



2024-2025

Student Handbook



Riverside Middle School

GREENVILLE COUNTY SCHOOLS

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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 healthcare 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 principals 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](#)

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

Middle School Students (Grades 6-8)

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

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.



Riverside Middle School

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

www.greenville.k12.sc.us/riverms

Dear Parents/Guardians,

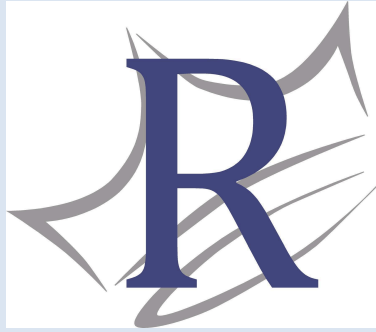
Welcome to Riverside Middle School! We are excited to kick off a new year with new opportunities for students to grow and thrive! In cooperation with the home and community, the mission of Riverside Middle School is to provide opportunities which prepare students intellectually, socially, emotionally, and physically to become productive and responsible members of a global society.

Middle school is a challenging time in a child's life. The faculty and staff of Riverside Middle School strive to provide the highest quality education possible to our students. Over the years, we have developed an extraordinary reputation for success, as individuals and as a school-community. The Riverside Middle School community takes very seriously the work of preparing our youth for high school and beyond!

We incorporate research-based practices in teaching and learning, use technology appropriately to enhance the educational experience, and create an exceptional middle-school experience that prepares our students to be well-rounded individuals capable of leading in a global society.

Once again, welcome to our school. Please do not hesitate to contact our staff at any time, if you need assistance. Parents are always welcome at Riverside Middle School.

Sincerely,
Matthew Keith, Principal



Riverside Middle School Mission Statement

A community of learners, developing world class skills to be productive, engaged members of a global citizenry.

We believe the following:

- The student is the heart of the school.
- Educational experiences should occur in an inclusive and safe environment; Respect for diversity is a strength that builds bridges between people.
- Family, volunteer and community partnerships are critical to the learning process.
- Every student can capitalize on his or her unique gifts to be an active and engaged learner.
- Middle School should provide a variety of developmentally appropriate experiences to allow students to participate in a global and digital citizenry.
- Curriculum and instruction should meet students' needs and provide opportunities for all students to achieve their greatest potential.

Mascot – Riverside Royals
School Colors – Navy Blue & Silver
Motto - “Learning Today, Leading Tomorrow”

Front Office Staff

Secretary - Kim Mauro - 864-355-7902
Office Clerk - Mary Woods - 864-355-7972
Registrar - Whitney McDaris - 864-355-7904
Attendance Clerk - Erin Karr - 864-355-7447
TAC/ Clerk - Andrea Creech - 864-355-7901

School Counselors

Anna High (6th Grade Counselor) - 864-355-7981
Heather Grupp (7th Grade Counselor) - 864-355-7986
Logan Denny (8th Grade Counselor) - 355-7942
Fran Sinkler (On-Track Facilitator, 504 Coordinator) - 864-355-7915
Stacy Hall (Special Projects) - 864-355-7916

Additional Staff

Instructional Coach - Merle Faulk - 864-355-7913
School Nurse, RN - Paige Smith - 864-355-7994
Cafeteria Manager - Peggy MacLeod - 864-355-7908
Resource Officer - Lisa Godfrey - 864-355-7914
Media Specialist - Sarah Glenn - 864-355-7996
Media Clerk - Camile Bramhall - 864-355-7906

Administration

Principal Matthew Keith - 864-355-7902
Assistant Principal (6) Brooke Oxendine - 864-355-7911
Administrative Assistant (7) Manny Fountain - 864-355-7912
Assistant Principal (8) Danielle Orgovan - 864-355-7961

PTSA

RMS PTSA - www.rmsptsa.com
SC PTA www.scpta.org
National PTA www.pta.org

School phone: 864-355-7900

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General Information

School Day

Students choosing to eat breakfast are to report to the cafeteria immediately upon arrival to school. The classrooms will be opened to students at 8:10 A.M. Students are expected to be in their homerooms by 8:30 A.M. Students who arrive after 7:30 A.M. and prior to 8:10 A.M. will be admitted to designated areas only. Students will only be admitted to the library, a classroom, or other area of the school during this time with a pass from the subject area teacher. **No students may be dropped off prior to 7:30 A.M., as there is no supervision available prior to this time. Beginning in the 2022-2023 school year, the front carloading doors will open at 7:30am as they have in the past, but the back carloading doors will not open until 7:45am.** If you need to drop your child off before 7:45, please do so at the front of the school, via the entrance off of Hammett Bridge Road. Both the back and front carloading lines will be available from 7:45 until 8:30. Remember that after 8:30, a student is considered tardy and a parent must park in the front of the school and walk in with them to sign in at the front office.

