

Read Mountain Middle School

2020-2021



Beth Mast
Principal

Cory Hawks
Assistant Principal

Stacey Jones
Assistant Principal

**182 Orchard Hill Drive
Cloverdale, VA 24077**

Phone: 540-966-8655

Fax: 540-966-8656

<https://rmms.bcps.k12.va.us/>

This agenda belongs to:

Name: _____

DISCLAIMERS: The School Board reserves the right to add, delete, or revise any polices and/or regulations as it deems necessary. The school administration reserves the right to add, delete, or revise any rules and/or procedures as it deems necessary.

Student Name:		Grade Level:	Locker Number:	
Block	Class Name		Teacher	Room
1a				
1b				
2a				
2b				
3a				
3b				
4a				
4b				
6th Grade – 3rd Lunch		7th Grade – 1st Lunch	8th Grade – 2nd Lunch	

INTRODUCTION

Welcome to Read Mountain Middle School! We sincerely hope that your many experiences here will be both fulfilling and rewarding. The administration, faculty and staff are dedicated to teaching, guiding, counseling and assisting you in any way possible to make your learning experiences positive and productive.

This school AGENDA is provided to you for the following two important reasons:

- (1) You should read the handbook section during the first few days of school. The handbook is designed to provide helpful information in order that you may better understand our total school program, policies and procedures.
- (2) The second part is designed to help you manage your time and plan your day. It is hoped you will learn some valuable organizational and planning skills.

Your teachers will expect you to use your AGENDA every day, please do not to misplace it. Replacement cost for a lost AGENDA is \$5.00. All pages must be left intact!

It is not possible in a handbook such as this to cover every possible situation that may arise during the school year. However, it is our hope that this book will be of considerable help to you in knowing what is expected of you and that it will aid in making your experiences at RMMS more pleasant and rewarding. May your year at Read Mountain Middle School be a most successful one!

ADMINISTRATIVE STAFF

Mrs. Mast	Principal
Dr. Hawks	Assistant Principal
Ms. Jones	Assistant Principal

COUNSELING OFFICE STAFF

Mrs. Fletcher-Cox	Students A-J
Mrs. Schaeffer	Students K-Z

OFFICE STAFF

Ms. Clevinger	Front Office Administrative Assistant
Mrs. Price	Counseling Office Administrative Assistant
Mrs. Palmer	School Bookkeeper

SCHOOL HOURS

School hours are 8:40am to 3:15pm. Doors open at 8:00 am. Students arriving between 8:00 – 8:20 am should report directly to the cafeteria. Students arriving between 8:20 – 8:40 am should go to their locker and then on to their 1st block class or the cafeteria for breakfast. Office hours are 8:00 am – 4:00 pm. *Students are expected to exit the building by 3:30 pm unless working with a teacher or supervised by a club sponsor or coach. If a student chooses to attend an athletic event or student activity they will be permitted to return to school 15 minutes before the start of that event.*

SCHOOL CALENDAR 2020-2021

July 30	6 th , 7 th , & 8 th Grade Schedule Pick-Up, 3 – 6pm
Aug 6	Expedited Schedule Pick-Up Grades 6-8, 1-4pm
Aug 10	New Student Orientation 10:00 am
Aug 11	First Student Day/Beginning of 1 st Nine Weeks
Sep 7	Schools Closed –Labor Day Holiday
Oct 9	End of 1 st Nine Weeks
Oct 15	No School for Students - Parent/Teacher Conferences
Oct 16	Report Cards for 1 st Nine Weeks
Nov 3	No School for Students: Teacher Work Day
Nov 25-27	Schools Closed – Thanksgiving Holiday
Dec 18	End of 2 nd Nine Weeks / 1 st Semester
Dec 21	No School for Students/Teacher Work Day
Dec 22-31	Schools Closed – Holiday Break
Jan 1	Schools Closed -- Holiday Break
Jan 4-5	No School for Students: Teacher Work Day
Jan 6	Report Cards for 2 nd Nine Weeks
Jan 18	School Closed - Martin Luther King, Jr. Day
Feb 15	No School for Students: Parent/Teachers Conferences
Mar 12	End of 3 rd Nine Weeks
Mar 15	No School for Students/Teacher Work Day
Mar 19	Report Cards for 3 rd Nine Weeks
Apr 2-9	No School for Students/Teachers - Spring Break
May 3-7	National Teacher Appreciation Week
May 26	End of 4 th Nine Weeks: Last Student Day
May 27-28	No School for Students: Teacher Work Day
May 28	Final Report Cards Mailed Home

