



Riverside Middle School

STUDENT/PARENT HANDBOOK 2011-2012

615 Hammett Bridge Road
Greer, SC 29650
Phone: (864) 355-7900
Fax: (864) 355-7918

www.greenville.k12.sc.us/riverms

**Mascot – Riverside Royals
School Colors – Navy Blue & Silver
Motto – “All for One and One for All”**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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PRINCIPAL'S MESSAGE

Dear Students and Parents,

Welcome to Riverside Middle School. All of us, administrators, teachers and staff, are pleased you are a part of our Riverside family and look forward to getting to know each of you this year. The middle school years are exciting, full of change, growth and new opportunities as well as new responsibilities. Riverside Middle will give you a strong academic base while providing many opportunities to explore the arts. I encourage you to understand the importance of your academic work and place learning as a high priority.

Riverside Middle School's Mission

Riverside Middle, in cooperation with the home and community, will provide opportunities which prepare students intellectually, creatively, socially, emotionally, and physically to become productive and responsible members of society.

Reaching this goal is a challenge. I believe that with all of us working together, administration, faculty, staff, students, parents and community, we can reach this goal and provide for each student a challenging and enjoyable year of learning experiences.

Sincerely,
Ron Harrison, Principal

RIVERSIDE MIDDLE SCHOOL ADMINISTRATION AND STAFF

Principal.....Eric Williams..... 355-7902
 Assistant Principal.....James L. Gardner 355-7911
 Assistant Principal.....Meg Stovall..... 355-7912
 Assistant Principal..... Randy Counts.....355-7929
 SecretaryMary Higgins 355-7902
 Office Clerk.....Stacy McCarson.....355-7972
 Attendance Clerk.....Kim Dunlop 355-7901
 Guidance Counselors
Pam Wall Eighth Grade.....355-7986
 Lynn Truitt Seventh Grade.....355-7915
 Stacy Hall Sixth Grade.....355-7916
 Guidance Clerk.....Cindy Dill 355-7904
 Media Specialist.....Andi Fansher 355-7996
 Media Clerk.....Tish Frasier 355-7906
 School Nurse, RN.....Rudie Ivester..... 355-7907
 School Nurse, LPN.....Jenny Jumper 355-7994
 Cafeteria Manager.....Andrew J. Smith..... 355-7908
 Resource Officer.....Joel Galli..... 355-7914
 School phone: (864) 355-7900

School district information can be obtained by dialing (864) 355-3100 or by visiting the school district website at www.greenville.k12.sc.us.

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ACADEMIC INFORMATION

Alphabetically listed below

As part of the middle school philosophy, Riverside Middle endeavors to develop within its students a desire and individual responsibility for learning. To promote academic excellence, standards for academic performance are necessary. Therefore, all students are required to meet the following standards of academic performance.

ACADEMIC GRADING POLICY

The School District of Greenville County complies with statewide requirements. Middle school students will receive a numeric grade.

The grading scale provides consistency across South Carolina. This is especially important for determining high school students' eligibility (based on grade point ratio) for college and for scholarships, including a state LIFE scholarship.

If you have questions about the grading scale, contact the school guidance office at 355-7904.

Statewide

A 93-100
 B 85-92
 C 77-84
 D 70-76
 F 69 or Below

ASSIGNMENTS

Written Assignments

1. All assignments will be done on standard size, loose-leaf paper unless otherwise instructed by the teacher.
2. All assignments will be neat and legible. Assignments turned in folded, wrinkled, or defaced will not be accepted.
3. All assignments will be signed by the student, labeled and dated.
4. All assignments are to be written in pencil unless otherwise instructed by the teacher.

5. All assignments will be evaluated with regard to the rules of good grammar, spelling and composition.

Homework Assignments

1. All homework assignments will be evaluated first by the standards for written assignments.
2. Homework will be graded as accepted, not accepted, or will be given a numerical grade.
3. All homework assignments must be completed to the satisfaction of the teacher in order to be accepted.
4. All homework assignments must be completed by the established deadline. Assignments left at home or in the locker may not be accepted.
5. Homework assignments may be given daily.
6. Students must follow the Grade Level Homework Policy and Schoolwork Recovery Policy.

