

# RIPPON MIDDLE SCHOOL'S

Parent/Admin/Teacher/Student  
P.A.T.S. Document

PROACTIVE LEARNING DOCUMENT  
**2023-2024**

*Ms. Kristan Donahue, Principal*

*Dr. Tom Alexander, Assistant Principal*

*Dr. Giselle Feliciano, Assistant Principal*

*Dr. Nikkia Griffin, Assistant Principal*

*Mr. Ryan Pelkey, Administrative Intern*

# RIPPON MIDDLE SCHOOL

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## RIPPON MIDDLE SCHOOL

### PURPOSE

The main purpose of the P.A.T.S. document is to define Rippon Middle School's expectations, policies, and procedures to best facilitate a learning environment of mutual respect among/ between students, teachers, educational support professionals, parents/guardians, and administrators. The P.A.T.S. document will serve as an organizational tool for the Rippon school community and be used as one means of communication between the home and the school. *Note: The school will continue to follow the rules outlined in the [PWCS Code of Behavior](#) and the P.A.T.S. document while on PWCS property.*

### MOTTO

**“ALL IN, EVERY DAY, WHATEVER IT TAKES”**

### VISION

In partnership with families and community, we at Rippon Middle School are committed to empowering our future leaders in a safe, inclusive environment where they are valued for their individuality and diverse capabilities. We promote academic excellence by providing all students with rigorous, high-quality instruction aligned to the needs of our learners. We foster a school environment which values and celebrates diversity, nurtures self-esteem, and provides equitable learning opportunities for all while being shown compassion, patience, and respect.

### MISSION

Our mission is to provide a positive, safe, healthy, nurturing and respectful environment in which all students have the opportunity to become productive members of society.

We believe academic and behavioral student success can be achieved by using a proactive approach for creating and maintaining a safe and healthy learning environment.

## RIPPON MIDDLE SCHOOL

# 2023-2024 SCHOOL CALENDAR

Date	Description
August 9-11	PWCS New Educator Induction Conference
August 14	All Teachers Report
August 14-18	Teacher Professional Development/Workday (no school for students)
August 21	First day of school
September 1-4	Labor Day Weekend Holiday (Schools and Offices Closed)
September 15	Holiday (Schools and Offices Closed)
September 25	Holiday (Schools and Offices Closed)
October 9	Divisionwide Professional Learning Day — No school for All students
November 6	Parent Conference Day (ES/MS) / Teacher Professional Development/Workday (MS/HS) — No school for All students
November 7	Teacher Workday — No school for All students
November 10	Veterans Day Holiday (Schools and Offices Closed)
November 22	Thanksgiving Break (Schools and Offices Closed to the public)
November 23-24	Thanksgiving Break (Schools and Offices Closed)
December 21-January 1	Winter Break for Students/Teachers
December 22 and 25 and January 1	Winter Break (Schools and Offices Closed)
January 2	School Reopens
January 15	Martin Luther King, Jr. Holiday (Schools and Offices Closed)

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January 26	Elementary School 1/2 Day — Parent/Teacher Conferences
January 29	Teacher Professional Development/Workday — No school for All students
February 19	Washington's Birthday/Presidents' Day Holiday (Schools and Offices Closed)
March 25-29	Spring Break for Students/Teachers
March 28-29	Spring Break (Schools and Offices Closed)
April 9	Teacher Professional Development/Workday — No school for All students
April 10	Holiday (Schools and Offices Closed)
May 27	Memorial Day Holiday (Schools and Offices Closed)
June 7	Last day of school
June 10-12	Teacher Professional Development/Workday (no school for students)



# DAILY BELL SCHEDULE

<b>Grade 6</b>	<b>Start</b>	<b>End</b>	
P1	8:10	9:05	
P2	9:05	9:58	<i>Elective</i>
P3	9:58	10:51	<i>Elective</i>
P4	10:51	12:09	<i>Lunch</i>
P5	12:09	1:02	
P6	1:02	1:55	
P7	1:55	2:50	
<b>Grade 7</b>	<b>Start</b>	<b>End</b>	
P1	8:10	9:03	
P2	9:03	9:56	
P3	9:56	11:14	<i>Lunch</i>
P4	11:14	12:07	<i>Elective</i>
P5	12:07	1:00	<i>Elective</i>
P6	1:00	1:53	
P7	1:53	2:50	
<b>Grade 8</b>	<b>Start</b>	<b>End</b>	
P1	8:10	9:07	
P2	9:07	10:00	
P3	10:00	10:53	
P4	10:53	11:46	
P5	11:46	1:04	<i>Lunch</i>
P6	1:04	1:57	<i>Elective</i>
P7	1:57	2:50	<i>Elective</i>

## I. BEHAVIOR MANAGEMENT

Our goal is to prepare our scholars for life beyond the classroom while keeping them safe during their time at Rippon. To do so, our school rules and regulations are enforced to ensure that students are learning in a safe, productive environment. The [PWCS Code of Behavior](#) establishes behaviors, attitudes, and actions that promote responsibility and success in school. This P.A.T.S Document and PWCS Code of Behavior work together to ensure school procedures and safety are upheld consistently throughout the school year. Teachers will use a variety of proactive classroom management strategies to maintain an environment conducive to learning. Routine classroom procedures will be established in all classes and expectations will be taught to the students.