Make Up Schedule: Days 1-10 will be made up using bank time. Days 11-15 will be made up in the following order; February 15, March 15, April 2, May 27, and May 28. If needed, additional time may be added to the school year.

ACADEMIC INFORMATION

Students who participate in SOL remediation classes will participate in exploratory rotations.

The 2020-2021 BCPS Registration Guide for all BCPS Middle Schools and High Schools is available on the BCPS website (<http://www.bcps.k12.va.us/>) under the parent's link.

SCHEDULING ADJUSTMENT PROCEDURES

Students are encouraged to make schedule choices carefully. Dropping or changing a course selection may necessitate a complete schedule change. Changes in initial course selections cannot be made after July 1, 2020.

Change from one course to another will be made under the following circumstances:

- Failure of a course which is a prerequisite for a scheduled course or a graduation requirement.
- Human or computer error
- Change in a program of study
- Recommendation of administration
- No move between course levels will be made after the first five weeks of a course

Specific information regarding dropping or adding a course can be found on page 17 of the Botetourt County Middle and High School Course Registration Guide 2020-2021 (Program of Studies).

GRADING AND REPORT CARDS

Report cards are issued at the end of each nine weeks. Their purpose is to inform the students and their parents of academic progress in each subject. Parents are urged to contact the school whenever a question arises concerning their child's grade.

Interim reports will be sent home each nine-weeks but student grades can be accessed online at any time, via the PowerSchool Parent Portal.

Letter Grade	Numerical Range	Quality Points
A	100 – 94	4
A-	93 – 90	3.7
B+	89 – 87	3.3
B	86 – 83	3
B-	82 – 80	2.7
C+	79 – 77	2.3
C	76 – 73	2
C-	72 – 70	1.7
D+	69 – 67	1.3
D	66 – 60	1
F	59 – 0	0

HOMEWORK

Homework is considered an important part of the educational program at RMMS. You can expect homework assignments several times a week in most classes. Students are expected to complete assignments by class time on the day it is due. Homework is intended to be "practice" and it is expected that all items be attempted.

In accordance with School Board Policy IKB, appropriate rewards will be given to those students who successfully complete assigned work. Effort and competency will be recognized and rewarded. Failure to complete assigned homework will have a negative impact on the homework portion of a student's grade.

LATE ASSIGNMENTS

If a student is absent for any reason, he or she will be expected to make up all work. It is the student's responsibility the day he or she returns from the absence to ask teachers for any assignments. Students are expected to make-up work when absent in accordance with School Board Policy JED-SR1. Work turned in after the due date will be assessed as defined in School Board Policy IAA-BR.

PHYSICAL EDUCATION (P.E.)

Participation

State and local school board regulations require that no pupil shall be totally excused from P.E. requirements unless such action is recommended by a physician. All pupils can benefit from physical education even though their physical condition may limit their participation to certain adaptive activities.

Written permission from a parent or legal guardian will be an acceptable excuse for a pupil to be excused from P.E. for any one-day or a period not longer than three days in a row. A physician's recommendation may be required from a pupil missing more than three successive calendar days from physical education classes.

If, in the P.E. teacher's opinion a pupil appears ill, he or she may excuse the pupil from participation for one day. All notes requesting that the student be excused from participation in P.E. must be taken to his or her physical education teacher at the beginning of his or her gym period.

