



GCS & BRMS

Student Handbook

2024-2025

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Attendance

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within three (3) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three (3) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within three (3) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Suspension is not to be counted as an unlawful absence for truancy purposes

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

Carnegie Credit

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10th unlawful absence, “seat time recovery” is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful. A student must attend the majority of a class session during a school day to receive credit for that class.

Truancy

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

Student Arrival and Dismissal

Each school is responsible for overseeing the development of protocols and supervision that are tailored to the age and needs of students at each school facility. The protocols will include:

- Staff assigned to specific locations and related responsibilities;
- The area in which students will be retained awaiting designated transportation;
- Plan for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

Student Behavior Code

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#), and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

Personal electronic devices cannot be used by students during the instructional day absent authorized permission by the principal or principal's designee for unique events. All personal devices must remain out of sight of others and be silenced during this time. The instructional day for elementary schools shall be from 7:45 a.m. to 2:15 p.m. The instructional day for middle schools shall be from 8:30 a.m. to 3:15 p.m. The instructional day for schools that have combined levels of instruction, such as K-8 schools, shall be determined by the principal or principal's designee in accordance with the instructional activities of the facility.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Levels of offenses

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

Disorderly conduct - Level I

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

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 (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school's food service program)
- Detention
- In school/out of school suspension
- Other sanctions approved by the Board or administration

Disruptive conduct - Level II

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

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, alternative nicotine 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 (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- 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

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

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 - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)

- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated.
- A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

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

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The principal must recommend students for expulsion if they have committed offenses which are underlined above. If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- 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

Dress Code

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. The principal may create further guidelines regarding student dress which are consistent with the parameters below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hoods, hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. No bedroom shoes or slippers are permitted
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips
- Holes in garments or exposed skin are prohibited above the required short/skirt length

- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card (2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- 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.
- For middle school student ID cards must be worn and visible

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, schools will either have clothes available to provide to students who are in violation or will permit the students to have clothes brought to the school to correct the dress code violation. Students will wait in a designated location until that violation of the dress code is remedied. Students who would like to make a request for accommodations to the dress code related to a disability or religious belief should notify the school's administration of that request in advance.

Students shall be subject to the following consequences for violating the dress code.

- 1st Offense: Warning/Parent Contact
- 2nd Offense: Detention
- 3rd Offense: Referral for Additional Discipline

Transportation

Discipline

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

Level I Consequences

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II consequence.

Level II Offenses

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

Level II Consequences

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

Level III Offenses

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

Level III Consequences

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

Discipline of Students with Disabilities

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Procedures for Transporting 4k, 5k and 1st Grade Students

For safety reasons, all K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year. The student tag shall include the following information:

Front:

Student Name

Student designee name (4th grade or above)

Route number

Back:

Student address unique number

Parent Responsibilities:

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, and the parent/guardian/designee with the numbered card is not present at the bus stop, the student will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

Incidents of the parent/guardian/designee with the numbered card not being at the bus stop for afternoon drop-off will result in all transportation services being discontinued according to the following schedule:

- First Incident: Warning to parent by school with review of future consequences
- Second Incident: 3 days off the bus
- Third Incident: 5 days off the bus
- Fourth Incident: 10 days off the bus
- Fifth Incident: Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services. Only the Superintendent or his or her designee may make exceptions to the provisions contained in this administrative rule.

Anti-Bullying and Safe Schools

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

Reporting Bullying, Harassment & Discrimination

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAG.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV pertaining to staff and adult interactions with students. Concerns that should be immediately reported to a school's

administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

Title IX Complaints (Sex-Based Discrimination/Harassment)

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

Reporting & Investigation

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDAG. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found under [Title IX](#) on the District's website.

Homework

When homework is given, assignments shall reflect the following guidelines:
 Homework shall include one or more of the three generally recognized types of homework:

- Practice: reinforces newly acquired skills taught in class
- Preparation: helps students prepare for upcoming lessons, activities, or tests
- Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student’s course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long- range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

The SC Grading Scale is as follows:

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

[SC Uniform Grading Scale](#)

Prekindergarten

<ul style="list-style-type: none"> ● Personal and social growth ● Approaches to learning ● Physical development and health ● Language arts and literacy ● Mathematics 	<ul style="list-style-type: none"> + Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress Blank-Not taught or assessed
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Kindergarten and First Grade

Student progress in kindergarten and first grade is reported for South Carolina Academic Standard as follows:

Academic Skills Indicators:

Reading Writing and Language Communication Science Mathematic s Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of- year standard B=The student is beginning to progress toward meeting this end-of-year standard N=The student needs intensive support at school and home to develop this end-of-year standard <i>If left blank, this standard was not addressed or assessed during</i>
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Successful Learner Characteristics:

Interacts positively with adults and peers Shows initiative and eagerness to learn Participates and works well in a variety of settings (whole class, small groups, independently) Demonstrates organizational skills Sustains attention in a variety of settings Demonstrates perseverance in various tasks/situations Follows multiple-step directions	4=The student consistently demonstrates the characteristics 3=The student demonstrates the characteristics most of the time 2=The student demonstrates the characteristics some of the time 1=The characteristic is not yet evident
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Related Arts Indicators:

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards standards
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2nd-12th Grade

The following grade scale will be applied to students in grades 2-12.

