

# School Contact Information

Phone number: 276-686-5200

Fax number: 276-686-4944

Website: <http://rrms.wythe.k12.va.us/>

School Resource Officer: Deputy K. Buller

276-686-4143

## Rural Retreat Middle School Faculty

Principal  
Guidance Counselor  
Administrative Assistant  
Secretary  
Clerical Assistant

Mrs. Shannon Vaught  
Mrs. Esther Hale  
Mrs. Megan Stephens  
Mrs. Sherry Long  
Mrs. Jane Dolewski

## Teachers & Staff

### 6<sup>th</sup> Grade:

English 6	Megan Coley, Jeannie Walters
Math 6	Rhonda Cregger, Lauren Sauls
History	Jacob Spraker, Megan Coley
Science 6	Megan Stephens, Aaron Gunter

### 7<sup>th</sup> Grade:

English 7	Jeannie Walters, Becky Rouse, Doddie Greer
Math 7	Pete Fiscus
Math 8	Lauren Sauls
Civics	Jacob Spraker
Science 7	Amy Maloskey

### 8<sup>th</sup> Grade:

English 8	Dana Burkentine, Becky Rouse
Algebra I	Allison Dunkley
Math 8	Pete Fiscus, Allison Dunkley
Soc. St. 8	Doddie Greer
Science	Megan Stephens, Amy Maloskey

### Physical Education:

Van Harris, Vickie Williams

### STEAM Team

Agriscience	Laura Beth Watson
Technology	Kelly Rosenbaum
Engineering	Jill Peak
Art	Chris Wilson

### Special Education:

Aaron Gunter, Lauren Heath

### Elective Instructors:

Band	Thomas Hilliker
Choir	Thomas Hilliker
Life & Family Science	Dawn Burkentine
Agriculture I	Jeff Copenhaver
French I	Dana Snyder
Spanish I	Megan Patrick
Art I	Rebecca McGhee

# RRMS POLICIES AND PROCEDURES

The following policies and procedures represent information that is the most relevant to the majority of RRMS students. All policies and procedures can be found in the Wythe County Public Schools Student Handbook, which is given to each student at the beginning of every school year. The WCPS Middle School Handbook is also posted on the WCPS website. All students participating in athletics are given an Athletic Handbook (it is also posted on the RRMS website).

## Attendance

Attendance is a major factor in success at school. Wythe County Public Schools takes attendance very seriously, and there are consequences for poor attendance. If attendance guidelines are not followed, students and parents risk referral to the WCPS truancy officer.

If you are going to be absent, a parent or guardian must call in for you (or send a note the next day verifying your absence). If you go to a professional appointment, make sure you bring the excuse to school and turn it in **to the office**.

If you are tardy or check in late, make sure you come to the office and sign in. **Tardies to school do count toward truancy**. Please write the reason you are signing in late. If you are checking out, you must also sign out in the office and give the reason. Parents must sign students out.

The following attendance issues will result in a letter and/or referral to the county truancy team:

- 5+ Unverified Absences (absences with no call-in)
- 9+ Parent Reports – after 8 Parent Reports, absences not verified by a professional excuse will be counted as Unverified Absences
- 10+ Attendance Deviations (any absence that affects time at school except those covered by a professional excuse)

## Cell Phones and Electronics

Cell phones may be brought to school; however they must be turned off and out of sight while students are in the school (as soon as students enter the building in the morning). Cell phones may be used in the school building after 3:15. *Cells phones will be confiscated if they are seen, heard, or used*. Continued violation of the cell phone policy will result in disciplinary consequences. After the first incident, the parent will be required to pick up the device from school.

Electronics such as music players, games, PDAs, etc, may be used after school. If seen, they will be taken and turned in to the office.

Cell phones and electronics may be used on the bus unless otherwise indicated by your specific bus driver.