Each student will be provided a locker and a built-in combination lock. It is the responsibility of the student to keep his/her locker locked. No student is to enter the locker room unless it is his or her gym period.

Physical Ed Dress Policy

All students are expected to dress for physical education class. Failure to dress out repeatedly will result in class failure and possible disciplinary action.

Clothing

Students are required to change daily for P.E. class into athletic clothing that meets school dress code and tennis shoes. Students need to bring their own clothing to use a gym suit. Shorts must be navy or black and the shirt must be gray. Please mark your student's name on all clothes and shoes.

*** Under no circumstances should there be curling/flat irons,**

sprays or glass containers in the locker rooms! – NO

EXCEPTIONS!

GENERAL INFORMATION

INCLEMENT WEATHER MAKE UP PROCEDURES

Days 1-10 will be made up using bank time. Days 11-15 will be made up in the following order; February 15, March 15, April 2, May 27, and May 28. If needed, additional time may be added to the school year.

FUND RAISING

RMMS clubs and classes as well as the RMMS PTA may sponsor major fund-raising activities throughout the school year. Students will be asked to assist in these activities and money raised will be used to fund various instructional projects for the school and coordinated by the school.

FLOWERS/BALLOONS/GIFTS

Please do not send flowers/balloons, gifts etc. to the school. Expressions of love or concern should be sent directly to the student's home, rather than to school. Students may not carry flowers and/or balloons with them to class or travel with them on a school bus.

LOCKERS

Do not share your locker with anyone else. Some things to remember about your hall locker:

- Don't tell your locker combination to anyone, not even your VERY best friend.
- Keep your locker neat so that you can find what you need quickly.
- Always make sure your locker door is shut when you leave.
- Only magnets may be used in lockers. Tape is not permitted. No outside locker decorations are permitted (except by permission from school administration, ex: athletics)
- Don't visit your locker every period. Take books and supplies for two or three classes at a time.
- Report locker problems to the Office. The Assistant Principal will approve any locker reassignment due to problems.
- IF YOUR LOCKER DOES NOT OPEN ON THE FIRST OR SECOND TRY, GO ON TO YOUR NEXT CLASS AND TELL THE TEACHER. He or she will either give you a pass to get it open or have you stay in class without your book. DON'T BE LATE!

Remember, the school will help students whenever possible with locker problems; however, the school cannot accept responsibility for loss or theft from lockers or classrooms. Students must secure all belongings. Don't leave them where they can be stolen. This includes locker rooms.

The administration reserves the right to open any locker with or without prior warning if there is suspicion that it may contain a harmful, illegal, or potentially disruptive material.

LOST AND FOUND

Articles found in and around the school should be turned into the main office where the owners may claim their property by identifying it. If you have something missing, come by the office to take look at the lost and found!

MONEY AND VALUABLE ITEMS

Please do not bring more money than is necessary and avoid bringing items of great monetary or sentimental value to school. Valuable items have no place at school. *If they are lost or stolen, the school cannot assume responsibility for them.* Please write or mark your name on all personal property in a manner that cannot be removed. This will assist us in returning it to you if it is found or recovered.

Band students need to be especially careful of their instruments. The school cannot assume any responsibility for any instrument no matter where it is kept. Please be careful.

OFF-LIMIT AREAS FOR STUDENTS

Teachers' workrooms, conference rooms, adult restrooms, teachers' vending rooms, storage rooms, and all of the mechanical areas are off limits to students unless a teacher has granted permission or is directly supervising the student. Any outdoor vending machines are off limits to students during school hours.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled whenever the need may arise. Conferences may be scheduled to take place before school, after school, or during the teacher's planning period when possible to avoid taking teachers out of classes.

PARTIES IN THE CLASSROOMS

Students are requested not to give parties in the classroom for teachers or anyone else. Any students who desire to show appreciation and admiration for a teacher or staff member are requested to talk with a school administrator about this.