A=100-90 B=89-80 C=79-70 D=69-60 F=59-50

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

Grading Floors

Elementary School Students (Grades 2-5)

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

Middle School Students (Grades 6-8)

A floor of 50 will be applied to all grades for middle school students (6-8)

High School Students (Grades 9-12)

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want

changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, student email address, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the law requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is

obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website.

[Insurance](#)

Voluntary student accident insurance is different from athletic insurance, which is required.

Parent's Right to Know

As the parent or guardian of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child.

Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, and the District in accordance with applicable law may monitor all school technology.

Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on [Board Docs](#) on the District's website.

**Blue Ridge Middle School
Student Handbook
2024-2025**



We are BR where positive attitudes and understanding hearts make a great school community!

2423 East Tyger Bridge Road
Greer, SC 29651

Principal: Mrs. Karen Bullard
Assistant Principal: Mrs. Sandra Taylor
Assistant Principal: Mr. Jay Grady
Administrative Assistant: Mr. William Gillette

Phone: 864-355-1900

Fax: 864-355-1966

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Academic Information

Homework:

BRMS follows GCS District policy on homework; pages 10-11.

Late Work:

Greenville County Schools is committed to Building a Better Graduate by creating college and career ready students. As such, students must develop character traits that align with workplace expectations. Some examples of these include responsibility, strong work ethic, and self-direction. Students are expected to give their best effort when completing assignments and should strive to complete them by the due date. Students are expected to turn in ALL assignments and should never have a Not Handed In (NHI) recorded in the grade book. Extra opportunities are available for students to make up work through ROAR, tutoring times, and at other times designated by the teacher.

Teachers will accept late work with no penalty to the student up to 5 days after the original due date or the end of the grading period, whichever comes first. A teacher may extend the late work acceptance deadline but may not reduce the time. The work, although submitted late, will not receive a point reduction. Work can be accepted late across grading periods by special exception and approval of the teacher and/or administrator. Purposely evading or refusing to do work are exceptions to the late work expectation allowance. These situations may be treated as behavioral and follow up with school support staff. In-class assignments and multiple-day class projects will not be given extra time with the exception of extenuating circumstances. Students should make every effort to complete daily classwork and in-class projects.

Makeup Work:

In order to receive full credit for make-up work, all work must be submitted within five school days, immediately following the 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. After the five day deadline, work will be considered late.

- Work assigned before the absence or field trip will be due the day the student returns.
- Tests assigned before the absence will be taken on the scheduled test date or date arranged with the teacher.
- If a student misses a test or quiz while absent, on the first day back, arrangements should be made with the teacher to make up the assessment within five days.
- In general, work is made up before or after school in order not to miss more class time. Arrangements may also be made with the teacher to make-up assignments during support times such as ROAR and tutoring times. Arrangements should be made with the teacher to complete this in a timely manner.
- Students are expected to check teacher websites and Google classrooms for assignments during any absence.

Retake/Redo/Revise Expectations:

Since the goal is for students to master content and skills, students will be allowed to retake/redo major tests only; however, students must commit to doing their part in preparing for the re-test. **Students must initiate the request** to retake/redo a test within 5 days of receiving the grade on the test. Students are allowed to retake/redo a major test one time per quarter for each class. The student must complete a **BRMS Request to Retest form**, which can be found in the teacher's Google classroom, and submit the form to the teacher. The form must be signed by the parent and student prior to being submitted. Following a re-test, the higher grade will be recorded in the grade book.

Athletics

Students in grades seven and eight are eligible to participate in athletics. All students must have a valid, up-to-date physical completed by a certified physician before trying out for an athletic team. All students must try out for a team and if selected as a team member, must follow the GCS Student Extracurricular Code of Conduct as stated in the GCS Middle School Athletics Handbook. Sports offered include football, volleyball, tennis, golf, soccer, basketball, cheerleading, baseball, softball, wrestling, track and cross-country.

[GCS Athletics Website](#)

[GCS Student Extracurricular Code of Conduct](#)

[Board Policy JHE](#)

Suspended Student Athletes:

Student athletes who are suspended out of school may not participate in practices or games until the suspension is complete and all disciplinary requirements have been met.

Spectator Attendance:

Spectators are required to have a clear bag to enter any athletic facility. Live animals and pets are not allowed at any athletic event.

Arrival to School

Arrival Procedures:

Doors will open at 7:30 a.m. and students will report to holding areas by grade levels. All students may eat breakfast, which is free. Students will eat breakfast in the cafeteria first and upon finishing breakfast, they will report to their assigned holding area below. Students may be asked to leave the breakfast area and report to holding after ample time has been given for eating breakfast.

-6th grade reports to the gym.

-7th grade reports to the gym.

-8th grade reports to the cafeteria.

-Students will be released at 8:10 to report to their ROAR classroom.

