

**Ravenna Middle School
Student/Parent Handbook
2024-2025**



Ravenna Middle School Goals and Commitments:

PURPOSE STATEMENT: The purpose of our staff at RMS is to provide quality teaching and learning experiences, and growth opportunities which ensure the highest levels of student performance and student learning in a collaborative school culture of relational trust and effective communication.

2023/24 GOALS:

1. To foster a culture of positive behavior, critical thinking, literacy goals, high expectations, quality instruction, and a growth mindset in all aspects with all stakeholders at RMS.
2. To develop and enhance open, honest, authentic relationships with our colleagues and students in order to cultivate respect, understanding, and trust.
3. To positively encourage and challenge each other to work effectively together with best practices that will challenge students to grow while protecting their dignity.
4. To create a challenging and positive school environment promoting curriculum, communication, multi-tiered systems of support, and positive behavior.

STAFF COMMITMENTS: As a staff member of Ravenna Middle School, I will make the following commitments to the students and parents that we serve, to our principal, and with my colleagues as we work to accomplish our collective purpose, our school's vision of high performance, and being a true Bulldog with PRIDE.

1. Will focus on a growth mindset; challenging, supporting, and improving our curriculum, instruction, and assessments.
2. Will commit to self reflection and remain open to constructive feedback that will lead to improved performance.
3. Will focus on, reflect, and expect my best in every moment, with every decision, and in every initiative as a member of RMS; will expect my best in focusing on the RMS Commitments.
4. Will work together with my colleagues and principal to grow, challenge, support, and improve my curriculum, instruction, and assessment.
5. Will use feedback (positive/constructive) as a strategy of support to learn and grow, and willingness to give feedback to my peers when behaviors align or do not align with our goals and commitments.

RMS Contacts:

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Administrative Assistant:
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Justin Ego

Middle School Assistant Principal/Athletic Director/Youth Safety Advocate
231-853-2268 Ext. 1505

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Friendly Middle School Principal
231-853-2268 Ext. 1503

RMS PRIDE

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- ★ Purpose
 - ★ Respect
 - ★ Integrity
 - ★ Determination
 - ★ Excellence

Celebrating Positive Behavior

PBIS at RMS acknowledges students who meet PRIDE behavioral expectations by:

- Pride Ticket Acknowledgement and Recognition (tickets given at school) and biweekly drawings.
- Student Shout Out (Staff nominations weekly with 1 student per grade level recognition.)
- 5 Star Student Celebration (Marking period student goals).

Positive Behavior

Interventions & Supports

What is PBIS?

Positive Behavior Interventions and Supports (PBIS) is a research-based proactive systems approach to establishing the behavioral supports and social culture needed for all students at RMS to achieve social, emotional, and academic success. At RMS this involves:

- Clearly defining and teaching behavioral expectations.
- Consistently acknowledging and rewarding expected behavior.
- Providing clear and consistent interventions when students do not meet expectations.
- Using behavioral data to assess progress and address needs.

Why PBIS?

- Reduction in problem behavior
- increased academic performance
- improved social-emotional competence
- Reduction in bullying behavior
- Improved perception of safety
- Increased positive school climate and culture

How can parents and community members help support PBIS?

Your support of PBIS efforts at RMS is critical for everyone to succeed. You can help by:

- Reading and discussing the RMS behavior matrix with your child to ensure understanding.
- Encourage our PRIDE behavior expectations at home, school, and in the community.
- If your child has a problem in school, stay calm and review the behavior matrix with him/her. Identify the behavior expectation that was violated and help him/her develop appropriate solutions to problem situations and behaviors.
- Show your support for school staff decisions and discuss concerns privately with staff.

Note: Parent and community donations to help fund our positive behavior celebrations are welcomed and appreciated.

Ravenna Middle School Points of P.R.I.D.E.

Ravenna Middle School - Points of P.R.I.D.E								
	Classroom	Hallways	Office	Cafeteria	Recess	Restrooms / Locker Rooms	Library	School Related Activities <small>(Field Trips, Assemblies, Activity Night, Athletics)</small>
Purpose	*Come ready to learn.	*During class, make sure to have a pass.	*Take care of needs specific to the office (call a parent, illness, report an issue, medication, etc).	*Recharge and ready yourself for the rest of your day.	*Intentionally spend time with friends. *Invite others to play.	*Take care of personal needs in a private and safe manner.	*Pick a book to better yourself.	*Engage in fun, social activities that show P.R.I.D.E.
Respect	*Be courteous to staff and students. *Respect Property.	*Walk on the right. *Walk quietly. *No food or drink. *Put trash in the can. *Be courteous to staff and students.	*Wait your turn. *Maintain appropriate noise level. *Be courteous to staff and students.	*Put trash in the can. *Be courteous to staff and students. *Wait quietly and patiently in line. *Maintain appropriate noise level.	*Respond to the whistle. *Treat equipment appropriately. *Be courteous to staff and students.	*Put trash in the cans. *Respect property of others.	*Maintain appropriate noise level. *Be courteous to volunteers, staff, and students.	*Represent Ravenna P.R.I.D.E in public. *Follow directions. *Be courteous.
Integrity	*Be on time. *Use work time appropriately. *Use technology appropriately. *Do your own work. *Report concerns or issues to staff.	*Report concerns or issues to staff. *Return found items.	*Be truthful.	*Pay for purchases. *Keep food and drink in the cafeteria.	*Report concerns or issues to staff.	*Maintain a technology-free zone. *Report concerns or issues to staff.	*Leave only with materials that have been checked out. *Return or renew books within the given time period.	*Use good sportsmanship.
Determination	*Be prepared for class.	*Respond calmly and respectfully.	*Request calmly and respectfully.	*Stay seated while eating and until dismissed.	*Pick up equipment.	*Be responsible with personal belongings.	*Return books to the correct spot or give them to the librarian.	*Follow the rules of the event. *Model appropriate behavior. *Respond appropriately to adults and peers.
Excellence	*Give your best effort.	*Walk *Use appropriate language	*Go directly to the office.	*Walk.	*Use good sportsmanship. *Use appropriate language.	*Flush, wash, dry, leave.	*Find a book and return to class.	*Be a positive role model to other students. *Show kindness to peers and those outside of RMS.
Planted in Promise: Growing in Pride.								