Make-Up Work

Failure to make up work within five school days, immediately following the absence, will result in the student's grade being jeopardized in classes missed during the period of absence. **In cases of prolonged illness beyond five days, special consideration will be given. It is the responsibility of the students, not the teachers, to arrange for make-up work.**

1. Work assigned before the absence or field trip will be due the day the student returns.
2. Tests assigned before the absence will be taken on the scheduled test date or date arranged with the teacher.
3. If students miss a test or quiz while absent, on the first day back, arrange with teacher to make up the work within two days.
4. If a test is assigned in advance and given during the student's absence, he/she should be prepared to make it up the day he/she returns.
5. In general, work is made up before or after school in order not to miss more class time. Check with each teacher and make the arrangements with him or her to complete this in a timely manner.
6. Students must be absent at least three days before make up work can be requested. Please make requests to the guidance clerk. Parents need to call by 8:30 A.M. to request make-up work. Work will only be provided when the student has missed three days of school.

ATTENDANCE

1. All students are required to attend class and may not leave class without permission.

2. Any student who is absent from class without an excused note from the office will receive a zero for the day and face disciplinary action.
3. Any student who is absent from class with an excuse will be required to make up work missed or will be given a zero.

There is no substitute for the uninterrupted personal contact between teacher and student in the classroom environment where the teachers carefully plan learning experiences. Even though students may make up classwork missed because of absences, they can never replace the educational, cultural, and social contact they have experienced through face-to-face instruction and class participation. Students with good attendance generally achieve higher levels of learning than those with poor attendance.

A compulsory school attendance law is in effect in South Carolina that requires all students to remain in school until age seventeen (17). Parents have the legal responsibility for sending their children to school. Chronic absences will be reported to the administration and the Division of Social Services. **If a student is absent more than 10 days with or without medical excuses, he/she is subject to be retained.** In order for the student to gain the full measure of educational benefits that school has to offer, regular attendance is necessary.

Early Dismissals

On the day a student needs to leave early, he/she must bring a note from a parent or guardian stating the reason for his/her dismissal, the phone number where parents can be reached, and the homeroom teacher's name. This note must be signed by the parent and must be in the main office no later than 8:25 A.M. If the dismissal is for medical purposes, the request should include the doctor's name and telephone number. The parent or legal guardian with whom the student lives must meet the student in the office to sign him/her out. Please bring a valid picture I.D. Early dismissals are excused for the reasons which apply for an excused absence – not due in two days. Early dismissals count as an absence in all classes missed. The last early dismissal time is 2:45 P.M. There will be no early dismissals during PASS testing or exams.

Written Excuses

In order for an absence to be considered excused, a written statement from the parent, guardian, or doctor must be submitted to the attendance office. A written excuse for the absence should be brought to the school the day the student returns from being absent. If the excuse is not sent within two (2) days, the absence will be considered unexcused and recorded accordingly. If

the absence is excused, the student will be allowed to make up work missed. **All make up work must be completed within one week after returning to school.** The student has the responsibility of requesting make-up work. Excuses for these absences should:

1. Be dated and give date(s) of absence.
2. State reason for absence unless it was prearranged.
3. Be given to attendance clerk the day student returns
4. Be written and signed by the parent or a physician.
5. Must have a phone number where a parent can be reached for verification.

Excused Absences

1. Illness certified by a physician.
2. Extreme hardship, serious illness or death in the family requiring the presence of the student; must be approved by the principal.
3. Participation in religious holiday observances; please notify the principal for approval.
4. Dental or doctor appointments.
5. Prearranged absences approved by the principal, which must be submitted to the attendance office one week prior to the absence. Students will be allowed to make up work and make-up work will be submitted on the day the student returns. Make up work is not pre-arranged. Absences will count as unexcused towards ten day policy.

Unexcused Absence

1. All absences from class without proper authorization will be considered unexcused.
2. Failure to bring an excuse within a two (2) day period following an absence is unexcused.
3. A reason not covered under "Excused Absences" is considered unexcused.

