

## **School Arrival and Dismissal**

Students are to be in classrooms by **8:20 a.m. prior to 8:25 a.m bell**. Students transported by parents may enter at the front school entrance beginning at 8:00 a.m. Any student arriving after 8:25 is considered tardy and must report to the office accompanied by an adult to receive a tardy slip.

**Students will not be allowed to check out after 3:15 p.m. during the loading of buses due to safety concerns.**

Students riding buses will be dismissed at 3:25 p.m. Car riders will be dismissed at 3:15 p.m. and should be picked up no later than 3:40 p.m. **Parents/guardians must present a RRES car pass before students will be released to their care.** In the event that a car pass is not presented, the student must have a signed note from his/her parent giving permission for him/her to be transported by car.

When a student wishes to go home with a friend, **both the student and the friend must have a signed note from their respective parents.**

Documentation must be provided by the custodial parent/guardian to ensure children are released to appropriate adults in compliance with court orders.

**Please make sure your child and his /her teachers know where the child is to go in the event of an early school closing.**

Any change in a student's regularly scheduled route of departure requires written permission from the parent. To ensure all are aware, please send written request to your child's teacher. **Transportation changes made by phone should only be in case of emergency.**

## Attendance

RRES is working with Wythe County Public Schools and Wythe County Juvenile and Domestic Relations Court to comply with the Code of Virginia in enforcing attendance policies. Section 22.1-254 of the Code state...**every parent/guardian shall, during the period of each year the public schools are in session and for same number of days and hours per day as the public schools, send such child to a public school...** The Code includes **absences, tardies, and early checkouts**. WCPS will accept 8 days of absences from school as verified with a parent's note. **Absences beyond 8 will be unverified and subject to truancy regulations.** (For entire attendance policy, please see Wythe County Public Schools Student Handbook 2013-2014.)

The parent/guardian should contact the school when his/her child is absent. Upon returning to school after an absence, the students shall bring a signed note from the parent or doctor giving the dates(s) and reason for the absence. It shall be the responsibility of the student to arrange for make-up work to be completed.

Early checkouts are discouraged. Parents/guardians are asked to schedule doctor/dentist appointments outside school hours whenever possible.

Should a child need to leave school for an emergency or medical reason, it will be necessary for the parent (or authorized adult with written permission signed by the parent) to report to the office and sign out the child. For safety reasons, no child will be permitted to wait outside the building to be picked up by the parent.

## Accidents, Illnesses, and Emergencies

No school personnel will administer internal medication (including aspirin) without written permission. All pupils who take medication while at school shall have **written permission on file stating the type, dosage, and duration of treatment.** All medication must be secured in the nurse's office. Those parents giving written permission for their children to take over the counter medication such as aspirin, ibuprofen, cough syrup, etc. must provide the medication to the nurse to be stored in the clinic. Medication will not be supplied by the school.

In the event of an emergency or if a child requires medical treatment during the school day, every effort will be made to notify the parent or guardian immediately. **\*\* For this reason, home, work, and emergency contact numbers must be on file in the office. Please notify the school of any changes in telephone numbers and/or addresses. \*\***

## Visitors

Parents/visitors are welcome at RRES; however, outside doors will remain locked during school hours. Parents/visitors must buzz in and may be required to show a photo ID. Then they must **check in** at the office and obtain a visitor's pass. **Classes should not be disturbed during instruction; therefore, appointments to talk with a teacher should be made outside of class time.**

Students are not permitted to bring out-of-town visitors to school as guests.

No adult who has been convicted of a sexually violent offense, as defined in VA Code 9.1-902, may be present on school property.

## Breakfast and Lunch Programs

The school meal programs are designed to promote the health of students, encourage good food choices, and provide training in nutrition. Therefore, bringing fast food lunches and sodas to be consumed in the cafeteria are discouraged.

**Students eating breakfast should arrive no later than 8:05 a.m. Breakfast can not be served for late arrivals.** Only those purchasing a school breakfast will be allowed in the cafeteria.

**Federal meal regulations prohibit the charging of meals. Thus, there is absolutely no provision for charges and all meals must be paid in advance.** Envelopes will be provided for the collection of breakfast and lunch money. Parents are encouraged to pay for meals weekly or monthly.

**Please do not include ice cream money in the meal money collection envelopes, as ice cream is not a part of our meal program and will be collected separately.**

Free and reduced price meals are provided for students who meet the requirements. Application forms are available at the school.