POSTERS AND DECORATIONS

Students must have the approval of the Principal or an Assistant Principal before hanging any items in the hallway. Students should take care not to hang anything on painted surfaces. The brick and ceramic tile walls are considered appropriate places for hanging posters. Students are also reminded that those responsible for posting items are also responsible for taking them down.

SCHOOL STORE

Students may purchase school supplies in the school store.

CLIENT SURVEYS

The Botetourt County Teacher Evaluation Plan requires teachers to administer client surveys to students and parents. Designated teachers will administer these surveys at specific

times during the school year. Both student and parent surveys will be returned to the teacher anonymously. Please feel free to contact the principal with questions concerning client surveys.

TELEPHONE USE

Students must have the approval of a teacher or staff member in order to use the school phone. The only phones students may use are located in the main office. An acceptable reason for telephone use would be a transportation issue. Parents and students who participate in sports should have a plan for cancelled practices and games. A cancellation should not require that students call parents. Unacceptable requests may include failing to make transportation arrangements before school, forgetting a band instrument, homework, or other school related work. *Students may NOT use cell phones to call home during the school day.*

TEXTBOOKS

You are responsible for the books that are issued to you. Loss or damage of textbooks will result in fines. Watch out for your books and don't lend them to others. Keep them secure in your locker. Don't let anyone know your combination. You are responsible for these books! Students will be responsible for full replacement cost before another book can be issued.

VISITORS

All visitors must sign in at the office upon arrival. A visitor pass will be issued and must be worn by anyone who is not a student or staff member in this building. Students are not permitted to entertain visitors at school.

ATHLETICS

Read Mountain Middle School sponsors volleyball, football, cheerleading, basketball, wrestling, soccer, baseball, softball and track. Team membership is open to any 7th or 8th grade student.

All participants in the athletic program must meet all requirements established by the Virginia High School League and the Roanoke Valley Junior High and Middle School League. These requirements include but are not limited to receiving passing grades at the end of each semester and having a physical examination completed by a doctor after May 1st of the current year. BCPS requires all students wishing to participate in an athletic program and their parent/guardian to attend an athletic policy meeting together before they can try out for any middle school athletic team. These meetings take place on several dates throughout the school year at RMMS, LBHS, CAMS, and JRHS.

An athlete must be in school by 12pm on the school day he/she expect to participate in an interscholastic contest, practice or conditioning program. Students

who leave school early may not participate in that day's after-school activities. Students assigned to the school's Alternative Instruction Module may not participate in any after-school activities during the period assigned to A.I.M. Exceptions are few, but may be approved by the athletic director and principal.

ARRIVAL PROCEDURES

School hours are 8:40am to 3:15pm. The school day may be modified to accommodate changes in bus schedules.

No vehicles may enter our main driveway or parking areas during the hours of 8:15-9:00 am and 2:45-3:30 pm. Only school buses may enter during these times. Parents may drop off students in the small parking lot on the right side of the building using the Jay Ridge Road entrance. Students should be dropped off between 8:00-8:40am.

Students are not permitted to enter the building prior to 8:00 am unless they are participating in a supervised activity (club meetings, sports practice, before school remediation, etc). Students arriving between 8:00 – 8:20 am should report directly to the cafeteria. Students arriving between 8:20 – 8:40 am should go to their locker and then to their 1st block class. Students who need admit slips (after being absent or tardy) should take care of this before reporting to class. Students who fail to get admit slips prior to first block will be given an unexcused tardy for their first block class.

Students will be dismissed from at 3:15pm. *Parents may only pick up students in the small parking lot to the right side of the front of the building. Please do NOT pick up students on the left side of the building in those parking spaces, as this can be a safety issue with bus traffic. Students are not allowed to cross the parking lot to enter cars.* They should stay in the waiting area and watch for their ride. When their ride reaches the sidewalk, they should load promptly. Parents are asked to pull up as far as possible when picking up students so more can load at the same time.

