

RAVENSWOOD MIDDLE SCHOOL

514 South Ritchie Avenue, Ravenswood, WV 26164

Phone: (304) 273-5480 Fax: (304) 273-5746

Student Handbook 2023 - 2024



**Bill Heis
Principal**

**Natalie Garner
Assistant Principal**

**Partners in Education
McDonald's of Ravenswood
Tudor's Biscuit World of Ravenswood**

STAFF MEMBERS

Heis, Bill	Principal
Garner, Natalie	Assistant Principal
Anderson, Jarin	Social Studies 7
Ball, Mendy	Counselor
Boothe, Peggy	Intervention Specialist
Campbell, Victoria	Community In School Specialist
Carter, Delaine	Physical Education
Casto, Ashley	Custodian
Cole, Tanya	Social Studies 6
Conger, Jessica	Agriculture Science
DeHart, Christal	ELA 8
DeQuasie, Kathy	Cook
Eagle, Draina	Cook
Fitzpatrick, Forrest	Music
Gandee, Dalton	Special Education
Gump, Jason	WV History 8
Hafer, Tim	Custodian
Haines, Jordan	Math 7
Hess, Heidi	Nurse
Hunt, Mary Beth	Math 8
Jackson, Laura	Custodian
Johnson, Shane	Science 6
Kay, Cindy	Cook
Knapp, Renee	Chorus
Knox, Bobby	Resource Officer
Koon, Courtney	Social Worker
Love, Kim	ELA 6
Matheny, Bridgette	TIS
Maurer, Angela	Special Education
McCutcheon, Kara	Math 6
Miihlbach, Carrie	Cook
Oliver, Jessica	Art
Parks, Tiffany	ELA 6
Phillips, Jo	Librarian
Quesenberry, Ellen	Cafeteria Manager
Riggs, Kristy	Special Ed Aid
Schoolcraft, Sara	Science 7
Sharps, Hope	Science 8
Smithson, William	CTE
Speece, Julie	Special Education
Smith, Jill	Health
Stevens, Jackie	School Psychologist
Tignor, Scott	Band
Tupper, Anna	ELA 7
Walker, Jennie	Financial Secretary
Woods, Abbi	Math 7/8

RAVENSWOOD MIDDLE SCHOOL

Daily Schedule

2023 – 2024

Regular Day

Arrival/Bus Duty	7:15 – 7:30
Homeroom	7:30 – 7:50
Announcements	7:50 – 7:54
1 st Period	7:58 – 8:43
2 nd Period	8:47 – 9:32
3 rd Period	9:36 – 10:21
4 th Period	10:25 – 11:10
5 th Period	11:14 – 11:55
6 th Period	11:59 – 12: 44
7 th Period	12:48 – 1:33
8 th Period	1:37 – 2:22
9 th Period	2:26 – 3:11
Dismissal/Bus Duty	3:11 – 3:45

2 Hour Delay

Homeroom	9:30 – 9:54
1 st Period	9:58 – 10:29
4 th Period	10:33 – 11:09
2 nd Period	11:13 – 11:43
6 th Period	11:47 – 12:17
3 rd Period	12:21 – 12:55
5 th Period	12:59 – 1:29
7 th Period	1:33 – 2:03
8 th Period	2:07 – 2:37
9 th Period	2:41 – 3:11

3 Hour Early Dismissal

1 st Period	7:58 – 8:43
2 nd Period	8:47 – 9:32
6 th Period	9:36 – 10:21
4 th Period	10:25 – 11:10
3 rd Period	11:14 – 12:11



2023-2024

1 School Street, Ripley WV 26271

Phone: 304-372-7300

Fax: 304-372-7312

July '23

Su	M	Tu	W	Th	F	Sa
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September '23

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April '24

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May '24

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June '24

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- Aug 16 First Day for Teachers
- Aug 23 First Day for Students
- Sep 04 Holiday - Labor Day
- Oct 13 Professional Learning - No Students
- Nov 10 Holiday - Veterans Day
- Nov 20 Thanksgiving Break Begins
- Nov 23 Holiday - Thanksgiving
- Nov 24 Last Day of Thanksgiving Break
- Dec 20 Faculty Senate - 3 hr Early Dismissal
- Dec 21 Curriculum Development - No Students
- Dec 22 Christmas Break
- Dec 25 Holiday - Christmas
- Dec 29 Last Day of Christmas Break
- Jan 01 Holiday - New Year
- Jan 02 Beginning of Second Semester
- Jan 15 Holiday - Martin Luther King Jr
- Feb 19 Professional Learning - No Students
- Apr 01 Spring Break Begins
- Apr 05 Last Day of Spring Break
- Apr 19 Faculty Senate - 3 hr Early Dismissal
- May 14 Election Day
- May 24 Graduation Day
- May 27 Holiday - Memorial Day
- May 28 Faculty Senate - 3 hr Early Dismissal
- Last Day for Students
- May 29 Curriculum Development - No Students
- May 30 Curriculum Development - No Students
- May 31 OS Day
- June 3-5 OS Day
- Jun 07 Last Day for Teachers
- Jun 20 Holiday - WV Day

- Opening/Closing of Schools
- Curriculum Development
- Professional Learning
- Outside School Environment
- Primary/General Election
- Holiday
- Faculty Senate
- Out of Calendar Days
- Graduation Day

The staff at Ravenswood Middle School welcome you! We look forward to another exciting and challenging school year. Everything that is offered to you is meant to assist and lead you in reaching your goals for success and high achievement. We are here to help you reach these goals in any way we can. We encourage you, as middle school students, to be **active learners and active participants** in all that we do. We want the years spent with us to be the best they can be. This student handbook contains information that will explain what you need to know to make this year a success. Take time to go over this information with your parents. The opportunity to work with you as you prepare for your future is an opportunity that is important to all of us. As the year begins, we would like all of you to know exactly what is expected of you as a student in our school.

STUDENT EXPECTATIONS:

- We expect you to represent our school in an outstanding manner.
- We expect you to work to the best of your ability.
- We expect you to keep our school and school campus beautiful and clean.
- We expect you to obey all the rules and regulations set forth by your teachers.
- We expect you to treat others with dignity, worth and respect.
- We expect you to keep a positive relationship with parents, teachers and friends.
- We expect you to reach beyond your grasp and learn new things.
- We expect you to make all of us proud.
- **WE EXPECT SUCCESS!**

TO THE PARENT:

You are the first and most important teacher your child will ever have. It is a tremendous responsibility, but as a team working together, we will be successful. We need your input. **If you have suggestions to make our school better, come and share those ideas.** Volunteering your time to help achieve our goals would be time well spent.

Our Local School Improvement Council (LSIC) meetings are held each 9 weeks. We encourage parents to attend as many meetings as possible. Call the office for dates and times.

We encourage you to come to school whenever you can. Support the students in activities offered at the middle school. Encourage them to participate. School activities enhance the educational process for all students.

PARENT RESPONSIBILITIES:

- Monitor student absences and support school and county attendance policies.
- Read section of student planner containing school rules and procedures, which includes school policy on safe and productive schools.
- Require children to follow school discipline policy.
- Provide children with a place at home to study.
- Meet and work with teachers when requested.
- Attend school functions.
- Obtain school assignments when student has been absent, excluded or suspended and see that assignments are returned to school following the absence, exclusion/suspension.
- Review student assignment book and/or planner.
- Supply students with necessary materials for each school day.

