



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,

Welcome to Riverside Middle School! We are looking forward to an exciting year full of excellent learning opportunities. 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 society.

I am excited and honored to be part of your family's journey through middle school. The faculty and staff of Riverside Middle School strive to provide the highest quality education possible to our students and over the years, have developed an extraordinary reputation for success, as individuals and as a school-community.

We work to 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.

Again, I welcome you to our school and invite you to contact our staff at any time if you need assistance. Parents are always welcome at Riverside Middle School.

Sincerely,

A handwritten signature in cursive script that reads 'Katherine A. Malone'.

Kate Malone
Principal

**RIVERSIDE MIDDLE SCHOOL
ADMINISTRATION AND STAFF**

Principal..... Kate Malone.....355-7902
 Assistant Principal Chris Guth.....355-7911
 Assistant Principal . . .Yolanda Crittenden-Jones.....355-7912
 Assistant Principal Cindy Bush.....355-7929

Secretary Kim Mauro 355-7902
 Office Clerk Mary Woods355-7972
 Attendance ClerkDayna Whitacre..... 355-7901

Guidance Counselors:
 Pam Wall 355-7986
 Lynn Truitt355-7915
 Stacy Hall355-7916
 Bethany King355-7987
 Susan Simpson.....355-7942

Guidance ClerkWhitney McDaris.....355-7904

Media Specialist Gaelyn Jenkins.....355-7996
 Media ClerkNatalie Ingle..... 355-7906

School Nurse, RN Elle McCann355-7907

Cafeteria Manager Andrew J. Smith 355-7908

Resource Officer Joel Galli 355-7914

School phone: 864-355-7900

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

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**RIVERSIDE MIDDLE SCHOOL
PTSA BOARD 2019-2020**

President	Ashley Raymond
VP President-Elect	Open
VP Volunteers	Lauren Ramirez
VP Ways and Means	Laureen Morley
Secretary	Shelly Johnson
Treasurer	Pam Ebbet
Assistant Treasurer	Charity Manwaring
Advocacy Representative	Open
Book Fair	Rebecca Gill
	Shannon Holley
Box Top Collections	Kim Deane
Business Partnerships	Audrea Swartz
Eighth Grade Dance	Open
Event Concessions	Open
Fall Fundraiser	Audrea Swartz
Hospitality	Charity Manwaring
Ice Cream Sundae Sales	Lilian Aceves
	Carolina Benasso
	Robin Roach
Membership	Lauren Morley
Multi-Cultural Resources	Open
Red Ribbon Week	Open
Reflections	Brenda Miles
Restaurant/Spirit Night	Caroline Bean
RMS Messenger Editor	Keri Dille
Royal Pride Campaign	Amy Davenport
School Store	Raquel Garrido
Social Media	Caroline Bean
	Audrea Swartz
Winter Fundraiser	Audrea Swartz
Spirit Wear	Amberly Chirolla
	Tara Yuill

General PTSA Email: rmptsa@gmail.com
 Riverside Middle School PTSA www.rmsptsa.com

SC PTA www.scpta.org
 National PTA www.pta.org

Riverside Middle School Mission Statement

A community of learners, developing the 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.

Section 1: Academic Information

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

Academic Grading Policy

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

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

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

No grades below a 50 will be entered into the gradebook. This allows students who make an effort

to do their work to pull up their grades. Students who make little or no effort are addressed through interventions, including flex time, parent conferences, and extra help. The expectation is that all students will work toward mastery of content.

Attendance

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 principal has the authority to approve or disapprove all student absences

- A student is considered in attendance when present for at least three (3) hours of a school day.
- A written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused in PowerSchool.
- A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11th parent note, such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.
- In order to receive high school credit after accumulating a combination of 10 parent notes and/or unlawful absences, "seat time recovery" will be required for any subsequent unlawful absence or parent note that was not approved by the principal, this recovery time may be arranged ahead of time with the grade level administrator to be served during Saturday School. (*Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.*) A student must attend the majority of a class session during a school day to receive credit for that class.
- A student must be in attendance for the majority of a class period for Carnegie credit purposes.