Behavior Intervention Ideas and Response

Behavior Intervention Ideas and Responses

<p><i>Our Goal is to promote positive behavior and support our students to make good decisions!</i></p>	<p>Interventions and Responses (The list below provides possible interventions or responses at the discretion of the teacher)</p> <ul style="list-style-type: none"> • Ignore • Proximity • Signal, non-verbal cue • Re-direct • Provide choice • Positive practice • Restitution • Taking a break • Reminder of behavioral expectations/Reteaching • Discuss briefly an alternative action to inappropriate behavior • Opportunity for apology • Minor loss of privilege • Seating change • Buddy Classroom (pre-arranged system) 	<p>Interventions and Responses (The list below provides possible interventions or responses at the discretion of the teacher)</p> <ul style="list-style-type: none"> • Any intervention from Staff Managed • Minor Phone call or email home • Parent conference • Consult with administrator, counselor, or special populations for ideas to use in the classroom • Contact with home district/school • Behavior contracts • Reminder of behavioral expectations/reteach expectations • Discuss briefly an alternative action to inappropriate behavior • Opportunity for apology • Loss of privilege • Student conference (one-on-one, private conversation) • Buddy Classroom (pre-arranged system) • Restorative Practice (Prep hour chat) 	<p>Interventions and Responses (The list below provides possible interventions or responses at the discretion of the administration)</p> <ul style="list-style-type: none"> • Student conference • Parent contact • Parent conference • Restorative justice • Restitution • Behavior contract • Home school conference • Counseling Referral • Referral for Tier 2 Support • Referral to Student Support Team (Tier 3) • Mediation or conflict resolution • Severe/illegal infractions will be handled according to Board Policy/Student Code of Conduct
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Behavior Intervention Ideas and Response

Behavior Referral Process

Ravenna Middle School Behavior Referral Process

Teach and positively reinforce behaviour expectations and pre-correct potential misbehaviors



Universal Supports at Ravenna Middle School

Organization and Instructional Supports

- Outlines and/or course notes will be made available on Google Classroom.
- An agenda will be displayed prominently in the classroom or Google Classroom.
- Directions will be chunked and/or broken down when applicable.
- Visual support will be provided for math.
- Verbal and/or written directions will be provided when applicable.

Student Prompts

- Restating and/or clarifying of directions will occur when applicable.
- Checking for understanding and comprehension will occur when applicable.
- Visual cues for behavior expectations will be made available.
- Visual cues for classroom routines and procedures will be made available.
- Positive praise and encouragement (4:1) will occur when appropriate.
- Frequent prompts to stay on task will be administered.
- Behavior will be proactively monitored via proximal support.
- Daily announcements sent via email.

Location

- Preferential student seating when appropriate and applicable.
- Cool down and/or deescalation opportunities in the RHS office.

Technology

- Read and Write for Google on all school issued student devices.
- Use of calculator, except when explicitly not permitted on normed assessments.
- Option to type written assignments.
- Use of voice dictation applications

COMPLIANCE - NONDISCRIMINATORY COMPLIANCE

Ravenna Public Schools' Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators").

Greg Helmer, Superintendent
Ravenna Public Schools
12322 Stafford Street
Ravenna, MI 49451
231-853-2231
ghelmer@ravennaschools.org

Justin Wilson, Principal
Ravenna High School
2766 S. Ravenna Road
Ravenna, MI 49451
231-853-8818
jwilson@ravennaschools.org

Parents/students who believe they have been unlawfully discriminated/retaliated against can utilize the complaint process set for in [Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity](#).

504/ADA

The Board of Education also designated the above mentioned Compliance Officers to serve as the District's 504 Compliance Officers/ADA Coordinators. The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. Each building principal shall serve as their Building Section 504/ADA Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the [Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability](#). At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, they may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at: U.S. Department of Education, Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115, (216) 522-4970, FAX: (216) 522-2573, TDD: (216) 522-4944, E-mail: OCR.Cleveland@ed.gov, Web: <http://www.ed.gov/ocr>

Title IX

The Board of Education designates and authorizes the following individuals as Title IX Coordinators to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Justin Wilson, Principal
Ravenna High School
2766 S. Ravenna Road
Ravenna MI 49451
231-853-2218
jwilson@ravennaschools.org

The Title IX Coordinators will oversee the investigation of any complaints of discrimination based on sex, which may be filed pursuant to [Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities](#). Title IX Coordinators shall report directly to the Superintendent.

ELASTIC CLAUSE

The principal reserves the right to amend any provision in this handbook, which is deemed to be in the best interests of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not stated in the handbook and to alter any penalties as necessary.

DOORS OPEN/CLOSE

School doors will open at 7:15 a.m. Students will not be allowed in the building prior to 7:00 a.m., or after 3:30 p.m., unless supervised by a coach, advisor or staff member. All visitors must enter through the front entrance and report to the office. The Day begins at 7:40 a.m. and ends at 2:30 p.m.

EMERGENCY SCHOOL CLOSINGS

In case of bad weather and other local emergencies, please listen to any local radio station, television station, or monitor the appropriate social media pages to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:00 a.m. If bad weather or other emergency occurs during the day, please refer to the aforementioned communication methods for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after school functions are automatically canceled. "RPS may implement remote learning during emergency school closures. Parents and students should expect communication regarding expectations and schedule via email, social media and media outlets. Students should bring school issued devices home daily, especially when school closure is a possibility.

VISITING PARENTS, SIBLINGS, STUDENTS, ETC.

Parents/guardians are always welcome to visit our school building. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. As a general rule, student visitors are not allowed unless there is an educational basis to their visit.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying himself or herself as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program or meeting.

ACADEMIC INFORMATION

MIDDLE SCHOOL GRADING & PROMOTION To be considered for automatic grade promotion, a student cannot fail more than two core classes. If a student fails more than one core class for the year, he/she will be given the opportunity to take online courses to retake the failed classes at the expense of the parent/guardian. If a student fails three or more classes for the year, he/she may be retained. Contact will be made with the parent/guardian to determine if retention is necessary. School Board Policy 5410.

GRADING - GENERAL CLASSROOM POLICIES The grading scale for the school is listed below. While this scale is consistent for all classes, each teacher will have different policies and rules that impact how grades are earned during the class. Teachers will explain their policies to students at the beginning of each year and hand out a class syllabus. Homework, tests, quizzes, classroom participation, and attendance are just some of the factors teachers may use in computing grades.

A	94% - 100%	C	73% - 77%
A-	90% - 93%	C-	70% - 72%
B+	87% - 89%	D+	67% - 69%
B	83% - 86%	D	63% - 66%
B-	80% - 82%	D-	60% - 62%
C+	77% - 79%	F	59% and below

EXAMS Exams are scheduled twice a year for students and will be given at the end of each semester. Students are expected to take exams at scheduled times unless excused by their teacher and/or the principal. Students absent on exam days who do not have an office-approved or pre-excused reason for missing will receive a zero for the exam grade. Exceptions will be granted for students who are absent due to emergencies confirmed that day by parents (and/or physicians) and also approved by the principal. Make-up exams are to be arranged by the student with his/her teacher(s). Unless there is a serious problem in doing so, students should plan on taking make-up exams the next day.

PARENT GRADE PORTAL To help keep parents informed of their student's progress, accessibility to current grades is provided through an online portal. Information and instructions will be provided at the beginning of the year or can be found by contacting the office.