## Student Dress Code

A student's appearance shall not be such that it causes disruption, distracts from the educational process, or creates a health or safety problem. Students must comply with the following dress code regulations:

- No jewelry, accessories, or clothing that advocates violence, alcohol, or drugs
- No jewelry, accessories or clothing that advocates gang involvement or advertises lewd or inappropriate messages
- No jewelry, accessories or clothing that reflects negatively on a person's race, gender, creed, national origin, physical/emotional, intellectual abilities





- No pajamas, tube tops, spaghetti straps (less than 1 inch), muscle shirts, short clothing, fish net shirts, low riding pants, or exposed undergarments – shorts, dresses, and skirts must extend below the student’s fingertips when standing to be deemed appropriate
- **No leggings, yoga pants, or stretch pants unless worn with a dress/skirt/shirt that is the appropriate length for school (at or near fingertips).**
- No running shorts that do not extend at least to student’s fingertips
- No see-through clothing
- No hats, hoods, bandanas or any other head coverings are allowed in the school building
- No headphones worn on head or around neck
- Wallet chains and heavy or large chains worn on clothing are not allowed

Students in violation of the dress code regulations may be assigned ISS for the remainder of the day if the violation cannot be remedied. Repeated violations will result in further disciplinary consequences and a parent conference. *The dress code is applicable at all times on school sponsored trips.*

### **Lockers:**

Students who pay the rent fee will be assigned a locker. Students are not allowed to share lockers. Students absolutely should not give their locker combinations to anyone else. If you share a locker or your combination, you are at risk to have your property stolen.

Locker shelves and stickers are not permitted.

### **Basic Behavioral Expectations**

Students are expected to behave at school and during school-sponsored activities. The following lists basic, but not all, expectations for behavior at school:

- Do not use inappropriate language
- Do not harass, threaten, bully and hurt others in any way
- Keep your hands to yourself / keep all parts of your body to yourself
- Do not engage in horseplay
- Do not run in halls
- Do not throw things in classrooms, hall, or cafeteria
- Do not abuse any type of school property
- Be respectful to your classmates and all faculty and staff
- Always tell the truth
- Respect each other’s space at lockers during class change
- Do not retaliate if you can walk away
- Do not use cell phones, games, music players during school
- Do not post things on-line that are threatening, mean, or inappropriate about your classmates
- Do not destroy others’ property
- Do not spread hurtful rumors/gossip
- Wear appropriate clothes to school
- Do not bring toys or gadgets to school

These are just a few of the general expectations that, if not followed, can result in disciplinary consequences. For all expectations, see the WCPS Student Handbook.

### **Discipline**

A complete list of prohibited behaviors/actions can be found in the WCPS’s Student Handbook.

If a student commits a prohibited behavior/act, he/she will be subject to disciplinary consequences. The following consequences may be assigned (not in this order):

- In-School Suspension (ISS): Students will report to the ISS room for the assigned number of days. Teachers will send the student's work to the ISS room. **Students are not allowed to participate in any after-school activities on the days they have ISS.** A letter will be sent home to parents.
- Out-of-School Suspension (OSS): **Students who are suspended are not allowed on school property at any time until their days of suspension are completely served.** Students who are suspended are allowed to complete make-up work for the days they missed. Parents will be called and a letter will be sent home.
- Activity Suspension: Students may be prohibited from coming to after-school events or participating in clubs, field trips, and athletics due to behavior. Parents will be notified.
- Alternative School: Students may be placed at the WCPS Alternative School. Alternative School is an evening program, and parents/guardians will provide transportation.
- Bus Suspension: Unless the offense is of a serious nature, students are given one warning regarding bus behavior before they are given a bus suspension. A first offense bus suspension = one month off the bus. Suspension time increases if offenses continue after the first suspension.
- All other disciplinary consequences are handled by the school board.

Certain offenses must be reported to law enforcement. Law enforcement may charge students.

### Fees

Students are responsible for any RRMS property loaned to them (books, calculators, locks, sports equipment/uniforms, etc.). If lost or damaged, the student is responsible for reimbursement to the school. Fees owed will follow students to any school in the district. Students may experience Activity Suspensions due to owed fees.

This includes money owed to lunch accounts.



### Lunch / Snack-Soda Machines

Students are only allowed to eat lunch in the cafeteria.