Students should vacate the school premises at dismissal time. Students must be issued passes to be in the classrooms and hallways before 8:10 A.M. and after 3:15 P.M. with the exception of afternoon bus riders. Students must be picked up by 3:45 P.M. Habitual offenders may lose after school privileges or be assigned a consequence.

Tardiness

School begins at 8:30 for all grades. Students not in FLEX at 8:30 are tardy. If a student arrives at school after 8:30, they must report to the office with a parent for an admittance slip to be admitted to class.

Tardies to school: All students are allowed three tardies to school without a referral. This allows for unusual circumstances (accident, slow traffic, oversleeping, breakdowns, etc.). All other tardies, unless accompanied by a medical note, will be deemed unexcused. Persistent tardiness will be addressed by administration.

Tardies to class: There is no reason for a student to be tardy to class once they arrive at Riverside Middle School. Students are allowed 3 - 5 minutes to change classes. Tardiness to class will result in the following disciplinary steps: 1st Offense: warning, 2nd Offense: parent contact, 3rd Offense: detention, and 4th offense: referral to administration. Cutting class is an automatic referral to administration.

Hallpasses/ SmartPass

Students are expected to make the best use of class time and maintain engagement in class. As we are finding the balance of rigorous instruction and taking care of our students' needs, students are expected to follow our hall pass system. Any time a student leaves class, they must create a pass via our SmartPass system. After checking in with their current teacher, students log in via their account to set up a pass. If the destination is available, the student will check out with the teacher, directly go to the pass destination, and return directly to class within the pass time limit. Students must end the pass when they return. **Each student has three passes per school day, may not exceed the number of passes, nor may not exceed the time limit.**

Early Dismissals

On the day a student needs to leave early, the student must bring a note from a parent or guardian stating the reason for their dismissal, the phone number where parents can be reached, and the homeroom teacher's name. This note must be signed by the parent and must be in the main office no later than 8:25 A.M. If the dismissal is for medical purposes, the request should include the doctor's name and telephone number. The parent or legal guardian or an adult designated for student pick-up in Parent Backpack must meet the student in the office with a valid picture I.D to sign the student out. Early dismissals are excused for the reasons which apply for an excused absence. Early dismissals count as an absence in all classes missed. The last early dismissal time is 2:45 P.M. There will be no early dismissals during standardized testing or exams.

Book Bags

Students are to use book bags to transport their materials to and from school and class. Rolling book bags are allowed only with prior approval from the administration. We encourage you to clean out your child's bookbag with them on a weekly basis.

Buying/Selling

Students cannot participate in any financial exchange with one another at RMS functions. Snacks and school supplies are available through the School Store sponsored by the PTSA. Snacks and drinks can be purchased before or after school from the vending machines in the foyer or from the school store.

The buying/selling of any goods associated with a school fundraiser or activity, while on school grounds, is only permitted when the student is directly supervised by a school employee or registered volunteer. All fundraisers must be approved by the school administration.

Cafeteria Procedures

The following are 2024-2025 meal prices:

- Daily Breakfast: FREE to all students
- Daily Lunch: \$2.50/paid, .40 cents/reduced

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

- Students are to purchase and pick up all items in the cafeteria the first time through the line.
- Students are to remain at their assigned tables until they are dismissed by their teacher.
- Food/Drink is to be finished in the cafeteria and disposed of properly.
- Teachers will assign students to clean the table for the next lunch period.
- Bag meals must not contain any glass containers or carbonated drinks.
- Take-out or fast food meals are not allowed in the cafeteria.
- Students are encouraged to eat lunch every day.
- **Due to space restraints and security reasons, students are not allowed to invite visitors to eat lunch with them in the cafeteria.** Visitors may check in the front office and be allowed to eat with a student in a separate location during their designated lunch time as long as it does not interfere with the orderly operation of school.

Applications for free/reduced lunch application information will be distributed at the beginning of the school year. Money may be deposited into lunch accounts between 8:00 - 8:20 A.M. each morning or online at www.myschoolbucks.com. Breakfast will be served each morning from 7:45 to 8:15 A.M. The lunchroom is not responsible for lending money to students who forget their money. Students without money for lunch are provided an alternative meal, which meets nutrition guidelines.

Drink and Food

Students should refrain from eating or drinking outside of the school cafeteria. In an effort to promote healthy hydration, students should only have water in a bottle with a tight seal that does not leak when turned upside down. Water is the only safe, natural, and healthy drink that will be allowed as other drinks, including sports drinks, have high levels of sugars and other harmful ingredients. Students are prohibited from using glass bottles and will be asked to turn them into a staff member or the main office until the end of the day as this is a safety concern. Students who consistently have issues with spilling and/or are bringing drinks that aren't water or glass bottles will be addressed through the school discipline plan and privileges may be revoked.