When these strategies fail to produce positive results, and minor infractions (Level 1) are continuing to disrupt the learning environment, the teacher will work with students and parents to provide appropriate interventions. In some instances, infractions (Levels 2 & 3) are more egregious. In those instances, the administration will work with teachers, students and parents to provide appropriate interventions.

It is the policy of the Prince William County School Board to protect the safety and security of students, staff, and school property, and to ensure the integrity of the educational process by imposing disciplinary consequences upon those students whose behavior disrupts instruction or school operations and deprives other students of their educational benefits, or whose behaviors have a detrimental effect on the health, safety, and well-being of other students and staff.

Students whose behavior violates the policies and regulations of the Prince William County School Board, or the Prince William County Public Schools (PWCS) "Code of Behavior," or otherwise has a negative impact on the orderly operation of the school or the health and well-being of others, divert resources from other students, and therefore compromise the educational mission of PWCS. School administrators have the authority to impose disciplinary consequences upon such students, up to and including a recommendation that a student be suspended or expelled from school attendance.

### RESTORATIVE PRACTICES

Rippon Middle School aims to teach students not only academically but behaviorally to ensure continued future success using restorative practices. These practices are meant to provide "teaching moments" to students and give them the tools needed to succeed. Our counseling department, teachers, and school support staff will work collaboratively with administration when a behavioral infraction occurs to speak with the student about making better choices and following school rules. All staff members at Rippon Middle School have been trained in this specific area. Restorative practices work in conjunction with school discipline consequences listed below.

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LEVEL 1 INFRACTION

An infraction that causes an interruption to instructional time. These infractions will be handled through teacher interventions. If more than one infraction occurs simultaneously, the student will serve the intervention of the more serious offense. Once the infraction has occurred the teacher will:

1. Contact the parent/guardian (phone or email)
2. Initiate intervention; possible interventions:
  - Restorative support through conversations, mediation, etc with the teacher
  - Teacher/Student Conference
  - Team Conference with student
  - Team Conference with student and parent
  - Teacher assigned consequence
  - Student Support Service Referral (counseling, social worker, etc.)
  - Minor Discipline Referral (please consult administration once 3 minor referrals for the same referral have been given to a student)
  - \*A minor referral does not go on a student's discipline record\*

3. Document the incident under "Teacher Notes" (title the note *Minor Referral*) in the Hub to include the date of the infraction, the description of the infraction, intervention used, and parent communication.

Rippon Middle School Minor Discipline Form	
Name: _____	Student ID#: _____
Date: _____ Time: _____	Grade: 6 7 8
Teacher: _____	
Location of Incident: <input type="checkbox"/> Classroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym <input type="checkbox"/> Hallway <input type="checkbox"/> School Grounds <input type="checkbox"/> Restroom <input type="checkbox"/> Locker Room <input type="checkbox"/> Bus <input type="checkbox"/> Other: _____	
Minor Problem Behavior <small>Teacher assigns consequence and makes parent/guardian contact.</small>	Description of Incident
<input type="checkbox"/> Defiance/Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Horseplay <input type="checkbox"/> Obscene/Inappropriate language <input type="checkbox"/> Property misuse <input type="checkbox"/> Safety Violation/Throwing Object <input type="checkbox"/> Tardy (Not Tardy) <input type="checkbox"/> Other _____	_____ _____ _____ _____
Teacher Action	
<input type="checkbox"/> Warning _____ (date) <input type="checkbox"/> Parent/Guardian contact _____ / _____ (type/date) <input type="checkbox"/> Lunch Reflection _____ (date) <input type="checkbox"/> Teacher Chat Session before/after school _____ (date) <input type="checkbox"/> Counselor Contact _____ (date)	<input type="checkbox"/> Parent Conference _____ (date) <input type="checkbox"/> Teacher/Counselor Conf. with student _____ (date) <input type="checkbox"/> Before/After School Detention _____ (date) Other Interventions: _____
<b>Student Reflection:</b> 1. What happened? _____ _____ 2. How did this affect you? _____ _____ 3. How did this affect others? _____ _____	
Other Notes / Follow-up Conversation with Student Regarding Reflection Questions: _____ _____	
Student Signature _____	Teacher Signature _____
Parent/Guardian Signature _____	Date _____
<b>***Any further actions could result in an Administrative Referral***</b> <small>If you have any questions or concerns regarding this form, please contact the school at 703-451-2171.                      *Si usted tiene alguna pregunta o inquietud sobre este formulario, favor de llamar a la escuela al 703-451-2171.</small>	

The administration will provide support when/where needed.

**EXAMPLES OF LEVEL 1 INFRACTIONS**

- Arriving tardy to class (less than 10 minutes)
- Interfering with learning in the classroom (talking, off-task behaviors, etc.)
- Inappropriate actions with other students (annoying, teasing, etc.)
- Improper care of school equipment or property
- Inappropriate language/profanity used in conversation
- Cutting class (more than 10 minutes)
- Mild horseplay (chasing, non-threatening contact, simulating contact, etc.)
- Playing game
- Mild disrespect, walking away from the teacher
- Verbal confrontations
- Failure to comply with teacher rules



## LEVEL 2 INFRACTION

An infraction that threatens the safety of students and staff, repeated Level 1 infractions, and/ or repeated interruption to instructional time. (Note: A level 2 infraction may result in a referral to a school administrator) These infractions will be handled through administrative interventions. If more than one infraction occurs simultaneously, the student will serve the intervention of the more serious offense.