ATTENDANCE PROCEDURES

Believing that school attendance is directly related to academic achievement in school and later success in adulthood, *Read Mountain Middle School will follow the Botetourt County Attendance Policy.*

Parents should call the school prior to 9:00am if their child is going to absent that day. RMMS is required to make a reasonable effort to contact a parent whenever a child is absent. A call to the school reduces the time spent confirming absences. Parents can call before or after office hours and leave a message on the school's voice mail system. *A written note is required when the student returns to school.* The note must be submitted directly to the front office and include the student's full name and grade level.

Parents of students who wish to do make-up work while they are absent should contact the front office by 9am on the day of absence to make arrangements for make-up assignments. To avoid interrupting instructional time, assignments will be available in the front office after 3:30 pm on the day they are requested.

Students with excessive unexcused absences may be referred to the Juvenile Court for possible legal action.

The attendance policy is based upon the state compulsory attendance law, accreditation standards and the belief of the administration that regular student attendance is critical to successful progress in school. Refer to BCPS School Board Policy JED-SR for specific information regarding attendance.

Students are expected to be on time to school. Since BCPS provides every student bus transportation, a student will be considered unexcused if other transportation causes him/her to be tardy.

If a student has an early morning appointment, a parent should call the school and inform the office that he/she will be tardy due to a medical or dental appointment. A note from the doctor's or dentist's office is required and is available from the doctor's or dentist's office upon request.

Whenever it is necessary for a student to leave school before the regular dismissal time, parents must provide a note to the office, including the student's full name, reason for leaving early, time to be excused, who will be picking the student up, and a parent's signature. *The student will be called to the office when the parent arrives.* A student will be released only to his/her parent/guardian unless a written request from his/her parent is received. Students may not leave school grounds without permission. Parents should park in the main parking lot after 2:45 pm to avoid conflicts with school bus arrival when picking up their child for an early dismissal.

Any student wishing to go home from school to any place or bus stop different than his/her home or stop must bring a note from his/her parent requesting that he/she is permitted to go. Otherwise, they will be expected to ride their assigned bus home and get off at their assigned stop. The student must bring these notes to the front office upon arrival to school. No permission will be granted by telephone.

CAFETERIA

Students are encouraged to deposit pre- payments in a meal account in the cafeteria. Students will receive an ID number which is used to record meal purchases in the lunchroom. Parents can load money onto their child's account online at:

<http://www.myschoolbucks.com> A username and password are required.

PRICES

Student Breakfast	\$1.90
Student Lunch	\$3.15
Adult Breakfast	\$2.40
Adult Lunch	\$3.90

**Prices may change.*

***Free lunch may be available for those who qualify.*

Applications are available in the front office.

CAFETERIA EXPECTATIONS

The cooperation of everyone is needed to make the cafeteria a friendly, pleasant place to be during lunch.

Remember:

- No running to or from the cafeteria
- The cafeteria aides are in charge of all students in the cafeteria and are to be obeyed.
- No food or drink can be taken from the cafeteria.
- Don't break or save places in the lunch line. Students discovered breaking in line will be moved to the end of the line and may be assigned to silent lunch.
- Place all trays and trash in the proper place once you have finished eating.
- Do not leave the cafeteria without permission or until dismissed.
- Do not throw things.
- Do not yell or shout. Students should be polite and pleasant to others.
- When dismissed, students should leave the cafeteria in an orderly manner and go quietly to their next class.
- Remain seated in a seat of your choice unless purchasing food or throwing trash away.

Misbehavior in the cafeteria may result in an assigned seat, silent lunch (individual student or grade level), clean-up duty, Alternative Instruction Module (A.I.M.) during lunch.

STUDENT DISCIPLINE

The School Board establishes standards for student conduct. Consequences shall be determined on the basis of the facts presented in each instance of misconduct at the reasonable discretion of the Board, its designated committees and other appropriate school officials. Details regarding student conduct can be found in BCPS School Board Policy JFC-R.