JACKSON COUNTY SCHOOLS MISSION STATEMENT

Jackson County School's mission is to create an education system that engages students and effectively delivers the essential skills and knowledge required for global success.

Core beliefs:

- Students come first.
- Learning is a lifelong process.
- Quality instruction is our priority and responsibility.
- Jackson County Schools will prepare productive, contributing, responsible citizens.
- Our schools provide a safe and welcoming environment where teachers, families and communities work together.

The Jackson County Board of Education does not discriminate based on sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to Jimmy Frashier, Title IX Coordinator or to Melissa Browning, Section 504 Coordinator, Jackson County Board of Education, P.O. Box 770, Ripley, WV 25271, phone 372-7300; or to the Department of Education's Director of Civil Rights.

RAVENSWOOD MIDDLE SCHOOL VISION STATEMENT

Ravenswood Middle School is an inviting learning community *where the best gets better.*

RAVENSWOOD MIDDLE SCHOOL MISSION STATEMENT

Ravenswood Middle, in partnership with home and community, while serving emerging adolescents with their unique needs, will provide all students with opportunities to become socially responsible, respectful, productive, and competent life-long learners.

DIRECTORY INFORMATION

Jackson County Schools may disclose, without written parental consent, certain categories of personally identifiable information designated as directory information. Directory information is defined as information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent school attended, and other similar information. A parent or eligible student (18 years of age or older) who does not want such information to be disclosed, should request in writing, by September 30, that such information is to be withheld. A form for this purpose, JC-38F is available at the school office.

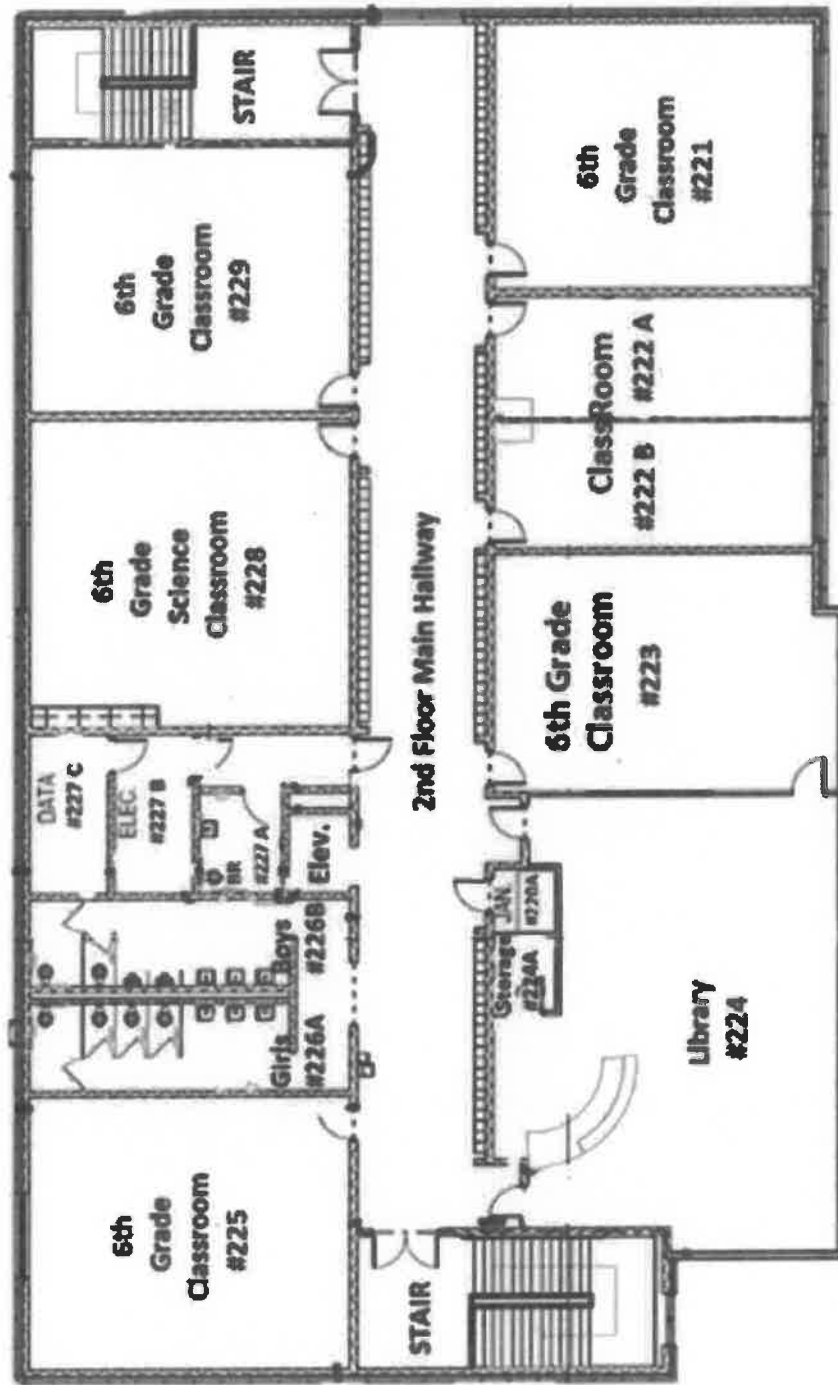
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1st FLOOR EAST WING



2ND

FLOOR



ARRIVAL TIME AND PROCEDURES: The first bell will ring at 7:50 a.m., and the instructional day will begin at 7:54. a.m. If your son/daughter walks or is transported to school by car, please plan on him/her arriving after **7:30 a.m.** Supervision will not be provided before this time. **When students arrive, they will go directly to homeroom. Breakfast will be provided during homeroom.**

ATTENDANCE: One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absences. According to state law, it is the obligation of every parent to ensure that every child under his care and supervision, if of compulsory age, attends school.

- **Excused Absence:** Students are permitted five days absence per semester with parental notes identifying the cause of the absences. A doctor's excuse must be provided for any additional absences. **Excuses must be received within 3 days of the absence.** An absence will be identified as unexcused until a parent or doctor's excuse is received. All excuses for absences should be submitted to the office upon returning to school and should include the **student's first and last name.** These excuses will be filed in the school office for the remainder of the school year. (Refer to Jackson County Policy JB.)
- **Unexcused Absence: Five (5) or more** unexcused absences per year may result in forfeiture of school sponsored activities, either during or after school hours (i.e. school dances, field trips, athletics, PBIS rewards, etc.). Additionally, parents will receive a truancy notice from the county attendance director.
- **Tardy to Class: Five (5) tardy slips per class (per semester) = 1 day Lunch Detention.** Each additional day a student is tardy to class will result in an additional day of lunch detention.
- **Tardy to School:** Students are permitted five school tardy slips per semester with parental notes identifying the cause of the tardy. A doctor's excuse must be provided for any additional tardy slips. A tardy will be identified as unexcused until a parent note or doctor's excuse is received. Excessive tardy slips may result in the loss of extracurricular activities. Consequences will be assigned for any further unexcused tardy slips.

BIKE RIDERS: Any student riding a bike to school must park it at the bike rack in front of the building. The bike is to remain there until the student leaves school at the end of the day. The school will not be liable for theft or damage to bicycles. The school recommends the use of a bicycle lock to secure the bicycle to the rack. Skateboards are not permitted.