Food should not be taken out of the cafeteria.

Students are not allowed to go to the high school to buy drinks and snacks from the machines. Students caught doing this will be subject to disciplinary consequences. Money owed to the cafeteria may result in an Activity Suspension.

Energy drinks are not allowed to be brought to school. If brought to school, they will be taken and thrown away.

### Bus Regulations

Transportation is available to all students residing in the RRMS attendance area. However, riding the bus is a privilege. All WCPS's Student Handbook policies apply while riding a school bus.

All students are to observe the following precautions:

- When walking to the stop and waiting for the bus:
  - arrive on time at the bus stop
  - wait in a safe place off the main road
  - remain at the assigned bus stop area and maintain an orderly behavior
  - give the bus room to stop
  - stay off private property
  - do not play in the road
- When boarding the bus:
  - do not cross the road until the bus has stopped
  - check the traffic in both directions before crossing
  - form a single line as the bus approaches
  - wait for the bus to stop before moving toward it



- enter the bus in single file; allowing younger students to board first
- go directly to your seat and remain seated
- While the bus is in motion:
  - remain seated until the bus reaches its destination or comes to a complete stop
  - keep all parts of the body and other objects inside of bus
  - keep the aisle clear of objects
  - hold books, coats, and other objects in lap
  - talk in normal voice
  - do not change seats
  - do not throw objects
  - show respect for the driver
  - do not push or fight
- While the bus is unloading:
  - remain seated until the driver opens the door
  - exit the bus in a single file line
  - leave the bus and the unloading area promptly
- When crossing the street:
  - wait until the driver gives a signal to cross
  - walk at least 10 feet in front of the bus
  - stop when even with the traffic side of the bus and check carefully in both directions before continuing to cross
  - help smaller children to cross the road safely
- Other conditions:
  - at all times ride the bus to which you are assigned unless given special permission by parents and the principal
  - get off the bus at the same stop where you were picked up
  - follow the rules and regulations of the school where bus transfers are made (all students are subject to the school officials of any school)
  - eating, drinking, smoking, and chewing on the bus are prohibited

Students who violate any of the rules and regulations or who in any way endanger the life or welfare of themselves or other passengers will be subject to loss of the privilege of riding the bus. In such cases, parents will be responsible for transporting students to and from school. Drivers shall report major infractions on the appropriate form to the principal. The driver may inform a violator, if deemed necessary, that he/she will not be permitted to ride the next morning. In such cases, the driver shall so inform the principal as soon as possible, after completing the bus run.

If a student plans to ride a different bus to a location other than home, he/she must bring a parent note to the office to be signed and then given to that buses' driver. **If a student is going home with another student on his/her bus, BOTH students must bring a parent note regarding this to the office to be signed and then given to the bus driver.** Students are not typically allowed to call home to arrange going home with another student.

**\*Bus riders will be dismissed at the 3:15pm bell. Parent pick-up and walkers will remain in the classroom until an announcement is made to release.**

### **After School Activities**

All WCPS policies apply during after school activities. Students will be provided transportation to and from school sponsored activities. Students are not allowed to leave off-campus activities with anyone other than their parents/legal guardians.

### **Field Trips/Extra Activities**

Students must be passing all core classes in order to sign up for field trips or participate in any extra “fun” activities. Students must owe no fees and have had no disciplinary consequences during the 4<sup>th</sup> 9 weeks to participate in Field Day/Fun Day at the end of the year.

### **Academic Rewards Trip**

Each grade level will take an Academic Reward Trip at the end of the year. To qualify to go on the trip, **students must pass all SOL tests and end of course tests/alternative assessments OR earn a B or better in all classes every nine weeks AND have no truancy issues.**

### **Dances**

Scheduled dances are held from 7-9pm. Students should be picked up promptly at 9pm. Parents must sign students out after the dance. Students who had ISS the day of a dance are not allowed to attend. Students on Activity Suspension are not allowed to attend.

### **Clubs**

All students may, but are not required to, join a club.

### **Physical Education/Health**

PE is a graded class, and participation is the majority of the grade. All students are required to wear tennis shoes to PE.