Failure to comply with the intervention will result in the imposition of the next step intervention. Parent contact will be made by administration by phone and/or email for any Level 2 or 3 rule violations.

*Once the infraction has occurred, the teacher/staff member will:*

- Contact the parent/guardian via phone and/or email
- Submit a referral on the Hub. *No paper referrals will be accepted.* Ensure "Notes" have been entered on the Hub.

*Once the Administration receives the referral, the Administrator will:*

1. Discuss the referral with the student and allow due process
2. Contact the parent/guardian via phone and/or email
3. Initiate intervention (In a progressive manner)
  - Step 1: Administrative Restorative Session
  - Step 2: Parent Conference with Administrator and Student
  - Step 2: Administrative Detention
  - Step 3: Night School and no participation in after-school activities on that day.
  - Step 4: Saturday School
  - Step 5: Restorative Center
  - Step 6: Behavior Contract (past this step, student is at risk of Out of School Suspension)
3. Ensure the incident is entered into the Hub on the student's record.
4. Ensure a copy of the referral is provided to the parent/guardian.
5. When writing referrals please be mindful that referrals are legal documents visible by others so please adhere to the facts written in a professional manner.

### EXAMPLES OF LEVEL 2 INFRACTIONS

- Blatantly offensive/disruptive language/racial slurs toward another individual
- Instigating a fight/threatening to fight (whether a fight occurs or not)
- Disrespect and/or verbal harassment of adults/peers
- Destruction of Property (vandalism)
- Theft (student/school property)
- Bullying (physical contact, written or spoken threats, intimidation, ongoing teasing, etc.)

## LEVEL 3 INFRACTION

An infraction that threatens the safety of students and staff or repeated Level 2 infractions (Note: A level 3 infraction will result in an immediate referral to a School Administrator. No prior intervention is required.) These infractions will be handled through administrative interventions. If more than one infraction occurs simultaneously, the student will serve the intervention of the more serious offense.

Failure to comply with the intervention will result in the imposition of the next step intervention. Once they are given their due process, the student will leave the administrator's office with a copy of the discipline referral in hand to deliver to parents. A copy for parents will follow in the mail (sent by secretary). Parent phone contact will be made by the administration for any Level 2 or 3 rule violations.

Once the infraction has occurred, the teacher/staff member will:

1. Submit an Administrative Referral on the Hub.

Once the Administration has been notified, the Administrator will:

1. Provide the student with due process
2. Contact the parent/guardian via phone and/or email.
3. Initiate intervention (see below)
  - Out-of-School Suspension (OSS) up to 10 days as decided by principal
  - Ongoing social and emotional support as needed (YFT, MTSS, counselor, social worker)
  - Referral to SMAPD for Alternative Education Programs - Students may be referred to alternative education programs sponsored by the School Division. Students who regularly exhibit behavior problems, and for whom the base school has utilized many interventions with little or no positive results, may be considered for admission. Alternative education programs may be in separate facilities.
  - At any time, serious and specific actions may be referred to Prince William County Police.
4. Ensure the incident is entered into the Hub for the student's record.
5. Ensure a copy of the referral is provided to the parent/guardian.

### EXAMPLES OF LEVEL 3 INFRACTIONS

- Ongoing blatant disrespect or harassment directed at teacher/staff (profanity, written or spoken derogatory comments, yelling)
- Aggressive physical contact towards peers or teachers.
- Weapons possession
- Fighting (Physical Altercation)
- Major Vandalism, willful, or malicious damage to or destruction or defacing of property within the school building or on school grounds

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- Sexual Harassment (lewd comments, inappropriate touching, etc. See Code of Behavior for more info.)
- Smoking, possession and/or use of tobacco products or vape
- Possession of and/or use of controlled substances to include alcohol
- Indecent exposure
- Any illegal act-on or off school property
- Group/mob assault
- Threat (to bomb, burn, kill...)
- Distribution or use of illegal substances or possession with use of alcohol, drugs, vapes etc., including associated paraphernalia and/or placebos

### ADMINISTRATIVE DETENTION

1. Detention will be held from 3:00 PM to 5:00 PM under the supervision of a staff member.
2. Students may be required to complete review the Code of Behavior as part of the consequence and complete extra work from teachers.
3. Non-compliance with the rules, failure to show up for detention, or tardiness to detention could result in a night school assignment.

### NIGHT SCHOOL

1. Night School will be held from 6:00 PM to 8:00 PM under the supervision of a staff member. Parents/guardians **MUST** provide transportation to and from Night School.
2. Students may be required to complete review the Code of Behavior as part of the consequence and complete extra work from teachers.
3. Non-compliance with the rules, failure to show up for Night School, or tardiness to Night School could result in a Saturday School assignment as a consequence.