BUSES: If a student needs to ride a different bus than his/her assigned one, a written note which includes a **contact phone number, bus number and destination** must be sent with the student from a parent. We **cannot** accept bus changes via a telephone call. The student is responsible for giving the note to the front office for approval. After the note has been approved and initialed, a bus pass will be returned to the student to be given to the bus driver upon boarding the alternative bus.

CELL PHONES/WIFI CONNECTABLE DEVICES: **Devices shall be placed in student's locker prior to the beginning of homeroom and are to remain in their locker until after the dismissal bell.** Students may use these devices in the gym in the morning before school begins and in the bus room at the end of the day. **Use of cell phones for taking pictures or video is strictly prohibited.** Appropriate consequences will be assigned according to county policy. (See below)

STUDENT USE OF CELLULAR TELEPHONE: The use and/or display of cellular telephones is prohibited during the school day. These devices may be used with the **prior approval of the school principal** when their use relates to an educational or medical purpose. The principal may authorize student use of devices in the classroom, at the direction of the teacher for educational purposes, and on campus before school and during the lunch period(s). High school principals are authorized to restrict student usage of devices at any time if such usage becomes problematic and interferes with the efficient operation of the school. When not authorized for use, cellular telephones shall be turned off. For the purpose of this policy, the school day shall be defined as from the time the student arrives on school grounds until the dismissal bell. After-school tutorial and disciplinary programs are an extension of the school day for participating students. and the prohibition of cell phones in these activities extends until the conclusion of the program.

Students involved in extracurricular activities after school is dismissed shall have the cell phone set to "silent" or "vibrate" mode so that the extracurricular activity will not be disrupted. Student use of cell phones during extracurricular activities may be regulated by the coach or group sponsor as needed to prevent disruptions.

Violations of this policy will result in the following penalties:

Middle and High Schools:

- | | |
|-----------------------------|---|
| <i>1st Offense</i> | <i>The telephone will be confiscated and returned to the parent/guardian. The student will be assigned to one (1) day of In-School Suspension at the discretion of the principal</i> |
| <i>2nd Offense</i> | <i>The telephone will be confiscated and returned to the parent/guardian. The student will be assigned to two (2) days of In-School Suspension at the discretion of the principal</i> |
| <i>3rd Offense</i> | <i>The telephone will be confiscated and returned to the parent/guardian. The student will be suspended from school for three (3) days.</i> |
| <i>Subsequent Offenses:</i> | <i>The telephone will be confiscated and returned to the parent/guardian. The suspension may be increased and the privilege of possessing a cell phone at school may be revoked.</i> |

If a cellular telephone is used for an illegal activity, the principal shall report the matter to law enforcement officials. Use of a cellular telephone for purposes of academic dishonesty, recording of altercations, or unethical or immoral activities shall carry additional penalties at the discretion of the principal.

The Board is not responsible for theft, loss, damage or vandalism to cellular telephones brought onto its property. Parents/Guardians are advised that the best way to get in touch with their children during the school day is by calling the school office.

CLOSING OF SCHOOL: A decision to close schools is related directly to the ability to operate the school buses in a safe manner. Whenever possible, a decision to close schools will be made by 6:00 a.m. and will be shared immediately with television and radio stations, and parents will also be notified by telephone through the countywide school messenger system. If schools are operating on a delayed schedule, this announcement will also be provided. You may also check the WV Department of Education website at wvde.state.wv.us.

CO-CURRICULAR ACTIVITIES: At Ravenswood Middle School various co-curricular activities are offered: Tutoring, FCA, spelling bee, Archery In Schools, county art show, band, Physical Best Test, math field day, Golden Horseshoe Test, Youth In Government, FFA competitions, Natural Helpers, school spirit week, and Red Ribbon Week. Students are encouraged to participate in these activities geared toward student success.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS (WVDE POLICY 4373): Students in the West Virginia public schools, in order to have the opportunity to reach their potential, shall:

- Help create an atmosphere free from bullying, intimidation, and harassment.
- Demonstrate honesty and trustworthiness.
- Treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Demonstrate responsibility, use self-control, and be self-disciplined.
- Demonstrate fairness, play by the rules, and not take advantage of others.
- Demonstrate compassion and caring.
- Demonstrate good citizenship by obeying laws and rules, respecting authority, and cooperating with others.

CONFERENCES: Teachers, administrators, and our counselor may arrange a conference with you regarding your son/daughter's academic and/or social progress. Contact the school if you would like to make an appointment. Grade level teams may meet with students individually, as needed.

COMPLAINT OR CONCERN: If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint to discuss both sides of the issue.
2. If the problem still exists, contact the principal.
3. If still unresolved, a Citizens Appeal Form may be obtained from the principal.

DEMON DOLLARS: Demon Dollars are a reward given for positive behavior that can be spent during the year for chances on a drawing for prizes.

DRESS CODE: Students are expected to come to school in attire that promotes a positive learning experience and is as clean and neat in appearance as possible. Clothing should fit in an appropriate manner. Clothing that exposes underwear, cleavage or midriff is not permissible. Stomach, chest, and back areas must always be covered.

ELECTRONIC DEVICES: Music players, electronic readers, video devices and video game players are prohibited during the school day. Cell phones are not permitted to be used as electronic devices, e.g., camera, music, for photo or recording videos. Cameras are always prohibited.

EXTRACURRICULAR ACTIVITIES: Extracurricular activities at Ravenswood Middle School include National Junior Honor Society, school dances, sports, performing chorus and FFA activities. Students on Out of School Suspension (OSS) are not permitted to attend after-school activities.

FIELD TRIPS/OVERNIGHT TRIPS: Ravenswood Middle students have the privilege of taking trips, for example, 8th Grade Washington, D.C., Choral trips, and other various field trips. A student will lose the privilege of these trips if the student has been assigned to serve 3 or more days of OSS (consecutive or non-consecutive) or more than 5 days of total discipline, including OSS, ISS, bus suspensions, etc. Additionally, students who have 8 or more unexcused absences for the school year will not be permitted on field trips. A student is limited to one Washington, D.C., trip while attending Ravenswood Middle School.

FIRE DRILLS: Fire drills are held at regular intervals throughout the year, as required by law. These are important safety precautions. It is essential that when the first signal is given, everyone follow directions promptly. Directions are given each year in the first week of school and are posted in each classroom. We ask that all adults who are in the building at the time of a drill follow the safety rules and evacuate the building. Absolute silence is necessary during a fire drill. Other safety drills included in the Ravenswood Middle School Safe School Plan will be conducted during the school year. (See **RVMS Safe School Plan** on file at RVMS office).

FOOD AND BEVERAGES AT SCHOOL: No food or drink is allowed in the classroom, except for water in a **clear plastic bottle**. Gum is permitted, if it does not become a problem. Individual teachers may require you to remove your gum while in their classrooms. No glass containers are permitted at school.

GRADING POLICY: Grades are issued in order to communicate to parents the academic progress of the student. Report cards are issued every 9 weeks. Mid-term grades are sent home at the halfway point of each 9 weeks and individual teachers may require these to be signed by the parent and returned to the teacher.