Tardy Policy

The tardy policy is as follows:

1. Persistent tardiness will not be tolerated; disciplinary action will be taken.
2. Teachers will keep an accurate accounting system of tardiness to class through the day.
3. Teachers will close classroom doors at 8:30 A.M. and at the ringing of the tardy bell at the beginning of each class.
4. Persistent "EXCUSED" tardiness will be carefully examined by the administration to attempt to reduce it. Tardiness for any reason is disruptive to the learning environment and to the learning process.
5. A student arriving at school after 8:30 A.M. should report to the attendance clerk.
6. Excused tardies are those with medical documentation or principal approval.

7. Tardiness to school and/or all classes will result in the following action. All tardies are called by the computer call system.

- A. **First tardy**
- B. **Second tardy**
- C. **Third tardy**
- D. **Fourth tardy and up - Referral to Tardy Detention**

PROGRESS REPORTS

Progress Reports will be issued and sent home to all students on the following dates.

September 19, 2011 November 28, 2011
February 15, 2012 April 30, 2012

REPORT CARDS

Report cards will be sent home on the following dates.

October 31, 2011 January 19, 2012
March 27, 2012 June 4, 2012

GENERAL PROCEDURES

Alphabetically listed below

AGENDAS

Students are given a RMS agenda at the beginning of the year. Students are required to use the agenda throughout the year. If lost, they may purchase a new one in the school store for \$5.00.

BOOK BAGS

Students are encouraged to use book bags to transport their books and materials to and from school. However, in order to assist with organization and to provide a safer classroom environment, students are required to keep their book bags/nylon sports bags/large handbags in their lockers until their last locker break. Rolling book bags are not allowed.

CAFETERIA REGULATIONS

<u>Cafeteria Costs</u>	
Breakfast	\$1.00
Lunch.....	\$2.00
Adult Lunch	\$3.25
(Prices subject to change)	

Behavior in the cafeteria should be based on courtesy and cleanliness and should adhere to the following guidelines:

1. Students are to purchase and pick up all items in the cafeteria the first time through the line.
2. Students are to remain at their assigned tables until the end of the period.
3. No food is to be taken out of the cafeteria.
4. No food or objects are to be thrown in the cafeteria.
5. Teachers will assign students to clean the table for the next lunch period.
6. Bag lunches must not contain any glass containers or carbonated drinks.
7. Take-out or fast food lunches are not allowed in the cafeteria.
8. Students violating lunch regulations will be sent to the appropriate administrator.
9. Birthday parties are not allowed.
10. All students must eat lunch every day.

Students are not allowed to invite visitors to eat lunch without prior written approval.

Applications for free/reduced lunch forms will be distributed at the beginning of the school year. Money may be deposited into lunch accounts between 8:00 – 8:20 A.M. each morning. Breakfast will be served each morning from 7:45 to 8:15 A.M. The lunchroom is not responsible for lending money to students who forget their money.

FIELD TRIPS

Students on approved school field trips and approved school activities will not be considered absent from school but must make up work missed. Students participating in field trips or any other school activity are expected to abide by the same policies as during a regular school day and will be expected to follow dress code procedures determined by the faculty. Students must have a signed field trip permission form before going on a field trip.

Access to Field Trips

1. A teacher may not use a field trip to reward or punish a student for behavior unrelated to the trip. Students may be excluded from trips, however, if (a) a suspension covers the date(s) of the trip and (b) the student's behavior would disrupt the orderly execution of the trip and lessen its educational value for other students. **The principal will approve all decisions to deny a student access to a field trip.**
2. Students who are excluded from field trips must be given appropriate assignments.
3. All medications taken on field trips must have the appropriate Field Trips Form completed by a parent.
4. Students will not be penalized academically for non- participation in a field trip.

GUIDANCE

The Guidance Department's overall function is to assist students in a number of ways:

Assignments

If a student is absent for more than three days and needs assignments, he/she should call the guidance clerk for assistance. Teachers are given twenty-four hours to get assignments ready. This is to prevent interruption of instruction. **Please do not email requesting missed assignments.**

Conferences

If a student, teacher, or parent desires a conference or a conference is considered necessary, the counselor will arrange it.

Individual Counseling

Counseling is available upon student request or teacher referral. If a student has a concern or situation that he/she wants to talk over with someone, he/she should see the counselor. He/she is professionally trained to listen and assist.

