

Read Mountain Middle School

2026-2027



Kara Halsey

Principal

Cory Hawks

Assistant Principal

James Yager

Assistant Principal

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

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

Facebook: [Read Mountain](#)

DISCLAIMERS: The School Board reserves the right to add, delete, or revise any policies 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.



A MESSAGE FROM THE PRINCIPAL

Dear Students and Families,

Welcome to the 2026–2027 school year at Read Mountain Middle School!

I am honored and excited to join the Read Mountain community and begin what I know will be an incredible year of learning, growth, and opportunity for our students.

At Read Mountain, we believe middle school is about much more than academics. It is a time when students discover their strengths, develop confidence, build meaningful relationships, and begin to shape the people they will become. Our goal is to create a school environment where every student feels known, valued, challenged, and supported.

Our administration, faculty, and staff are committed to maintaining high expectations while providing the encouragement and support students need to be successful. We believe that strong relationships, open communication, and a shared commitment between school and home create the foundation for student growth.

This handbook serves as a resource for students and families throughout the school year. Inside, you will find important information regarding our expectations, policies, procedures, and programs. We encourage you to review it together and refer to it whenever questions arise. If you ever need assistance or clarification, please know that our team is here to help.

To our students: This is your year. Get involved, try new things, work hard, and don't be afraid to step outside of your comfort zone. Show kindness, demonstrate perseverance, and take pride in being a Read Mountain Starz. We believe in your potential and cannot wait to see all that you accomplish.

To our families: Thank you for entrusting us with your children. We value your partnership and recognize the important role you play in your child's success. Together, we can create a positive and rewarding middle school experience for every student.

I am excited for all that lies ahead and look forward to building relationships with each of you. Let's make the 2026–2027 school year one filled with growth, achievement, and memories that will last a lifetime.

Go Starz!

Warm regards,

Kara Halsey
Principal

RMMS Bell Schedule 2026-2027

We will ring an 8:36 a.m. bell with the tardy bell ringing at 8:40 a.m.

GRADE 6		GRADE 7		GRADE 8	
1AB	8:40-10:02	1AB	8:40-10:02	1A	8:40-9:19
				1B	9:23-10:02
1C (ALL-In)	10:06-10:36	1C (ALL-In)	10:06-10:36	1C (ALL-In)	10:06-10:36
2AB	10:40-12:02	2A	10:40-11:19	2A	10:40-11:19
		LUNCH	11:19-11:44	2B	11:23-12:02
LUNCH	12:02-12:27	2B	11:48-12:27	3A	12:06-12:40
3AB	12:31-1:51	3A	12:31-1:09	LUNCH	12:40-1:05
		3B	1:13-1:51	3B	1:09-1:51
4A	1:55-2:33	4AB	1:55-3:15	4A	1:55-2:33
4B	2:37-3:15			4B	2:37-3:15

ADMINISTRATIVE STAFF

Mrs. Kara Halsey
Dr. Cory Hawks
Mr. James Yager

Principal
Assistant Principal
Assistant Principal

COUNSELING OFFICE STAFF

Mrs. Fletcher-Cox
Mrs. Divers

Students A-K
Students L-Z

OFFICE STAFF

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

Arrival and Departure Information

School hours are 8:40 am to 3:15 pm. No vehicles may enter our main driveway or parking areas during the

hours of 8:00-8:45 am and 2:15-3:30 pm. Only school buses may enter during these times. Parents may drop off or pick up 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 8:00-8:40 am and picked up between 3:15-3:30 pm.

Mornings: 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 report directly 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.

Afternoons: Students will be released to board buses or report to the car rider line at 3:15 pm.

Car riders-Students will be dismissed at 3:15 pm. *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. Parents who are picking students up in the car rider line are asked to arrive after 2:30 pm to line up in the car-rider area. Please note that RMMS students may not ride the bus to LBHS and be picked up in the car rider line at LBHS. Also, students are not allowed to walk to the neighboring subdivisions to be picked up as car riders. Car riders must be picked up from the RMMS car rider line.

Walkers-Parents who would like for their student to walk home to an area directly connected to school property must provide the school with a note documenting the address and permission for their child to walk home. Students walking home will be released from the building after buses are released from school property.

Any student wishing to go home from school to any place or bus stop different than his/her regular stop must bring a note from his/her parent requesting that he/she is permitted to go. Alternate destinations must be an existing BCPS bus stop. Requests will not be approved to destinations that are not existing bus stops. A request that is not approved will result in students being 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, by contacting the Transportation Office directly, or by making a request to individual bus drivers.

Office hours are 8:00 am – 4:00 pm. *All 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 2026-2027

ACADEMIC INFORMATION

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

[The 2026-2027 BCPS Program of Studies](http://www.bcps.k12.va.us/) 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, 2026.

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

- Failure of a course that 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 14 of the Botetourt County Middle and High School Course Registration Guide 2026-2027 (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 not 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, 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 on the day he or she returns to ask teachers for any assignments. Students are expected to make-up work when absent in accordance with School Board Policy JED-BR1. 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.

The P.E. teachers are allowed to use their discretion to excuse a pupil from participation for one day for student illness or injury. Written permission from a parent or legal guardian will be an acceptable excuse for a pupil to be excused from P.E. for up to 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.

Any note requesting that a student be excused from participation in P.E. must be taken to the P.E. teacher at the beginning of the 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 wear clothing appropriate for PE class daily. Students may choose to either come to school dressed for PE each day or have a change of clothes in his/her PE locker and change for class. PE clothing must meet the school dress code and include tennis shoes. If your student chooses to leave clothes or shoes at school we suggest you place your child's name on all belongings. It is STRONGLY recommended that students have a change of clothes for PE as they will spend 80 minutes being ACTIVE!