POSSESSION OF ALCOHOL TOBACCO, ELECTRONIC CIGARETTES, ANABOLIC STEROIDS, AND OTHER DRUGS

A student shall not possess, use, and/or distribute alcohol, tobacco, tobacco products, or other drugs on school property, on school buses, or during school events on or off the school property. This includes, but is not limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, electronic cigarettes, and any prescription and non-prescription drug not possessed in accordance with School Board Policy JHCD. Details regarding possession of such substances can be found in School Board Policy JFC, JFC-R, JFCF, JFCF-BR, JFCF- SR1, JFCF-SR2, and JFCH.

CELL PHONES AND OTHER COMMUNICATION DEVICES

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

- Cell phones must be off and put away during the school day. The school day is defined as when the tardy bell rings until dismissal.
- No phones should be out or in use in the locker room or restroom. If observed, phones will be turned over to administration and the appropriate level of consequences will be administered.
- Teachers may allow students to have phones in the classrooms for instructional purposes. If this is the case, teachers will ensure and remind students that when they leave class, their phones must be turned off and put away.
- Cell phones will not be allowed at lunch.

Details regarding communication devices can be found in School Board Policy JFC-R.

STUDENT DRESS CODE

The school building is a student's work place. Student dress should reflect this. The Botetourt County Public Schools dress code for Grades 6-12 is detailed in School Board Policy JFC-SR3.

WEAPONS IN SCHOOL

Carrying, bringing, using, or possessing any firearm, dangerous device, or carrying, bringing, using, or possessing any firearm, dangerous device or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored event without the authorization of the school or the school division is prohibited. Details regarding possession and violations can be found in School Board Policy JFCD.

COMPUTER AND INTERNET USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for

legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials. Details regarding acceptable usage can be found in School Board Policy IIBEA/GAB and IIBEA/GAB-R.

SEARCH AND SEIZURE

School authorities may search a student, student lockers or student automobiles as outlined in School Board Policy JFG. Administration may seize any illegal, unauthorized, or contraband materials discovered in the search.

For specific details concerning these and other discipline policies, you may refer to the Botetourt County School Board Policy Manual:

- CLA Reporting Acts of Violence and Substance Abuse
- ECAB Vandalism
- GAB/IIBEA Acceptable Computer System Use
- GAB-R/IIBEA-R Acceptable Computer Use Regulation
- IEA Pledge of Allegiance
- IE Moment of Silence
- IGAJ Driver Education
- JED Student Absences/Excuses/Dismissals
- JFC Student Conduct
- JFCD Weapons in School
- JFCE Gang Activity or Association
- JFCF Drugs in School
- JFHA/GBA Prohibition Against
- Harassment and Retaliation
- JGA Corporal Punishment
- JGD/JGE Student Suspension/Expulsion
- JGDA Disciplining Students with
- Disabilities
- JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
- JHCD Administering Medicines to
- Students
- JN Student Fees, Fines and Charges

LEVELS OF DISCIPLINE

Level One - *Teacher contact of parents/guardians.* The teacher will initiate the first step in identification of a classroom behavior problem. This will take the form of notes in the agenda, phone calls, conferences, etc. Phone calls are recommended.

Level Two - *Teacher refers student to School Administration.* Administrative action may include warnings, conference with student/parent(s), peer mediation, Silent Lunch, After School Detention (ASD), ISS, or OSS.

After School Detention (ASD)

Students may be assigned ASD by administration.

Generally, students will be required to serve the assigned ASD within three school days. ASD will be conducted Mondays, Tuesdays, and Thursdays from 3:20 p.m. until 4:15 p.m. ASD allows the student to stay in the learning environment.

Alternative Instructional Module/In School Suspension

AIM/ISS is a disciplinary tool that removes the student from the learning environment. The student is allowed to keep up with his/her school work but in a setting that is more structured and less conducive to distraction of others. A student may be assigned to AIM/ISS for one period or ½ day or full day to three days as a result of serious or continued misconduct such as class disturbances, bus problems, or cafeteria misbehavior. While in AIM/ISS, a student is isolated from friends but is able to do their regular class work.