GRADING SCALE: The following grading scale is used throughout Jackson County Schools:

90-100 A	60-69 D
80-89 B	0-59 F
70-79 C	

HEALTH EDUCATION: West Virginia Code Chapter 18, Article 2, Sections 9(b and c) states the following: "The state board shall cause to be taught in all of the public schools of this state the subject of health education, including instruction in any of the grades six through twelve as considered appropriate by the county board, on: (1) The prevention, transmission and spread of acquired immune deficiency syndrome and other sexually transmitted diseases; (2) substance abuse, including the nature of alcoholic drinks and narcotics, tobacco products and other potentially harmful drugs, with special instruction as to their effect upon the human system and upon society in general; (3) the importance of healthy eating and physical activity to maintaining healthy weight; and (4) education concerning cardiopulmonary resuscitation and first aid, including instruction in the care for conscious choking, and recognition of symptoms of drug or alcohol overdose. The course curriculum requirements and materials for the instruction shall be adopted by the state board by rule in consultation with the Department of Health and Human Resources. The state board shall prescribe a standardized health education assessment to be administered within health education classes to measure student health knowledge and program effectiveness.

An opportunity shall be afforded to the parent or guardian of a child subject to instruction in the prevention, transmission and spread of acquired immune deficiency syndrome and other sexually transmitted diseases to examine the course curriculum requirements and materials to be used in the instruction. The parent or guardian may exempt the child from participation in the instruction by giving notice to that effect in writing to the school principal.

HOMEWORK/CLASSWORK POLICY

- **INCOMPLETE OR MISSING WORK:** It is the student's responsibility to complete all homework assignments in a timely manner. Students are expected to complete class work and homework within the deadlines set by the teachers. Accommodations in IEPs, 504s, and SATs will supersede this policy. This policy does not apply to students who are absent. The county policy for absences will be followed, as written below.
- **MAKE UP WORK DUE TO ABSENCE:** It is the student's responsibility to complete all work missed due to an absence, in a timely manner. Jackson County Policy allows students the same number of days missed from school to make up assignments. For example, if a student misses four days they would have four days to make up the work.

HOVERBOARDS: Hoverboards are not permitted on school property at any time.

Macbooks & iPADS: Students will adhere to the Acceptable Use Guidelines, 1:1 Agreement, and best practices that are taught to them by their teachers. These are in place to describe proper classroom use of the iPad. Students' and parents' Canvas login information will be provided to all parents and students. If you have questions or concerns you can contact the main office.

Device Chargers: Jackson County Schools provide each student with a charger for their device. Jackson County Schools recommend that the student charge their device at home. A fully charged device will last all day.

Devices in PE Class: Students should not take their devices to PE class unless specifically instructed by the teacher to do so. Students will be permitted to go to their locker before and after Related Arts class to keep their 1:1 device in a secure location during PE class.

Student Responsibility: It is the responsibility of the student to keep the assigned 1:1 device safe. Students should know where the device is at all times and always place the device in a secure location.

Classroom Offenses

- Messaging, unapproved or inappropriate airdropping, unapproved or inappropriate use of the camera for pictures and video, and off task behavior will be viewed, *at the very least*, as a classroom disruption.
- Improper use of device during instructional time i.e. using the iPad for something other than what the teacher has instructed you to use it for.
- Unauthorized use of device- using it without permission at all
- Coming to class unprepared (without the device or without device charged)

Consequences of classroom offenses

- The consequences will follow the teacher's classroom discipline procedures.

The misuse of technology, depending on the circumstances, could become a much more serious issue. Improper use of the iPad could include but are not limited to:

- Violations of the Acceptable Use Guidelines and Best Practices
- Violations of any school rules or county rules set forth in the student handbook

Consequences of Improper Use

1. Warning
2. 1st time after warning Counselor referral
3. Office Referral
4. Access will be restricted

Major Offenses

- Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, or sexually explicit materials.
- Purposeful vandalism of your device or another student's device.

Consequences of Major Offenses: *Any major offense is an immediate office referral.*

LIBRARY AND MEDIA CENTER:

- The **Ravenswood Middle School Library Media Center** is open Tuesday & Thursday from 7:30 a.m. to 3:30 p.m.
- Mrs. Phillips, the School Library Media Specialist, works Monday-Wednesday-Friday at Ripley Middle School and Tuesdays and Thursdays at Ravenswood Middle School. You may contact her at jphillips@boe.jack.k12.wv.us with your questions or concerns.
- During the school year, there may also be days when a volunteer will open the library for students to return or check out books.
- Announcements regarding the library will be made on the [**#RAV CANVAS course**](#).
- Additional library information may be viewed on the [**Ripley & Ravenswood Middle School Libraries**](#) website.

Borrowing books from the school library:

- Books may be checked out for a period of 15 school days and may be renewed for an additional 15 school days unless another student has put the book on hold.
- If a book is lost, report it to Mrs. Phillips (jphillips@boe.jack.k12.wv.us) immediately. Lost or damaged books must be paid for at the replacement cost by the student responsible.
Students have the ability to renew their book(s) online (before they are overdue) - and check the status of their checkouts - by logging into the **Follett Destiny Catalog**.
- Go to [**Jackson County Schools Follett Destiny Homepage**](#) and choose **Ravenswood Middle School**
- Go to the top right-hand corner and click **LOGIN**
- Type in your **9 digit ID lunch number** for the **username** and also the **password**.
- Click on **MY INFO** (to the left, near CATALOG) to see the books or resources checked out.

LOCKERS: Lockers are the property of Jackson County Schools and will be assigned to students. Each student will be issued an individual locker with a built-in lock. Students are responsible for their own locker and are not to share their locker combination with other students. RVMS is not responsible for any lost or stolen items. **Lockers and their contents may be searched at any time for reasons of health, safety and security.**

LOST AND FOUND: If a student has lost anything, he/she should check with the school office staff or custodian. Unclaimed items will be disposed of at the end of each semester. Found articles should be turned in to the office.

MEAL PROGRAM: Breakfast and lunch program is provided **free** to all students by the school. Staff members strive to help students learn to eat a well-balanced, nutritious breakfast and lunch each day and practice the good table manners which parents teach at home. A monthly menu will be posted in each classroom.

- Extra milk may be purchased for **\$0.25 each**.
- Students will be provided Breakfast-After-1st if a student would like a second breakfast, must pay **\$2.50 in cash** for the second breakfast. Meal/milk prices are subject to change.
- Lunch bills with prior year balances are given to students each month. Payment is due in the front office by the 10th day of the following month.

In accordance with Federal law and U. S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC, 20250-9410, or call toll free (866)632-9992 (Voice). TDD users can contact the USDA through local relay or the Federal Relay at (800)877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

MEDICATION: No student is to have medication (prescription or non-prescription, including cough drops) in his/her possession. Any medication found in a student's possession will be confiscated and parents will be notified. No medication will be dispensed without a completed authorization form, signed by both the physician and parent, being on file in the office for each medication (both prescription and non-prescription). All medications will be stored in a locked cabinet. Medication must be in the original packaging/prescription bottle. Students will report to the designated location to receive medication. Medicine will be dispensed only by school nurse or trained personnel.

PARENT COMMUNICATION: In order for the school to contact you in an emergency, please update your child's emergency card throughout the year if your address or phone number has changed. You may contact the front office to make any changes. Parents may communicate with the school by calling the school at 304-273-5480 or by emailing teachers individually through Canvas.

PEDICULOSIS (LICE) POLICY: Parents notified that their student is found to be attending school with pediculosis (lice) will be given form JC-68 to provide proof of treatment. This form is to be completed and returned to the school where school personnel will inspect and approve the student for return to school. Students are not permitted to ride the bus or return to school until approved by school personnel. (See JGCA-R Adopted February 20, 2007)

PERSONAL ITEMS: Items such as backpacks, book bags, purses and handbags are not to be carried in the hallway or classroom during the school day.