### SATURDAY SCHOOL

1. Saturday school will be held from 9:00 AM – 12:00 PM under the supervision of a staff member.
2. Students may be required to complete a review of the Code of Behavior as part of the consequence and complete extra work from teachers.
3. Non-compliance with the rules, failure to show up for Saturday school, or tardiness to Saturday School could result in a Restorative Center visit for 1 full day.

## RESTORATIVE CENTER (RC)

1. Students may be assigned to the Restorative Center (RC) for 1 day. They will not attend regular classes and must stay in the RC unless for restroom use or to pick up their lunch from the cafeteria.
2. Students may be required to complete a restorative reflection and/or review the Code of Behavior as part of the consequence and complete all daily work from teachers.
3. Non-compliance with the rules or refusal to attend their assigned RC, may result in Out of School Suspension (OSS).

## OUT-OF-SCHOOL SUSPENSION

A principal or assistant principal may suspend a student from school for misconduct which includes, but is not limited to, violations of the Code of Behavior. Please refer to [Regulation 744-1, "Short-Term Suspension of Students,"](#) and [Regulation 745-1, "Long-Term Suspension or Expulsion of Students,"](#) for the rules governing short- and long-term suspensions. The suspension of students receiving special education services shall be in accordance with [Regulation 745-2, "Discipline of Students with Disabilities."](#)

Whenever a suspension is assigned, the principal/designee will make contact with the parent(s) to advise them of the impending suspension and to make appropriate arrangements for the student to be returned to the student's home.

It is the responsibility of the student to obtain and complete all assignments missed during the period of suspension. These assignments must be completed within a time frame established by the school.

## BUS BEHAVIOR MANAGEMENT

This policy is essential for the safe and orderly transportation of Rippon students to and from school. Students and parent(s) must understand that riding the school bus is a privilege. In other words, should a student be reported to administration for a safety violation, the disciplinary action which may include the loss of the privilege of bus transportation until the parent, the bus driver, and the administrator can arrive at an understanding which will correct the problem.

The parent(s) will be responsible for the transportation of the student(s) who have lost bus transportation privileges. The School Bus Regulations are premised on the Code of Virginia (§22.1-76) which permits school boards to provide transportation for pupils but does not require them to do.

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### Level I BUS INFRACTION

Once the infraction has occurred, the driver will:

1. Contact administration or designee
2. Work with administration or designee on proper interventions
  - Administrative Conference
  - Assigned Bus Seat

*Examples but not limited to: Excessive noise, eating, leaving trash on the bus.*

### Level II & III BUS INFRACTIONS

Once the infraction has occurred, the driver will:

1. Contact administration or designee
2. Write the discipline referral

Once the administration has been notified, the administrator will:

1. Contact the parent/guardian via phone and/or email
2. Provide due process and initiate intervention (In step order)
  - Referral 1: Administrative Warning (Unless the infraction is a level 3)
  - Referral 2: Assigned Seat on Bus & Administrative Detention (Unless the infraction is a level 3)
  - Referral 3: Saturday School & Suspension of Bus Privileges (1-5 days)
  - Referral 4: Suspension of Bus Privileges (5-10 days)
  - Referral 5: Suspension of Bus Privileges for the Quarter/Semester
  - Referral 6: Suspension of Bus Privileges for the School Year
3. Ensure the incident is entered into the Hub
4. Make sure the parent receives a copy of the referral

### Level II BUS INFRACTION

Examples but not limited to horseplay, profanity, disrespect to driver, not seated, failure to comply with adult authority, standing while bus in motion.

### Level III BUS INFRACTION

Examples but not limited to: Fighting, weapon possession, drugs/alcohol.

## COMPLAINT OF BULLYING

The Prince William County Public Schools "Code of Behavior" states, "Bullying is any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate

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the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated overtime or causes severe emotional trauma. Additionally, cyberbullying is a form of bullying that involves sending, receiving, or displaying electronic messages and/or images. Cyberbullying can include any threats by one student toward another, typically through emails, texts, or on websites (e.g., blogs, social media sites). Electronic communications that support deliberate, hostile, and hurtful messages intended to harm others are also examples of cyberbullying. Cyberbullying can include such things ascending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else to make that person look bad; and using defamatory online personal polling websites.

The principal and staff of this school are committed to the enforcement of the "Code of Behavior" and will respond promptly and appropriately to complaints of bullying. Any student can complain about bullying by talking to a counselor or an administrator and/or completing the form found in the [Code of Behavior here](#).

**NOTE:** *All complaints will be followed by an investigation and referred to the Bullying Prevention Coordinator. Those accused as well as the parents of students involved will be informed of complaints, witnesses will be interviewed, and all information will remain confidential except for that which must be shared as part of the investigation.*

[See Regulation 733-1](#)

## DISCIPLINE APPEALS PROCESS

The appeals process is one in which a discipline incident is disputed by a student and/or parent/guardian and is governed in accordance with [PWCS Regulation 731-1](#). The purpose of the appeals process is to review, in a professional and cooperative manner, the incident. It is assumed that the consequences in the document are given considering the cooperative effort of the Rippon Middle School community in creating this document. Therefore, we would assume that appeals usually will be based on a denial of wrongdoing.

The student/parent/guardian will be responsible for starting the appeals process in accordance with County policies.