Tardy to School:

School begins at 8:30 a.m. for all grades. Students who are not in the building by 8:30 a.m. are tardy. Students who are tardy to school should report to the front office. Students will be given a tardy slip and will be sent to class. The tardy will be documented in PowerSchool and addressed according to the Greenville County Schools Behavior Code. Tardiness is considered disorderly conduct and is a Level 1 offense. Therefore, approved sanctions will be issued to students who are chronically tardy. Examples of these consequences include but are not limited to a verbal reprimand, withdrawal of privileges, detention, or in-school suspension/out of school suspension.

Attendance

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within three (3) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three (3) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within three (3) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Suspension is not to be counted as an unlawful absence for truancy purposes

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

Backpack Information

Parents are encouraged to actively monitor student grades through the Parent Backpack. Parents can access grades, attendance and account balances at any time through this system. Parents should create their Parent Backpack through the [Greenville County District Website](#).

Students can monitor their grades through the Student Backpack and should do so frequently. Students are responsible for turning in all assignments. In accordance with GCS grading policy, no grade below a 50 will be entered into the gradebook.

BRMS Discipline Matrix 2024-2025

Behavior and Discipline Expectations

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

Personal electronic devices cannot be used by students during the instructional day absent authorized permission by the principal or principal's designee for unique events. All personal devices must remain out of sight of others and be silenced during this time. The instructional day for elementary schools shall be from 7:45 a.m. to 2:15 p.m. The instructional day for middle schools shall be from 8:30 a.m. to 3:15 p.m. The instructional day for schools that have combined levels of instruction, such as K-8 schools, shall be determined by the principal or principal's designee in accordance with the instructional activities of the facility.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Levels of offenses

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

Level I - Disorderly Conduct

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school. Consequence depends on the severity of the offense.

Team Process for Level 1 Disciplinary Infractions:

Offense 1:

- **Student Conference**
- **Documented in Contact Log**

Offense 2:

- **Student Conference**
- **Parent Contact by Teacher (Email or Phone)**
- **Documented in Contact Log**

Offense 3:

- **Parent Contact by Teacher via Phone**
- **Parent Conference with Teacher(s) & Administration (set up by teacher who gives 3rd offense)**
- **Team Consequence to be determined by Team**

Offenses 4 & Above:

- **Referral to Admin**
- **Parent Contact by Teacher via Phone**
- **Parent Contact by Administration in follow up**
- **Consequences in Matrix Below**

All Level I Offenses will start over 2nd Semester.

Offense 1:

- **Student Conference**
- **Documented in Contact Log**

Offense 2:

- **Student Conference**
- **Parent Contact by Teacher via Phone**
- **Documented in Contact Log**
- **Parent Conference with Teachers & Administration (set up by Team)-if not held 1st semester**

Offense 3 & Above:

- **Referral to Admin**
- **Parent Contact by Teacher via Phone**

All decisions regarding discipline are principal discretion.

Violation-Level I	Offense 4	Offense 5	Offenses 6 and Above:	
Tardy to School (after 8:30)	ASD	ASD	Consequences range from interventions and/or ISS as determined by administration	
Cheating	Redo the Assignment; ASD	Redo the Assignment; ISS	Redo the Assignment; OSS	
Lying	ASD	ISS	Consequences range from ISS to OSS as determined by administration	
Blackmail of other students or school personnel	ISS	Consequences ranging from OSS to Recommendation for expulsion, depending on severity.		
Behavior that Interferes with Instruction	Consequences range from ASD to OSS depending on severity			
Abusive or inappropriate language, gestures, written or electronic between or among students, to include profane or obscene language	ASD	ISS	Consequences range from ISS to OSS as determined by administration	
Failure to Follow Directions	ASD	ASD	ISS	ISS
Forged Notes and Excuses	ASD	ISS	Consequences range from ISS to OSS as determined by administration	
School Bus Violation	Consequences range from ASD to OSS and/or removal from the bus, depending on severity			
Failure to Attend After School Detentions	ISS	ISS	Consequences range from ISS to OSS as determined by administration	
Disobedience of Expectations	ASD	ASD	ISS	ISS
Public Display of Affection (holding hands, hugging, kissing, sitting in laps)	ASD	ISS	ISS	ISS
Other Disorderly Acts as determined by the Administration	ISS	ISS	OSS	OSS

ASD – After School Detention
ISS- In-School Suspension
OSS – Out-of-School Suspension
PD – Principal Discretion
RP = Removal of Privileges

Consequences for Dress Code Violations:

- 1st Offense: Warning/Parent Contact
- 2nd Offense: Detention
- 3rd Offense: Referral for Additional Consequences

Students who come to school inappropriately dressed will go to ISS and be allowed to call home to have appropriate garments brought. Students will remain in ISS during this time.

Consequences for No ID:

- Students will be required to get a temporary ID at the cost of \$1 each; documented; limit of 5 temporary IDs per quarter.
- After reaching a limit of 5 temporary IDs, students will be required to obtain Replacement ID reprint at the cost of \$5 each; offense recorded; Parent Contact.
- After 3rd Replacement ID reprint, referral to administration for each reprint for the remainder of the quarter.

ID records and offenses will start over with each new quarter.