*** 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 SCHEDULE:

The following dates may be used as make-up time if necessary: Dec 21, Dec 22, Feb 13, March 29, May 27, and May 28.

FUNDRAISING

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

All students will be issued a locker. Students should not share their locker with anyone else. Some things to remember about the 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 with permission from the school administration.
- Don't visit your locker every period. Take books and supplies for two or three classes at a time. A locker schedule may be provided for you by your teachers.
- 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 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 a 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.

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. These conferences may be conducted in person or virtually.

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 or on lockers. 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.

CLIENT SURVEYS

The Botetourt County Teacher Evaluation Plan may require 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. *Students may NOT use cell phones to call home during the school day unless approved by the administration.*

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. 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 students for football. Team membership is open to 6th, 7th, and 8th graders for all other teams.

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 12 pm on the school day he/she expects 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 In School Suspension (ISS) may not participate in any after-school activities on the day the student is assigned to ISS. Exceptions are few, but may be approved by the

athletic director and principal.

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 9:00 am if their child is going to be 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. A student will be considered unexcused if transportation other than BCPS 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, the reason for leaving early, the time to be excused, who will be picking up the student, 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. Parents should anticipate a delay in exiting the parking lot if they arrive between 2:45 pm-3:15 pm in order to pick their child up early from school. This is the time when RMMS experiences the most congestion due to car rider lines forming.

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	\$2.10
Student Lunch	\$3.35
Adult Breakfast	\$2.75
Adult Lunch	\$4.25

**Lunch includes an entree (protein) serving, fruit serving, vegetable serving, grain/bread Serving, and skim milk (flavored or unflavored)*

**Prices may change.*

***Free lunch and breakfast 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, or In School Suspension (ISS) 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 cellular telephone, smartphone, tablet, Personal Digital Assistant (PDA), or other communications device on school property, including school buses, *provided that the device remains off and out of sight.*

- Cell phones and personal devices (including smart watches) must be off and put away during the school day from **8:20-3:15**. Students are encouraged to secure personal devices in their lockers. Cell phones, smart devices, and chromebooks will not be allowed in the cafeteria.
- No phones should be out or in use in the locker room or restroom at any time.
- If phones or smart devices are observed, they will be turned over to administration and the appropriate level of consequences will be administered.

Students who require the use of an electronic device to monitor or manage a documented medical condition are permitted to use these at school. The use of medical devices should be limited to their intended medical purpose and comply with the student's health plan, 504 plan, or IEP as applicable.

STUDENT DRESS CODE

The school building is a student's workplace. Student dress should reflect this. The Botetourt County Public Schools dress code for Grades 6-12 is detailed in School Board Policy JFC-BR5.

TOYS & CLASSROOM DISTRACTIONS

To help maintain a focused learning environment, students should not bring squishies, NeeDoh toys, slime, or other similar novelty items to school unless they are specifically required as a part of an approved

accommodation. These items often become distractions and may be confiscated if they interfere with learning.

Students with accommodations documented in IEPs or 504s may use approved sensory tools as outlined in their plan. Staff will work with these students to ensure accommodations are implemented appropriately.

FOOD AND BEVERAGE EXPECTATIONS

Students should arrive at school with a sealed, reusable/disposable water bottle to stay hydrated throughout the day. Water is the only beverage recommended in classrooms, unless otherwise approved by school staff and administration.

To maintain a clean and safe learning environment, open containers are not permitted. This includes, but is not limited to:

- Open canned beverages (soda, sparkling water, etc.)
- Coffee or specialty drinks (including Starbucks, Dunkin', or similar beverages)
- Fountain drinks or other beverages without a secure lid
- Energy drinks of any kind

Open beverages brought to school may be discarded or held until the end of the school day at the discretion of school staff.

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

SEARCH AND SEIZURE

School authorities may search a student, student lockers, or student automobiles as outlined in School Board Policy JFG. The 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](#)

- Reporting Acts of Violence and Substance Abuse
- Vandalism
- Acceptable Computer/ System Use
- Pledge of Allegiance
- Moment of Silence
- Driver Education
- Student Absences/Excuses/Dismissals
- Student Conduct
- Weapons in School
- Gang Activity or Association
- Drugs in School
- Prohibition Against Harassment and Retaliation
- Corporal Punishment
- Student Suspension/Expulsion
- Disciplining Students with Disabilities
- Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
- Administering Medicines to Students
- Student Fees, Fines and Charges

LEVELS OF DISCIPLINE

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

Level Two – *The teacher refers the 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. 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.

In School Suspension

ISS is a disciplinary tool that removes the student from

the classroom. The student is allowed to keep up with his/her school work but in a setting that is more structured and less conducive to the distraction of others. A student may be assigned to ISS for one period or ½ day or full day to multiple days as a result of serious or continued misconduct such as class disturbances, bus problems, or cafeteria misbehavior..

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 monthly 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.*

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 have the teacher's permission and possess a pass.

COUNSELING OFFICE SERVICES

The school counselors will help students with the class schedule, academic concerns, personal problems, career exploration, 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 and receive a pass before reporting to the counseling office. 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 on the last day he/she attends school at RMMS.

CHANGE OF ADDRESS

Inform the counseling office if your address or telephone number changes. It is important that parents enter updated information into Parent Portal as part of the registration process.

LIBRARY/MEDIA SERVICES

Students are encouraged to use the Library Media Center for both pleasure reading and to access materials that 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 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 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-F](#)

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

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

CRIME LINE

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

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.

The Virginia Department of Education and Botetourt County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. No person shall be denied



educational opportunities solely because of impairment, which is unrelated to the ability to engage in activities involved in the program for which application has been made.

STUDENT CONDUCT CODE BOOKLET

At the beginning of each school year each student 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 on the [BCPS Division website](#).