**First appeal:** Written appeal of the decision of the assistant principal or principal's designee to the principal by parent within three school days of notification of suspension. The parent(s)/legal guardian(s) shall be notified in writing of the status of the principal's decision within five school days of having received the written appeal.

**Final Appeal:** Written appeal to appropriate Level Associate Superintendent or designee within three business days of notification of the principal's decision. The Level Associate Superintendent shall respond in writing within five business days, or as soon as otherwise practicable.

## II. SCHOOL PROCEDURES

### SCHOOL HOURS

School doors open at 7:40 AM. Students are dismissed at 2:50 PM. The front office and school building close at 4 PM unless the student is staying after with a supervising adult for an after-school activity.

### ARRIVAL

When students arrive in the morning, they must enter Door #17 (Bus riders, walkers) or Door #13 (Car riders, walkers) and report directly to the cafeteria if they would like breakfast. If they are not eating breakfast, they are to report directly to their first period class. Administration and teachers will be on duty to support students getting breakfast and getting to class.

### DISMISSAL

Dismissal begins at 2:50 PM daily with bus riders first out of Door #17 or Door #1. Bus numbers will be called over the announcements, and the students will be dismissed to the bus loop to board their bus immediately. Due to the bus driver shortage, there will be double runs and late buses. Car riders will be dismissed next and must exit through Door #13 only. No student may be picked up in front of the building. Once car riders are dismissed, walkers may be dismissed through Door #13 or Door #17.

Students loitering after being dismissed is a safety issue. Any student staying after school hours must be supervised by an adult in a club or athletic activity.

If a parent is running late to pick up their student, please notify the front office so they can come wait up front with the secretarial staff. No students will be granted early dismissal after 2:30 PM. No student will be granted early dismissal after 2:30 PM as it disrupts the dismissal process. Students are prohibited from taking Ubers/Lyfts home without a parent/guardian.

### CAR RIDERS

For the safety of our students, parents/guardians are not allowed to drop off or pick up students in the front parking lot or through the front/school bus loop. Please use the back parking lot (enter by the baseball field.) Drivers must use the drop-off/pick-up designated point. Beginning at 7:40 AM, car riders may enter the building through Door #13 and report directly to the café for breakfast. At dismissal, the car riders will dismiss out of the same door for pickup.

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**TARDY TO CLASS POLICY**

Our expectation is that students will move with a purpose from one class to the next to maximize instructional time. Our tardy policy will work in conjunction with student documentation and be linked to student conduct.

- 1st – 4th Tardy ..... Warning, Parent Contact, Counseling Visit
- 5th Tardy ..... Administrative Detention and Parent Contact
- 6th Tardy ..... Night School and Parent Contact
- 7th Tardy ..... Saturday School and Parent Contact
- 8th Tardy ..... Administrator/Parent/Student Meeting

A bell will ring at the end of each period. Teachers need to release students on the bell. If any student is held for any reason, a pass needs to be written. This is especially important for students moving from core to encore or encore to core, as these moves require more time. Teachers must be in the hall as students are dismissed to actively move students into your classrooms.

Teachers should expect students to move from one class to the next, following the bell schedule. Students who are late without a pass are considered as unexcused tardy.

Class change time is to be used to transition safely from one class to another.

**PASSES**

Passes are provided to assist students transition safely from one class to another class and/or location.

NOTE: Acceptable passes include:

- Restroom pass/lanyard
- Must be on e-hall pass
- No student is ever to be released from the classroom without a pass, even if the water fountain or restroom is just outside your door.

**DRESS CODE**

Students are dressing appropriately for the school environment. It must be understood that the guidelines exist to ensure that there is no disruption to the school environment and that all students are safe. Clothing worn by any Rippon student should not distract from the learning environment's good order and discipline in the school and/or classroom.



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PWCS REGULATION 734-1 states that student dress and overall appearance must meet the basic standards of health, safety, cleanliness, and decency, and align with the provisions in the "Code of Behavior" Student Dress and Appearance section. Students who come to school wearing clothing that does not meet the standards for dress may be asked to change the garment or may be sent home at the discretion of the principal or principal's designee.

The dress policy is to be adhered to for all school functions. Uniforms for participation in after-school activities are exempt from this rule except during the regular school day and will be selected based on the professional judgement of the school sponsor.

Repeated violations of the dress code may result in further disciplinary action.

### I. HOODIES

Students may not wear their hoods up covering their heads in the school building. This is a safety violation, and we need to ensure that we are always keeping the students safe. Students are to remove any hoodies when entering the school building. If students fail to comply to this request, disciplinary action will be assigned.

### II. CROP TOPS

Crop tops or any shirt that exposes stomachs or private body parts are prohibited. This is to reduce distractions in the learning environment. Students wearing clothing that exposes these areas will need a parent to bring a change of clothes, or our front office staff can provide gym attire. If students fail to comply to this request, disciplinary action will be assigned.

### III. UNDERGARMENTS

Students wearing clothing that exposes undergarments or an undershirt with no shirt cover will need a parent to bring a change of clothes, or our front office staff can provide gym attire. If students fail to comply to this request, disciplinary action will be assigned.