Scheduling

The counselor coordinates the scheduling process to insure that students are in the appropriate courses, based upon teacher recommendation.

School Records

Guidance maintains school records and sends them to other schools when students transfer or are promoted to high school.

Testing

Guidance is responsible for administering tests and interpreting test results.

Withdrawals

In the event a student must withdraw from school, the following steps are to be followed:

1. The Parent/Guardian must come to the school to sign the withdrawal forms before 1:00 PM.
2. Request a withdrawal form from the guidance clerk. This form must be signed by all of the student's teachers.
3. Return all text books to an assistant principal.
4. Pay all outstanding fees and fines.
5. Clean out locker(s).
6. Return the signed withdrawal form to the counselor.
7. Return all library books and materials to library.

HEALTH ROOM

- Students are allowed to visit after obtaining a health room pass from their teacher.
- All health related phone calls to parents should be made in the health room. Dismissals due to illness must first be seen in the health room or they will be considered unexcused.
- 1st and 7th periods in the health room are reserved for student emergencies, parents who need to bring in meds, field trip preparation, care plan preparation, charting and other clerical items. If you decide to send your child to school they should not be in the health room 1st period with complaints of illness.
- Parents are required to bring medications into the school and fill out the appropriate form, this includes cough drops.
- The use of crutches requires a note from your doctor stating the number of days they need to be used.
- Emergency phone numbers need to be updated, with the health room, if changes occur during the year.
- If you are ill and have a FEVER, you must be FEVER FREE for 24 HOURS **without** the use of fever reducing medications before you may return to school.
- If your child wears contacts, you are responsible for bringing a small bottle of contact solution to the health room for use during school hours if needed.
- When a prescription medication is required, to be used during school hours, the Parent/Physician form for Prescription Meds must be submitted at the **SAME TIME** the medication is submitted to the health room.
- Students who are going to Self-Administer a medication, such as an inhaler or an epi-pen, must obtain signed permission from the parent and physician. Additional back-up medications are strongly encouraged to be kept in the health room with the nurse. These “self-administer meds” must have the proof of permission taped to the med. This may be obtained from the health room when all forms have been turned in.

Please refer to the Greenville County Schools website (<http://www.greenville.k12.sc.us>) for more in depth explanation of Health Services information, policies, and permission forms. This information can be found under the Student Personnel Services heading.

LOCKS AND LOCKERS

Students will be issued a locker at the beginning of the school year. **DO NOT** share lockers or combinations with anyone. Students are responsible for lockers and their contents. Always lock the lock securely. If a student has a locker problem, report it to the teacher. Articles of value are best left at home.

LOITERING

Students are to move quickly and quietly in the halls at all times. Students are not allowed to loiter in the halls between classes or before and after school.

MEDIA CENTER GUIDELINES

1. The media center is open to students from 7:45 A.M. to 3:45 P.M. on school days. If students need extended hours, please notify one of the media specialists in advance to make arrangements.
2. Students may come to the media center during school hours with a pass in their agenda, signed by the supervisory teacher and which indicates the purpose and length of time for the visit. Students should come prepared for their task with all materials required to complete it.

3. Media will be checked out according to the following schedule with fines charged for each school day:

Books	3 week loan	\$.10/school day
Magazines	Overnight loan	\$.25/school day
Reference	Overnight loan	\$.25/school day (Subject to change)

4. Books may be renewed one time to extend the loan period. If the book is overdue, the student must have the book with him in order to renew it.
5. Students will receive notice of overdue materials each week either in their Literature class or Homeroom. Overdue materials should be returned promptly and fines paid in order to continue checkout and/or school privileges.
6. Other fines and charges on media are:

Lost/damaged barcode label	\$1.00
Damage to book	Determined by extent of damage
Lost books	Replacement cost

7. Students are allowed to print from media center computers for the purpose of a class assignment or project. The charge for this printing is:

Text Only	\$.10/page
Graphics & Color/B&W	\$.25/page

8. Chewing gum, food products, and drinks are not allowed in the media center.

9. Courteous and respectful behavior is expected of all students in the media center.
10. Reserved books (books reserved for a particular group to use at a teacher's request) are circulated overnight only from 3:15 P.M. until 8:20 A.M. the following day. The fine on these books is \$.25 per day. This encourages students to make the added effort to return the materials so that they will be available for use during school hours.