Health Room

- Students are allowed to visit the health room after obtaining a health room pass from their teacher.
- All health related phone calls to parents should be made in the health room. Dismissals due to illness must first be seen in the health room or they will be considered unexcused.

- **Parents are required to bring medications into the school in their original container and fill out the appropriate form, this includes cough drops.**
- The use of crutches requires a note from your doctor stating the number of days they need to be used.
- Emergency phone numbers need to be updated with the health room if changes occur during the year.
- If a student is ill and has a FEVER, the student must be FEVER FREE for 24 HOURS **without** the use of fever reducing medications, before returning to school.
- If a student wears contacts, parents are responsible for bringing in a small bottle of contact solution to the health room for use during school hours if needed.
- When a prescription medication is required to be used during school hours, the Parent/Physician form for Prescription Meds must be submitted at the **SAME TIME** the medication is submitted to the health room.
- Students who are going to Self-Administer a medication, such as an inhaler or an epi-pen, must obtain signed permission from the parent and physician. Additional back-up medications are strongly encouraged to be kept in the health room with the nurse. These “self-administer meds” must have the proof of permission taped to the med. This may be obtained from the health room when all forms have been turned in.

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

Sports Participation

In order to participate in middle school athletics, students wishing to participate must have an overall passing average in each of their academic classes for the previously completed grading period and abide by the athletic behavior contract. Each athlete is expected to conduct themselves in an honorable way at all times--in school and in the community. Students must also complete the required physical examination/forms to participate. Students who participate in high school athletics as a middle schooler, must meet the minimum criteria stated by the South Carolina High School League and must participate at the high school location for which they are zoned. Transportation to high schools is not available.

Personalized Learning

Student Chromebooks

Greenville County Schools is pleased to be able to provide a personal device for every student's use in the classroom and at home to enhance their educational experience. Students are expected to have fully charged Chromebooks prepared for each class period and are to be used only for the expressed purpose directed by the teacher. Greenville County teachers are preparing students for jobs and careers that will be heavily focused on technology. For students, the ability to use technology efficiently to get work done, creatively to produce work and effectively to communicate and collaborate with others will be critical to survive the 21st Century workplace. For more information click on the RMS website and look under Chromebooks.

Technology Agreement of Use

- Students, parents and guardians agree that GCS computer equipment must be handled with care and respect. Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only.
- Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and they sign on as

you and break one of the rules outlined above, you may be held responsible.

- All online communication must be polite and not threatening or offensive in any way. All students in grades 3-12 are issued email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.

Personal Electronic Safety

Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

- Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of a student's home directory.

The District may, for a legitimate reason, perform the following:

- Obtain emails sent or received on District email.
- Monitor an individual's use on the District's systems.
- Confiscate and/or search District-owned software or equipment.
- The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

Headphones, Earbuds, Speakers, etc.

Headphones, earbuds, etc. cannot be used or visible while in the building unless part of teacher-directed instruction. Personal speakers are not permitted. **Only corded headphones will be allowed in classrooms for use with Chromebooks (wireless headphones are not permitted at any time during the school day).**

Cell Phones / Smart Watches

Students may not use or have a cell phone or electronic device visible or turned on from 7:30 until they reach their dismissal location (i.e. the carloading line, bus, or late bus holding area) while in the school building or on school grounds. Students are not permitted to use smartwatches to communicate or access the internet during this same time frame. **It is recommended that phones and smartwatches be left at home.** If a student must call home, they are permitted to use the phone in the front office.

Per district policy, phone/electronic device violations will be handled according to the discipline guidelines in the discipline matrix for Level 1 Offenses. If a student refuses to put away their device it will be considered refusal to obey, and they will have chosen the consequences for that behavior (Level II Offenses).

Valuables

Students are cautioned to never leave money or other possessions unprotected at any time on campus. The school does not assume any responsibility for lost articles. Students are asked to refrain from bringing large sums of money, valuable jewelry, electronics, etc. to school.

Visits/Conferences

Parents and other members of the community are always welcome at Riverside Middle School. For the security of all students and to avoid disturbing the learning environment of students, visitors must enter by way of the front office and secure permission and a visitor's pass before going to any other part of the building. Parents and other visitors may observe classes by making arrangements in advance with the Principal. Because it can be a disruption to class, parents will not be allowed to visit a classroom during class time without permission from an administrator.

Volunteers

Outside volunteers wishing to donate their time to work with RMS students who are not acting in a capacity as a PTSA volunteer, should register to volunteer with our Mentor Greenville affiliates who will provide training and guidelines for volunteering in the school. Please note that volunteers who will be interacting directly with students must be Volunteer Level II cleared, and can complete this process in the main office.