REPORT CARDS Report cards are no longer mailed because parents now have 24/7 access to grades via parent portal.

CHEATING, PLAGIARISM AND ACADEMIC DISHONESTY, AI

Per semester class, For daily work, projects, papers, tests and quizzes - First Offense: Zero on assignment, Saturday School, email or call home, parent signature on work that was dishonest. Second Offense: Zero on assignment, Saturday School, email or call home, parent signature on work that was dishonest. Third Offense: Failure of Semester Course, phone call home *NHS candidates and/or current members will be issued probation for first offense, denial/dismissal for second offense. Students who are providing unauthorized assistance are also subject to the same discipline. Students must not digitally, or physically, submit work that they did not complete on their own merits or with unauthorized assistance. Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. Acceptable Use for Artificial Intelligence (AI) is listed below:

1. Academic Integrity - AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. Students are expected to give credit to the source or acknowledge the AI tool they used to generate content, similar to how they would cite a source in a traditional research paper or project.
2. Class Use - The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork must align with your teacher's expectations for using AI. If you have any questions about appropriate use, please talk with your teacher.

ATTENDANCE

If a student is going to miss school for all or part of a school day, parents should call the office 231-853-2268 before 9:00 a.m. on the day of the absence. Students may be absent up to 8 days per semester per class before being required to make up time during Saturday School. Any absence past this limit will result in the loss of credit for the particular class(es) in which the excessive absences occurred. The only exceptions to this policy would be:

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. Certain exceptions exist, so please contact the high school with questions.

The only exceptions to this policy would be the following, resulting in an excused absence:

1. Death in the immediate family (parents, guardians, siblings, grandparents).
2. Extended illnesses, which are doctor directed and excused with a doctor's statement. Please complete the [Chronic Illness Verification Form](#) if a student is experiencing an extended illness.
3. School-related business such as band/choir performance, Destination Imagination, early athletic dismissals, school suspensions, etc.
4. Orthodontic appointments, dentist appointments, and doctor appointments. A doctor's statement must be turned into the office. The length of the appointment plus travel time will be excused. A whole day will not be excused for an adjustment or cleaning, blood work, check-ups, physical therapy, etc.
5. Illness, which is accompanied by a doctor's statement, will be excused. The excuse has to be turned in to the office.
6. Church attendance, including Ash Wednesday or Good Friday services, will be excused absences for only the length of the service and ten minutes of travel time if the student brings in a note in the morning or the parent calls the office in the morning to give their permission.
7. Student Vacation Days during the school year - in order for vacation days by students to be an exception, the process listed under Administrative Guidelines/Board Policies (Students 5200) must be followed.

Students who are absent from school because of illness may not attend extracurricular activities that evening.

TRUANCY Poor attendance may result in the student being placed into the Probationary Education Program. The student and/or parent/guardian may be referred to the MAISD truancy officer and/or the appropriate court officer. Students may be subject to Juvenile Court Prosecution. The parent/guardian may be subject to misdemeanor prosecution.

APPEAL PROCESS Any exceptions or extensions of the attendance policy as it has been written may be appealed in writing to the middle school principal within 72 hours of the incident/discrepancy.

MAKE-UP WORK If a request is made to the office prior to 8:15 a.m., students who are absent two or more days may obtain classroom assignments to be picked up at the office between 2:37- 3:30 p.m. Students are given one day of school for each day absent to complete ALL of the work, tests, and quizzes.

PREARRANGED HOMEWORK It is the parent's' responsibility to contact the office to obtain the pre-arranged absence assignment sheet. To obtain full credit, all prearranged homework that is gathered for a student with a planned absence or an out-of-school suspension will be due the day that the student returns to school. If there are any questions that may arise on the homework assignment(s), the student may contact the teacher, and the teacher will respond to give appropriate assistance.

TARDIES Tardies are categorized as excused or unexcused. A tardy is excused when the student is given a pass by an authorized staff member. If the tardy student arrives with an authorized pass to the first hour, the office will mark the student as excused. All other tardies are unexcused. Students who are tardy for the first hour cannot be excused by parents. Students arriving to school late must first report to the office to get a pass to their current class. A student more than ten minutes late to class will be considered absent for that hour. Teachers will handle the initial discipline of tardy students.

CLOSED CAMPUS POLICY

Ravenna Middle School is a closed campus. During the school day, students must remain in the school building or appropriate designated areas. Students are not to be in the parking lot unless granted permission from the office. Unless authorized by teachers or staff, students are not allowed at the high school campus before, during, or after school without direct supervision (and vice versa for high school students). Middle school students are not allowed to remain in the middle school after school hours unless they are in a designated area under the direct supervision of a staff member.

COUNSELING AND GUIDANCE

Guidance and counseling services are available with an appointment through the office. All students desiring assistance are expected to make an appointment. Exceptions are cases of emergency. Services available are:

1. Individual counseling - complete confidential, personal relationship with the counselor.
2. Appraisal and inventory - guidance of the individual toward his/her educational and occupational goals.
3. Information - occupations, training programs, and community agencies.
4. Orientation - facilitates articulation of incoming pupils by helping them understand their new school.
5. Parental information - to help the parent understand the strong and weak points of their child.

DRESS CODE

Goal of a student dress code

A student dress code should accomplish several goals:

- Maintain a safe environment in class where protective or supportive clothing is needed.
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or use of alcohol or drugs.
- Ensure that all students are treated equitably.

The primary responsibility for a student's attire lies with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students should be given the most choice possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school.

Basic Principles.

Students are required to wear:

- A shirt with solid fabric covering the front (including midriff), back, and sides under the arms
- Bottoms with solid fabric covering the buttocks and upper thigh.
- Clothing length must be appropriate for the professional/ educational setting.
- Professional, tailored sleeveless clothing will be appropriate.
- Clothing choices should not disrupt the learning environment.
- Two finger in width for tank

Students can not wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same including hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.

Clothing that does not cover private parts of the body or allows undergarments to be visible (bra straps are not considered undergarments).

Tube top

Hats, Hoods,

Dress Code Enforcement

- Violations of the dress code should be treated as minor on the continuum of school rule violations.
- Students should lose minimal class time, solely as a result of a dress code violation.
- Students will be given the opportunity to correct any dress code violations.
- **Staff should discreetly contact the front office for enforcement of a dress code violation.**
- Administration will follow up with enforcement as appropriate and necessary.

EDUCATIONAL RECORDS

PRIVACY RIGHTS The policies and procedures of Ravenna Public Schools are designed to meet the provisions of The Family Educational Rights and Privacy Act (FERPA) and the Education of the Handicapped Act- Part B (EHA-B). In the case that a parent of a general education student, or a citizen of the Ravenna Public School District believes that the district is violating the FERPA, please contact the Ravenna Middle School administration for the appropriate procedures.

