

RAVENSWOOD MIDDLE SCHOOL

514 South Ritchie Avenue, Ravenswood, WV 26164

Phone: (304) 273-5480

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Student Handbook 2026-2027



Matt Riggs

Principal

Cayla Defren

Assistant Principal/Curriculum Coordinator

2006-2007 West Virginia Exemplary School 2007-2008 West Virginia Exemplary School

2008-2009 West Virginia Exemplary School 2008 NCLB National Blue-Ribbon School

2009-2010 West Virginia Distinguished School 2010 National Breakthrough School

2013 National Breakthrough School Re-designation

Partners in Education

McDonald's of Ravenswood

Tudor's Biscuit World of Ravenswood

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 you spend 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. We will announce through Social Media and Call outs with 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 the 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 a student has been absent, excluded or suspended and see that assignments are returned to school following the absence, exclusion/suspension.
- Review student assignment books 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.

RAVENSWOOD MIDDLE SCHOOL Daily Schedule 2025/2026

Regular Day	
7:48-7:58	Homeroom
8:01-8:46	1st Period Tardy at 8:01
8:50-9:35	2nd Period
9:39-10:24	3rd Period
10:28-11:13	4th period
11:17-12:02	5th period
12:02-1:02	Lunch
1:02-1:37	6th Period
1:41-2:26	7th Period
2:30-3:15	8th Period
Dismissal	3:15

STAFF MEMBERS

Allen, Debbie	Special Education
Anderson, Jarin	Social Studies 7
Ball, Mendy	Counselor
Bever, Sierra	Secretary
Carter, Delaine	Wellness
Casto, Sonja	Custodian
Chapman, Sara	Science 7
Clutter, Nick	School Psychologist
Conger, Jessica	Ag. Science
Counts, Jessie	Custodian (1/2 PM)
Conger, Jessica	Ag. Science
Defren, Cayla	P/Curriculum Coordinator
Dequasie, Kathy	Cook
Fields, Anietta	Alternative School
Gandee, Dalton	Social Studies/Science 6
Gump, Jason	Social Studies 8
Hafer, Tim	Custodian
Haines, Jordan	Math 7
Hess, Heidi	Nurse
Huffman, Tiffany	Cook
Hunt, Jamison	Wellness
Johnston, Janie	English 8
Kay, Cindy	Cook
Knapp, Renee	Chorus
Knox, Bobby	Resource Officer

Koon, Courtney	Counselor/Social Worker
Long, Michelle	Special Education
Love, Kim	English Language Arts 6
Maurer, Angela	Special Education
McCutcheon, Kara	Math 6
Miihlbach, Cara	Cook
O'Brian, Jennifer	STEAM
Oliver, Jessica	Art
Peery, Ally	Math 8
Phillips, Jo	Library
Riggs, Matthew	Principal
Riggs, Kristy	Special Ed Aide
Sharps, Hope	Science 8
Sheets, Kim	TIS
Smith, Jill	Special Education
Tignor, Jennifer	Cook
Tignor, Scott Dr.	Music/BAND
Tupper, Anna	Language Arts 7
Walters, Linda	ISS
Winters, Tamara	Cafeteria Manager
Wood, Holly	Speech

ARRIVAL TIME AND PROCEDURES: Students may enter the building at single point of entry beginning at 7:20 am. They will then go straight to the cafeteria for breakfast from 7:20-7:45 a.m., then to Homeroom/Locker from 7:45-7:48 am, Homeroom will run from 7:48-7:58 and the instructional day will begin at 8:01 a.m. If your son/daughter walks or is transported to school by car, please plan on him/her arriving after **7:20 a.m.** **All students will enter on Plaza Drive if arrival is before 7:45.** Supervision will not be provided before this time. **If a student is late at or**

after 7:45, he/she must enter through the main entrance **ONLY** and will go directly to Period 1. He/She will be marked Tardy at 8:01. Breakfast will be provided as a grab and go during homeroom if a student arrives between 7:45-7:58.