## FOOD/DRINK

Students may carry non-metal water bottles from class to class and consume water during class, as proper hydration is extremely important. Please note: Only water may be consumed. No other drinks are permitted in the classrooms or hallways. Due to the use of student laptops in the classroom, no food, or drinks (except water) will be permitted in the classrooms.

## STUDENT FOOD DELIVERY

Students should be bringing lunch or eat food from the cafeteria. If a parent is delivering lunch to a student, please report to the front office to drop off. No food delivery services will be permitted in the school building for safety reasons.

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### CAFETERIA

Violations of cafeteria expectations will result in disciplinary actions. Cafeteria expectations include but are not limited to the following, must be followed:

- Students will be seated at their tables upon entering the cafeteria
- Students will be dismissed from tables in an orderly fashion to the lines
- Students will not move from table to table during their lunch period
- Students will not cut in the food line, nor will they allow friends to join in their line
- Students must have a pass before leaving the cafeteria for the restroom
- Students will remove trays, utensils and trash to proper areas/containers
- Students will respond to direction from cafeteria monitors without argument
- Students will respect cafeteria property and use it only for its intended purpose
- Students may use this time to socialize with peers, however, trash and trays are to be properly taken care of prior to leaving their area
- Food and drinks will not leave the cafeteria.

### RESTROOM USE

Students should try their best to take care of restroom needs before school and before, during, and immediately after their lunch periods. We ask for students not to use the restrooms during classroom transitions due to the limited built-in transition time between classes to maximize their learning potential.

Students are to use the classroom restroom closest to current classroom. Students are to follow the guidelines established by the teacher for the use of this pass and not take advantage. Students found wandering the halls will be returned to their classrooms and may be subject to disciplinary actions.

We do use the 10-10 rule (see page 25) at Rippon Middle School. Teachers will use their best judgement to allow students to use the restroom during that time if emergency.

*Please communicate bathroom concerns with doctor notes to the School Nurse.*

### GRADING

In accordance with Prince William County Public Schools [policy 661-2](#), the grade at Rippon Middle School student receives in grades 6-8 should be based upon the below criteria. The following are the criteria for determining achievement grades. Achievement is based on school academic performance on assignments directly related to the curriculum.

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The middle school grading scale is as follows:

	8 <sup>th</sup> grade	6 <sup>th</sup> /7 <sup>th</sup>
A	90-100	4.0
B+	87-89	3.4
B	80-86	3.0
C+	77-79	2.4
C	70-76	2.0
D+	67-69	1.4
D	60-66	1.0
F	59 and below	0.0

In grades 6 – 7, teachers may record numerical or letter grades in the grade book, but regardless of the method of recording grades in the grade book, each grade must be converted into its letter equivalent before averaging except in Carnegie unit classes. For grade 8, the high school numerical grading scale will be used for all students.

### SECOND CHANCE ASSESSMENTS

Rippon Middle School will provide support for students who have not mastered required standards. Students will receive remediation and an opportunity to re-take assessments. The intention of this is to eliminate the opportunity for students to accept any grade lower than 70% for middle level classes and 80% for high school level classes. We have high expectations for all our students and our goal is to prepare and encourage students to strive for mastery in middle school, high school and beyond.

### TOUCH-BASE CONFERENCES

Rippon will provide dates and times for Touch-Base conferences where parents can discuss with teachers and students regarding classroom performance and behavior and make successful plans for the next quarter.

### HOMEWORK

The purpose of homework is to provide out-of-class activities or projects that enrich, enhance, and/or extend the instructional program. Time allotments will be honored as indicated [in County Regulation 663-1](#).

## HONOR ROLL

[Per regulation 664-2](#), Honor Roll Criteria - A student must receive letter grades of "B" or higher except for one "C" for the nine-week grading period. A student must earn at least one "A" if he/she has a letter grade of "C" for the nine-week grading period and is otherwise eligible for honor roll. Principal's Honor Roll Criteria - The student must receive a letter grade of "A" for each course for the nine-week grading period.

## CONDUCT ELIGIBILITY POLICY

The conduct grade is reflective of how students conduct themselves. Any major infraction of conduct, even an isolated, one-time incident, will adversely impact a student's conduct grade as will more frequent disruptive behavior and a disregard for stated rules.

### *O – Outstanding*

- The student always follows classroom school rules and procedures without being reminded.
- When working in group situations, the student always works toward the attainment of group goals.
- \*Zero tardies and zero incidents of misbehavior\*

### *S – Satisfactory*

- The student needs to be reminded to follow classroom/school rules and procedures and to work
- toward the attainment of group goals.
- \*No more than three total tardies or incidents of misbehavior in any combination\*

### *U – Unsatisfactory*

- The student disregards classroom/school rules and procedures and frequently fails to work toward attainment of group goals. Consequences have been ineffective in resolving behavioral issues.
- \*More than five tardies or recorded discipline issues in any combination\*

*When a student has two tardies or discipline issues and approaching an unsatisfactory conduct grade, a verifiable parent contact must be made warning the parent of the issue that needs to be corrected to avoid an*

## RIPPON MIDDLE SCHOOL

*unsatisfactory grade. When a student reaches the unsatisfactory conduct level, a verifiable parent contact must be made informing the parent of the pending conduct grade.*

### AFTER-SCHOOL EVENT INELIGIBILITY

If students are exhibiting inappropriate behaviors during school, they may be restricted from attending after-school events. If a student is restricted from an after-school event and comes anyway, further disciplinary action may occur.