Ravenna Public School District officials may release information from a student's education record if the student's parent or the eligible student gives his/her written consent for the disclosure. The written consent must include at least:

1. A specification of the records to be released.
2. The reasons for the disclosure.
3. The person or the organization or the class of persons or organizations to whom the disclosure is to be made.
4. The parent or student's signature.
5. The date of the consent, and if appropriate, a date when the consent is to be terminated.

The student's parent or the student may obtain a copy of any records disclosed under this provision. The Ravenna Public School District will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student's prior written consent.

The Ravenna Public School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent.

1. The student's name.
2. The names of the student's parents.
3. The student's address.
4. The student's date of birth.
5. The student's class designation (i.e., 8th grade, etc.)
6. The student's extracurricular participation.
7. The student's achievement awards or honors.
8. The student's weight and height, if a member of an athletic team.
9. The student's photograph.
10. The school or school district the student attended before he or she enrolled in the Ravenna School District.

* Please notify the middle school office if for some reason you do not wish to have any of this information disseminated.

COPYING/FEES The Ravenna Public School District will provide parents or eligible students with copies of the student's educational records based on a fee of twenty-five cents per page plus postage at established postal rates. If parents or eligible students are financially unable to pay the fee, it will be the responsibility of the school official responsible for the records to arrange for a reduced fee or to provide copies free of charge. However, the district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges or universities.

STUDENT LISTS For the purpose of protection of students from unwanted solicitation and distasteful personal or postal contact, the Board of Education forbids the dissemination of any student lists which might include names, addresses, telephone numbers or any combination of them to any individual or organization including recruiting officers of the Armed Forces, except upon recommendation of the Superintendent and approval of the Board of Education. (Exceptions are limited to school-related issues as approved by the administration and Board of Education.)

EMERGENCY CONTACT FORM

In an emergency situation, school officials will always attempt to contact the parents/guardians as a first step. Therefore, it is absolutely necessary that we have accurate information. When parents/guardians cannot be reached, the school will follow the contact procedures as outlined on the ECF. We sincerely hope that no emergency situations occur, but, our insurance carrier insists that we require each student to annually update the complete Emergency Contact Form.

FIELD TRIPS

Field trips are generally designed to be educational in nature. RMS staff will notify students and parents about all field trips prior to the excursion; they may set qualifications for the students to attend, i.e. homework must be turned in, behavior restrictions, etc. Parents/guardians will receive a permission slip in their registration packet to sign, giving their student permission to attend field trips for the school year. Students who have been suspended from school during the school year may forfeit the privilege of attending their class field trip.

FINES

A student must pay all of his/her student fines before he/she will receive a locker, textbooks, school-issued technology devices, and/or their final schedule for the upcoming school year. Students may have fines charged to them for excessive damage to a textbook or school-issued technology device, overdue media center materials, loss or damage to media center materials, loss or destruction of athletic equipment, or damage to school property.

FOOD/DRINK POLICY

Food, beverages, containers, and wrappers should be disposed of in the appropriate containers. In the event that a staff member has reasonable suspicion that a foreign substance (drugs, liquor...) may have been added to a student's food or drink, the student will be subject to an appropriate seizure of the food/drink and possible search. If a student brings an open container into the school (except for water bottles) it must be consumed in the cafeteria. All Food and drink should be consumed in the cafeteria, unless a student has made prior arrangements with a teacher to eat in their classroom. **Energy Drinks are not allowed at RMS.**

HEALTH POLICIES

IMMUNIZATION REQUIREMENT

The Ravenna Public Schools policy regarding student immunization follows the law of the State of Michigan that requires one of the following:

1. A complete immunization record prior to school entrance, or
2. A parental statement in the student's cumulative record waiving such immunization.

If an entering student, through his/her parents, does not provide the school officials such information within a reasonable time of enrollment, the student will be excluded from school until such time as such information is provided.

ADMINISTRATION OF MEDICATION

The student's physician must provide written orders detailing diagnosis, dosage of medicine, times when medicine should be administered, and a telephone number where the physician can be contacted. The parent or guardian must provide a written request and permission for the school to administer the medicine and a telephone number where the parent or guardian can be contacted in case of emergency. The parent or responsible adult must bring the medicine to school in a container appropriately labeled by the pharmacy or physician. All medication shall be clearly identified on the outside of the vial or package and the medication will be stored in a locked cabinet. Medication in envelopes or bag will not be accepted.

School personnel shall administer the medication in compliance with the instructions of the physician. School personnel will communicate with parents and physicians about any problems or effects of administering medication to students during school hours. In an emergency, a designated staff member will notify the parent/guardian as quickly as possible. No medication, including aspirin, ointments, cold tablets, etc., will be administered to students without the written permission of a parent/guardian and the physician. School personnel will work closely with the physician so the medical program can be modified as changes in the student's physical condition warrant it. School

personnel shall not administer any medication where the administration of the medication requires specialized knowledge or training, such as injection of medication, unless that person has the required knowledge or training. If the seal is broken on any medication vial or package, the parent or guardian shall affirmatively state that the vial/package contains the medication that is identified on the outside of the vial/package. School personnel shall exercise the utmost care in administering medication to students.

COMMUNICABLE DISEASES

The Board of Education of the Ravenna Public Schools recognizes its responsibility to minimize the spread of contagious diseases among students and staff. The Ravenna School District will, therefore, work cooperatively with the Muskegon County Health Department to enforce and adhere to the Michigan Public Health Code for the prevention, control and containment of communicable diseases in the schools.

School principals will not permit a child to attend school who is out of compliance with the immunization schedule required by the Michigan Public Health Code. A decision to close schools due to communicable disease outbreaks shall be made by the superintendent, or designee, in consultation with the Muskegon County Health Department medical staff.

A communicable disease case considered to be of serious concern to the community and/or the afflicted individual may be referred by the superintendent or designee to a "Communicable Disease Review Panel" for a recommendation regarding the most appropriate educational environment for an afflicted person. The decision (as to the placement) will be made by the superintendent or designee. This decision will take into account the afflicted individual's civil rights as well as the health and safety of the school and community.

DISEASE OF SERIOUS CONCERN

There are certain communicable diseases of a serious concern to the community and/or the afflicted individual, the parent/guardian or responsible adult.

These diseases include, but are not limited to the following:

1. Hepatitis B
2. ARC (Aids Related Complex)
3. HTLV III Virus/LAV - Human T-Cell Lymphotropic Virus Type III Lymphadenopathy (AIDS)
4. Other like diseases that may be included by the Muskegon/State/County Health Departments which may present potentially serious health problems for those who come in contact with either the disease and/or the disease carrier.