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: Five (5) unexcused tardy slips per class (per semester) = ISS** Students are permitted five school or class 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 **3:15 p.m.** 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 initiated, a bus pass will be returned to the student to be given to the bus driver upon boarding the alternative bus.

Student Cell Phone Policy (County Policy) and Electronic Devices

The use and/or display of cellular telephones is prohibited during the school day (WVHB-2003).

These devices shall only be used with the prior approval of the school administration when the use relates to an educational or medical purpose. When not authorized for use, cellular telephones shall be turned off and stored in the student's locker***. For the purpose of this policy, the school day shall be defined as the time the student arrives on school grounds until the student exits the building to board a bus or is picked up by parents. 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 shall have the cell phone set to "silent or vibrate mode", so that the extracurricular activity will not be disrupted. Student usage of cellphones during extracurricular activities may be regulated by the coach or group sponsor as needed to prevent disruptions.

*** BOE waiver approved on 4/3/25 requires students to store cell phones in lockers.

Cell phones or electronic devices that are on the student's possession during the school day will be considered in violation of the Ravenswood Middle School policy.

This includes the student's binder.

Violation of this policy will result in the following penalties:

1st Offense

The telephone will be confiscated and returned only to the parent/guardian. The student will be assigned to one (1) day of In-School Suspension at the discretion of the principal

2nd Offense

The telephone will be confiscated and returned only to the parent/guardian. The student will be assigned to two (2) days of In-School Suspension at the discretion of the principal

3rd Offense

The telephone will be confiscated and returned only to the parent/guardian. The student will be suspended from school for three (3) days.

Subsequent Offenses:

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.

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 the 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.

ATTENDANCE AT SPORTING EVENTS AS A SPECTATOR:

Any student may attend middle school games without a parent or guardian.

That said, it is very important to be clear about expectations and consequences.

Student Behavior Expectations at Games:

- All students attending games are expected to:
- Follow school rules and staff directions
- Demonstrate respectful behavior and good sportsmanship
- Remain in approved spectator areas
- Represent our school and community appropriately

Consequences for Misbehavior:

If a student is removed from a game for discipline issues, disrespect, inappropriate behavior, or poor sportsmanship:

- A parent/guardian will be called and must come pick up the student immediately.
- The student will be placed on extracurricular probation.
- While on probation, the student will not be permitted to attend future games or extracurricular events.

This policy allows us to keep events open and accessible to students while still holding them accountable for their behavior.

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.

ELECTRONIC DEVICES: Music players, electronic readers, video devices and video game players are prohibited during the school day from 7:20 a.m. – 3:15 p.m. Cell phones are not permitted to be used as electronic devices, e.g., camera, smart watch, smart glasses, music, for photo or recording videos. Cameras are always prohibited. Students are not allowed to access their phones while they are in their lockers.

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 5 or more days of OSS or receives 20+ D-slips. Additionally, students who have 10 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 follows 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. Water bottles do not have to be clear. 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	

*****Below please find information 2 new scheduling blocks with explanations based on the district vision of using data to drive our instruction and promote student growth:**

SMART TIME:

This will be an All Hands-on Deck Approach-Students will be grouped by grade level teams based on SGS data, content area grades, missing work, and/or attendance. This time should be focused on the following:

- S** Specific
- M** Measurable
- A** Achievable
- R** Relevant
- T** Timely

For students who are proficient in SGS data, passing all classes with a C or above, and/or up to date on all work assignments will be given this opportunity to be grouped based on an interest incentive. More to come on this!

ELA/Math Labs:

Students will be grouped with either ELA or Math teachers at any grade level for specific skill work related to i-Ready testing data and progress monitoring.

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: Since we value student mastery of prerequisite skills at Ravenswood Middle School, we strive to support students in recovering from late or missing work.