Academic Information

Make-Up Work (In the case of school absence)

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.

- Work assigned before the absence 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 school 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 Flex Time, tutoring times, and/or Extra Help Lab. Arrangements should be made with the teacher to complete this in a timely manner.
- Students must be absent at least three days before a request for make-up work to be picked up may be made. Please make requests to the guidance clerk via phone call at 355-7904 or email the guidance clerk (see website for email address). The call must be received by 8:30 A.M. in order for make-up work to be available in the front office at 3 PM. Teachers have the option of emailing make up work if they so choose. Students are encouraged to check teacher websites and GoogleClassroom for assignments during any absence.

Late Work

It is important that all students develop responsibility and work to complete all assignments by the due date. We are aware, though, that certain situations arise that prevent a student from turning in an assignment by the assigned due date. Students are expected to turn in all assignments.

In an effort to provide every opportunity for students to succeed at Riverside Middle School, we have created opportunities such as Extra Help Lab, teacher tutoring, and Flex Time in our schedule to support student learning. Students who do not turn in an assignment **earn a grade of NHI** and will be expected to complete the work at home or at one of the above mentioned times. Students may be required to stay in for recess or other activities in order to receive support to complete work.

Schools will accept late work with no penalty to the student up to 7 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. Assessments must be about mastery of content and if graded, the goal is to assess mastery, not behaviors. Work can be accepted late across grading periods by special exception and approval of the teacher and/or administrator.

Plagiarism/Cheating

In order to assure that our grades reflect mastery of content, best practice indicates that grades should be separated from behavior, and in this vein, our teachers and administration have developed a disciplinary response to cheating, rather than an academic penalty.

Representing someone else's work as your own is dishonest because it compromises your integrity and diminishes what we stand for as a school community. We believe that your success is dependent on your efforts. You are expected to complete your work with honesty and integrity. Cheating is defined as representing someone else's work as your own or allowing someone to represent your work as their own. Cheating has no place at Riverside Middle School!

Cheating includes, but is in no way limited to, the following:

- Copying homework, or allowing someone to copy your homework.
- Looking on another's test or quiz or letting another student look on a test or quiz.
- Reporting to another student what is on a test or quiz, including providing questions or specific answers.
- Using any secretive methods of giving answers on a test or quiz.
- Taking information from another source that is not properly attributed/plagiarism (including internet sources)
- Inappropriate use of online translators
- Sharing work/answers with other students.
- Working with others on an assignment that was meant to be done individually.
- Copying answers from the back of the textbook where applicable.

Cheating is classified as a **Level 1 Offense** – Disorderly Conduct by both the Greenville County School Code of Conduct, and the Riverside Middle School student handbook.

Consequences for cheating:

- If a teacher determines a student has cheated, the teacher will contact the parent, and may write a referral for cheating. Administration will assign a consequence (Saturday School for the first offense), and the student will then be given an alternative assessment or asked to redo the assignment to demonstrate mastery of the content.
- Until the alternative assessment is turned in the grade will remain an NHI in the grade book. Alternative and redo assignments will follow the late work policy.

Progress Reports

Progress Reports will be issued on a quarterly basis for any student who is failing a class. Parents and students may check student grades via Backpack throughout the year. All students are asked to generate a student-created progress report to share information about their progress, goals, and needs with a trusted adult outside of school.

Report Cards

Report cards will be sent home on the following dates: October 21, 2024, January 9, 2025, March 27, 2024 and mailed, June 2025

Redo/Retakes

In pursuit of giving students the opportunity to demonstrate mastery in accordance with a growth mindset, Riverside Middle School has set forth the following redo/retake policy:

- Students or their guardians may request one opportunity to redo each major grade. Students/parents must submit their request for a redo/retake within one school week of the

- graded assessment being returned.
- Before an assessment is redone/retaken, students must complete a re-learning opportunity as determined by the teacher and agreed upon through a documented discussion between the teacher, student, and/or guardian.
- **The retake score will replace the original score whether or not it is higher than the original score.**
- Students may not request a redo/retake on work handed in late.
- Re-learning opportunities may include independent learning tasks, review activities, before or after school tutoring with a teacher, Flex time remediation, or other activities deemed appropriate by the teacher.
- Minor assessments may be redone/retaken at the discretion of the teacher, in order to support learning.