Each case may be referred to a "Communicable Disease Review Panel" established by the superintendent or designee for a recommendation regarding the most appropriate educational environment for the student. The removal of an afflicted student from the school environment shall be reviewed periodically by the superintendent or designee. The superintendent or designee shall arrange appropriate instruction for the student in the event the student is excluded from school. The school officials and the Muskegon County Health Department and parent/guardian/responsible adult shall work together in dealing with issues that arise regarding attendance at school. (The entire Communicable Disease Policy is available upon request in the middle school office.)

HEAD LICE

If a student is found to have head lice, they will need to be checked by the school nurse or a designated staff person and found free of lice or nits (lice eggs) before being allowed back into class. They will need to be brought to school by an adult who will be asked to stay until after the student's head is checked and found clean of lice or nits. This procedure will be followed until no lice or nits are found.

VOMITING/DIARRHEA

If vomiting/diarrhea occurs, please keep your child home for at least 24 hours from the beginning of the vomiting/diarrhea episode. Students who throw up at school will need to wait at least 24 hours before returning to school.

LOCKERS

Lockers are assigned to students who have paid all fees, fines and have made up time (suspensions) from the previous school year. Each student is assigned a locker with a combination lock for the safekeeping of personal belongings and school materials checked out to them. Students are urged not to give their locker combination out to other students and to keep them locked. Lockers will be assigned, according to grade levels, in designated areas of the building. Book bags are to be used to transport books to and from school and are to be left in the student's locker. Students are not allowed to carry them during the school day or into class. Students are permitted to carry the school provided bag to transport their computer. Failure to comply with this directive will be considered a disruption of the educational process. Students are responsible for securing personal items in locker rooms.

GUIDELINES

1. Do not leave food or sweets in your locker.
2. Decorations must be appropriate for a public school setting and approved by school personnel.
3. Keep books and supplies orderly at all times.
4. Keep locker doors closed and locked when unattended. Students are not allowed to jam locker doors.
5. Do not change lockers unless office permission has been granted.
6. Lockers must be cleaned of all stickers and clutter at year's end.
7. Students will be held responsible for the condition of their locker at all times.

Failure to follow these guidelines will result in disciplinary action being taken including the loss of hall locker privileges. Each assigned locker remains the property of the school. A master key shall be maintained in the office and it shall be understood at all times that access to these lockers is available to the building staff under the following conditions:

To enter a locker at any time to determine the presence of:

1. stolen property.
2. tobacco or alcoholic beverages.
3. drugs or any legally controlled substance including contraband.
4. an explosive device or other fire hazard.
5. other health, safety or contraband violations

LUNCHES

Ravenna Middle School offers a quality lunch with a wide variety of options every full school day. The hot lunch program offers free and reduced rate lunches for students who qualify. Any student who wishes to participate in the free/reduced hot lunch program may complete the application form in the August INSIGHTS, pick up an application in the office, or from the head cook.

MEDIA CENTER

Students may check out one book for a two-week period each and may renew each book once. The student is responsible for all media center materials he/she checks out. Books are loaned in good faith, and we expect all books to be returned. If any materials are lost, stolen, or destroyed, the student is responsible for the cost of replacement.

MOVIE POLICY

Any movie with a "PG" rating will require a parental permission form to be signed in order for a student to view the movie. A student who does not return a signed, parent permission slip will not be allowed to view the movie. Verbal permission is not satisfactory. For movies that are rated "G" or lower, parents may opt their child out of the movie by contacting the teacher.

PERSONAL PROPERTY POLICY

If personal property is brought to school, students do so at their own risk. If an item causes a disruption to the educational process, it may be confiscated.

POSTED MATERIALS

All posted materials must be approved by a class advisor, coach, administrator, etc. The Student Council and the advisor must approve Student Council materials. These materials must also be dated and removed by an appropriate individual when they are no longer newsworthy. The custodians have been directed to remove such materials as well.

SALES TO STUDENTS

1. The Board of Education generally does not approve the sale of merchandise to students by any school employee or others, while the students are under the supervision of school personnel. Exceptions may include, but not be limited to, approved fundraisers, materials for classes with laboratory experiences, lunches served by the school, tickets for admission to school sponsored events, school store commodities and services when not available through local merchants such as class jewelry, photographs, graduation announcements, and caps/ gowns.
2. When a student elects in a class to use materials other than or beyond the quantity or quality of that provided by the school district and considered basic for instructional purposes, the excess costs may be assessed against the student, or the student may supply the materials when the teacher approves them.
3. When a student supplies materials other than those provided by the school district, it shall neither add to the evaluation or credit for the work done by the student nor detract from that of other students.

SEARCH AND SEIZURE

Ravenna Public Schools administration holds the right, by law, to search students' personal property, locker, vehicle, or book bags where there is reasonable suspicion that a student possesses stolen property, fire hazards, explosive devices, alcohol, drugs, weapons, etc. Full cooperation will be given to law enforcement authorities. A student's privacy rights shall be respected regarding any items that are not illegal or against school policy.

SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT AND SEXUAL ASSAULT

Sexual harassment and sexual assault have no place in school setting and will not be tolerated. Sexual harassment and sexual assault may consist of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. Note, sexual harassment and sexual assault are not the fault of the victim. Retaliation for reporting an instance of sexual harassment or sexual assault will not be tolerated and lead to a consequence, including, but not limited to: suspension, long-term suspension, recommendation for expulsion and a report made to law-enforcement. The Board of Education's policy prohibiting sexual harassment, sexual assault and related grievance procedures may be obtained from the building principal. All reports of sexual harassment should be made to the school's building principal.

SOCIAL ACTIVITIES

Events should be requested at least three weeks in advance of the preferred date. This can be done by obtaining an Activity Request Form from the principal's office, which must be completely filled out before it is turned in.

General Guidelines:

1. Faculty and parent chaperones are necessary. The number needed depends on the activity and will be established by the administration. If additional security is deemed necessary, the cost will be paid by the sponsoring group.
2. Students may be denied entry due to failing classes, number/type of referrals, or other reasons determined by the administration.
3. Normal school day dress code
4. Adequate custodial personnel must be available with their cost paid by the sponsors.
5. School functions are for Ravenna Middle School students only.
6. Students will not be allowed to enter if they arrive more than 30 minutes past the start of the activities. (Exceptions: When a change is announced earlier or an individual case is arranged beforehand.)
7. Students leaving the building after entering may not return.
8. Students found to be under the influence of drugs, alcohol, etc. will not be admitted and will be punished accordingly.

SOLICITATIONS FOR CHARITY

1. Any solicitation for contributions of money or materials from students shall be approved by the building Principal.
2. Contributions shall be solely a matter of individual conscience. No direct or competitive pressures shall be placed upon students to make contributions.
3. There shall be no plan in a school for identifying amounts to be given or having been given by students as individuals, groups, rooms, classes, or other means. Within the forgoing limitations, canisters, or other containers, may be placed in a prominent place or places to receive student gifts.