### TECHNOLOGY EQUIPMENT USE POLICY

Student laptops are essential elements of the instructional and learning processes. To safeguard and prolong the use of these resources, they must be handled in an appropriate manner. Students are to follow the PWCS Acceptable Use Policy governing the use of telecommunication technologies.

Disciplinary action will be taken as the result of the misuse or abuse of any technology equipment, whether in the labs, library, or classrooms. The consequences below are keyed to the Rules and Consequences matrix.

*Listed below are the expectations of computer/other technology equipment use:*

- Computers and other technology equipment, whether in the labs, library, or classrooms, will be used only in an appropriate manner for specified class assignments.
- Students will use equipment, software and network resources only as instructed. (Students are expected to ask for assistance if unsure how to use resources).
- Students will not access personal e-mail or instant messaging.
- There will be no gum, food, candy, or drinks near equipment.
- Students will not detach any hardware parts or peripherals or attempt to delete software applications.
- Students will not vandalize, alter or reconfigure hardware or software.
- Students will access online resources (such as the INTERNET) only as directed by the teacher.

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- Students will not access, download/upload or communicate with materials that are pornographic, illegal, or that advocate drugs, alcohol, sex or violence.

*Failure to comply with computer/other technology expectations may result in a Level I infraction, a Level II infraction, and/or further use of Rippon electronic resources may be denied.*

### ELECTRONIC DEVICE POLICY

Students may possess electronic devices (cell phones, Airpods, etc.) on school grounds provided that these devices are not visible and are not activated before or during the school day. The power on these devices must be turned off prior to entering the school and be stored in the student's backpack. Leaving the device on "vibrate", "silence", or "ringer off" is not acceptable. Students may utilize electronic devices while traveling to and from school provided that these items are not a distraction to the bus driver and/or do not compromise safety. In addition, the use of these devices should not distract from or disrupt activities.

Students may not record (audio or video) classroom activities without permission of the principal/designee. **Violators are subject to confiscation of the communication device and/or other corrective action.** *School Division staff does not assume responsibility for the security of communication and/ or electronic devices that are brought onto school property.*

While on school property, at any school-related activities or while traveling to and from school or any school-related activities, students shall neither take nor display video graphic or still images of a person who is undressed or partially undressed. Violators may be subject to disciplinary action up to and including expulsion. Under Virginia Code, § 18.2-386.1, this crime is a misdemeanor if the victim is an adult, but a felony if the victim is under 18.

**If a student is utilizing a device without teacher permission, the following steps will be followed:**

1<sup>st</sup> Offense – Redirection - If a student is using a cell phone, the teacher will instruct the student to turn the phone off and put in backpack.

2<sup>nd</sup> Offense – Warning – If a student is using a cell phone the 2<sup>nd</sup> time, the teacher will provide a warning to the student and a reiteration of the cell phone policy. Parent contact will be made by teacher. Parent contact will be made by teachers.

## RIPPON MIDDLE SCHOOL

3<sup>rd</sup> Offense – Confiscation – If a student is using a cell phone the 3<sup>rd</sup> time, the teacher will notify security. Security will come confiscate the phone for parent pickup. (See PWCS Code of Behavior)

*\*If at any time a student refuses or is disrespectful to the teachers request, administration will be notified immediately, and the device will be confiscated for the parent to pick up.*

*Once the device has been turned over to the School Security Officer, SSO will:*

1. Secure the Device in the SSO Office
2. Enter the infraction into the Hub
3. Notify the Grade Level Administrator

*Once the Administration has been notified, the Administrator will:*

1. Contact the parent/guardian via phone call
2. Initiate intervention (in step order):
  - Confiscation with parent pick up and After School Detention
  - Confiscation with parent pick up and Night School
  - Confiscation with parent pick up and Saturday School
  - Confiscation with parent pick up and Restorative Center

**Note:** Once confiscated, devices may be picked up by a Parent/Guardian between the hours of 8:00 AM and 4:00 PM.

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**We thank you for reading the P.A.T.S. Document and adhering to our school policies and procedures. Our goal is student safety and student success, and we appreciate your partnership. Please refer to the PWCS Code of Behavior for further details and information.**

## COMMON LANGUAGE

*The following definitions of terms are provided to eliminate disputes as to interpretations of inappropriate actions/behaviors:*

**10-10 RULE** – Students are not allowed to leave the learning environment in the beginning 10 minutes of class or last 10 minutes of class.

**ACCUMULATED OFFENSES** – Receiving numerous discipline referrals. When a student receives 6 or more discipline referrals, they are considered for a Principal's Informal Conference.

**ASSAULT** - An attempt or threat to strike another person. An attempted battery.

**BATTERY** - Touching which harms or hurts another.

**BOOK BAGS** - Parcels used to carry books and school material to and from school.

**BULLYING** – Repeated actions which cause the physical, verbal or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered to be bullying behaviors.