Consequences for Being Tardy to Class:

Unexcused tardies to class occur when a student is late to class, including ROAR, without a written excuse or pass. Students should move directly from one class to another to avoid being tardy. Consequences for unexcused tardies are:

- 1st Offense: Warning
- 2nd Offense: Parent Contact
- 3rd Offense: Detention with Teacher or Team
- 4th Offense: Referral to Administration

Level II - Disruptive Conduct

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Acts of disruptive conduct may include, but are not limited to, the following violations. Consequence depends on the severity of the offense. Parents will be notified of consequences for each offense. Subsequent offenses beyond 4 may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Team Disciplinary Process for Each Level 2 Violation:

- Referral to Admin
- Parent Contact by Teacher via Phone
- Parent Contact and/or Conference by Administration in follow up
- Consequences in Matrix Below

Students who are suspended out of school will be required to participate in a Re-Entry meeting, along with a parent, and administration prior to returning to school.

All decisions regarding discipline are principal discretion.

Violation-Level II	Violation 1	Violation 2	Violation 3	Violation 4
Electronic Violations: includes cell phone, iPad, iPod, MP3 players, gaming devices, smart watches for communication, earbuds and bluetooth earbuds, etc. Any that are out, visible, or used during the school day (8:10-3:15) will result in a referral, beginning with the first offense.	Phone Conference with Parent, Student and Administration	ISS	ISS	OSS
Major Disrespect to Teachers or Staff	ISS	ISS	OSS	
Inciting a fight (including passing notes and other forms of communication or conversation).	OSS	OSS	OSS	
Physical Altercation (Example: hit, kick, push, horseplay).	OSS	OSS	OSS	
Fighting	OSS	OSS	OSS; Possible recommendation for expulsion, Alternative School or referral to Law Enforcement	
Vandalism (minor)	OSS	OSS	OSS; Possible recommendation for expulsion, Alternative	

			School or referral to Law Enforcement	
Stealing	OSS	OSS	OSS; Possible recommendation for expulsion, Alternative School or referral to Law Enforcement	
Possession or use of unauthorized substances, including tobacco, and tobacco products, lighters, e-cigarettes (or components, or cartridges), e-liquids, smoking cessation aids, non-prescription drugs, "look alike" drugs, and drug paraphernalia, including rolling papers	OSS	OSS	OSS	OSS
Use or Possession of Inappropriate Devices (laser-pointers, fireworks, pepper-style materials, smoke bombs and any other similar devices or materials)	OSS	OSS	OSS	OSS
Threats, harassment, intimidation, or bullying	OSS Possible recommendation for expulsion, Alternative School, or referral to Law Enforcement			
Abusive/Profane Language or gestures toward a Staff Member.	OSS	OSS	OSS	OSS
Major Disruptive acts which Interfere with the Educational Process	OSS	OSS	OSS	OSS
Refusal to Obey: school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students	OSS	OSS	OSS	OSS
Inappropriate Verbal or Physical Conduct of a Sexual Nature	OSS	OSS	OSS	OSS
Cutting Class (Student is absent from class without permission for more than 10 minutes)	ASD	ISS	Consequences range from ISS to OSS as determined by administration	
Gambling on school property	OSS	OSS	OSS	OSS
Disruptive or Unlawful Assembly	OSS	OSS	OSS	OSS
Misuse of District Technology Resources (ChromeBook)	Consequences range from ISS to OSS; Restitution for damages; Technology privileges could be limited.			
Trespass: on any GCS campus while under suspension	OSS: Days added to previous consequence, notification of law enforcement, or recommendation for expulsion			
Any Other Acts as Determined at the School level that are Inconsistent with Board Policy.	Consequences range from ISS to OSS depending on severity of the infraction as determined by administration.			
Leaving Campus without permission or authorization	OSS	OSS	OSS	OSS
Being in an Off Limits Area: includes before, during and after school and other Grade Level Halls	ISS	ISS	OSS	OSS

ASD – After School Detention
ISS- In-School Suspension
OSS – Out-of-School Suspension
PD – Principal Discretion
RP = Removal of Privileges

Level III - Criminal conduct

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board. Acts of criminal conduct may include, but are not limited to, the following violations. Consequence depends on the severity of the offense.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Team Disciplinary Process for Each Level 3 Violation:

-Referral to Admin

-Parent Contact and Conference by Administration

-Follow Consequence in Matrix Below

All decisions regarding discipline are principal discretion.

Violation-Level III	Offense
Bomb Threat	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Possession, use or transfer of weapons-a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles, incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Sexual offenses (which include sexual acts that do not result in a criminal offense)	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Theft and/or possession of stolen property	1-10 Days OSS Possible recommendation for Expulsion, Restitution and possible referral to Law Enforcement
Arson	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Ganging: A "gang" shall consist of two or more persons acting together for the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Vandalism (major)	10 Days OSS

	Recommendation for Expulsion, Refer to Law Enforcement
Disturbing of the schools	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Possession, use, or transfer of "look alike" weapons	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Assault and Battery	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Extortion	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Any other acts as determined by the Board	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement
Unauthorized access, use or attempted access to use of District computer systems	10 Days OSS Recommendation for Expulsion, Refer to Law Enforcement

ASD – After School Detention
ISS- In-School Suspension
OSS – Out-of-School Suspension
PD – Principal Discretion
RP - Removal of Privileges

Debts and Valuables

Debts:

Students are responsible for all supplies, materials, or equipment checked out in their name. Debt sheets will be issued periodically during the school year for lost or damaged textbooks, library materials, Chromebooks, Chromebook chargers, and IDs. Debts are held over from year to year and from school to school within Greenville County School District. Students are not permitted to participate in extracurricular activities or grade level/reward days until debts are paid.