Bell/Daily Schedule

8th Grade		7th Grade		6th Grade	
1st per. FLEX	8:30-8:57	1st per. FLEX	8:30-8:56	1st per. FLEX	8:30-8:54
2nd per. EA 1	9:01-9:46	2nd per. Core 1	8:58-9:45	2nd per. Core 1	8:56-9:43
3rd per. EA 2	9:50-10:35	3rd per. Core 2	9:47-10:34	3rd per. Core 2	9:45-10:32
4th per. Core 1	10:39-11:35	Lunch	10:38-11:18	4th per. Core 3	10:34-11:21
5th per. Core 2	11:37-12:33	4th per. EA 2	11:22-12:02	Lunch	11:25-12:05
Lunch	12:37-1:17	5th per. EA 2	12:06-12:46	5th per. Core 4	12:09-12:56
6th per. Core 3	1:21-2:17	6th per. Core 3	12:50-1:37	6th per. EA 1	1:00-1:40
7th per. Core 4	2:21-3:15	7th per. Core 4	1:39-2:26	7th per. EA 2	1:44-2:24
		8th per. Core 5	2:28-3:15	8th per. Core 5	2:28-3:15

*EA = Essential Arts; Core = Math, Sci, SS, & ELA, FLEX = Advisory, homeroom, etc.

Health and Wellness Education

Physical Education

All students are required to participate in one semester of physical education each year. Lifelong fitness and wellness are emphasized throughout the physical education curriculum, and include focused instruction on Health, Fitness, and Sexual Health, Responsibility, & Character Education.

Students may be excluded from the sexuality education component of the Health Education Program if the curriculum conflicts with the family's beliefs. Prior to instruction, schools mail parents information regarding the opportunity to preview all sexuality education instructional materials, and the parent's right to exempt their child from any portion or the entire unit. Excused students study other health education topics. Requests to excuse students must be submitted in writing to the principal using the exemption form provided.

In addition to students' physical well-being, we care deeply about our students' mental well-being and provide several services to support students. Greenville County Schools and Rethink Ed have partnered to provide students with access to our online Social and Emotional (SEL) program. Our SEL program provides videos and activities for both adults and children to support social and emotional wellbeing.

Students will have access to strategies and tools that will help them recognize and manage emotions, build stronger relationships, and develop skills to lead happier and healthier lives.

School Counseling Department

The Riverside Middle School Counseling Department provides a comprehensive school counseling program to enhance the academic, career, and personal/social development of all students. Our five counselors act as advocates on behalf of all of our students and work to ensure that Riverside Middle School students develop the attitudes, knowledge and skills needed for academic and personal success. Working with students in individual and group settings, consulting with staff, parents and community members and integrating the school's counseling program into the instructional program are among the primary responsibilities of our counselors. Our counselors are also responsible for coordination of 504 plans, parent/teacher conferences, course registration, individual graduation plans and a successful transition into and out of Riverside Middle School.

Students may seek out the assistance of their counselor or they may be referred to their counselor by their parent, teacher or another faculty member. "Need to Talk" and "Bullying Report" forms are available online for students to complete and submit at any time during the school day. Parents and students may find additional information and resources on the school counselor page of the Riverside Middle School website and are encouraged to contact their counselor at any time for assistance.

School Based Mental Health Services

Riverside Middle School is proud to partner with Greer Mental Health to provide a full-time, school-based mental health therapist at Riverside Middle School. The school-based mental health professional is a certified counselor in practice with Greer Mental Health and housed at the school. These therapists are not school employees and their services may require payment based on family financial status. Their counseling philosophy is centered on mutual respect, genuineness, warm acceptance, being present, and empathy. Every client is diverse in upbringing, values, interests, and strengths, and therapists work to build an inclusive therapeutic relationship that is supportive, safe, and tailored to the individual needs of each client.

| 864-355-8473 | Room 117| Monday-Friday 8:30am-5:00pm

Behavior Expectations

Student Identification Badge Policy

The purpose of this policy is to ensure safety and security of Riverside Middle School students who are on the campus each day. One student identification badge and a break-away lanyard will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID badge authorizes a student to be on campus. EVERY student must wear the ID badge at all times while on school grounds. It is crucial that we are able to identify everyone on campus. Identification badges help us in identifying students and staff, as well as trespassers. The ID Badge must be worn on a breakaway lanyard hanging around the neck. Each grade level has a designated lanyard color. Eighth graders may wear the school-issued lanyard, or wear a break-away lanyard of their choice.

- School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of the shirt.
- If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
- The ID Badge must be presented to any school staff member or person of authority when seeking student identification.
- The front and back of the ID must remain visible, **plain and free of markings**, other photos, etc.
- IDs that are lost, stolen, altered, damaged, broken, worn, or defaced in any way must be replaced IMMEDIATELY. This includes ID's that have been chewed.
- Cost for replacement is \$5.00 for a new ID and lanyard. **Exact change required.**
- Students are excused from wearing IDs during classes where they present a hazard to student

safety, and will be notified of such by a staff member. They should be properly secured during this time.