Lawful Absences

The following will be defined as a lawful absence:

- A personal illness of a child verified by a statement from a physician within two (2) days of the students' return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement. (This includes doctor's appointments.)
- Serious illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school.
- Absences for religious holidays when approved in advance. Requests must be made to the Principal in writing.
- Absences for students whose parent/legal guardian 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 the student can visit with the parent/legal guardian to such leave or deployment of the parent/legal guardian.
- Absences for extreme hardships must be approved by the Principal. Such approval should be prearranged when possible.

Unlawful Absences

- Absences of a student without the knowledge of parents
- Absences of a student without acceptable cause with the knowledge of parents (including those with a parent note).
- Suspension is not accounted as unlawful for truancy purposes.

Written Excuses

A written excuse for a student's absence must be turned in with two (2) days of the student's return to school. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as unexcused.

A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11th parent note, such excuses will be considered unlawful and will be coded as unexcused.

The note should:

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

The note should be brought to the front office before the 8:30 a.m. bell. The student will receive an admission slip that should be presented to ALL of the student's teachers. A student will not be permitted to enter class without it and it must be signed by each class period's teacher.

If an absence is excused, the student will be allowed to make up work missed. **See Make-up Work Policy.** The student has the responsibility of requesting make-up work.

Truancy

When a student has 3 consecutive unlawful absences, or a total of 5 unlawful absences, the student is considered truant, and an attendance intervention meeting will occur to develop a plan to improve attendance. If a student accumulates two additional unlawful absences following the intervention, the student will be referred to the Attendance Supervisor. The Attendance Supervisor will make a decision regarding a possible referral to Family Court based on the circumstances.

Transfer of Plans

If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

Skipping School/Class

Students will not leave the school grounds during the day without permission from an administrator. Students who leave the school grounds without permission, or students who are absent without the consent of parents or guardian, shall be considered truant and shall be liable for suspension from school.

Perfect Attendance

The definition of an absence at a Greenville County Middle School is being in attendance at school for less than three hours, during a school day. Any day for which the student is present less than three hours, by definition, excludes a student from being determined to have Perfect Attendance.

Make-Up Work

In order to receive full credit for make-up work, all work must be submitted within five school days, immediately following the absence. In cases of prolonged illness beyond five days, special consideration will be given. It is the responsibility of the students, not the teachers, to arrange for make-up work.

- Work assigned before the absence or field trip will be due the day the student returns.
- Tests assigned before the absence will be taken on the scheduled test date or date arranged with the teacher.
- If a student misses a test or quiz while absent, on the first day back, arrangements should be made with the teacher to make up the assessment within five days.
- In general, work is made up before or after school in order not to miss more class time. Arrangements may also be made with the teacher to make-up assignments during support times such as 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. to request make-up work. Make up work will be available in the front office by 3 PM. Teachers have the option of emailing make up work if they so choose. Students are encouraged to check teacher websites for assignments during any absence.

Early Dismissals

On the day a student needs to leave early, he/she must bring a note from a parent or guardian stating the reason for his/her dismissal, the phone number where parents can be reached, and the homeroom teacher's name. This note must be signed by the parent and must be in the main office no later than 8:25 A.M. If the dismissal is for medical purposes, the request should include the doctor's name and telephone number. The parent or legal guardian with whom the student lives must meet the student in the office to sign him/her out. Please bring a valid picture I.D. Early dismissals are excused for the reasons which apply for an excused absence. 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.

Tardiness

School begins at 8:30 for all grades. Students not in homeroom at 8:30 are TARDY. If a student arrives after 8:30, he/she must report to the office for an admittance slip to be admitted to class.

Exams

Semester and/or year-end exams may be given in all classes and count as a major assessment in the corresponding academic quarter. Exams for High School Credit Courses count 20% the final grade.