PHYSICAL EDUCATION: Physical education is a required class. Students will only be excused from physical education with a parent note up to three days within a 9-week period; beyond three days a physician's note is required. A long-term medical excuse may result in a schedule change.

PHONE: Students are prohibited from using the phone. **Phone calls will be allowed in an emergency only at the discretion of the principals and office staff.**

RETENTION: *Students who do not demonstrate adequate academic performance may be retained in the same grade.* Per county policy, any 8th grade student who fails two or more core subjects for the year will be required to attend summer school and may be retained. Parents will be notified and encouraged to cooperate with the school in monitoring student academic achievement. The school intervention team or student assistant team (SAT) will make the final decision regarding retention.

SCHOOL PICTURES: Individual, sports and club pictures will be taken in the Fall and Spring each year. Payment is required at the time the pictures are taken. One half of the picture proceeds will be used to fund teacher recognition throughout the year.

SIGN OUT PROCEDURES: Students **MUST** be signed out if there is a need to leave school during school hours. Only people listed on the emergency card will be permitted to sign out a student. Phone permission is not acceptable. **ADVISE THE OFFICE IF YOU HAVE A NEW ADDRESS OR TELEPHONE NUMBER. WE NEED CORRECT INFORMATION TO REACH YOU IN CASE OF AN EMERGENCY.**

SPORTS: Ravenswood Middle School offers a variety of sports for students. It is believed that at the middle school level, participation in sports increases student wellness and achievement. Athletic programs in soccer, football, cross-country, volleyball, basketball, baseball, softball, track, tennis, wrestling, archery and cheerleading are offered. Students who participate in athletics must maintain a **2.0 Semester GPA**.

A student will lose the privilege of participating in athletics if the student has been assigned to serve 5 or more days of OSS (consecutive or non-consecutive) or more than 10 days of total discipline, including OSS, ISS, bus suspensions, etc. Additionally, students who have 8 or more unexcused absences for the school year will not be permitted to participate at admin discretion.

All parents and athletes will receive a copy of the Ravenswood Middle School Athletic Handbook that contains detailed explanations of the guidelines below as well as further information regarding athletics.

The following summary of guidelines are written in the best interest of Ravenswood Middle School and its student athletes. Participating in athletic programs is a privilege and the behavior of the participants should be exemplary.

PLAYERS ARE EXPECTED TO

- Be on time
- Exhibit good sportsmanship
- Follow directions
- Learn from constructive criticism
- Follow school/county policies-discipline code
- Maintain a 2.0 grade point average

COACHES WILL NOT TOLERATE

- Insubordination
- A poor attitude
- Selfishness
- Disruptive behavior
- Foul language
- Making fun of others
- Excessive absenteeism
- In School Suspension (ISS) or Out of School Suspension (OSS)

These expectations are always to be met, which include, but are not limited to, practices, games, bus trips, before/after games, and during the school day. Players failing to meet any of these expectations could receive various penalties at the discretion of the coaches and/or administration. These penalties include, but are not limited to, extra drill work, reduction in playing time, suspension from practices, suspension from games, and in extreme cases, suspension from the team. Students must ride the bus to an away game in order to play. You are responsible for all school issued items, including but not limited to, practice gear and uniforms. If items are lost or damaged, you will be required to pay replacement costs.

STUDENT EVALUATION: Evaluation is a necessary and important part of the instructional process. A variety of techniques are used in the evaluation process to assure that each student has many opportunities for successful learning experiences. Some of the techniques used include class discussion, projects, independent study, quizzes, daily work, oral and written reports, and observations, as well as teacher-made and company-developed tests of skills taught. The student will receive midterm progress reports from each teacher, teachers may require the mid-term be signed by a parent or guardian and returned to the teacher. A vital part of school evaluation is a close working relationship between the home and the school. Parents and teachers need to communicate frequently and honestly about concerns each may have with the growth and development of the student.

STUDENT ILLNESS/INJURY: Students who are ill or injured must report to the office. Office personnel will assist in contacting parents if the student is running a fever of 100.4 or higher, vomiting, etc. We will not notify anyone who is not listed on the emergency card. Students are not permitted to use a cell phone or other device to contact a parent/guardian. Please do not send your son/daughter to school if illness symptoms are present. We do not have space to accommodate ill students.

STUDENT SUPPORT: Students who need extra academic support will be encouraged to participate in additional academic tutoring before or after school

- **TUTORING** Teachers are available each day to assist students with homework and provide extra help in any area that is a problem. This assistance is available from 3:30 p.m. to 4:30 p.m. Monday - Thursday. Unless arranged beforehand, students attending tutoring are required to stay the entire time. Parents must plan to pick their students up at 4:30 p.m.

TRANSFER PROCEDURE: You must notify the school in advance when you plan to move or transfer a student. This

will give the school time to accurately prepare the necessary transfer papers for the receiving school. Please provide us with the new address and the name of the school the student will be attending in order to expedite the transfer procedure.

A checkout sheet must be completed by counselor, teachers, librarian, technology staff and school secretary indicating that all books and technology items have been returned and that no outstanding fees or fines are owed by the student. A copy of this sign-out sheet showing current grades will be given to the student to be used when enrolling at the new school.

VALUABLES AT SCHOOL: Students, **not the school**, are responsible for their personal property. Personal property should be taken home after school and, when at school, kept in the student's locked personal locker. Be smart and take care of valuable items by leaving them at home. Misuse of any of these items could result in confiscation of the item for the day or until the parent can pick up the item.

VISITATION: Parents/guardians are encouraged to visit Ravenswood Middle School. All school visitors are required to report to the main office. **On arrival, visitors sign in and relinquish a form of identification in exchange for a visitor's identification badge.** Visitors not wearing an identification badge will be required to return to the office for a badge.

WALKERS: Students are to leave campus immediately upon dismissal and must go directly home in the evening before going elsewhere

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) MAIL: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) FAX: (202) 690-7442; or (3) EMAIL: program.intake@usda.gov. This institution is an equal opportunity provider.

POSITIVE BEHAVIOR INTERVENTION SUPPORT SYSTEM

The Positive Behavior Intervention Support System is designed to teach and encourage appropriate behaviors in various locations in the school. This is a multi-faceted approach to improving the positive atmosphere for all those attending Ravenswood Middle.

In our efforts to accomplish this goal, a series of expectations has been designed describing appropriate behavior. The system provides students with positive reinforcement and incentives for acts of kindness and for meeting school-wide expectations. Reinforcing conscientious character behavior will assist in creating responsible citizens.

Ravenswood Middle has adopted six school-wide expectations that summarize the behavioral guidelines established to help create a constructive learning environment. If these expectations are demonstrated, students need not worry about breaking a rule or being disruptive and suffering the consequences of those actions. The following is a synopsis of these expectations and the guidelines for different areas of the school:

RAVENSWOOD MIDDLE SCHOOL-WIDE EXPECTATIONS

D DEMONSTRATE YOUR RESPONSIBILITY
E EARN RESPECT/BE RESPECTFUL
M MANAGE YOUR OWN BEHAVIOR
O ORGANIZE YOURSELF
N NURTURE A POSITIVE ENVIRONMENT
S STRIVE FOR SUCCESS

Classroom Behaviors

- D Demonstrate Your Responsibility**
 - Pay Attention
 - Complete assignments on time
- E Earn Respect/Be Respectful**
 - The Golden Rule
 - Treat others the way you want to be treated
- M Manage Your Own Behavior**
 - Honor personal space
 - Follow classroom rules
 - Participate
- O Organize Yourself**
 - Come prepared with proper materials
- N Nurture a Positive Environment**
 - Accentuate the positive
 - Compliment others
- S Strive for Success**
 - Always do your best
 - Ask questions
 - Try, try again!