Teachers will conduct an ID check at the beginning of each class period each day. Proper IDs and lanyards must be displayed by the start of FLEX. If they do not - a new badge will be printed before admitting them to classes and a \$5.00 fee will be assessed to the student. Upon issuing the third ID without clearing previous fees, students will be assigned After School Detention in addition to the \$5.00 replacement fee. This will continue for each ID thereafter so long as ID fees remain unpaid for the third ID and beyond. We will continue to allow students to simply purchase a new ID for \$5 cash in the morning before school between 7:45 and 8:30, and remember, parents, that you are able to order an ID online via MySchoolBucks if you do not have cash on hand

Note: Refusing to provide access to your ID to an adult on campus is considered Refusal to Obey, a Tier 2 infraction and subject to a disciplinary referral.

Dress Code Policy Procedure

In an effort to provide clear guidelines and directions for parents, RMS has followed a strict process to gather input from all stakeholders. Teachers, parents, students, and administrators have provided feedback that helped shape the Purpose and Belief Statements around Riverside Middle School's Dress Code Policy. The goal of this policy is to promote a safe, respectful, comfortable learning environment, and with input from all of the stakeholders listed above, we have developed procedures that intend to not discriminate, disrespect, or degrade an individual or group of individuals.

A. Purpose:

1. Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science (eye or body protection) or PE (athletic attire/shoes).
2. Allow students to wear clothing of their choice that is comfortable.
3. Allow students to wear clothing as self-expression without discrimination or judgment.
4. Ensure that all students are treated equitably and allow students to develop self-confidence.
5. Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, pornography, depictions of violence, or promotion of alcohol or drugs.
6. Create a safe learning environment and allow our personnel and camera systems to identify potential behaviors quickly.
7. Developing students' awareness that there is varying attire for different settings. Since students will face different dress expectations in different places in their lives, understanding and complying to policies that are different in different situations is an important life lesson.

B. Beliefs

1. All students should be able to dress comfortably for school without fear of or actual unnecessary discipline.
2. An individual students' clothing/self-expression should not be regulated based upon another student or staff member's personal perspective or discomfort.
3. Staff can focus on their jobs without the additional and often uncomfortable burden of dress code enforcement.
4. Students should not face unnecessary barriers to school attendance.
5. Reasons for conflict and inconsistent discipline should be minimized whenever possible.
6. All students are encouraged to dress in a manner that is comfortable and conducive to an active school day and learning environment.

7. The student dress code should serve to support all students to develop a positive self-image, not based on social pressures, while following parameters set forth.
8. Rules are set in place throughout society for many reasons. We have a civic duty to follow reasonable rules and guidelines.

C. Responsibilities

1. The primary responsibility for a student's attire resides with the student and parents or guardians.
2. The school district and individual schools are responsible for seeing that student attire supports the learning environment, does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.
3. The school district and individual schools have set a clear and reasonable dress code.

Students MUST Wear:

- Top
- Bottom
- Shoes
- Clothing that covers specific body parts
- Clothing must be opaque material

Students MAY Wear:

- Hooded sweatshirts (hood up is not allowed)
- Religious headwear
- Fitted pants, including leggings, yoga pants, and "skinny jeans"
- Sweatpants, shorts, skirts, dresses, pants
- Ripped jeans, as long as underwear or body parts are not exposed
- Tank tops with a defined strap (must have material between the seams)
- Athletic attire that does not expose body parts
- Clothing with commercial or athletic logos provided they do not violate the guidelines in the 'CANNOT Wear' section below

Students **CANNOT** Wear:

- Clothing that includes violent language or images.
- Clothing that includes images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Clothing that includes hate speech, profanity, and/or pornography.
- Clothing that includes images or language that create a hostile or intimidating environment for any student or group of students in the school. This includes gang-affiliated attire.
- Visible underwear or bathing suits of similar design (visible waistbands or straps on undergarments worn under other clothing are not a violation).
- Clothing shorter than the District required fingertip length measurement.
- Midriff baring shirts or spaghetti straps tops, halter tops, and "tube" (strapless) tops
- Pajamas (unless specifically designated for spirit but must still meet requirements)
- Hats, helmets, hoods, sunglasses or other headgear that obscures a student's identity (except as a religious observance)

Enforcement

- All staff must enforce the district dress code consistently. Staff will alert the grade-level administrator via email. The student should not be spoken to by the teacher directly.
- Enforcement should be consistent with the school's overall discipline plan. Failure to comply with the student dress code should be enforced consistently with comparable behavior and conduct violations.
 - 1st Offense—Administrative Conference
 - 2nd and 3rd Offense—Administrative conference and communication with parents
 - 4th Offense—Student will receive consequences equal to failure to comply with policies
- Violations should be treated as minor on the continuum of school rule violations.