OFFICE HOURS

The school office will be open from 7:30 A.M. until 4:00 P.M. Monday through Friday. Exceptions are noted on the school district calendar. Bus students arriving early and/or staying late will be supervised.

PHONE MESSAGES

Students are expected to make all daily school and after school arrangements **prior** to coming to school each day. Messages should be kept to a minimum. Emergency messages that must be communicated to students during the school day will be taken and written down by the school receptionist. These students will be called to the office at the end of the day to pick up their messages. **Students will only be allowed to call home with a pass from a teacher. If a student has a change in transportation, parents must send in a written note to the front office.**

PARENT-TEACHER-STUDENT ASSOCIATION

The PTSA is an organization that works to improve Riverside Middle. Through the Fall Open House program, parents are provided an opportunity to meet faculty and staff, to learn first hand of the school program, and to tour the facilities. Through the publication of the newsletter, the PTSA alerts the school community about activities and needs of the school. Membership in the organization is open to all parents, community members, teachers and students.

SIC

The School Improvement Council (SIC) serves as an advisory committee to a school's principal and faculty. Unlike PTA/Os and other voluntary school organizations, councils are mandated by law to exist in every public school in South Carolina. Our SIC plays a key role in the education of our state's children, bringing together parents, educators and community stakeholders to collaborate on the improvement of their local school.

TECHNOLOGY

www.greenville.k12.sc.us/district/web/policy

The School District of Greenville County provides computer, network, email, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student. "Acceptable use" of these systems is use that is consistent with the instructional goals of the District. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The District does not supervise individual email accounts, a Parent Portal is available that permits the supervision of your child's email account.

Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action and or involvement of law enforcement. The Internet use permission Form is included at the back of the handbook on the back of the Student Information Sheet.

- Treat computer equipment with care and respect – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only.
- Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system.
- Do not bypass or attempt to bypass any of the District's security or content filtering safeguards.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text,

graphics, or music you find online, ask your teacher or media specialist for guidance.

- Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- All online communication must be polite and not threatening or offensive in any way – All students in grades 3-12 are issued email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of a student's home directory.

Student Email Guidelines

Upon acceptance of your Greenville County email account, you agreed to the following terms and conditions:

1. I will not use email to bully, harass, or threaten other students or individuals.
2. I will not use email to send chain letters, viruses, or hoaxes to other students or faculty.
3. I understand that email is provided to me by the district and is district property. The district reserves the right to access a student's email account at any time if misuse is suspected.
4. I understand that my email account is filtered and that any message written that contains inappropriate language or content will not be delivered.

Violation of this agreement will result in termination of your student email account.

SCHOOL DAY

The school day for Riverside Middle School is from 8:30 A.M. to 3:15 P.M. The school is open from 7:30 A.M. – 4:00 P.M.

Breakfast will be served from 7:45 A.M. to 8:15 A.M. at the first two tables closest to the doors. Students are to report to breakfast upon arrival to school.

The classrooms will be opened to students at 8:15 A.M. Students are expected to be in their homerooms by 8:30 A.M. Students arriving after 7:30 A.M. and prior to 8:15 A.M. will be admitted to designated areas to be announced. There will be no supervision for students dropped off before 7:30 A.M.

Students will only be admitted to the library, a classroom, or other area of the school during this time with a pass from the subject area teacher.

Students should vacate the school premises at dismissal time. Students must be issued passes to be in the classrooms and hallways before 8:15 A.M. and after 3:15 P.M. with the exception of afternoon bus riders. Students must be picked up by 3:45 P.M. Habitual offenders may lose after school privileges or be assigned after school detention.

TEXTBOOKS

All basic textbooks are loaned to students for use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay replacement costs for lost books and an appropriate charge for damaged books. **Removable book covers are encouraged to minimize damage fees.**

TRANSPORTATION

Buses (Taylor's Bus Center – 355-7330)

Good behavior on the buses helps insure students a safe ride to and from school. Misbehavior on the buses will result in the student being denied the privilege of riding the bus for a certain period of time. Repeated offenses will result in permanent expulsion from the bus for the remainder of the school year.