Cafeteria Behaviors

- D Demonstrate Your Responsibility**
 - Use quiet Voices
 - Follow procedures (Return trays and silverware)
- E Earn Respect/Be Respectful**
 - Ask permission before leaving
 - Use polite language (please and thank you)
- M Manage Your Own Behavior**
 - Keep hands, feet, and objects to yourself
 - Walk
- O Organize Yourself**
 - Stand in a single file line**
 - Follow dismissal procedures
- N Nurture a Positive Environment**
 - Be polite
 - Demonstrate Good Manners
- S Strive for Success**
 - Maintain a positive attitude
 - Inform the staff of any safety concerns

Hallway Behaviors

- D Demonstrate Your Responsibility**
 - Pick up litter
 - Keep locker neat and orderly
- E Earn Respect/Be Respectful**
 - Respect school property and that of others
 - Use polite language]
- M Manage Your Own Behavior**
 - Keep hands, feet and objects to yourself
 - Always walk to the right
 - Use quiet, inside voices
- O Organize Yourself**
 - Get in your locker at appropriate times
 - Have all needed materials
- N Nurture a Positive Environment**
 - Be Polite
 - Demonstrate good manners
- S Strive for Success**
 - Be on time
 - Be prepared

Office Behaviors

- D Demonstrate Your Responsibility**
 - Use half door for assistance
 - Enter only with permission
- E Earn Respect/Be Respectful**
 - Ask permission
 - Be courteous (please and thank you)
- M Manage Your Own Behavior**
 - Use a quiet voice
 - Return to class promptly
- O Organize Yourself**
 - Know what you need**
- N Nurture a Positive Environment**
 - Be polite
 - Wait your turn
- S Strive for Success**
 - Limit your visit
 - Maintain a positive attitude

Bus Room Behaviors

- D Demonstrate Your Responsibility**
 - Report to appropriate location
 - Use quiet voices
- E Earn Respect/Be Respectful**
 - Ask permission to leave area
 - Use appropriate language
- M Manage Your Own Behavior**
 - Keep hands, feet and objects to yourself
 - Once seated, remain seated
- O Organize Yourself**
 - Pay attention to dismissal calls
 - Be responsible for your belongings
- N Nurture a Positive Environment**
 - Be polite
 - Demonstrate Good Manners
- S Strive for Success**
 - Set an example by being a positive role model

Assembly Behaviors

- D Demonstrate Your Responsibility**
 - Pick up litter
 - Follow assembly procedures
- E Earn Respect/Be Respectful**
 - Ask permission before leaving
 - Be courteous to presenters
- M Manage Your Own Behavior**
 - Keep hands, feet and objects to yourself
 - Once seated, remain seat
- O Organize Yourself**
 - Stay with your group
 - Leave all materials in classroom
- N Nurture a Positive Environment**
 - Be polite
 - Applaud when appropriate
- S Strive for Success**
 - Maintain a positive attitude
 - Pay attention

The Positivity Project:

Character strengths — as classified by positive psychology — are a family of positive traits expressed through a person's thoughts, feelings, and behaviors that are universally recognized for the strength that they create in individuals and communities. Making children aware that every one of them has all 24 character strengths, provides the foundation for genuine self-confidence grounded in self-awareness. At the same time, it helps children better understand why everyone is different and how to appreciate those differences. Unlike our height, weight, or skin color, character strengths aren't something that can be seen with the naked eye. Therefore, understanding and valuing them — especially in other people — requires a framework of consistent reflection and discussion. By consistently teaching our youth about the character strengths that everyone possesses, they will see people based on the content of their character. This ability will enhance their self-awareness and self-confidence, understanding and appreciation of others, and interpersonal relationships — which will positively influence our youth (individually and collectively) across their lifespans.

Each week students will learn about one of the character strengths and the other people matter mindset.

2023 – 2024 Positivity Project Character Strengths Calendar



Week Of:	
August 28	Intro Week – Other People Matter (OPM) Mindset
September 5	Curiosity
September 11	Teamwork
September 18	Open-Mindedness
September 25	OPM – Being Present and Giving Others My Attention
October 2	Perspective
October 9	Forgiveness
October 16	Integrity
October 23	Creativity
October 30	OPM – Knowing My Words and Actions Affect Others
November 6	Gratitude
November 13	Gratitude
November 27	Bravery
December 4	Kindness
December 11	OPM – Supporting Others When They Struggle
December 18	Self-Control
January 2	Spiral Review
January 8	Optimism
January 15	Prudence
January 22	Perseverance
January 29	Social Intelligence
February 5	OPM – Cheering Others' Success
February 12	Love
February 19	Love of Learning
February 26	Humility
March 4	OPM – Identifying and Appreciating the Good in Others
March 11	Fairness
March 18	Humor
March 25	Purpose
April 8	Appreciation of Beauty and Excellence
April 15	Enthusiasm
April 22	Leadership
April 29	Spiral Review
May 6	Spiral Review
May 13	Outro Week – Other People Matter Mindset

JACKSON COUNTY SCHOOLS

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS

2023 – 2024 School Year

The overall goal of Jackson County Board of Education Policy JCDA and West Virginia Board of Education Policy 4373 is for all students to develop personal skills and dispositions of wellness, responsibility, self-direction, ethical character, cultural awareness and good citizenship in an environment that is caring and safe.

LEVEL 1 INFRACTIONS	LEVEL 1 INTERVENTIONS
<p><u>Minimally Disruptive Behaviors- disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.</u></p> <ul style="list-style-type: none"> -Cheating -Deceit -Disruptive/Disrespectful Conduct -Falsifying identity -Inappropriate appearance -Inappropriate display of affection -Inappropriate Language -Possession of inappropriate personal property -Tardiness -Vehicle parking violation -Skipping class -Sleeping in class 	<ul style="list-style-type: none"> -Administrator/student conference or reprimand -Administrator and teacher-parent/guardian conference -Academic sanctions may be used to deny credit for work resulting from cheating; however, previously earned grades/credits may not be reduced. -Counseling referrals and conference to support staff or agencies -Daily/weekly progress reports -Behavioral contracts -Change in the student's class schedule -School service assignment -Confiscation of inappropriate item -Revocation of privileges -Restitution/restoration -Denial of participation in class and/or school Activities. Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1) -In-school suspension - West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class. -In-school suspension -WV Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class. -While out-of-school suspension is not recommended for Level 1 Inappropriate Behavior, if used at the discretion of the school administrator, it should be limited to a maximum of three (3) days. -Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues.