	Student
Breakfast	\$1.70
Breakfast - reduced	\$0.30
Lunch	\$2.45
Lunch - reduced	\$0.40
Milk	\$0.50

Adult Breakfast -- \$2.95

Adult Lunch – \$3.45

Payments may be made online by setting up a free account at:

[www.myschoolbucks.com](http://www.myschoolbucks.com)

Free and Reduced Priced Meal Applications are available at school, the school board office or online at <http://wythe.k12.va.us>

## **Collection of Monies/Fees/ Equipment**

It is the responsibility of parents to pay for the repair and/or replacement of school property and/or equipment when it has been damaged and/or lost by their child (ie. textbooks, library books, laptops, etc.). It is the expectation of Wythe County Schools that payment be submitted immediately to the school principal. Each school is to keep a list of all financial obligations (including meal charges) due from parents. This record is to remain a part of each student's permanent record until all financial obligations have been satisfied.

## **Dress Code**

Student dress should be comfortable and in compliance with the standards as stated in the ***Wythe County Public Schools Student Handbook***. As a matter of courtesy, hats will not be worn inside the building. It is recommended that dress be appropriate and safe for the day's activities. Flip flops are not appropriate for P.E.

## **Student Accidents**

Student accident coverage will be provided by the school system this school year for supervised school day or school-related activities, P.E. classes,

and field trips. Student activities associated with athletic participation are not included in this coverage. All accidents must be reported to the school on the day of the accident and a school accident report must be completed. This coverage is secondary to all other coverages, is subject to coordination of benefits, and will pay eligible medical expenses not payable by other insurance based upon a payment scale.

### **Cell Phones and Communication Devices**

Elementary school students (those younger than grade 6) are not permitted to have cell phones, beepers, or any other communication devices on school property including school buses. (Standards of Student Conduct JFC-R)

## **Wythe County Public Schools Title I School-wide Parent-Student-Teacher Partnership Agreement**

The mission of Rural Retreat Elementary School is to educate and support our students so that they may become confident, life-long learners and productive citizens.

In support of our mission, the goal of Rural Retreat Elementary's Title I School-wide program is to provide opportunities for all children to meet high standards of achievement. This agreement outlines how parents, students, and RRES's staff will share the

responsibility and work together as partners in the education of our children.

### **Parent/Guardian Responsibilities**

As a parent/guardian, I will:

- Believe my child can learn.
- Show respect and support for my child, the staff, and the school community.
- See that my child comes to school on time every day.
- Attend at least one (1) parent/teacher conference during the school year.
- Read with and to my child at home.
- Help my child with homework and support learning at home.
- Talk with my child about school activities each day.
- Communicate with my child's teacher about my child's progress.

### **Student Responsibilities**

As a student, I will:

- Believe that I can learn.
- Attend school regularly and on time.
- Show respect for myself, my school, and other people.
- Let my teacher and family know if I need help.
- Read on my own and with my family every day.
- Do my homework and turn it in on time.
- Follow school and classroom rules.

## **School Staff/Teacher Responsibilities**

As a school staff member/teacher, I will:

- Believe that all children can learn.
- Grow professionally so that I can successfully teach all children.
- Provide a safe and caring environment that encourages all children to be active learners.
- Document ongoing assessment of each child's progress and keep parents/guardians informed.
- Maintain open lines of communication with parents/guardians.
- Encourage parents/guardians to be involved partners in the school program.
- Help all children understand and follow the school and classroom rules.

## **Emergency Procedures**

### **Fire drills, lockdown drills, and tornado drills**

will be conducted throughout the school year.

Students and staff will follow procedures set forth in the school's **Critical Incident Response Plan**.

In the event of an actual emergency such as a tornado, fire, or lockdown situation while your child is at school, you may find that it is difficult to contact Rural Retreat Elementary as phone service may be interrupted or staff may be tending to students' needs. School staff will stay with your child until you, or an adult you previously authorized on the Emergency Card, can pick up your child. **(Thus, it is imperative that you notify the school of any**

**change in your contact information.)** When you arrive at the school, staff will help you properly sign your child out.

Students may be moved to another location to provide better and more direct care. If relocation is necessary, RRES students and staff may need to be transported to Rural Retreat High School, Rural Retreat Middle School, Speedwell Elementary or to another safe area for reunification with parents. This decision will be made by the district administration and emergency personnel based current conditions, including the building safety and the duration of time that students may need to remain in the care of school staff.