STUDENT FUNDRAISING

The principal must approve fundraising activities by school organizations in advance. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports and any other details involved in the project.

STUDENT GOVERNMENT

Student Council is the student governing body of Ravenna Middle School. Each class is represented on the council and officers are chosen by a general school election. Any student or group of students may take recommendations or complaints pertaining to school affairs to the student council. This can be done by contacting your appropriate representatives.

STUDENT PASSES

Students are not permitted in the halls during class time without obtaining the proper, authorized pass. Verbal permission is not acceptable.

TELEPHONE POLICY

Telephones in the office and classrooms are to be used for school business or emergencies and are not to be used for personal calls. The office telephone may be used in case of an emergency only. Permission for its use must be secured from the office staff. Abuse of the phone for its intended use will result in the removal of phone privileges for that student.

VIDEO AND AUDIO MONITORING SYSTEM

A video monitoring system may be used on school buses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

VISITORS

Ravenna Middle School is a closed campus; unauthorized visitors are not allowed on the school property at any time during the day. Generally speaking, it is not encouraged for students to bring visitors to Ravenna Middle School. It is only allowed in situations that have been pre-approved by both the principal and teachers that this would be considered (typically when the visiting student is interested in enrolling at the school). In order for a student visitor to be allowed, the student must obtain a Visitor Permission Form from the office and have it returned with signatures from all of that student's teachers three days prior to the event before the principal will consider the request. (The enrolled student may be asked to explain how the visiting student improves the educational environment of RMS.) Visitors are not allowed to visit when their own school's in session. The visitor must accompany the student at all times and the enrolled student will be held responsible for their conduct.

VOLUNTEERS

All school volunteers must complete the "Background Check Consent Form" (available in the school office and on the website) and be approved by the school principal before assisting at the school. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

CONSEQUENCES FOR CLASSROOM MISBEHAVIOR

When students violate classroom expectations, the teacher will follow this protocol: warning, reflection form, detention and/or office. Teachers will handle misbehavior that occurs in their classroom, unless the behavior is judged by the teacher to be a threat to the safety of others or too great a disruption for learning to continue with the student in the classroom. When the student is asked to leave the classroom by the teacher, that student is expected to immediately report to the office. If the student does not report directly to the office, the student may face more severe consequences. School Board Policy: Student Conduct 5500, Student Hazing 5516, Anti-Harassment 5517, Bullying 5517.01, Sexual Violence 5517.02, Disorderly Conduct 5520, Care

of Distinct Property 5513, Student Discipline 5600, Suspensions and Expulsions 5605-5610.02. Administrative Guidelines for student discipline are addressed in 5600A. Recently enacted student discipline legislation takes effect August 1, 2017, whereas schools must consider seven key factors to suspension and expulsion.

COMMUNITY SERVICE

The school administration may offer community service in certain circumstances as a consequence of negative behavior. Whenever the student/parent chooses to partake in community service opportunities, the parent/guardian will be notified.

FIGHTING

Students will not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, principal or other appropriate adult. If a student is a victim of a sudden, unprovoked attack or fight, he/she may defend himself/herself long enough to disengage from fighting to report it to an appropriate school official. The penalty for fighting is a three (3) day out of school suspension for a first offense. Continued incidents will result in progressive discipline of consequences. When it is possible to make a distinction between the fighters as to who may be more responsible for the fight, the penalty may be adjusted accordingly. When such a distinction does not exist, both fighters will be suspended. In addition, anyone found guilty of inciting a fight or interfering with the orderly procedures of the school will face a minimum of a three (3) day suspension. MICHIGAN CODE LAW

The following three paragraphs may be modified to comply with changes in State Law.

Federal "gun-free Schools Act of 1994" and State Law regarding "Weapon-Free School Zones" (PL 103-227 and SB 966) states that it is illegal for any person on school property or attending a school related event to possess a weapon, use a weapon, or threaten bodily harm with a weapon.

The student will receive a recommendation for the School Board for expulsion from school for a minimum of one year. The expulsion is from all public schools in the state of Michigan. Parent(s)/guardian (s) and the local law enforcement agency must be notified. Authorities will charge the student with a misdemeanor or felony. It will be the responsibility of the parent, guardian, or adult student to prepare and submit a petition for reinstatement.

A weapon is defined as a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar, club, brass knuckles, or other dangerous weapon.

PUBLIC DISPLAYS OF AFFECTION

Public kissing, embracing, holding hands, etc are not acceptable standards of behavior. Public displays of affection can be disrupting the educational process. Students who display affection in public may face disciplinary action by the staff.

REMOVAL/EXCLUSION

Students who refuse to obey the rules of a classroom, lunchroom, etc. may be subject to exclusion from that area. Staff members have the authority to exclude students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. A staff member may use reasonable force as needed to maintain safety for other students. Upon removal/exclusion from an area, the student will be expected to report directly to the office. The length of the exclusion will be determined after a conference with the student and/or parent(s)/guardian.

SAFETY WARNING

In general, it is important to be respectful of the rights and privacy of others. Always be courteous and err on the side of safety first.

Including but not limited to: Web pages, E-mail, and social media, two-way communications:

- Never ask for nor give information about (you, friends, teachers, locations)
- Never list personal information, pictures, last names, and rosters on websites or web pages.
- Never give your password to anyone for any reason. You are responsible for all activity in

your account.

- Do not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name, or any other information that may give others information to identify you in any way.
- Do not reveal the identity of others. This includes their name, personal address, phone number, location, city, school name, team name, or any other information that may give anyone information to identify others (friends, teachers) in any way.
- Tell your parents, teacher, or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
- Immediately tell an adult if you receive anything that is inappropriate, threatening, or uncomfortable.
- Never agree to meet with anyone you meet online without the permission of an adult.
- Never send photographs or anything else without permission of an adult.
- Never use, nor accept abusive language, threats, or harassment.
- Never get involved with discussions on violence, hate issues, race, or ethnic issues.

Consequences for Violation of Policy/Rules

Technology resources supplied by the school and the associated hardware and software are public property. Any misuse or abuse of the resources may result in punishment. Misuse and abuse are generally classified as

- Trespassing: The act of being where you are not supposed to be.
- Vandalism: Harming someone else's property or wasting resources.
- Piracy: Taking something without making proper payment for it.

The punishment will be determined by the type or level of misuse. Possible consequences include but are not limited to, restriction or loss of use of the technology resource, restitution, legal action, law enforcement notification, responsibility for unauthorized charges, or mandatory training before further use is allowed. If technology is an essential component of education or job function, it will be revoked only as a final option.

OUT OF SCHOOL SUSPENSION

Please note: Students may not be on school property during suspension periods. This means students may not attend any school activities, athletic events, or practices, unless permission by administration is granted.