Textbooks

All basic textbooks are loaned to students for use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay replacements costs for lost books and an appropriate charge for damaged books.

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 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.

Students may submit an NHI assignment up until one week before the grading period (quarter) ends with a total maximum penalty of no more than 10 points off (per assignment).

If at the end of the quarter the assignment has not been turned in, the NHI will remain for a grade of 50.

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
- 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 and sent home to all students on the following dates:

September 20, 2019	November 25, 2019
February 13, 2020	April 28, 2020

Report Cards

Report cards will be sent home on the following dates.

October 30, 2019	January 24, 2020
March 27, 2020	June 8, 2020

Redo/Retake Policy

Each grade level will share with students their protocol for redo/retakes.

Sports Participation

In order to participate in athletics, students must meet the minimum criteria stated by the South Carolina High School League. Students wishing to participate must have an overall passing average in each of their academic classes and abide by the athletic behavior contract. Each athlete is expected to conduct himself/herself in an honorable way at all times--in school and in the community. Students must also complete the required physical examination/forms to participate.

Extra Help

Each teacher has a designated extra help time before or after school, posted outside their door and on their website. Transportation arrangements should be made ahead of time.

Additionally, extra help with certified teachers is available in the two computer labs closest to the bus port from 7:30-8:15 each morning.

Section 2: General Information

Agendas

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

Book Bags

Students are encouraged to use book bags to transport their books and materials to and from school. However, in order to assist with organization and to provide a safer classroom environment, students are required to keep their book bags/nylon sports bags/large handbags in their lockers, until their last locker break. Eighth grade students are allowed to carry book bags at times designated by grade level teachers. Rolling book bags are allowed only with prior approval from the administration.

Buying/Selling

The buying/selling of any goods while on school grounds is prohibited. 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.

Cafeteria Procedures

The following are 2016-2019 meal prices:

Daily Breakfast	FREE to all students
Daily Lunch Cost	\$2.50
Reduced Lunch Cost	\$0.40

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 the end of the period.
- 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 without prior written approval.

Applications for free/reduced lunch forms will be distributed at the beginning of the school year. Money may be deposited into lunch accounts between 8:00 –8:20 A.M. each morning 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. Students may carry **only water in a transparent, colorless, hard plastic container with a screw-top cap and a flip-up spout** during the day.

Field Trips

Students on approved school field trips and approved school activities will not be considered absent from school, but must make up work missed. Students participating in field trips or any other school activity are expected to abide by the same policies as during a regular school day and will be expected to follow

dress code procedures determined by the faculty. Students must have a signed field trip permission form before going on a field trip.

Access to Field Trips

- A teacher may not deny participation in a field trip as a consequence of an incident of misconduct. The principal may exclude a student from a field trip, if the period of a student's suspension covers the date(s) of the trip or the student's current pattern of behavior would disrupt the orderly execution of the trip and lessen its educational value for other students. The principal must approve all decisions to deny a student access to a field trip.
- Students who are not participating in field trips must be given appropriate assignments.
- All medications taken on field trips must have the appropriate Field Trips Form completed by a parent. **Even if medication is normally housed in the health room, a separate container bearing the prescription information with the dosage necessary for the trip must be brought to the nurse by a parent.** Students may not bring medication on the bus.
- Students will not be penalized academically for non- participation in a field trip.

Guidance Department

The Riverside Middle School Guidance Department provides a comprehensive school counseling program to enhance the academic, career, and personal/social development of all students. Our four 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 guidance program into the instructional program are among the primary responsibilities of our guidance 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 guidance 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 in the Guidance Office for students to complete and submit at any time during the school day. Parents and students may find additional information and resources on the Guidance page of the Riverside Middle School website and are

encouraged to contact their counselor at any time for assistance.

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 more in depth explanation of Health Services information, policies, and permission forms. This information can be found under the Student Services – Health Services heading.

Library Learning Commons (LLC) Guidelines

- The LLC is open to students from 7:45 A.M. to 3:45 P.M. on school days. If students need extended

hours, please notify the media specialist in advance to make arrangements.