In an effort to create more consistency throughout the building, we have revised our Late/Missing Work policy in Grades 6-8. It reads as follows:

INCOMPLETE OR MISSING WORK:

- Students in all Grades, 6-7, will have 5 days from the assigned due date to complete late work. Students in Grade 8 will have 3 days from the assigned due date to complete late work. Each day late will result in a deduction of 10% of the earned grade. Any assignment turned in on the 5th day will receive a score no lower than a 50% of the earned grade. If the assignment is not turned in at all, it will be given a 0.
- In an effort to do our part to support students during school hours, we will be using our SMART time to incentivize students who are caught up and give others access to content teachers to make up work that is missing within the 5-day period.

*Accommodations in IEPs, 504s, and SATs will supersede this policy. There may also be extenuating circumstances that administration will determine on a case by case basis.

- **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. A student must be absent three or more days for teachers to compile homework. If a student is out less than three days, he/she is to check Canvas.

HOVERBOARDS: Hoverboards are not permitted on school property at any time. NO TOYS OF ANY KIND WILL BE PERMITTED.

iMACS: 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.

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. Students will be putting the device in his/her locker before going to lunch. NO DEVICES ARE PERMITTED AT LUNCH.

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 device 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 device 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/restriction of apps on the device*

Library 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 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.

- Extra milk may be purchased for **\$0.25 each**.
- Students will be provided Breakfast-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**.

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 after school

- Afterschool Homework Help- 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 the 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, audiotope, 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

JACKSON COUNTY SCHOOLS

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS

2026-2027 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
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Minimally Disruptive Behaviors- disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others. -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	-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 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.
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LEVEL 2 INFRACTIONS	LEVEL 2 INTERVENTIONS
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<u>Disruptive and Potentially Harmful Behaviors-</u> <u>disrupt the educational process and/or pose potential harm or danger to self and/or others.</u> <u>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> -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	-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.
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LEVEL 3 INFRACTIONS	LEVEL 3 INTERVENTIONS
<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> -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	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. -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
<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> - Battery Against a School Employee • Felony • Possession and/or Use of Dangerous Weapon • Alcohol • Possession of a Controlled Substance - Sale of a Narcotic Drug (Infractions in “bold” denote offenses that shall result in suspension and recommendation for expulsion)	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. 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. 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

LEVEL 4 INFRACTIONS	LEVEL 4 INTERVENTIONS
	violation. If the Board finds that the student did commit the alleged violation, the Board shall expel the student

- 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 Administrative Team 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.

Dress Code

Basic Principle at Ravenswood Middle School:

Certain Body Parts Must Be Covered for All students. Clothes must be worn in a way such that buttocks, undergarments, and private areas are covered with nontransparent material. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

All Students Must Wear:

- Shirt- **no mid-drift allowed and shirts must include straps**
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: (school can require activity/safety-specific shoes)
- Any required safety/PPE relevant to maintaining a safe learning environment

All Students May Wear:

- Fitted pants, including leggings, yoga pants and “skinny jeans”
- Clothing with holes/rips (if underwear and/or genital and buttocks are not exposed)
- Visible waistbands or straps on undergarments worn under other clothing
- Tank tops, including spaghetti straps
- Clothing with commercial or athletic logos

Students Cannot Wear:

- Violent language or images including obscenities, profanities, vulgarity, sexual or other harassment
- Images or language depicting tobacco, drugs, or alcohol (or any illegal item or activity) or the use of same
- Hate speech, profanity, pornography

- Images or language of unfounded charges, defamation, discriminatory statements, libelous statements
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear
- Helmets, hats, hoods or headgear (except for medical purposes, career safety purposes or religious observance)

It is up to educators (staff, teachers, and administrators) to take an educational and restorative approach when they have deemed clothing needs intervention. **Any additional accessories that may be deemed distracting to the educational process may be addressed as needed.**

Students have a right to a conversation about their clothing, and their parents, caregivers, or families should be notified about any actions taken regarding clothing. If the dress code is in question, students will be sent to the office for a conference with administration.