Items that have been checked out to students, such as textbooks, library books, Chromebooks, and Chromebook chargers must be returned. To receive credit for returning items, the bar code of the returned item must be readable and must match the barcode on the item checked out to the student. If a lost item is found, the student may receive a refund by presenting the receipt for the paid item.

Effective in 2010, the cafeteria no longer allows students to charge for additional breakfast, additional lunch, or extra sales items. Students must have money in their account to purchase additional breakfast items, lunch items and extra sales items. Please monitor your account carefully. For a balance, call the cafeteria manager at 355-1908, or check Parent Backpack.

Valuables at School:

The school does not assume responsibility for lost or stolen articles left unsecured. Students should not bring large sums of money or valuables to school. Examples include airpods, cell phones, and other electronic devices.

Departure Procedures

Early Dismissals:

Students with a planned early dismissal during the school day should submit a parent note to the main office prior to the start of the school day. The student will be issued an early dismissal pass. The student will present the pass to the teacher at the appropriate time to come to the office for dismissal.

If a parent needs to have an unplanned dismissal with no note, please call the front office (355-1900) with more than an hour's notice so that we may get a pass to the student without interrupting class.

A parent or guardian who comes to the office to pick his or her child up for an early dismissal and who has not provided the school with the opportunity to get a pass to the student will be permitted to get the child during the next class change. This will assist us in ensuring that there are no interruptions to the instruction taking place in the classroom. All early dismissals should take place prior to 2:30 pm.

During District and State Testing, early dismissals will not be allowed until testing has concluded.

Dismissal Procedures:

6th & 7th CAR RIDERS:

Will be dismissed to the front of the school using the Student Accountability System (SAS), with each student assigned a dismissal number. Car riders are dismissed from 7th period class when their name appears on the board in the classroom. To expedite this process, parents should have the car number assigned to your child clearly visible in the front window of the car. School staff will enter the numbers which notify the system that your child should leave the classroom for pickup.

Students are not allowed to leave their classrooms until their name appears on the board. Students who leave class without authorization are subject to disciplinary action. For the safety of our students, a phone call or text to the student from a parent is not authorization to leave the classroom or building and parents/others who pick up the student should have the car tag with them.

6th Grade Car Riders: will exit the building using the main hallway and exit the doors in the cafeteria.

7th Grade Car Riders: will exit the building using the door at the flagpole, near the 7th grade hallway.

Note: When exiting the parking lot, cars must turn right to leave the school. No cars will be allowed to turn left.

8th CAR RIDERS:

Will be dismissed in the 8th grade lot, which is the lot nearest the softball field. These students will not use the SAS number system, but will be released at 3:15. Younger siblings of 8th grade students should also report to the 8th Grade Lot to meet their 8th grade sibling and car. These students should notify their 7th period teacher they are riding with an 8th grade sibling and should be released to the 8th grade lot at dismissal. Any students not picked up in the lower lot by 3:40 will walk to the upper lot and should be picked up from there. **In the event of a rainy-day dismissal, 8th grade students will be dismissed up front and parents MUST use the student assigned number system (SAS) to obtain their child(ren).**

Note: When exiting the parking lot, cars must turn left to leave the school/8th parking lot. No cars will be allowed to turn right.

WALKERS:

Will be dismissed by announcement from the front office. Only students who are identified as walkers in Power School are allowed to walk from school. Parents are not allowed to pick up students in unauthorized areas including bus loading, along the side of the road, or in neighborhoods close to the school. Parents are expected to obey all traffic signs during the posted hours. Law enforcement will be utilized to ensure all traffic rules are followed during drop off and dismissal.

BUS RIDERS:

Will be dismissed by the Student Accountability System (SAS). Bus route numbers will be posted on the dismissal system in each classroom. Students should not be dismissed from their classroom until their bus number is posted on the board. Students who ride a bus should report directly to their assigned location and wait for instructions to load their bus. Students who are in unauthorized areas are subject to disciplinary action.

All Bus Riders: will exit the building using the main hallway and walk through the cafeteria to the bus area.

Dress Code

Blue Ridge Middle School 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. The principal may create further guidelines regarding student dress which are consistent with the parameters below.

BRMS Dress Code

Shirts:

- Must not be made of "see-through" fabric.
- No exposed midriff areas.
- Width of straps on tops must be at least the width of a student ID card.
- No visible undergarments or items worn as undergarments.
- No pajama tops.
- Shirts should not hang off the shoulders.
- Shirts should not reveal any parts of the torso area: cleavage, belly, etc.

Outerwear:

- Includes hoodies, sweatshirts, jackets and coats and sweaters.
- No exposed midriff areas.
- If wearing a hoodie, you cannot wear the hood on your head at any time.
- No visible undergarments or items worn as undergarments.
- A shirt that meets the above requirements must be worn underneath any outerwear.