- Students may come to the LLC during school hours with a pass in their agenda, signed by the supervising teacher and which indicates the purpose and length of time for the visit. Students should come prepared for their task with all materials required to complete it.
- The makerspace is open any time the LLC is open. During class time, your pass must indicate that you can use the makerspace. If classes are using the LLC, you may be restricted in what you can use due to noise/distractions.
- Media will be checked out according to the following schedule with fines charged for each school day:

Books	3 week loan	\$.05/school day
Magazine	Overnight loan	\$.05/school day
- Books may be renewed two times to extend the loan period.
- All fines, fees and overdue books must be cleared with the LLC before students will be allowed to attend school functions such as dances and other special celebrations.
- Students will receive notice of overdue materials each week in Homeroom. Overdue materials should be returned promptly and fines paid. Students with financial hardships are encouraged to speak to the media specialist.
- Other fines and charges on media are:

Lost/damaged barcode	\$1.00
Damage to book	Based on amt. of damage
Lost books	Replacement cost
- Students may print from LLC computers. The charge for this printing is:

Black and white	\$.10/page
Color	\$.25/page
- Food and drinks are not allowed in the LLC without prior approval.
- Courteous and respectful behavior is expected of all students in the LLC.

Locks and Lockers

Students will be issued a locker at the beginning of the school year. Due to enrollment numbers, some students may be asked to share lockers. **DO NOT** share combinations with anyone not issued that locker. Students may use only their assigned lockers. Students are responsible for lockers and their contents. Always lock the lock securely. If a student has a locker problem, report it to the homeroom teacher. **Articles of value are best left at home.**

Office Hours

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

Phone Messages

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

Parent-Teacher-Student Association

The PTSA is an organization that works to improve Riverside Middle. Through the Fall Open House program, parents are provided an opportunity to meet faculty and staff, to learn first-hand knowledge of the school program, and to tour the facilities. Through the publication of the newsletter, the PTSA alerts the school community about activities and needs of the school. Membership in the organization is open to all parents, community members, teachers and students at a cost of **\$5 per membership.**

www.rmsptsa.com

School Day

If a student chooses to eat breakfast at school, they are to report to breakfast immediately arrival to school.

The classrooms will be opened to students at 8:15 A.M. Students are expected to be in their homerooms by 8:30 A.M. Students arriving after 7:30 A.M. and prior to 8:15 A.M. will be admitted to designated areas to be announced. 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.**

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

School Improvement Council

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

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.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:

<https://ed.gov/policy/gen/guid/religionandschools/index.html>

Technology

Children's Online Privacy Protection Act (COPPA) Internet Permission Form - COPPA requires verifiable parental consent before a child under the age of 13 can access a commercial web site or use a commercial mobile/tablet application (app). The law

permits school districts to obtain this consent thereby eliminating the need for each website operator or app owner to request consent from each parent which is difficult to do in a classroom setting. This form will be sent home in the first day of school package for parent signature and is required if the student is to access the internet at school.

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

Please note that parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access email or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook.

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law. The guidelines below supply students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

Students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.

4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

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 he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- All online communication must be polite and not threatening or offensive in any way. All students in grades 3-12 are issued email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.

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.

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. 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.

Headphones, Earbuds, Speakers, etc.

Headphones, earbuds, etc. cannot be used or visible 8:15 – 3:15 unless part of teacher-directed instruction. Personal speakers that play audio aloud are deemed inappropriate materials and will be disciplined as such.

Student Cellphones

During school hours (8:15 – 3:15 dismissal) while in the school building or on school grounds, no student may use or have a cell phone or electronic device visible or turned on. **It is recommended that phones be stored in lockers.** Turned on" includes a device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.

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, 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.

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.

Withdrawals

If a student's family changes residence outside the Riverside attendance area, the following steps should be taken. Records will be sent to the new school once a request for records has been received.