LEVEL 2 INFRACTIONS	LEVEL 2 INTERVENTIONS
<p><u>Disruptive and Potentially Harmful Behaviors- disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.</u></p> <ul style="list-style-type: none"> -Gang-related activity -Habitual violation of school rules or policies -Insubordination -Leaving school without permission -Physical fight without injury -Possession of imitation weapon -Possession of knife not meeting "dangerous weapon definition" -Profane language/obscene gesture/indecent act toward and employee or student -Technology misuse 	<ul style="list-style-type: none"> -Administrator/student conference or reprimand -Administrator and teacher- parent/guardian conference -Referral to support staff or agencies for counseling or other therapeutic services -Daily/weekly progress reports -Behavioral contracts -Change in the student's class schedule -School service assignment -Confiscation of inappropriate item -Revocation of privileges -Restitution/restoration -Denial of participation in class and/or school activities -Immediate exclusion by teacher from the classroom with a recommended duration of one period/subject of the school day for the first exclusion, (West Virginia Code §18A-5-1) -In-school suspension -Out-of-school suspension with a recommended maximum of five (5) days (See guidelines in Ch. 6, Sec. 2)West Virginia Code §18A-5-1 (d) prohibits the use of suspension solely for not attending class. -The principal and/or superintendent may recommend placement in an Alternative Education program as described in Section 5 of this chapter. -Expulsion recommendation -Law enforcement notification if warranted. Absent a real and immediate threat to school or public safety, incidents involving public order offenses shall be considered school discipline issues to be handled by school officials.

LEVEL 3 INFRACTIONS	LEVEL 3 INTERVENTIONS
<p><u>Imminently Dangerous, Illegal and/or Aggressive Behaviors-are willfully committed and are known to be illegal and/or harmful to people and/or property.</u></p> <ul style="list-style-type: none"> -Battery against a student -Defacing school property/vandalism -False fire alarm -Gambling -Larceny -Sexual misconduct -Inhalant abuse -Imitation Drugs -Substance containing tobacco/nicotine -Electronic Cigarettes -Improper or negligent operation of a motor vehicle -Fraud/forgery -Hazing -Trespassing -Harassment/bullying/intimidation -Threat of injury/assault against an employee or student 	<p>Level 3 behaviors are criminal offenses and therefore warrant formal law enforcement intervention that may result in issuance of a criminal citation, ticket, or summons, filing a delinquency petition, referral to a probation officer, or actual arrest. When any student is to be interviewed in connection with an investigation pursuant to a Level 3 or 4 inappropriate behavior, a reasonable effort shall be made to contact the student's parent, custodian or guardian and invite them to be present during such interview, provided such parental notification does not compromise overall school/student safety. Written documentation of the contact attempts must be housed with the documentation of the student behavior infraction. In addition, if law enforcement officials are contacted, this contact must be documented.</p> <ul style="list-style-type: none"> -Administrator/student conference or reprimand -Administrator and teacher-parent/guardian conference -Referral to support staff or agencies for counseling or other therapeutic services -Notification of appropriate Health and Human Resources -Daily/weekly progress reports -Behavioral contracts -Change in the student's class schedule -School service assignment

LEVEL 4 INFRACTIONS	LEVEL 4 INTERVENTIONS
<p><u>Safe Schools Act Behaviors - addressed in WV Code 18A-5-1a(a) and (b) and are aligned with WV Code 61-6-17, 61-6-24, and 18A-5-1, and in the Gun-Free Schools Act of 1993. These laws require that the principal, superintendent and County Board address Level 4 behaviors in a specific manner as outlined in WV Code 18A-5-1a.</u></p> <ul style="list-style-type: none"> - Battery Against a School Employee - Felony - Possession and/or Use of Dangerous Weapon - Alcohol - Possession of a Controlled Substance - Sale of a Narcotic Drug <p>(Infractions in “bold” denote offenses that shall result in suspension and recommendation for expulsion)</p>	<p>If a student has been suspended for battery on a school employee pursuant to WV Code 18A-5-1a, the principal or designee shall, within twenty-four (24) hours, request that the Superintendent recommend to the Board that the student be expelled. Upon such request of the Superintendent by a principal or designee, the Superintendent shall recommend to the Board that the student be expelled. Upon such recommendation to the Board by the Superintendent, the Board shall conduct a hearing in accordance with WV Code 18A-5-1a subsections (e), (f), and (g), to determine if the student committed the alleged violation. If the Board finds that the student did commit the alleged violation, the Board shall expel the student.</p> <p>Pursuant to WV Code 18A-5-1a(b), if a student has been suspended for committing an act or engaging in conduct that would constitute a felony under the laws of this State if committed by an adult on the premises of an educational facility, at a school-sponsored function, or on a school bus, the principal or designee may request that the Superintendent recommend to the Board that the student be expelled. Upon such recommendation by the Superintendent, the Board may hold a hearing in accordance with WV Code 18A-5-1a subsections (e), (f), and (g) to determine if the student committed the alleged violation. If the Board finds that the student did commit the alleged violation, the Board may expel the student.</p> <p>If a student has been suspended for possession of a firearm or deadly weapon pursuant to WV Code 18A-5-1a, the principal or designee shall, within twenty-four (24) hours, request that the Superintendent recommend to the Board that the student be expelled. Upon such request of the Superintendent by a principal or designee, the Superintendent shall recommend to the Board that the student be expelled. Upon such recommendation to the Board by the Superintendent, the Board shall conduct a hearing in accordance with WV Code 18A-5-1a subsections (e), (f), (g) to determine if the student committed the alleged violation. If the Board finds that the student did commit the alleged violation, the Board shall expel the student.</p>

Explanations

- Any action not described in the Code of Conduct Summary that results in disruption to the educational process and/or harm to a person and/or property shall be dealt with by the Administrators at Ravenswood Middle School.
- **The administration reserves the right to assign consequences for unique situations on a case-by-case basis.**
- Consequence options for an identified Special Education student will follow the student's I.E.P., and Positive Behavior Support Plan (WV guidelines SBP2419, Federal Law 94-142, and Jackson County Special Education policies and procedures).
- The school will attempt to contact a parent before a day of In School Suspension is assigned. If contact is unsuccessful the student will be given a note to take home to the parent. In School Suspension will be assigned on the next available date.

Expected Behavior Definitions

- **Out of School Suspension (OSS):** When a student is suspended in this manner, he/she will remain at home under the direction of their parent or guardian. It is recommended that the student remain in the home with loss of privileges during school hours. Students are not permitted on any school property during a suspension. Absences resulting from an out-of-school suspension are unexcused. The student may make up missed work. The number of days suspended will determine the number of days the student will have to make up work. If the student does not make up the work in the allotted time, the work will become a zero.
- **In School Suspension (ISS):** The student will be removed from his/her regular schedule and placed in an ISS location to remain under supervision for the entire school day. The student's assignments will be sent to ISS for the student to complete.
- **Parent Conference:** Communication between the parent(s) and staff (teachers, counselor, and/or school administrator)
- **Controlled Substance:** A federally regulated substance listed in Exhibit A and/or Schedules I through V-Section 202 of the Controlled Substance Act (21 U.S. C. 812) and WV Code 60A-2-201, etc.
- behavior changing substance, which is not listed on the schedules, but has the potential for abuse.
- **School Assistance Team (SAT):** SAT will review student's continued disruptive behavior, develop an intervention plan, and may recommend Alternative Learning School placement to the principal.
- **Alternative School:** Students may be placed at the Alternative School at the discretion of the school and/or board office.
- **Truancy:** (as defined by Jackson County Schools Policy JB) – Unauthorized or unlawful absence from school. This includes absence from any class or activity during the school day for which the student is scheduled.
- **Classroom Exclusion:** If a student is removed for 1 or more instructional periods for disruptive behavior; the teacher will complete a Behavior Intervention Form documenting the disruptive behavior and classroom management strategies implemented to reteach the expected behavior. The teacher will make a phone call to the parent/guardian and document the contact on the behavior intervention form.