DETENTIONS/SATURDAY SCHOOL

Any student who accumulates an excessive number of detentions as judged by the principal, will receive additional progressive punishment including; after school detention (ASD), Saturday School and Out-of-school suspension. A student who accumulates four detentions for the same offense in a semester, may be assigned a Saturday School. Continued inappropriate behavior beyond six detentions per semester may result in out-of-school suspension. Failure to attend a scheduled detention will result in a consequence, including the issuance of an additional detention, up to a Saturday School. Failure to attend Saturday School without approved rationale will result in an out-of-school suspension for one day.

USE OF PERSONAL COMMUNICATION DEVICES

Students may possess personal communication devices (PCDs) for use after school hours. During school hours PCD's must be:

- powered completely off, not just placed into vibrate or silent mode
- stored out of sight
- Stored in cell phone holders in classrooms

The only exception to this rule is that school-issued Chromebooks can be powered on during school hours.

The use of PCDs may be approved by a teacher or administrator.

For purposes of this policy, "personal communication device" includes:

- computers
- tablets (e.g., iPads and similar devices)
- electronic readers ("e-readers"; e.g., Kindles and similar devices)
- cell phones (e.g. iPhone, Android devices, Windows Mobile devices, etc. and/or other web-enabled devices of any type.)

Students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to:

- capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or another person unless authorized by a teacher, administrator or IEP team.

Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not allowed. Students who violate this policy and/or use a PCD to violate the privacy rights of another person may:

- have their PCD confiscated and held at the administrator's discretion
- be directed to delete the audio and/or picture/video file while the parent/guardian is present.

If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

Cameras or recording devices on PCDs, may not be activated or used at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to:

- locker rooms
- shower facilities
- rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

The Superintendent and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Students may not use a PCD, during the school day or at school-sponsored events, in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. In particular, students are prohibited from using PCDs to:

- transmit material that is threatening, obscene, disruptive, or sexually explicit
- that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs
- engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form.

Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement.

STUDENT DISCIPLINE

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing or selling tobacco (vapes, e-cigs, and related paraphernalia).
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing or selling.
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a dangerous weapon (defined by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, mace/pepper spray") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
5. Improper, inappropriate, or unauthorized use of cell phones, computers, and/or electronic devices that are disruptive to the educational process will result in a consequence. First, second and third offenses will result in a detention. Fourth and fifth offenses may result in a Saturday school. A sixth offense and beyond may

result in out-of-school suspension, and the principal may consider a loss of technology privileges. Students will be allowed to use their cell phones until the starting bell of the school day and during lunch and passing time. Serious infractions may result in harsher consequences; see the district's Acceptable Use Policy.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse.
12. Being involved with any public school fraternity, sorority, or secret society.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
16. Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
17. Skipping detentions - two or more may result in Saturday School/Detention

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff or school property.

Administrator discretion will be utilized to determine appropriate consequences for negative student behavior. The incidents and associated consequences listed below are intended to serve as guidelines. Disciplinary measures may include:

*Highlighted consequences are managed by teaching staff. All others are managed in collaboration with the appropriate staff member and the office (Principal and/or Assistant Principal)

INCIDENT	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
1. DISRUPTION - Disrupting the educational process	Lunch Detention	Lunch Detention	Lunch Detention (Subject to Progressive Discipline for offenses beyond three).
2. ABUSIVE LANGUAGE - INAPPROPRIATE LANGUAGE - PROFANITY	Lunch Detention or Saturday School	Saturday School or 1-3 Days O-S-S	Up to 10 Days O-S-S
3. TARDY	Lunch Detention	Lunch Detention	Lunch Detention *More than three tardies in a semester is subject to progressive discipline
4. DISRESPECT - Disrespectful behavior toward staff/student	Lunch Detention	Saturday School	1-3 days O-S-S
5. DEFIANCE - INSUBORDINATION - NON-COMPLIANCE -	Saturday School	1-3 days O-S-S	3-5 days O-S-S
6. *Threat/Intimidation toward students	1-3 days O-S-S - Up to Recommendation for Expulsion	3-5 days O-S-S - Up to Recommendation for Expulsion	10 days O-S-S - Up to Recommendation for Expulsion
7. BULLYING - HARASSMENT - Bullying, excessive teasing, harassment, sexual harassment	1-3 days O-S-S - Up to Recommendation for Expulsion	3-5 days O-S-S - Up to Recommendation for Expulsion	Up to 10 days O-S-S - Up to Recommendation for Expulsion
8. SKIP CLASS - Skipping class/detention	Saturday School	2 Saturday Schools	3 Saturday Schools
9. *FIGHTING - PHYSICAL AGGRESSION	Minimum 3 days O-S-S	5-7 days O-S-S	Suspension pending school board action Recommended Expulsion

10. *Physical assault	5-10 days O-S-S Possible Expulsion	10 days O-S-S Possible Expulsion	Recommended Expulsion
11. *GANG AFFILIATION - Gang-related activity and/or possession of paraphernalia	CONFISCATE 1 day O-S-S	3 days O-S-S	5 days O-S-S Possible Expulsion
12. *PROPERTY DAMAGE/VANDALISM - Vandalism, stealing, theft, and larceny <small>*Students will be assessed repair/replacement fees for damage that is intentional, or a result of negligence, in relation to school issued technology</small>	1-5 days O-S-S Timely restitution	5-10 days O-S-S Timely restitution	10 days O-S-S Timely restitution
13. INAPPROPRIATE LOCATION/OUT OF BOUNDS - Trespassing or Loitering (after 3:00)	WARNING	1 day O-S-S	3 days O-S-S
14. *USE - POSSESSION OF TOBACCO - including e-cigarettes(vapes) and related paraphernalia	3 days O-S-S Police Notification, civil infraction	5 days O-S-S Police Notification, civil infraction	10 days O-S-S Police Notification, misdemeanor
15. LYING/CHEATING or FORGERY - THEFT - PLAGIARISM - Academic Dishonesty	Zero on assignment Saturday School Parent Contact	Zero on assignment Saturday School Parent Contact	Failure of Semester Course Parent Contact
16. *ARSON/Pulling fire alarm or Violation of State Laws and/or safety codes	5 days O-S-S Possible Expulsion Subject to prosecution	10 days O-S-S Subject to prosecution Possible expulsion	Expulsion Hearing Subject to prosecution
17. TECHNOLOGY VIOLATION - Improper, inappropriate, or unauthorized use of cell phone, computer, and/or electronic device that is disruptive to the educational process.	Lunch Detention *Phone confiscated, student retrieval end of day	Lunch Detention *Phone confiscated, parent retrieval	Saturday School *Phone confiscated, parent retrieval