- Notify the student's teachers of the upcoming move
- Request a withdrawal form from the guidance clerk at least two days prior to the student's last day
- Clean out locker and return all textbooks to the media center
- Pay all outstanding fees and fines (media center and cafeteria)
- Sign withdrawal form along with counselor and principal

Section 3: Behavioral Expectations

Education is too important to be the sole responsibility of the schools. The success of school discipline depends on a collaborative effort among home, school, and community. By working together we can achieve the goals we all seek – safe, orderly schools and a quality education for our students.

Listed below are sections of the Greenville County Schools Code of Conduct. The entire document can be viewed on the district webpage. In accordance with board policy, and where deemed appropriate by the administration of Riverside Middle School, modifications and clarifications have been made to reflect the unique needs of our students.

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.
- Replacement lanyards are available for \$1.
- 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 do an ID check at the beginning of each class period each day. Proper IDs and lanyards must be displayed by the start of homeroom. For a student who does not have his/her ID badge on the correct lanyard, they will adhere to the following procedures:

- The student will obtain a temporary one-day ID sticker from the front office.
- Students may report to the designated area from 8:00 – 8:15 to purchase a new identification badge or lanyard.
- Not displaying/possessing School ID will result in lunch detention. Persistent violation of the ID policy will be referred to administrator.

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.

Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports 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 Parent Resource Representative. (See Policy JA for contact information). 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. 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.

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

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.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504

Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

Cellular Phones/Electronic Devices

During school hours (8:15 – 3:15 dismissal) while in the school building or on school grounds, no student may use or have a cell phone or electronic device visible or turned on. **It is recommended that phones be stored in lockers.** "Turned on" includes device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal. 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).

Dress Code

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

- 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.
- Hats, bandanas, or sunglasses may not be worn in the building. They may not be worn on belt loops, book bags, etc., and should be placed in the locker during the day.

- Hoodie sweatshirts may be worn only with the hoodie in the “down” position.
- Coats, jackets, and oversized sweatshirts will be placed in lockers during the school day.
- 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. Flip-flops (shower-type shoes) are not permitted. No Soccer Sandals, bedroom shoes, or heeled shoes (shoes with roller-skates) allowed.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Cut-off sleeves or pant legs are not allowed. Students shall not expose undergarments.
- Skirts and shorts should fit and be in good taste and not be shorter than 3 and ¼” (the *length* of the student ID) above the knee when standing.
- Tops worn over leggings/jeggings must extend at least to the fingertips with hands held at the sides.
- Sleeveless attire cannot reveal undergarments and must have straps at least 2 inches wide (the *width* of the student ID).
- Shirts cannot be tight, low cut or show cleavage. Shirts should be loose-fitting and fully cover the upper body. Shirt attire may not be longer than wrist length. Tank tops, halter tops, strapless shirts/dresses, and shirts/dresses with spaghetti straps will not be allowed
- At no time should the student’s midriff be visible while standing, sitting, or participating in normal school activities.
- If sheer/lace fabrics are worn, the visible clothing underneath must meet dress code standards.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not have open holes above the knee, bag, sag, or drag.
- Athletic pants/shorts are not permitted.
- 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.
- Headphones, earbuds, etc. cannot be used or visible 8:15 – 3:15 unless part of teacher-directed instruction.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from

wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment.

Discipline Policy

In order to maintain the tradition of academic excellence, Riverside Middle School will be a safe and orderly environment where all students will have the opportunity to learn. Acts that impair the ability of the school staff, teachers, and administrators to maintain a safe school environment will result in consequences. The discipline policy of Riverside Middle School will reflect the Code of Conduct that has been approved by the Greenville County School Board. Principals will reserve the right to adjust consequences based on the severity of the incident. However, the consequences below will represent the minimum consequence for particular offenses.

Tardies

Students who are late to school or late to a class cause major disruptions to the school day for students and staff.

Tardies to school: All students are allowed three tardies to school without a referral. This allows for unusual circumstances (wreck, 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. Persistent tardiness to class will follow the Teacher Discipline Plan below.