Pants:

- Holes or rips in pants or slacks or exposed skin must come to the bottom of the fingertips when standing upright.
- No visible undergarments or items worn as undergarments.
- No pajama pants.
- No pants that sag, to reveal undergarments.
- Leggings-shirts should be long enough to cover the student's front and back side at all times.

Shorts/Skirts/Jumpers:

- Measurement using fingertips when standing upright; shorts, skirts, or bottom hem must come to the bottom of the fingertips.
- Waistline must be worn no lower than the top of the hips.
- No visible undergarments or items worn as undergarments.
- Holes and rips in garments or exposed skin are prohibited above the required skirt/short length.
- No pajamas are allowed.
- No biker shorts or compression shorts (tight legging type shorts).

Shoes:

- No bedroom shoes or slippers.
- Reminders:
- You will need sneakers for Health and PE.
 - Crocs on rainy days are slippery and should not be worn on rainy days.

Accessories:

- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Articles hanging from clothing such as chains may not be worn.
 - No jewelry with spikes may be worn.
 - No flags, blankets, capes, etc. may be worn.
 - No confederate flag items (clothing or accessories) may be worn.
 - No hats or other types of head coverings may be worn.
 - No sunglasses or items that cover the face.
 - No hood on heads (Examples: hoods on hoodies, jackets, or other shirts/sweatshirts).
 - No bandanas.
 - No visible undergarments or items worn as undergarments.

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 lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines that a dress code violation occurs, a parent or designee will be expected to provide appropriate clothing which complies with the dress code. Students who are out of dress code will not be allowed to attend class. They will stay in ISS until appropriate clothing is provided. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

Dress Code Violation Consequences:

1st Offense: Warning/Parent Contact

2nd Offense: Detention

3rd Offense: Referral to Administration

Students who come to school inappropriately dressed will be asked to call home to have an appropriate garment(s) brought and will wait in the ISS room or designated location.

Electronic Devices

Cell Phones, Bluetooth and Electronic Devices:

Cell phone usage is not permitted at Blue Ridge Middle School from the start of school (8:10 am) until the end of the day (3:15 pm). If a student has a cell phone at school, that student is expected to keep the phone turned off and in their bookbag at all times during the school day. Failure to do so will result in a disciplinary action.

Air pods, Bluetooth earbuds, and wired headphones can be used for instructional use in the classroom ONLY when approved by the teacher. Students should not have earbuds or wired headphones in their ears in the hallways, restrooms, cafeteria, or classrooms.

Phones and/or Bluetooth earbuds that are out, visible, or used during the school day will result in a referral, beginning with the first offense.

Smartwatches-Electronic devices such as Smartwatches and electronic games should not be brought to school. Smartwatches that are out, visible, or used during the school day will result in a referral, beginning with the first offense.

Consequences for Electronic Devices:

1st Offense: Referral; Conference with Parent and Student

2nd Offense: Referral; ISS

3rd Offense: Referral; ISS-2 days

4th Offense & Above: OSS

Chromebook/Personalized Learning

Chromebook Policy & Procedures:

BRMS administration and Greenville County Schools reserve the right to alter, edit and update this policy throughout the year. Students and parents will be notified of these changes as they happen. **Greenville County Schools can monitor and track all actions, websites, key strokes, and activities on Chromebooks while at home and at school.** Chromebooks are instructional tools to be used for instructional purposes and should be charged overnight and brought to school daily, like any other instructional material.

Procedures/Expectations for Accidental Damage:

Almost all accidental damage is covered under warranty. Water damage may not be covered and depends on the severity of the water damage. Any device that suffers accidental damage should be taken immediately to the ITS designee so it can be sent off for repair. Students will be given a loaner while the device is being fixed. BRMS reserves the right to limit use of the Chromebook for students at any time. Repeated accidental damage will result in the student being responsible to pay for damages. Repeated accidental damage may also result in the revocation of a student's use of a school device. Deliberate damage to a Chromebook by a student (or by family member or peer) does not fall under the accidental damage procedure listed above. Damage to keyboards (example-keys broken or removed) is generally not considered accidental damage.

Accidental Damage:

1st Incident: The cost to repair the device will be covered by the repair company. If the Chromebook assigned to your child is damaged again, it will be your responsibility to pay to repair the device.

Additional Accidental Damage:

The cost of the repair will be the responsibility of the student and/or parent.

Procedures/Expectations for Deliberate Damage:

1st Offense of Deliberate Damage:

- Referred to Administration
- Parent Contact
- Student required to pay for repair or replacement
- ISS or OSS may be assigned as determined by administration

2nd Offense of Deliberate Damage:

- Referred to Administration
- Parent Contact and/or Conference
- Student required to pay for repair or replacement
- ISS or OSS as determined by administration
- Rights of the student to use the Chromebook could be limited.

Procedures for Chromebook Service:

Students who have Chromebook issues should bring their Chromebook to the Media Center from 7:50-9:00.

Food & Drink Expectations

General Guidelines for Food and Drink:

Students should refrain from eating or drinking outside of the school cafeteria. Students may carry only water in a container with a lid during the day. Water purchased from the cafeteria that has a lid, and contains only water may be brought into the classroom. No glass containers are allowed.