18. DRESS CODE VIOLATION	Warning & compliance	Compliance and Saturday School	1 day O-S-S
19. *USE - POSSESSION of COMBUSTIBLES - Use or possession of explosive devices or combustible materials	5 days O-S-S Possible Expulsion	10 days O-S-S Possible Expulsion	Expulsion
20. *USE - POSSESSION OF WEAPONS - Use of knife or dangerous devices not covered under Michigan Weapon's Law (Includes Mace/Pepper Spray)	5 days O-S-S Possible Expulsion	10 days O-S-S Possible Expulsion	Expulsion
21. *Threat of, attempt of, or physical attack on a staff member or school facility/event.	10 days O-S-S or recommended expulsion Subject to prosecution	Recommended expulsion Subject to prosecution	Recommended expulsion Subject to prosecution
22. *Sale (including intent) and/or promotion of illegal drugs, look-alike drugs, mind-altering drugs, related paraphernalia, etc.	10 days O-S-S or recommended expulsion Subject to prosecution	Expulsion Subject to prosecution	Expulsion Subject to prosecution
23. *USE - POSSESSION OF DRUGS - illegal drugs, look-alike drugs, mind-altering substances, prescription drugs, etc. (Includes being under the influence of)	10 days O-S-S or recommended expulsion Subject to prosecution	Expulsion Subject to prosecution	Expulsion Subject to prosecution
24. * USE - POSSESSION OF ALCOHOL	10 days O-S-S Subject to prosecution	Expulsion Subject to prosecution	Expulsion Subject to prosecution
25. *Criminal Sexual Assault	Subject to prosecution Recommended Expulsion	Subject to prosecution Recommended Expulsion	Subject to prosecution Recommended Expulsion

26. *BOMB THREAT/FALSE ALARM - Bomb Threat	Subject to prosecution Recommended Expulsion	Subject to prosecution Recommended Expulsion	Subject to prosecution Recommended Expulsion
27. *Sexual Assault Threat	5 days O-S-S or recommended expulsion	10 days O-S-S or recommended expulsion	Recommended Expulsion
*Represents incidents that are cumulative throughout a student's high school career.			

Federal "Gun-Free Schools Act of 1994" and State Law regarding "Weapon-Free School Zones" (PL 103-227 and SB 966) states that it is illegal for any person on school property or attending a school related event to possess a weapon, use a weapon, or threaten bodily harm with a weapon.

The person will receive a recommendation to the school board for expulsion from school for a minimum of one year. This expulsion is from all public schools in the state of Michigan. Parent(s)/guardian(s) and the local law enforcement agency must be notified. Authorities will charge the person with a misdemeanor or felony. It will be the responsibility of the parent, guardian or adult student to prepare and submit a petition for reinstatement. A weapon is defined as a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by mechanical blade, iron bar, club, brass knuckles, or other dangerous weapon.

Weapon-Free Schools

In order to provide a safe learning environment for all children, our schools must be weapon-free. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray. School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object, which may be used to cause or threaten harm to others.

notice. There are some serious violations that may get no warning and have severe punishment attached for a first offense. These violations include but are not limited to, the following:

INCIDENT	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Adverse disrespect and/or defiant behavior toward students or staff member; assault or attempted assault on staff member.	3 day suspension	5 day suspension	10 day Suspension	15 day Suspension/Behavior plan agreement
Assault, Criminal Sexual Conduct, Fighting, Ethnic Intimidation, improper touching.	2-5 day suspension	5-10 day suspension	Suspension for remainder of year	
Bullying, excessive teasing, harassment, retaliation or sexual harassment	1-3 day suspension	5-7 day suspension	10 day suspension/behavior plan	
Destruction (willful) of property of the school, a staff member, or student-vandalism, stealing, theft, larceny.	1-3 day suspension and restitution of repair/replacement	3-5 day suspension and restitution of repair/replacement	10 day suspension and restitution of repair/replacement	Suspension of bus for remainder of school year
Drugs; Use or possession of illegal drugs, look alike drugs, alcohol, mind altering drugs, related paraphernalia, etc...	10 day suspension Possible Expulsion	Possible Expulsion		
Eating, Drinking, Littering the bus	Warning/ 1 day suspension	3 day suspension	5 day suspension	7 day suspension/Behavior plan
Excessive Mischief	Warning/1 day suspension	3 day suspension	5 day suspension	7 day suspension/Behavior plan

Usage of electronic communication devices, cell phones, laptops, laser pointers, etc...	Warning	Probation	1-3 day suspension	2-5 day suspension
Possession of knife or dangerous devices not covered under Michigan Weapons Law	Confiscate; 1-5 days off bus	Confiscate; 2-5 days off bus	Confiscate; 10-15 days off bus	Confiscate; Suspension for remainder of year
Unacceptable Language	Warning	1 day suspension	3 day suspension	5-7 day suspension
Use or possession of Tobacco or related paraphernalia including electronic cigarettes	10 day suspension	15 day suspension	Suspension for remainder of year	
Violation of Safety Procedures	Warning/1 day suspension	3 day suspension	5 day suspension	7 day suspension and Behavior Plan
Improper use of Emergency Exit	15 day Suspension	Remainder of school year		

If you have any questions about any incident on the bus that results in the removal of a student, please feel free to call the bus garage at 231-853-6311.

School of Choice Transportation

Students who are eligible for School of Choice are able to be transported under normal transportation guidelines to and from school given the following conditions are met: Students must go to an approved bus stop “within” the district lines closest to the student resident address; There must be sufficient room/capacity on the bus route for which the student would require to ride and not cause an overloading issue or additional cost to the district; the district’s school of choice transportation request form shall state that School of Choice transportation is merely a courtesy and a privilege, subject to termination if any of the above conditions change.

Walk Zones for School Buildings

Ravenna Middle/Ravenna High Schools – A walk zone for a resident student shall be considered for all students residing more than ½ mile from the school building due to traffic flow,, construction of roads and other hazardous conditions which exist.

School Bus Bullying

What is Bullying? How do I recognize Bullying?

- Fear of going to school or riding the bus
- Habitually delaying or deliberately trying to miss the bus
- Continually asking for rides to school or finding excuses to ride with friends

Students, who are being bullied, may not want to approach the driver, adults, for help because of fear of being retaliated against. Adults can recognize the signs.

What are the Different Types of Bullying?

- Direct
- Indirect
- Cyber

Is it Bullying or Conflict? - How can I tell the difference?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

What should I do if I believe my Child is a victim of Bullying?

While it is understandable to want to rush into the situation and protect your child, there are steps that must be taken to prevent or stop bullying. You should notify the bus driver or Transportation Administrator at once. Call (231) 853-6311 or Email: cwarren@ravennaschools.org – Again, Bullying is not tolerated on our buses.

WEBSITE

Ravenna Public Schools maintains a website with information about the school, district, staff members, and a district calendar.

Please visit the district web site at: <http://www.ravennaschools.org>