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

Lunch Detention (LD) - Assigned by the classroom teacher as an intermediary step to a disciplinary referral. Students should heed this strong warning and modify the behavior so as to avoid a disciplinary referral.

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. Students must be picked up promptly at 10:30 dismissal, or they may walk 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.

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.

Maximum Number of Consequences per Year

Consequences for offenses vary depending on the severity of the action. Students that 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. 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

Level I-Disorderly Conduct

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense. Notification may be via phone, email, or a copy of the referral sent home via the student. Subsequent offenses beyond 4 may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

Violation	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Classroom and/or school tardiness	Verbal Warning by Teacher	Parent Contact	Teacher Consequence	Referral
Cutting class	PD	1 Day SS	1 Day OSS	2 Days OSS
Leaving campus without signing out properly	1 Day SS	1 Day OSS	2 Days OSS	3 Days OSS
Illegally walking out of class w/out permission	1 Day SS	1 Day OSS	2Days OSS	3 Days OSS
Acting in a manner so as to interfere with the instructional process in the classroom	Consequences range from Principal Detention to OSS depending on severity			
Excessive talking that interferes with the instructional process in the classroom	PD	PD	1 Day SS	1 Day SS
Use of electronic devices without teacher permission including Chromebooks, cell phone, iPad, iPod, MP3 players, game devices, smart watches for communication, etc. at school.	Warning	PD	PD	1 Day SS
Failure to attend a Teacher Detention	PD	PD	PD	PD
Failure to attend a Principal Detention	1 Day SS	1 Day SS	1 Day SS	1 Day SS
Failure to attend Saturday School	1 Day OSS	1 Day OSS	1 Day OSS	1 Day OSS
Disruptive behavior and/or refusing to work in Sat. 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	Consequences range from Principal Detention to 5 Days OSS depending on severity			
Being in an unauthorized area (parking lots, etc.)	1 Day SS	2 Days SS	1 Day OSS	2 Days OSS
Violation of Dress Code	Warning Referral	PD	PD	1 Day SS
	Possible removal from class/Change to appropriate dress.			
Possession of food or drink in the hallways or classrooms	PD	PD	1 Day SS	1 Day SS
Leaving trash or food in the building	PD	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)	PD	1 Day SS	1 Day OSS	3 Days OSS
Use of forged notes or excuses	PD	1 Day SS	1 Day OSS	2 Days OSS

Level II-Disruptive Conduct

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

Violation	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Inciting a fight (including passing notes and conversations)	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	1 – 5 Days OSS			
Public display of affection	PD	1 Day SS	1 Day OSS	1 Day OSS
Conduct of a sexual nature	Range from SS to 5 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 school year			
Horseplay (Including running, physical contact, etc)	Range from SS to 5 days OSS			
Stealing	1-5 Days OSS			
Gambling on school property	1-5 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 to staff member, including but not limited to profane language	3-5 Days OSS			
Inappropriate behavior resulting in removal from class by a Principal	1 Day SS to 5 Days OSS			
Threats, harassment, intimidation, or bullying	1-10 Days OSS <u>Possible</u> 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.	1 Day OSS	2 Days OSS	3 Days OSS	5 Days OSS
On campus while under 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 <u>Possible</u> 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 <u>Possible</u> 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

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

Violation	1st 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

Greenville County Schools Code of Conduct on School Buses

In order to insure 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 for middle school.

The School District Behavior Code 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 misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

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
- 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 -- Parent contact and one (1) day bus suspension
- 3rd Referral -- Suspended from bus three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level I referrals will result in administrative review and may be accelerated to a Level II offense

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 ten (10) days and parent conference
- 3rd Referral -- Suspension from bus 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 Disabled Students on the Bus:

Students with disabilities will be disciplined in accordance with federal 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.

The school administration will implement the above bus discipline schedule without a bus driver referral and notify appropriate bus center of the effective dates of loss of bus transportation services.

Please note that the previous table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.