Students who come to school on the bus should return home on the bus unless they have a note from a parent, approved by the administration. Only regularly scheduled students are to ride the buses. To ride a bus other than the regular one, the student needs to bring a signed note from the parent. This must be signed by one of the administrators in the office and given to the bus driver. Students missing the bus are obligated to get to the school some other way. **BUS STUDENTS ARE TO REMAIN IN THEIR 7TH PERIOD CLASS UNTIL THEY ARE CALLED TO THE BUS AREA.**

1. Never put hands or head out of the bus window.
2. Never get on or off the bus while it is in motion.
3. Never ride on the outside of the bus, fenders, running board, or step.

4. No smoking on the bus. Failure to observe this rule will result in an automatic three-week suspension from school bus transportation.
5. Be on time. After a few days of operation, drivers will establish a schedule that will be followed.
6. Stay off the road while waiting for the bus.
7. Riders must maintain classroom conduct while riding the bus.
8. Never tamper with any bus equipment.
9. Remain seated when the bus is moving.
10. Driver will not pick up or discharge riders at places other than the regular bus stops.
11. Do not bring animals or pets on the bus.
12. Riders are not allowed to bring bottles or cans onto the bus; no eating is allowed on the bus.

Students may not ride home with a friend unless both students have signed notes by their parent or guardian. Prior approval by administration is required as some buses are full and will be unable to transport additional students.

Cars

Car riders should load and unload in the designated pick-up area only. **DO NOT GO TO THE FACULTY PARKING LOT OR TO THE END OF THE WALKWAY FOR DROP OFF or PICK-UP.** Students arriving at school before 8:20 A.M. must report to the designated holding area. There will be no supervision for students dropped off before 7:45 A.M.

Walkers and Bicycle Riders

Bike riders should use the walkways. Do not ride along the driveways or ride bikes on the sidewalk when traffic is heavy. Bikes must also be secured daily to the rack provided at the front of the school. All walkers should use the walkways. Running, horseplay, skateboards and rollerblades are prohibited.

ALL RIDERS AND WALKERS MUST LEAVE CAMPUS PROMPTLY AT THE END OF EACH DAY.

VISITORS

All visitors must use the front entrance. All visitors must report to the main office before proceeding to any other part of the building or campus. A computer will be available for visitors to sign in on. ALL VISITORS MUST WEAR A VISITOR NAMETAG. **Please note: All school policies, procedures, regulations and rules apply to all visitors.** These procedures are in place for the safety of the students and staff. Trespassers will be prosecuted. School dress code applies to all visitors.

BEHAVIOR INFORMATION

Alphabetically listed below

1. All students are expected to show a positive attitude at all times. Failure to show a positive attitude can be disruptive to the pursuit of academic excellence.
2. When a student becomes disruptive in class to the point that it interferes with his learning and/or the learning of others, the teacher reserves the right to refer the student to the office for disciplinary action.

The purpose of these standards is to make the student aware of what he/she must do,

- a. attend class on a regular basis
- b. be on time for class
- c. display appropriate behavior

in order to successfully meet academic goals. One is as important as the other. Excellence cannot be obtained by accomplishing one and not accomplishing all.

A student who is given a directive by any member of the school staff (teacher, office staff, SRO, etc.) must comply immediately with the directions given. The student may, at a later time, discuss his/her concerns through appropriate channels. Failure to immediately comply with an order is defiance subject to appropriate punishment.

Please remember that students are not to bring gum or candy to school.

Levels of Offenses

The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of disruptive offenses being committed. Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion.

Disorderly conduct - Level I

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- school tardiness

- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following: verbal reprimand, withdrawal of privileges, demerits, detention, in-school/out of school suspension, other sanctions approved by the Board or administration

Disruptive conduct - Level II

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following: in-school suspension, withdrawal of privileges, temporary removal from class, out-of-school suspension, referral to outside agency, assignment to alternative school, expulsion, restitution of property and damages, where appropriate, should be sought by local school authorities, other sanctions as approved by the Board or administration

Criminal conduct - Level III

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons
- sexual offenses
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging
- unauthorized access, use, or attempted access or use of District computer systems

The administration may apply sanctions in these cases of criminal conduct which may include, but are not limited to, the following: expulsion

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism(major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

The administration may apply sanctions in these cases of criminal conduct which may include, but are not limited to, the following: withdrawal of privileges out-of-school suspension, assignment to alternative school, expulsion, restitution of property and damages, where appropriate, should be sought by local school authorities, other sanctions as approved by the Board or administration.