RRES will post signage at the site letting parents/guardians know where your child is being cared for. This information will also be shared with the local media.

### **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)

## **School Wide Discipline Plan**

### **Principles**

- ✓ Every person deserves to be respected
- ✓ Every person deserves to be safe and feel safe
- ✓ Students attend school to learn academics, behavioral skills, citizenship, and to become better people
- ✓ Learning is enhanced by the establishment of academic and behavioral expectations
- ✓ We will teach and model good citizenship, self discipline, and social skills

### **School Rules**

- ✓ I will follow directions the first time given
- ✓ I will keep my hands, feet, mouth, and objects to myself
- ✓ I will put people up, not down
- ✓ I will respect my teachers, my classmates, and my school

## Discipline Plan

Inappropriate behaviors at RRES will fall into 3 categories or levels of offenses. Each level will be addressed by either the classroom teacher or Mr. Rouse.

Adjustments to the plan may be made based on our documentation and data collection to address specific areas of need.

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Not following directions</b>	<b>Cheating or lying</b>	<b>Fighting</b>
<b>Running in the hallways</b>	<b>Disrespect to the teacher or adult in charge or open defiance</b>	<b>Obscene language/gestures</b>
<b>Excessive Talking</b>	<b>Refusing to work</b>	<b>Ethnic slurs</b>
<b>Eye Rolling</b>	<b>Throwing objects</b>	<b>Inappropriate touching</b>
<b>Interrupting others</b>	<b>Temper Tantrums</b>	<b>Damaging property</b>

<b>Inappropriate laughing or sneering</b>	<b>Hitting, Pushing, Kicking</b>	<b>Inappropriate clothing</b>
<b>Teasing</b>		<b>Bullying</b>
<b>Misuse of materials</b>		<b>Threats</b>
		<b>Stealing</b>
		<b>Harassment</b>
		<b>Weapons</b>

### **Level 1**

**Handled by the teacher - documentation of behavior and action taken by the teacher. Parental contact for repeat offenses**

### **Level 2**

**Handled by the principal. Repeated offenses after warnings have been issued could result in an office time out, loss of privileges, In-school suspension, or out of school suspension. Parental contact will be made.**

### **Level 3**

**Handled by the principal. Most level 3 offenses will result in In-school suspension, or out of school suspension. Parental contact will be made.**

#### **When disciplinary actions are taken:**

- ✓ **Staff will always provide due process by allowing the student to provide their side of the story.**
- ✓ **Students will be counseled on appropriate choices and decision making. Discipline is part of our instructional program.**
- ✓ **Discretion and sound judgment will be used in all disciplinary actions handled by the school staff. Age and maturity level will be taken into consideration. Not all situations are the same and should be handled accordingly.**
- ✓ **Confidentiality will be a must**
- ✓ **In certain situations, students will be given the opportunity to correct and rectify their behavior on their own when appropriate.**

## **SCHOOL BUS SAFETY AND DISCIPLINE**

**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, and
- 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, and
- 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), and
- 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.**

## **All school rules apply on the bus!**

- ✓ **1st office referral = a documented warning**
- ✓ **2<sup>nd</sup> office referral = a documented warning + a phone call to parents**
- ✓ **3<sup>rd</sup> office referral could result in loss of privileges, In-school suspension, bus suspension, or out of school suspension depending on the severity of the misconduct. Bus safety will be a priority!**

### **Good Behavior Incentives:**

#### **Good behavior should be recognized!**

Each grade level will be responsible for a good behavior reward celebration at the conclusion of each 9 week grading period.

**Principals club - each month teachers and staff will have the opportunity to nominate individual students for Principal's Club based on the following criteria:**

- ✓ **Improvement both academic and social/behavioral**
- ✓ **Exhibiting good citizenship**
- ✓ **Lifting up their classmates**

✓ Hard work

Teachers must recognize different students each month. A student may be nominated for Principal's club by another teacher or staff member, but not by the same staff member two or more times in an effort to spread the opportunity for more students throughout the school year.

### **Additional opportunities**

Classroom teachers are encouraged to utilize other means of good behavior recognition. Both the staff and the administration will work collaboratively to establish additional opportunities to recognize/reward students throughout the school year. The development of student's positive attitudes about school and learning will be an area of focus for our school. Parent suggestions are always welcome.

**We will all work  
together as one**

team (including  
parents and  
community  
members) to  
ensure the  
success of our  
students!