
- Cell phones/electronic devices will be confiscated for the following reasons:
 - The phone is visible between 9:05-4:05 pm.
 - Students are using their phone or electronic device for pictures, video, and other non-essential activities during the school day. This includes, but is not limited to field trips, bus lot, club meetings, etc.
 - Parents are responsible for coming to pick up all confiscated items.
- Students who do not follow the expectations of the use of electronic devices or refuse to give it to the teacher when asked, admin will be called to confiscate the device. Consequences will be applied for insubordination and use of devices.

AFTER-SCHOOL ACTIVITIES

- Inappropriate behavior at an after-school (school dances, basketball games, etc.) event will result in students receiving consequences consistent with UCPS Student Code of Conduct.
- Students must be present during the school day to participate in after school activities.
- Please pick up your students promptly when the event is over.

DRESS CODE

- Students should dress appropriately for school each day. ***The clothing should not be a distraction in the learning environment*** and should be comfortable for all school activities. The education of our students is our highest priority and students’ clothing should not serve as a hindrance to that purpose.
 1. No headwear of any kind. This includes hoods, rags, bandanas, hats, ears, masks, etc. Scarves/headbands without ears, horns, antlers, etc that are used to hold hair back are permissible.*
 2. Shirts/tops must cover the torso (part of the body without arms, legs, and head) of the body. Shirts/tops must be long enough to reach the waistline of skirts, shorts, or pants.
 3. No undergarments should be visible.
 4. No onesies or slippers are permitted in the school building.
 5. Chains, spiked jewelry, and other items hanging from clothing are not permitted.
 6. Clothing or other items may not display, advertise, or promote any product or activity that is illegal or that is not permitted at school (tobacco, drugs, alcohol, vapes, pornography, etc). Words or symbols that disrupt the learning environment will not be permitted at school.
 7. Gang attire and symbols are prohibited on campus at all times. Please refer to the UCPS policy on Prohibition of Gangs and Gang Activities.

*Headwear for religious reasons is permitted.

*****The faculty and administration reserve the right to question and discourage ANY attire that is a disruption and/or distraction to the educational environment.**

- Possible Consequences

- Change of clothes that are out of compliance with dress code.
- Documentation of insubordination
- Parent Phone Call

*****Chronic offenders will be subject to disciplinary action.**

CHEATING

Each person is responsible for his/her honesty and integrity. A person must not receive nor give help on a *quiz, test, or other assignments* nor should he/she condone others observed receiving or giving help. Cheating will result in disciplinary action.

MEDICATIONS AT SCHOOL

Students who require medications to be administered at school should follow these guidelines:

- Meet with the school nurse to ensure proper Board of Education procedures are being followed.
- Obtain and return to school a medication consent form signed by the health care provider and parent/guardian for all medications to be administered at school.
- Medication should be hand delivered to the nurse by the parent/guardian in the original prescription bottle or original over the counter packaging.
- Students should not bring prescription or non-prescription medication to school and administer such medication to themselves. **Neither the Board of Education nor any of its employees are responsible for improper self administration of non-prescription or prescription drugs at school.**
- Please refer to [Board Policy 4-06 Administration of Medicines](#) for further information.

STUDENT PROMOTION AND ACCOUNTABILITY

In order to be promoted to the next grade level, students in grades six through eight must pass language arts, math, and at least two of the following courses for the current school year: science, social studies, and health/physical education. Students who do not meet the promotion standards will be required to receive remediation and retesting, when a retest is available. Absences and previous retentions can also impact promotion decisions. If you have any questions regarding your student's progress, you are encouraged to speak with his/her teachers, counselor, and/or principal.

STUDENT DISCIPLINE

All students are subject to the regulation and disciplinary procedures outlined in the UCPS Board of Education Student Discipline Policy located in the UCPS Middle School Student Handbook. Teachers and administrators will determine the consequences of inappropriate behavior according to the UCPS and PRMS Student Code of Conduct.

Consequences for inappropriate behavior include, but are not limited to:

- Warning/Loss of Privileges
- Parent Contact/Notification
- Parent/Teacher/Admin Conference
- Office referral
- Silent lunch
- Lunch detention
- After School Detention
- Saturday School
- In-School Suspension
- Out-of-School Suspension
- Local Law Enforcement Involvement
- Any other consequences deemed appropriate by school administration

BUS TRANSPORTATION

Riding a bus is a privilege, not a right. Students who ride a bus must demonstrate proper behavior or this privilege will be taken away, and the parent(s)/guardian(s) will have to provide their own transportation to school for the student.

New riders or students who move during the school year must fill out a new rider form found in the front office and provide proper documentation for residency change. There is a 3-5 day waiting period for approval. The student will need to secure a boarding pass before he/she will be allowed to ride the bus.

Students are expected to abide by the expectations of the bus including, but not limited to:

1. Give the bus driver full cooperation.

2. Conform to the time schedule of the bus. ***Students should be at the bus stop at least 10 minutes prior to the scheduled bus stop time.***
3. Ride only your assigned bus unless you have turned in a note from your parent to Student Services and received a bus pass.
4. No fighting, pushing, shoving, horseplaying, etc.
5. Stay seated except for loading and unloading.
6. Keep all body parts inside the bus at all times.
7. Keep the bus clean of trash, litter, etc.
8. Observe all school rules while on the bus.
9. Students should sit in assigned seats at all times.
10. Students must get on and off at their assigned stop.
11. ***The school will not be responsible for investigating or replacing the loss or theft of any electronic devices brought on the bus.***

ANTI-BULLYING PLAN

PRMS encourages all students to display respect for each other as well as to take pride in our school. We strive to teach students how to handle teasing, conflicts with peers, and bullying incidents. Also, we recognize that the majority of our students are “bystanders” in situations where bullying occurs.

UCPS Board of Education Policy 4-07 states that harassment or bullying behavior is deliberate conduct intended to harm another person or group of persons. Such conduct violates this policy when any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication:

- places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits or by adversely altering the conditions of an employee’s employment.
 - “Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.
- Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual’s association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sex (including pregnancy, childbirth, sexual orientation, and gender identity), socioeconomic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability. ***Examples of behavior that may constitute bullying or harassment include, but are not limited to, acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.***
- Harassment and bullying may occur through electronic means (“cyberbullying”), such as through the Internet, emailing, or text messaging, or by use of personal websites to support deliberate and repeated behavior intended to cause harm to persons or groups. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

PRMS encourages ALL students to take an active role in reporting incidents to the teachers, counselors, and administrators as well as to show support for your classmates.

- Students may complete a counselor Google Form that is anonymous. Also, students and parents may email, call or Canvas Message a counselor who will provide support.
- The counselors may refer the issue to the grade-level principal if physical contact is involved or if incidences occur more than once.
- The counselors will reinforce anti-bullying through counseling and character education classroom guidance.
- Students are encouraged to use multiple approaches to report bullying within the school.
 - Contact the grade level administrator and/or grade level professional school counselor to report the concern.

- Encourage students to speak with an adult immediately while in attendance at school. Early reporting, intervention and subsequent investigation are imperative to substantiate reports and apply any appropriate consequences to the aggressor.

2026-2027 STUDENT HANDBOOK

The UCPS Middle School Handbook is available on the UCPS website. It is the expectation that all parents and students are familiar and knowledgeable about the policies of Union County Public Schools as well as the policies specific to Porter Ridge Middle School. It is important that parents and students review both the UCPS and the PRMS handbook. The Code of Student Conduct will also be reviewed with students at school during the week of August 24, 2026.

After reviewing the handbooks, please go to <https://bit.ly/26HandbookPR> and complete the form.