- Every effort should be made to avoid removing a student from a classroom for a dress code violation. Loss of class time should be avoided or kept to a minimum.
- Students should never be forced to wear extra school clothing (that isn't their own) when they are in violation of the code. Students should be presented with a variety of options to rectify the situation if the violation is of a violent nature or promotes drug/alcohol use. This could include but is not limited to personal on-site clothing, school-offered clothing, and delivery of alternate clothing.
- Parents/guardians will not be called during the school day to bring alternative clothing for the student to wear for the remainder of the day unless by student request.
- Students should not be disproportionately affected by dress code enforcement.

Dress Code violations and consequences are at the discretion of the administration.

Discipline Policy

Teacher Discipline Plan

Teachers will make every effort to handle minor classroom disruptions according to the following plan:

- ***First Offense:*** Warning
- ***Second Offense:*** Warning/Parent Contact
- ***Third Offense:*** Teacher Consequence/Detention
- ***Fourth Offense:*** Parent Contact/Discipline Referral

Potential Consequences

- ***Teacher Detention (TD)*** - Assigned by the classroom teacher as an intermediary step to a disciplinary referral. Teacher Detention may take place during lunch, before or after school. A parent will receive at least 24 hours notice if transportation is required for teacher detention. Students should heed this strong warning and modify the behavior so as to avoid a disciplinary referral. Other teacher level consequences might include a seat change, silent lunch, reflection assignment, exclusion from a reward, etc.
- ***Lunch Detention (LD)*** - Assigned by an administrator as a result of a disciplinary referral. Students will report to a designated location to quietly follow and cooperate during the forty minute lunch-recess block during their day or days of assigned lunch detention.
- ***Principal Detention (PD)*** - Assigned by an administrator as a result of a disciplinary referral. Principal Detention is held every Thursday after school in the cafeteria from 3:15-4:00.
- ***Saturday School (SS)*** - Assigned by an administrator as a result of a disciplinary infraction or, in the case of high school credit classes, for the purpose of Seat Time Recovery. Hours are 8:30 – 10:30 AM. Students report to the front of the school at 8:30 on Saturday morning. Students must be picked up promptly at 10:30 dismissal, or they may walk home with written parental permission. While in SS, students may work on assignments they have missed, or they will be given assignments from their classes to complete. Students in SS are not allowed to talk, sleep, or work on computers (unless for school purposes). Disruptions in SS will automatically result in students being suspended the next school day, an OSS consequence. Failure to report to Saturday School results in automatic suspension, OSS, for the next school day.
- ***Out of School Suspension (OSS)*** - Students will not be allowed on campus during OSS. This includes times during the school day and during after school sporting events, dances, and talent shows, etc. Additionally, students are not allowed at any other GCS event while they are suspended from school. A parent conference will be required prior to the student's return from OSS.
- ***Expulsion (EXP)*** - Expulsion from school in most cases means the removal of a student from school and the cessation of educational services for the remainder of the school year. School administration may make a recommendation for expulsion, however final decisions are made by a school board representative.
- ***Referral to Law Enforcement (RLE)*** - In cases of criminal misconduct, Riverside Middle School will notify law enforcement. Law enforcement decisions/consequences are separate from school based consequences and will have no impact on the consequences imposed by the school.

Consequences for violations to the school discipline policy depend on the severity of the offense. Parents will be notified of the consequences for each offense. Notification may be via phone, email, or a copy of the referral sent home via the student.

Students who continue to disrupt school and receive consequences may be subject to “maxing out” of a particular consequence. Below are the maximum times a student may receive a particular consequence for any one violation. If a student exceeds this number, the next highest consequence may be given.

- **Principal’s Detention** – 5 days maximum per year
- **Saturday School** – 3 days maximum per year

Students who max out on consequences or who repeatedly violate the discipline code may be placed on **disciplinary probation**, from which point any further infractions may result in recommendation to Middle School Alternative School Program or recommendation for Expulsion.

Below is a list of infractions and consequences, due to the nature of human behavior, this list is not intended to be all encompassing, and certain violations may not fit the labels used below, but may still require a consequence to be assigned. Please note that severity of infractions and corresponding consequences are handled at the discretion and judgment of school administration.

Level I - Disorderly Conduct

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
School tardiness	Verbal Warning	Verbal Warning	Parent Contact	Referral (PD to SS)
Classroom tardiness	LD	PD	SS	SS
School ID Violation (not properly wearing the ID, defacing the ID, etc.)	Warning Referral	LD	PD	1 Day SS
	Upon receiving 3+ reprinted IDs without clearing previous fees, students will be assigned after school detention in addition to paying ID replacement fees.			
Cutting Class / Split List Violation	LD	PD	SS	1 Day OSS
Leaving class without permission	PD	1 Day SS	1 Days OSS	2 Days OSS
Public display of affection	PD	1 Day SS	1 Day SS	1 Day OSS
Acting in a manner so as to interfere with the instructional process in the classroom	Range from Lunch Detention to OSS			
Excessive talking that interferes with the instructional process in the classroom	LD	PD	1 Day SS	1 Day SS
Use of any electronic device, including but not limited to cell phones, wireless headphones, smartwatches, Chromebooks, and game devices at school in violation of school rules and the terms of the technology agreement.	Warning	LD	PD	1 Day SS
Failure to attend, or disrupting Teacher Detention	LD	PD	PD	PD