Level Three - Continued misconduct or certain serious problems will result in out-of-school suspension (OSS). Chronic misbehavior may mean the student and his/her parents must meet with the Superintendent of Schools or the School Board before he/she can be readmitted.

EMERGENCY DRILLS

In order to best protect our students in the event of emergency situations, our school and county have in place crisis plans to address various situations. The following are drills that will be carried out during the year to practice in case of an emergency situation:

- Fire drills (conducted at least twice during the first 20 days of school and at least two additional fire drills during the remainder of the school term)
- Bus safety drills
- Tornado and Earthquake Drills
- Evacuation drills
- Lockdown drills. *Parents should be aware that if a situation requiring a lockdown occurred, phones would not be answered nor doors unlocked.*

Fire Drills:

Upon hearing the alarm students should quickly and quietly form a line and proceed with their teacher to the appropriate exit. They should walk rapidly but not run. This should be done without conversation, shoving, or unnecessary noise. Students should remain with their group until requested to return to class in the same orderly manner.

HALL PASSES

It should not be necessary for students to leave the classroom except in unusual or emergency cases. Anytime a student is permitted to leave the room the student must fill out *their agenda* noting the time

and his/her destination in addition to filling out a sign out form located in each classroom. The agenda must be signed by a teacher.

COUNSELING OFFICE SERVICES

The school counselor will help you with your class schedule, academic concerns, personal problems, learning about a career in which you are interested, and tools to assist in good decision making.

You may come to the counseling office between classes, before or after school, or at lunch but you must check-in with your teacher first for permission. You may also fill out a counseling referral form and leave it with the administrative assistant in the Counseling Office. The School Counselor will send for you as soon as possible after receiving the referral.

MOVING TO ANOTHER SCHOOL

A student leaving RMMS to enroll in another school should report to the Counseling Office as soon as he/she has knowledge that he/she is moving. The counselor will prepare the transfer forms and have them ready for the student to pick up the last day he/she attends school at RMMS.

CHANGE OF ADDRESS

Inform the counseling office if your address or telephone number changes.

LIBRARY/MEDIA SERVICES

Students are encouraged to use the Library Media Center for both pleasure reading and to access materials which will assist them with class assignments. The Library Media Center staff will gladly help students locate and use materials found in the library or on the media center website. The library is also a place where students can come to be challenged in critical and creative thinking through game-based activities and the Makerspace which is accessible through classroom instruction. To ensure that all students gain maximum benefits from the library media center, everyone is asked to follow the rules listed below.

- Each student is responsible for his/her behavior and should expect to maintain the same high quality behavior in the Library Media Center as in the classroom.
- The Library Media Center staff will check out up to three books per student for a three week period. Students must check out books in person. Books may be renewed for three weeks. Students will receive a bookmark with the due date clearly written. Students are also asked to write the due date in their agenda/planner.
- Replacement costs for lost or damaged materials will be charged to the student who has checked out the book.
- Students who come to the Library Media Center individually must have an agenda/planner signed by a teacher.

- Students should use materials and equipment responsibly. The Acceptable Use policy applies in all labs. School Board Policy IIBEA/GAB and IIBEA/GAB-R.

NURSE/CLINIC PROCEDURES
MEDICATION POLICY

Botetourt County Public School Medication Regulations indicate that school nurses and/or health aides will be allowed to administer medications to students at the request of the parent and/or physician. Prescription medications require a physician's order. A medication permission form completed by the parent/guardian and physician is required. Forms may be obtained from the school nurse.