**CHEATING** - The giving or receiving assistance (written, orally or otherwise) on tests, examinations, final evaluations or class assignments that are intended to be graded as the work of a single individual. It also includes the giving or receiving of a computer file program, part of a program or other computer based information without specific teacher direction or approval.

**CONDUCT** - the manner in which a student behaves, especially on a particular occasion

**CONTRABAND** - Item which is illegal or prohibited by legal authority . . . be it civil or school related authority. This term might include, but would not be limited to, guns, weapons, drugs, etc.

**DEFIANCE** - Refusing to follow prompts or directions from adults in school and/or on the bus.

**DETENTION** - A period before school, during lunch, or after school that a student is held for disciplinary reasons.

**DISRESPECT** - The lack of consideration/tolerance for someone's self, beliefs, possessions, privacy, space, property, and/or authority.



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**DISRUPTION** - Any behavior/action which interrupts/disturbs the orderly operation of all aspects of the school.

**DRESS CODE** - See the Rippon Middle School dress code.

**EXPULSION** - Decision by School Board permanently denying a student the right to attend school and school-related activities.

**FIGHTING** - Any physical exchange, including mutual combat, which may hurt or upset others.

**FORGERY** - Copying, falsifying or altering printed matter for the purpose of fraud.

**GANG** - Any collection or group of two or more students assembled with the intention of committing assault or other unacceptable behavior.

**HARASSMENT** - Repeated words, gestures, sounds, or actions which offend, threaten intimidate, or make someone feel uncomfortable based on a protected class.

**HORSEPLAY** - Rough or boisterous play or pranks.

**INDECENT EXPOSURE** - Inappropriate behavior including, but not limited to, mooning/flagging, public displays of private areas.

**INSTIGATING** - Words (written or spoken) or actions that perpetuate a situation.

**LEVEL 1 DISCIPLINE INFRACTION** - Less severe behaviors that do not cause danger to self or others. For the most part, these deal with disruptions within the classroom.

**LEVEL 2 DISCIPLINE INFRACTION** - Behaviors that result in destruction of property, severe disruption of class or physical harm or serious disrespect toward adults. Level 2 infractions may be referred to administration,

**LEVEL 3 DISCIPLINE INFRACTION**- An infraction that threatens the safety of Students and Staff or repeated Level 2 infractions. Level 3 infractions are referred directly to Administration for intervention.

**NIGHT SCHOOL** - An administrative disciplinary action held on Wednesday from 6- 8 PM. Parents MUST provide transportation.

**OUT-OF-SCHOOL SUSPENSION (OSS)** - A discipline action in which the student is suspended for serious discipline infractions. A disciplined student is not allowed on school grounds during the OSS and will receive unexcused absences.

**PASSES** - Official written permission for student to be out of class. A student pass and e-hall virtual pass are required.

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**PHONE USAGE** - Emergency use of the office phone to call ONLY a parent or guardian. It requires written permission from the teacher.

**PLAGIARISM** - To pass off as one's own ideas and writings, those that belong to another.

**PROFANITY/CURSING** - Use of vulgar or indecent language or gestures.

**REFERRAL** - Official written notification to appropriate administrator/designee requiring administrative action and parent signature, regarding a student's inappropriate behavior.

**SATURDAY SCHOOL** - An administrative disciplinary sanction held on Saturday from 9:00 AM – 12:00 noon.

**SCHOOL PROBATION** - Loss for a specified period of time of the privilege to attend all extracurricular activities, to include sports.

**SEXUAL HARASSMENT** - Sexual harassment is an illegal form of discrimination based on a person's gender (male or female). It occurs when a student is treated unfairly because of his or her gender, or when a student feels hurt or uncomfortable because of what is said or done by another person (student or adult). Words (spoken or written), actions, or bodily contact may be considered sexual harassment if they are connected in some way with gender, and if they are considered to be unwanted or harmful by the student.

**SKIPPING CLASS** - Student is missing for an entire class during the school day without a valid excuse/reason for the absence.

**SKIPPING SCHOOL** - Student misses an entire day of school without a valid excuse/reason for the absence.

**TARDY** - Student is not in classroom at scheduled time.

*Excused Tardy* - Late to class with permission from teacher or administrator as evidenced by signature of that person or subsequent e-mail notification.

*Unexcused Tardy* - Late to class without a note.

**THEFT/STEALING** - Taking and/or attempting to take others property without their permission and knowledge.

**THREAT** - An expression of an intention to inflict evil, injury, or damage on another person (or thing or place) usually, but not necessarily, as retribution or punishment for something done or left undone. It can be in verbal or written form.

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**TRUANCY** - Attendance is compulsory until age eighteen unless the student has been exempted by law, has graduated, or has completed a G.E.D. program. School attendance officers are authorized to enforce attendance requirements and to refer students and/or parents to the courts for legal action, if necessary.

**VANDALISM** - The malicious or willful damaging or destroying of school property or personal belongings of school employees. This includes computer and other electronic vandalism. This infraction can include the damage/destruction of another student's property.

**WRONGFUL POSSESSION** - The removal of any materials belonging to the school, a staff member, or a student without permission of the classroom teacher. This may include, but is not limited to, classroom lab chemicals, material, materials belonging to individual student projects.