Water Fountains:

BRMS has several touchless water bottle filling stations installed on grade level halls. Students may use these stations to refill water bottles as needed throughout the day. Students are encouraged to bring their own refillable water bottles.

Cafeteria Procedures for Lunch:

School lunch is **free** to all students. Students will be escorted to the cafeteria for lunch and seated at their assigned lunch tables. Students will be dismissed to the lunch line by an administrator or teacher. Students should remain single file while in the lunch line to receive lunch. Students who break in line will go to the end of the line. Students will sit in assigned areas for their team. Students are expected to clean their area before leaving the cafeteria. All trash must be placed in the trash cans. Students will leave the cafeteria as instructed by their teacher.

No Lunch Deliveries from Outside Sources:

Students are not allowed to receive lunch from outside sources. The office will not accept any type of lunch deliveries. This includes parents bringing lunch from restaurants, Grub Hub or other delivery services.

Parents may reserve the student lounge for \$10 to have lunch with their student. If a reservation is made, the parent may bring lunch from a restaurant and eat with their child in the designated student lounge. Parents can also reserve the student lounge for birthday celebrations. Cupcakes and other birthday items are not permitted to be shared with others in the cafeteria. Parents should complete the reservation request form below and submit for approval. Once approved, payment can be made online through My School Bucks.

[Student Lounge Reservation Form](#)

Guidance Information

Visit the BRMS Counseling website for more information regarding counseling services at <https://sites.google.com/greenvilleschools.us/blue-ridge-middle-counselors>

6 th Grade	Leslie Bishop	355-1904	lbishop@greenville.k12.sc.us
7 th Grade	Allyson Kilgore	355-1961	ankilgore@greenville.k12.sc.us
8 th Grade	Sara Broome	355-1913	sbroome@greenville.k12.sc.us
Counselor, Career Development Facilitator & 504 Coordinator	Beverly Wilbanks	355-1994	Bewilban@greenville.k12.sc.us
Guidance Clerk	Cindy Batson	355-1903	cybatson@greenville.k12.sc.us

Health Room Procedures

Basic Information:

Policy JGCD:

All medication must be delivered to the School Nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. It is against the School District Policy for a student to carry ANY medication on their person without physician permission, parent permission and school district permission to self-administer and self-monitor (SC Law S144). All medication will be maintained in the health room.

A child will not be allowed to attend any school without a valid SC Certificate of Immunization or a medical, religious, or special exemption. **All 7th through 12th graders will be required to have a Tdap vaccine and must provide proof before beginning 7th grade.**

Please refer to the Greenville County Schools Health Services website ([Student Health Services](#)) for a more in-depth explanation of Health Services information, policies, and permission forms.

Emergency phone numbers should be kept up to date with the health room.

Medications Procedures:

All medications to be dispensed by school personnel must be delivered to the school nurse or other designated school employee by the student's parent or legal guardian, or previously designated adult. It is against the School District Policy for a student to carry ANY medication on their person without physician permission, parent permission and school district permission to self-administer and self-monitor (SC Law S144). **All medication will be maintained in the health room.**

- ALL PRESCRIPTION MEDICATION must have written parental and physician authorization before medication can be administered at school. Form MED-1.
- All PRESCRIPTION MEDICATION must be administered as labeled and OTC medications may not exceed package directions.
- ALL PRESCRIPTION MEDICATION must be brought to school by a legal guardian or designated person over 18 years of age and given directly to the school nurse or designated school personnel.
- OVER THE COUNTER MEDICATIONS may be provided by the parent if it is in a new - unopened container, clearly labeled with the student's name and is accompanied by written parental permission. Form MED-3.
- ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER.
- If your child forgets to take a morning dose of medication, school nurses are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose.
- Students who self-administer a medication such as an inhaler or an EpiPen, must obtain signed permission from the parent and physician. Additional backup medications are strongly encouraged to be kept in the health room with the nurse.

Other Procedures & Rules:

- Unless there is a scheduled medication, procedure or emergency, students are allowed to visit the health room after obtaining a health room pass from their teacher.
- The use of crutches, wheelchairs, and other assistive devices requires a note from a doctor stating the number of days they need to be used.

Health & Wellness Education

Greenville County School District Health Education Department is responsible for developing, supporting, and teaching the Erin's Law lessons and the Sexual Health and Responsibility curriculum in Greenville County Schools. This department consists of six health educators that teach, assist in instructional planning with school staff, and develop support materials for planning and implementation of the district's sexual health and responsibility programs.

[Middle School Sexual Health & Responsibility Unit and Erin's Law Lesson](#) - is developed and maintained by the district health education department and taught each year through the physical education class by the school's PE teachers.

[Health & Physical Education Department Website](#)

[Curriculum Design: Wellness and Health Education Board Policy](#)

[Curriculum Design: Sexuality Education Board Policy](#)

School Insurance

Student Accident Insurance: Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website.

[Insurance](#)

Voluntary student accident insurance is different from athletic insurance, which is required.