All medications must be in the *ORIGINAL, LABELED CONTAINER*. ALL PRESCRIPTION MEDICATIONS MUST HAVE AN IN DATE PHARMACY LABEL. Any over-the-counter medications must also be in the *ORIGINAL LABELED* container. Botetourt County Regulation requires that an adult deliver all medication to school. *MEDICATION WILL NOT BE ADMINISTERED TO A STUDENT UNLESS A MEDICATION PERMISSION FORM IS COMPLETED*. An adult must pick up any unused portion of medication within two workdays of the end of the school year.

SCHOOL NURSE

Read Mountain will have the services of a school nurse. The school nurse's hours will be from 8:30am to 3:30pm. The school nurse's office is located near the main office. YOU MUST HAVE A NURSE REFERRAL FORM to visit the school nurse. Students who need to take medication during the school day will meet with the School Nurse at the beginning of the year to set a schedule.

CHARACTER COUNTS!

To comply with the Elementary School Character Act of 1999, Botetourt County Public School has adopted the Character Counts! Program.

This program is implemented in partnership with Botetourt County 4-H. Characters Counts! provides a framework for character education that includes lessons in the six pillars of character-trustworthiness, respect, responsibility, fairness, caring, and citizenship. Character Counts! This program also provides practical ground rules for everyday living and decision-making and is intended to supplement and reinforce the teachings of home.

The Six Pillars of Character
Trustworthiness
Caring
Fairness
Responsibility
Respect
Citizenship

Character Definitions:

Trustworthiness

- Be honest
- Don't deceive, cheat, or steal
- Be reliable - do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal - stand by your family, friends, and country

Caring

- Be kind
- Be compassionate and *show* you care
- Express gratitude
- Forgive others
- Help people in need

Fairness

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

Responsibility

- Do what you are supposed to do
- Persevere: keep on trying
- Always do your best
- Use self-control; be self-disciplined
- Think before you act - consider the consequences
- Be accountable for your choices

Respect

- Treat others with respect; follow the Golden Rule
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Don't threaten, hit, or hurt anyone
- Deal peacefully with anger, insults and disagreement

Citizenship

- Do your share to make your school and community better
- Cooperate
- Stay informed; vote
- Be a good neighbor
- Obey laws and rules
- Respect authority
- Protect the environment

SEXUAL HARASSMENT STATEMENT

A student shall not sexually harass another student or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. Such behavior should be reported to the school administration.

NOTICE

EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION

The Botetourt County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status, or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

Students see School Board Policy [JB](#)

Employees see School Board Policy [GB](#)

SEXUAL HARASSMENT/HARASSMENT BASED ON RACE, NATIONAL ORIGIN, DISABILITY, AND RELIGION

Botetourt County Public Schools is committed to maintaining a learning/working environment free from sexual harassment based on race, national origin, disability or religion. Therefore, Botetourt County School Division prohibits sexual harassment and harassment based on race, national origin, disability, or religion of any student or school personnel at school or any school sponsored activity.

Students see School Board Policy [JFHA/GBA](#)

Employees see School Board Policy [GBA/JFHA](#)

The following persons have been designated to handle inquiries regarding the above:

STUDENT CONDUCT CODE BOOKLET

At the beginning of each school year each students may receive a hard copy of the Botetourt County Schools Parent/Student Handbook. This handbook will be available on the division website. In addition, the Botetourt County School Board Policy Manual can be located online, at the BCPS Division website: <https://sites.google.com/a/bcps.k12.va.us/bcps-policy/>

CRIME LINE

In accordance with the *Code of Virginia* Section 22.1-280.2, Botetourt County Schools will participate in the school Crime Line. Students who have information regarding hazards, threats, or crimes may anonymously call Crime Line at 540.344.8500. Calls could bring cash rewards of up to \$100 which would be paid off of Botetourt County School Property to ensure confidentiality.

Michael Tetreault	Jill Green
143 Poor Farm Road, Fincastle,VA 24090	143 Poor Farm Road, Fincastle, VA 24090
540-473-8263	540-473-8263
mtetreault@bcps.k12.va	jgreen@bcps.k12.va.us