- **Inappropriate Dress:** In order to ensure a safe, non-disruptive environment:
 - Clothing that suggests or explicitly displays drugs, alcohol, tobacco, obscenity, sexual activity, and/or profanity is not permitted.
 - Clothing that depicts violence or harassment is not permitted.
 - Necklines are not to be lower than underarm.
 - Mesh, midriff, muscle shirts, halter tops, or spaghetti-strap tops are not permitted. Sleeveless shirts are permitted, but straps must be at least 2 inches wide.
 - Pants/shorts are to be worn at the waistline.
 - Pants/skirts need to at least meet in the middle with no flesh showing. Shorts or skirts shorter than fingertip length when arms are held at the side are not permitted.
 - Holes in pants or shorts must be below fingertip length when arms are held at the side.
 - Head coverings of any type are not permitted in the building.
 - Chain or spike jewelry shall not be worn.
 - Shoes are always to be worn.
 - Clothing is to be worn so that under garments cannot be seen.
 - Pajamas are not to be worn.
 - Repeated offenses in this area will be handled as insubordination.
- **Anti-Social Behavior:** Any action which causes a disruption in the school setting.

BEHAVIOR INTERVENTION LOG

The administration reserves the right to assign consequence on a case-by-case basis.



1ST SEMESTER

Behavior Intervention Form

Teachers will complete a form for each student documenting the date, time and intervention provided for the expected behavior.

- _____ Behavior Intervention Form (1) Teacher/Student Conference and parent notification
- _____ Behavior Intervention Form (2) Student Conference and parent notification
- _____ Behavior Intervention Form (3) Counselor Referral
- _____ Behavior Intervention Form (4)
- _____ Behavior Intervention Form (5) 3 days lunch detention teacher notify parent
- _____ Behavior Intervention Form (6) Teacher/Student Conference and parent notification
- _____ Behavior Intervention Form (7)
- _____ Behavior Intervention Form (8) ½ day ISS
- _____ Behavior Intervention Form (9)
- _____ Behavior Intervention Form (10) 1 day ISS
- _____ Behavior Intervention Form (11) Counselor Referral
- _____ Behavior Intervention Form (12)
- _____ Behavior Intervention Form (13) 2 days ISS
- _____ Behavior Intervention Form (14)
- _____ Behavior Intervention Form (15) 3 days ISS
- SAT referral
- _____ Behavior Intervention Form (16) Teacher/Student Conference and parent notification
- _____ Behavior Intervention Form (17)
- _____ Behavior Intervention Form (18) Counselor Referral
- _____ Behavior Intervention Form (19)
- _____ Behavior Intervention Form (20) 1 day OSS
- _____ Behavior Intervention Form (21)
- _____ Behavior Intervention Form (22)
- _____ Behavior Intervention Form (23) Counselor Referral
- _____ Behavior Intervention Form (24)
- _____ Behavior Intervention Form (25) 2 days OSS

Behavior Intervention Forms beyond 25 – administrator discretion

ISS – In-School Suspension
OSS – Out of School Suspension
SAT – Student Assistance Team

2ND SEMESTER

Behavior Intervention Form

Teachers will complete a form for each student documenting the date, time and intervention provided for the expected behavior.

- _____ Behavior Intervention Form (1) Teacher/Student Conference and parent notification
- _____ Behavior Intervention Form (2) Student Conference and parent notification
- _____ Behavior Intervention Form (3) Counselor Referral
- _____ Behavior Intervention Form (4)
- _____ Behavior Intervention Form (5) 3 days lunch detention teacher notify parent
- _____ Behavior Intervention Form (6) Teacher/Student Conference and parent notification
- _____ Behavior Intervention Form (7)
- _____ Behavior Intervention Form (8) ½ day ISS
- _____ Behavior Intervention Form (9)
- _____ Behavior Intervention Form (10) 1 day ISS
- _____ Behavior Intervention Form (11) Counselor Referral
- _____ Behavior Intervention Form (12)
- _____ Behavior Intervention Form (13) 2 days ISS
- _____ Behavior Intervention Form (14)
- _____ Behavior Intervention Form (15) 3 days ISS
- SAT referral
- _____ Behavior Intervention Form (16) Teacher/Student Conference and parent notification
- _____ Behavior Intervention Form (17)
- _____ Behavior Intervention Form (18) Counselor Referral
- _____ Behavior Intervention Form (19)
- _____ Behavior Intervention Form (20) 1 day OSS
- _____ Behavior Intervention Form (21)
- _____ Behavior Intervention Form (22)
- _____ Behavior Intervention Form (23) Counselor Referral
- _____ Behavior Intervention Form (24)
- _____ Behavior Intervention Form (25) 2 days OSS

Behavior Intervention Forms beyond 25 – administrator discretion

ISS – In-School Suspension
OSS – Out of School Suspension
SAT – Student Assistance Team

NOT PREPARED FOR CLASS LOG



1ST SEMESTER

2ND SEMESTER

Student Success Intervention Form

Teachers will complete a form for each student documenting the date, time and intervention provided to promote student success.

_____ Student Success Form (1) Teacher/Student Conference and parent notification
 _____ Student Success Form (2)
 _____ Student Success Form (3) Counselor Referral
 _____ Student Success Form (4)
 _____ Student Success Form (5) 1 day lunch detention teacher notify parent
 _____ Student Success Form (6)
 _____ Student Success Form (7) Teacher/Student Conference and parent notification
 _____ Student Success Form (8)
 _____ Student Success Form (9) Counselor Referral
 _____ Student Success Form (10) 2 days lunch detention teacher notify parent
 _____ Student Success Form (11)
 _____ Student Success Form (12)
 _____ Student Success Form (13) Teacher/Student Conference and parent notification
 _____ Student Success Form (14)
 _____ Student Success Form (15) 3 days lunch detention teacher notify parent
 _____ Student Success Form (16)
 _____ Student Success Form (17) Counselor Referral
 _____ Student Success Form (18)
 _____ Student Success Form (19) 4 days lunch detention teacher notify parent
 _____ Student Success Form (20) 2 days ISS

Student Success Forms beyond 20 – administrator discretion

Student Success Intervention Form

Teachers will complete a form for each student documenting the date, time and intervention provided to promote student success.

_____ Student Success Form (1) Teacher/Student Conference and parent notification
 _____ Student Success Form (2)
 _____ Student Success Form (3) Counselor Referral
 _____ Student Success Form (4)
 _____ Student Success Form (5) 1 day lunch detention teacher notify parent
 _____ Student Success Form (6)
 _____ Student Success Form (7) Teacher/Student Conference and parent notification
 _____ Student Success Form (8)
 _____ Student Success Form (9) Counselor Referral
 _____ Student Success Form (10) 2 days lunch detention teacher notify parent
 _____ Student Success Form (11)
 _____ Student Success Form (12)
 _____ Student Success Form (13) Teacher/Student Conference and parent notification
 _____ Student Success Form (14)
 _____ Student Success Form (15) 3 days lunch detention teacher notify parent
 _____ Student Success Form (16)
 _____ Student Success Form (17) Counselor Referral
 _____ Student Success Form (18)
 _____ Student Success Form (19) 4 days lunch detention teacher notify parent
 _____ Student Success Form (20) 2 days ISS

Student Success Forms beyond 20 – administrator discretion