BULLYING

The system used to report bullying, developed as a part of the school procedures, will allow for anonymous reports and will specify prompt action. Students may complete a Bullying Form in the classroom or in Guidance if they feel they are a victim of bullying.

CELL PHONES

Students who choose to bring cell phones to school must keep them in their lockers or book bags.

During school hours (7:30 – 4:00) while in the school building or on school grounds, no student may use or have a cell phone turned on. "Turned on" includes a phone that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.

Phones will be confiscated per district policy:

First offense – confiscation of the cell phone and after a conference held the next school day with the parent/legal guardian, the phone will be returned to the parent/legal guardian. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy JDCA and the penalties for subsequent violations.

Second offense - confiscation of the cell phone and after a conference with the parent/legal guardian, the cell phone will be returned to the parent/legal guardian 30 calendar days after the confiscation.

Third and subsequent offenses - confiscation of the cell phone and after a conference with the parent/legal guardian, the phone will be returned to the parent/legal guardian 60 calendar days after the confiscation.

Texting is prohibited. Students will receive a referral.

Also electronic devices such as Ipods, e-readers and cameras are not allowed at school and will be confiscated for parent pickup.

DANCE RULES

DO'S

1. Only Riverside Middle School students may attend the dance
2. Be respectful to students and adults at all times
3. Bring money for food
4. Follow school dress code
5. Use restrooms in the lobby
6. Have rides pick you up at the end of the dance at the prearranged time

DO NOT'S

1. Do not display any inappropriate dancing
2. Do not leave the dance as you will not be allowed back in the building
3. Do not show public display of affection
4. Do not litter – trash cans are provided
5. Do not run, push, hit or otherwise show rude or disruptive behavior

YOU WILL NOT BE ALLOWED AT THE NEXT DANCE IF:

1. You are removed from the dance for violating the rules
2. Your parents do not pick you up at the correct time

DRESS CODE

(Greenville County Schools and Riverside Middle School Minimum Standards)

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. **Students should dress for the educational setting and not the recreational one.**

Greenville County School District establishes the following requirements for school dress code policies for students. Principals may make additions to these standards.

- Student dress and grooming must be neat and clean.
- Clothing and/or hair should not disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. Non-human hair color is not permitted. It is suggested that students do not wear hair covering their eyes as it poses a danger to the students and may interfere with their ability to clearly see in the classroom.
- Students shall not dress in such a way that partially or totally exposes underclothing. Low-cut shirts, tank tops, spaghetti strap tops, sleeveless or halter tops, and vests or see-through or mesh garments worn without shirts are not allowed. At no time should the student's midriff be visible while standing, sitting, or participating in normal school activities.
- Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor. Pajamas or clothing resembling pajamas are not allowed.
- Holes in pants and cut-off shorts are not allowed.
- Sweat pants and/or athletic shorts are not permitted.
- Leggings and "jeggings" may be worn with a dress or skirt finger tip length or longer
- Skirts and shorts should fit and be in good taste and not be shorter than mid-thigh/finger-tip (no shorter than 5" above the knee). This rule includes skirts/shorts with leggings and "jeggings."
- Coats, jackets, and oversized sweatshirts, and hats

will be placed in lockers during the school day.

- Hats, sunglasses, hair curlers, skullies, or do-rags (bandanas) may not be worn.
- Shoes or sandals must be worn. Flip-flops (shower-type shoes) and thong-type shoes are not permitted. No Soccer Sandals or hee-lies (shoes with roller-skates) allowed.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex. Drawing, writing, or painting on the skin or clothing will not be allowed.
- Facial jewelry is not allowed.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which may result in the disruption of or interference with the school environment. The administration will either require the student to change, wait in ISS, or inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.