Failure to attend, or disrupting Principal Lunch Detention	PD	PD	1 Day SS	1 Day SS
Failure to attend, or disrupting Principal After School Detention	1 Day SS	1 Day SS	1 Day SS	1 Day OSS
Failure to attend, or disrupting Saturday School	1 Day OSS	1 Day OSS	1 Day OSS	1 Day OSS
Abusive language/gestures/written/electronic communication between or among students, to include profane language	Range from Lunch Detention to 5 Days OSS			
Being in an unauthorized area/ hall pass violation	LD	PD	1 Day SS	1 Day OSS
Violation of Dress Code	Warning	Warning/Admin Contact with Parent	Warning/Admin Contact with Parent	1 Day SS
	Change to appropriate dress. Possible removal from class.			
Possession of food or drink in the hallways or classrooms	LD	PD	1 Day SS	1 Day SS
Leaving trash or food in the building	LD	PD	1 Day SS	1 Day OSS
Misuse of lunch account	Handled at the discretion of the principals			
Cheating	1 Day SS	1 Day SS	1 DAY OSS	1 Day OSS
Giving false information to a school official (lying)	Range from Principal Detention to 10 Days OSS			
Use of forged notes or excuses	PD	1 Day SS	1 Day OSS	2 Days OSS

Level II- Disruptive Conduct

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Instigating/ provoking a fight (including but not limited to passing notes, conversations, online communications in and outside of school, recording of a video/picture and/or distribution of such).	1 - 10 Days OSS			
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	3 - 5 Days OSS			
Leaving campus without signing out properly	1 Day SS	1 Day OSS	2 Days OSS	3 Days OSS
Conduct of a sexual nature	Range from SS to 10 days OSS			
Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials	Range from SS to 10 days OSS			
Misuse of District technology resources	Range from SS to 5 days OSS Technology privileges may be revoked for the school year			
Horseplay (Including running, physical contact, etc.)	Range from LD to 5 days OSS			

Stealing	1 - 10 Days OSS.
Gambling on school property	1 - 10 Days OSS
Unlawful assembly	1 - 10 Days OSS
Vandalism (minor)	1 - 10 Days OSS, possible expulsion, restitution, and/or notification of appropriate law enforcement authorities
Verbal confrontation	1 - 5 Days OSS
Rude, discourteous, or disrespectful behavior directed towards a teacher, school official, or staff member	1 - 5 Days OSS
Abusive language or gestures towards a staff member, including but not limited to profane language	3 - 5 Days OSS
Inappropriate behavior resulting in removal from class by a Principal	Range from SS to 5 Days OSS
Threats, harassment, intimidation, or bullying	1 - 10 Days OSS Possible recommendation for expulsion, Alternative School, or referral to law enforcement authorities
Deliberate refusal to obey school personnel or agents whose responsibilities include supervision of students	Range from SS to 5 days OSS
On campus while on suspension (trespass)	1 - 5 Days OSS added to previous consequence, notification of law enforcement, or recommendation for expulsion
Gang related activities (flashing signs, writings, verbal slang, paraphernalia, etc.)	3 - 10 Days OSS Possible recommendation for expulsion, Alternative School, or referral to law enforcement authorities
Fighting (Fighting is defined as any physical contact in an aggressive manner)	5 - 10 Days OSS Possible recommendation for expulsion, Alternative School, or referral to law enforcement authorities
Distribution, sale, and/or possession of materials disruptive to the educational process or materials not approved by the Principal	1 - 10 Days OSS

Level III - Criminal Conduct

Violation	1 st Offense
Bomb threat	5-10 Days OSS, recommendation for expulsion and/or referral to law enforcement
Possession, use, or transfer of "look alike" weapons	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Theft and/or possession of stolen property	1-10 Days OSS Restitution and possible referral to law enforcement authorities
Possession, use, or transfer of weapons (a weapon is defined as a firearm, 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 and/or referral to law enforcement

Manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance	10 Days OSS Recommendation for expulsion and/or referral to law enforcement
Threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family	1-10 Days OSS Recommendation for expulsion and/or referral to law enforcement
Disturbing school	1-10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Sexual offenses	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Arson	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
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, referral to law enforcement, possible recommendation for expulsion
Assault and battery	10 Days OSS, referral to law enforcement, possible recommendation for expulsion