Athletic Insurance: Pupil accident insurance made available by the District **shall be required** for all students who participate in athletic programs. In addition, special football insurance may be required for all students who participate in interscholastic football. The administration shall ensure that appropriate coverage is available for students to purchase.

[Board Policy JHE](#)

Lockers

Hallway Lockers:

Due to increased enrollment, hallway lockers will not be issued to students since there are not enough lockers to accommodate all students. If deemed necessary by a teacher or administrator, a student may be issued a locker. Students will need a bookbag to store instructional items such as notebooks, binders, and Chromebooks. Students will be assigned specific places within classrooms to store bookbags.

PE Lockers:

No PE Lockers will be issued. However, students will have the option to dress out for PE.

Schedule Information

The school day begins at 8:30. All students should be in class by this time to avoid tardy issues and consequences. The school day ends at 3:15 and students should follow the departure procedures described above. When operating on a normal schedule, school lunch times are as follows:

- 7th Grade: 11:00-11:30
- 6th Grade: 12:00-12:30
- 8th Grade: 12:45-1:15

Student Activities

Field Trips:

Designed to stimulate student interest and inquiry, well planned and executed field trips enhance classroom learning through real life contact with the topic of study. Field trips must directly relate to the academic standards being addressed in classroom learning.

The following expectations must be met regarding field trips.

- Chaperones will be screened and approved. **Board policy [IFCD](#)**
- The student's parent or legal guardian has provided written consent for participation.
- Provision has been made to assist students who may not be able to participate due to inability to pay.
- Appropriate written instructional plans have been provided for non-participating students who remain at school.

Expectations:

- Medication required for field trips must be given to and administered by an employee of Greenville County Schools designated by the principal. There are separate permission forms for medications on field trips.
- Students are expected to follow the school dress code on all field trips unless otherwise informed. Students are expected to make up any missed work due to a field trip.
- Educational experiences outside of the classroom enhance and complement the academic instruction taking place at school. However, because these trips require leaving campus, the principal may exclude a student from a field trip, if the period of a student's suspension covers the date(s) of the trip or the student's current pattern of behavior would disrupt the orderly execution of the trip and lessen its educational value for other students. The principal must approve all decisions to deny a student access to a field trip.

PBIS & ROAR:

Blue Ridge Middle School follows the Positive Behavioral Interventions and Supports (PBIS) model for discipline expectations. Using ROAR as our motto, students are expected to display Respect (R), remain Organized (O), have a positive Attitude (A), and be Responsible (R). Emphasis will be placed on positive responses and behaviors, which will be rewarded based on guidelines set by the ROAR Committee. ROAR expectations will be followed in all parts of the school community: classrooms, hallways, cafeteria, restrooms, car rider and bus loading areas, and others.

Although a positive approach will be established, students who make poor choices may receive consequences according to the Greenville County School District's Behavior Code.

Incentives & Rewards:

- The PBIS Committee will establish expectations and rewards. Students must meet all requirements to participate in rewards. Example rewards include grade level days, PBIS celebrations, and others as determined by the PBIS Committee.
- Only students who have met ROAR expectations will be allowed to participate in reward activities. Students who have not met ROAR expectations will not be allowed to participate in reward activities. For example, students who have repeated behavior issues, excessive absences or tardies, unpaid debts or fines, missing assignments (NHIs), course failures, or other acts as deemed by the PBIS Committee will not be able to participate in reward activities and school dances. Students may also lose portions or all of Grade Level Days and/or the 8th Grade Dance due to behavioral infractions.
- The final decision of a student's eligibility to participate in a field trip or reward/grade level day will be determined by the school administration and guided by teacher input.

Release Time:

Students who have the written consent of their parents, may receive moral or religious instruction at a suitable place away from the school, designated by the religious group. Students at Blue Ridge Middle School can participate in release time at the Blue Ridge Christian Learning Center. More information can be obtained by calling 864-525-6190. Pupils shall be excused from school for such purposes no more than one class period per week and in each case the pupils so excused shall attend school at least the legal minimum school day. A "class period" is the time set aside for instruction in a single subject, as determined by each school.

Visitors & Volunteers

Visitors & Mentors:

[Policy KM](#); [Rule KM](#)

All visitors, including parents, must report to the office, obtain permission, sign-in, and receive a name tag before reporting to any other area of the school. When visitors and/or mentors eat lunch with students, they must check in with the front office upon arrival. They should sit at a designated table in the cafeteria with only their child or mentee unless the other parents

provide a note giving permission for the child to eat with the visitor. Once lunch is over, visitors/mentors should leave the cafeteria at the designated time and report directly to the front office to sign out.

No Deliveries for Students Accepted:

The school will not accept deliveries for students such as flowers, gifts, etc. The school also does not accept food deliveries for student lunches (i.e. Zaxby's, Chick-fil-A, other restaurants).

Volunteers:

[Rule KM](#)

Members of the public must be cleared each time that he/she visits a GCS facility through the National Sex Offender Registry by using the electronic sign-in system. Parents/guardians, visitors, volunteers, vendors who seek permission to enter school premises during the day or during any school-sanctioned event not open to the general public, including field trips and dances, must be checked against the system. However, individuals working or attending events open to the general public, such as an athletic event or school carnival, are not required to be checked against the system.