Make-up work is required when a student is absent or has a professional excuse to not participate. See your PE teacher for make-up work.

### **Make-up Work**

Students have 1 day per day missed to complete make-up work that is incurred due to an absence. It is the student’s responsibility to obtain make-up work and to schedule make-up assessments.

### **Late Work**

Late work is not accepted unless there are extenuating circumstances. Missing grades will not be allowed to be made up at the end of each grading period or before midterm. Late project grades will have 10 points deducted for each day late.

### **Midterms**

Midterms will be sent home for all students who are receiving a C or below. If you are unable to access Parent Portal, you may call the school for grade information at any time.

### **Moodle**

Daily work and homework are posted on Moodle. You may access any teacher’s Moodle page by going to the RRMS website.

### **Parent Portal**

Parents may access their students’ grades using Parent Portal. Access codes and instructions must be picked up in the office by a parent or legal guardian.

### **Tardies to Class**

The tardy policy is as follows:

- 1<sup>st</sup> tardy: warning
- 2<sup>nd</sup> tardy: teacher conferences with student
- 3<sup>rd</sup> tardy: teacher notifies parent
- 4<sup>th</sup> tardy: referral to the office, ISS
- 5<sup>th</sup>+ tardy: referral to the office, consequences determined by administrator



## **Middle School Athletics**

Middle school students who plan to participate in any school sponsored athletic program must meet the following academic requirements to be eligible:

- 6<sup>th</sup> grade students may only participate in cross country (through the high school), track, volleyball, and wrestling. All 6<sup>th</sup> graders are eligible first semester. To be eligible second semester, students must have passed 5 eligibility credits for the first semester of 6<sup>th</sup> grade.
- 7<sup>th</sup> grade students must have passed 5 eligibility credits for 6<sup>th</sup> grade end of year grades to participate in fall and winter sports, and the same for the 1<sup>st</sup> semester of 7<sup>th</sup> grade to participate in spring sports (and continue winter).
- 8<sup>th</sup> grade students must have passed 5 eligibility credits for 7<sup>th</sup> grade end of year grades to participate in fall and winter sports, and the same for the 1<sup>st</sup> semester of 8<sup>th</sup> grade to participate in spring (and continue winter).

**A singleton class (45 min) = 1 Eligibility credit**

**A semester block class (90 min) = 2 Eligibility credits**

**A year long block class (90 min) = 2 Eligibility credits**



The following programs are sponsored by RRMS:

- Fall: football, volleyball, cheerleading, cross-country club (through the high school)
- Winter: basketball, wrestling, cheerleading
- Spring: track, softball, baseball

See the RRMS Athletic Handbook for specific rules and expectations.

## **Bullying Prevention**

RRMS's bullying policy is based on the Olweus Bullying Prevention Program. The goal of this program is to reduce bullying and increase awareness about bullying prevention. Bullying is defined as "*when someone **repeatedly** and on purpose says or does mean or hurtful things to another person who has a hard time defending him/herself.* When students experience or witness bullying, it should be reported to the office. It is everyone's responsibility to report bullying.

**Please refer to the Wythe County Public Schools Student Handbook for details regarding any other school policies.**

## **NON-DISCRIMINATION**

The Wythe County School Board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, gender, ethnicity, ancestry, marital or parental status, or in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Wythe County School Board has designated the Director of Human Resources as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to either of the Alternate Compliance Officers, the Executive Director of Educational Services and the School Social Worker. Contact information for the Compliance and Alternate Compliance Officers' is 1570 W. Reservoir Street, Wytheville, Virginia 24382. The phone number is 276-228-5411, and their e-mail addresses are available at [http://wythe.k12.va.us/Central\\_Office\\_Staff.php](http://wythe.k12.va.us/Central_Office_Staff.php)

To obtain this notice in large print, on audio tape, or in Braille, please contact the Compliance Officer or an Alternative Compliance Officer by mail, phone or e-mail.

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### School Nutrition Program:

In accordance with Federal Law and U.S. Department of Agriculture policy, Wythe County Public Schools is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

